



DR.B.C.ROY ACADEMY OF PROFESSIONAL COURSES DURGAPUR

(An Autonomous Institute affiliated to MAKAUT, West Bengal)

TOUR SANCTION FORM

(To be submitted to General Secretary /BCREC through Principal)

1.	Name	
2.	Designation	
3.	Department	
4.	Purpose & Place of Visit	
5.	Tour Date	From: To:
6.	Total No. of Days	
7.	Tour Recommended by	
8.	Amount of Advance Required (if Any)	

(Signature of Applicant)

Date: -

(Signature & Designation of Recommending Authority)

Forwarded/Not Forwarded

(Signature of Principal)

To
General Secretary/BCREC

APPROVED/NOT APPROVED

(Signature of General Secretary)