NSC/ADM-35/2024-2025/ Date**:**

**Travel Order**

As per the decision of the HRC/Undersigned vide Note Sheet No............………dated …………….., the following officials (s) is/are hereby relieved from his/her office duty as detailed below;

**Purpose of Travel:**

**Duration:**

**Place (s) of Visit:**

**Mode of Travel:** Pool Vehicle Private Car Bus Taxi Air Train

**Funding Source (s):** **RGOB**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No** | **Name of Official** | **Designation** | **Position Level** | **Remarks** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

The official(s) is/are instructed to claim the travel entitlements strictly as per this order in accordance to the prevailing travel rules.

Name, Sign & Seal

**Head of Budgetary Body/Agency**

Copy to:

1. Controlling Officer of the Individual
2. Individual Concerned