

**PERFORMA FOR SEEKING PERMISSION FOR UNDER TAKING JOURNEY
OUTSIDE RAJASTHAN**

1	Name & Designation	
2	Place Visited (outside Rajasthan)	
3	Actual period of stay with definite timings departure arrival at each place.	
4	Purpose	
5	If journey is in connection with procurement of steel/bitumen cement following information may be furnished	
a)	Supply order/Indent No./Dt.	
b)	Quantity allotted/allotment quantity of past balance supply if any	
c)	Quantity date wise lifted	
d)	If stay is more then reasonable time & without any details to support such stay may be given.	
6	Whether prior approval of this office was sought for? If not give reasons	
7	In case of repeated journey if any be clarified as to why proper arrangement could not be made initially to avoid repeated journey by the same persons or different persons.	