

Utility Powertech Limited

(A JV of Reliance Infra. & NTPC Ltd.)

Site: _____

TOUR APPROVAL / ADVANCE REQUEST

1. Name : _____
2. Designation : _____
3. Department : _____
4. Commencement of Journey : _____
5. Period of Journey : _____
6. Total No. of days at outstation : _____
7. Purpose of Journey : _____

8. Mode of Transport : AIR / RAIL / ROAD
9. Class for Rail Journey : 1st A/C / 2nd A/C / 3rd A/C / SL Class / Others
10. Class for Air Journey : Economy / Others
11. Advance Requested : _____
12. Previous Advance, if any : _____

Date: _____ : Signature of Employee

Forwarded Through:
Concerned Department / HoD

AGM (HR)

AGM (F&A)

Chief Executive Officer

Format Issue Date: 14/08/2015