



SANT BABA BHAG SINGH UNIVERSITY

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Ref.No: SBBSU/22/1657

Date: 28/07/2022

OFFICE ORDER

This is for the information of all the employees of the University that if any one visits outside the University for official purpose (or duty leave / academic leave / admissions / counseling / campaign / conference etc.) then after the visit, giving full details for clear explanation of objective, purpose and success/feedback of the visit/tour. **He/she must submit the visit/travel/trip/tour report** (as format attached).

The progress of visit/tour report must be submitted in the office of undersigned by next day of visit till 9:15 AM.

Only after successful submission of the progress tour/visit report, on time, the same person shall be allowed to have transport facility and duty/academic leave for next visit.

This issues with the approval of competent authority.

[Signature]
28/07/2022
Registrar

→ format to put on website.

To:

1. Secretary, SBBSMCS - for information, please
2. Vice-Chancellor, SBBSU - for information, please
3. Dean Academics
4. Director IQAC
5. Director R&D
6. All Deans/All Directors/Dy.Directors
7. All HoDs/CoDs/In-charges
8. C.F.A.O, T&P Cell, Chief Warden (Boys Hostel), Warden (Girls Hostel) Librarian, Estate Officer, In-charge Dispensary, Store In-charge, Workshop Supdt.- for implementation
9. Manager Facilities - for information, please
10. Admission Cell and all related members - for necessary action
11. website Su-charge



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PROFORMA FOR TOUR / VISIT REPORT
(Pre requisite for Assessment during tour/visit)
(P.S :- attach extra page, if required)

1. Name of employee visited –

2. Date of tour/visit/Academic or Duty Leave –

3. Duration –

4. Purpose/objective –

5. Place of visit –

6. People met or other details (full name with designation) –

7. Specific observations –

8. Follow-up-action, if any -

9. Comments of Head/CoD of Department –

10. Any Other Remarks –

Date and Time of submission

Countersign of Driver
(if University transport availed)

Name & Signature of employee who visited

Dean of the Institute or Branch officer

Head of Department

Submitted to: Registrar