

(Kindly apply well in advance)

**PROFORMA FOR SEEKING PERMISSION TO CONDUCT**  
**AN EDUCATIONAL TOUR/ FIELD TRIP/ EXCURSION**  
**(Proforma, incomplete & without formalities shall not be entertained)**

- Has the selection of the venue \_\_\_\_\_  
been made by the Departmental Affairs Committee). (Please enclose a copy of the Minutes)
- Have the Do's & Don'ts been \_\_\_\_\_  
prepared by the HOD and \_\_\_\_\_ (Please enclose a copy of the same)  
circulated amongst all.
- Has the Indemnity Form been \_\_\_\_\_ obtained from every  
students/individual regarding visit to the spot at his/her own risk and the responsibility (In case of  
the students, the consent of the parents is essential).
- Place selected for Field Trip/  
Excursion/Tour \_\_\_\_\_  
(Enclose detailed programme)
- Name of the Members of the Sub-Committee(s) constituted  
for the smooth conduct of the Field Trip/Excursion/Tour  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_
- Have all the necessary measures \_\_\_\_\_  
been taken for the smooth  
conduct of the Field Trip/Excursion/Tour
- Has the DC/SP concerned been \_\_\_\_\_  
Informed/\_\_\_ be intimated (Letter No. \_\_\_\_\_ Dt. \_\_\_\_\_)  
(Please enclose a copy of the same)
- What arrangement have been made \_\_\_\_\_  
for medical situational treatment
- Name & Mobile Phone No. of the \_\_\_\_\_  
Teacher/ Any member of the Squad
- Does the Excursion involves any form \_\_\_\_\_  
of Adventurous spot , if yes,  
has the physical fitness certificate  
been obtained from every individual.
- Mode of Travel. \_\_\_\_\_

Enclose a list of all students/teachers and other staff accompanying Field Trip/Excursion/Tour.

**No:**  
**Date:**

**Signatures of the HOD**  
**With Seal**