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## Circular

**Subject: Clarification under Online Tour Program Software (NAU ONLINE TOUR MANAGEMENT SYSTEM).**

As per instruction from Hon. Vice chancellor certain changes were took place under "NAU ONLINE TOUR MANAGEMENT SYSTEM" all university staff members are requested to follow the same.

Sr.	Statute 121 Item No.	Interpretation of Statute Item while submitting online tour program
1	30(ii)	Power to give permission to the teacher to attend meeting connected with - (ii)ICAR / ASRB / UPSC / GPSC / other universities/institutions related to examination or other academic work. <b>(within the State)</b>
2	30(ii)-Out-of-State	Power to give permission to the teacher to attend meeting connected with - (ii)ICAR / ASRB / UPSC / GPSC / other universities/institutions related to examination or other academic work. <b>(Outside the State)</b>
3	31(i)	<b>Only Officer of University may use for the purpose of</b> tour for business of the University within the University area
4	31(ii)	<b>Only Principal [who are not covered under 31(i)] may use for the purpose of</b> tour for business of the University within the University area
5	31(iii)-for-Head-of-Units-other-than-Principal-and-University-Officer	<b>Only Unit Head [who are not covered under 31(i) &amp; 31(ii)] may use for the purpose of</b> tour for business of the University within the University area
6	31(iii)	<b>All staff members other than Officer of University, Principal and Unit Head may use for the purpose of</b> tour for business of the University within the University area
7	32 (i)	<b>Only Officer and Teacher of the University may use for the purpose of</b> tour for business of the University outside University area <i>* Teacher means Staff appointed under Teaching Post</i>
8	32 (ii)	<b>Staff members who are not covered under 32(i) may use for the purpose of</b> tour for business of the University outside University area <i>* Only for Staff members who are appointed under Non-Teaching Post</i>

It is been observed that so many staff members working under Teaching Post were submitted their tour under 32(ii) instead of 32(i). Delegation of power to approve tour under Statute 121, Item No. 32(i) is available with Hon. Vice Chancellor, hence such tour required post facto approval of Hon. Vice Chancellor. Such staff members are informed to submit their tour program for post facto approval through proper channel in Hard Copy Only.

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Director IT, NAU

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