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Circular

Subject: Implementation of Online Tour Program Software.

As per instruction from Hon. Vice chancellor all university staff members have to submit their tour programs via online tour software only. For implementation of online tour program software training and meeting was arranged by IT department on 29/07/2015. Most of tour are submitted there after via online tour software, but it is been noticed by the authorities that in some cases tour programs are getting submitted in hard copy. As per the instruction given by Hon. Vice chancellor no one can submit their tour program in hard copy now onwards.

Department of IT has added few features in the account of Unit Head, which are listed below. These features could be operated from Unit Head Accounts only.

Sr.	Feature Name	Utility of the Feature
1	User management	<ul style="list-style-type: none">List of staff members.Action during Transfer, Retired, Promotion, etc.Edit Staff details.Send OTP.
2	Add Employee	<ul style="list-style-type: none">New Employee added from this section.
3	Change HOD	<ul style="list-style-type: none">HOD of department could be changed from this section.
4	Transferred from this Unit	<ul style="list-style-type: none">The list of employee shown here who had transferred from this unit as well action can be reversed.
5	Transferred in this Unit	<ul style="list-style-type: none">Employee transferred from other Unit will be listed here and transfer process will be confirmed.
6	Vehicle Management	<ul style="list-style-type: none">List of Vehicle under the unit.
7	Add Vehicle	<ul style="list-style-type: none">New Vehicle added from this section.

The detail User Manual (Help) of above features is uploaded in circular section very shortly.

All approved tour program must be signed and marked Outward Numbers by appropriate authorities. If the tour is approved by Unit Head then it would be signed by Unit Head. If the tour program is signed by Hon. Vice-chancellor it would be signed and outward would be marked from the office of Director of Research / Registrar / Director of Extension Education (As per tour program routed). Staff members who have submitted tour program earlier through this software are also instructed to complete signed and outward process.

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Director IT, NAU