

APPLICATION FOR ADVANCE OF T.A. ON TOUR

1. Name :
2. Designation :
3. Whether Permanent/Temporary :
4. Office / Section in which working :
5. Basic Pay + NPA + SI :
6. Places to be visited and period of halt at each station :
7. Purpose of Tour :
8. Has the tour programme been approved by Competent Authority : (Over leaf)
9. Duration of Journey (in days) :
10. Rail/Road fare by the entitled class/class by which the Govt. servant proposes to travel for both outward and inward journeys :
11. Daily Allowance entitled :
 - (i) For journey period :
 - (ii) For the halts :
 - Total :
12. Total TA + DA (10 + 11) : Rs.
13. Amount of Advance required : Rs.
14. Whether any earlier advance is outstanding. If so, the date on which TA bill was submitted

I declared that the particulars furnished above are correct.

Station :

Signature of the Govt. Servant.

Dated :

DIRECTOR

BILL NO.

DATED:

Passed for Rs. _____ (Rupees only)

DRAWING AND DISBURSING OFFICER

bkg.

TENTATIVE / FINAL TOUR PROGRAMME

DEPARTURE			MODE OF JOURNEY	ARRIVAL			PURPOSE
DATE	PLACE	TIME		DATE	PLACE	TIME	
1	2	3	4	5	6	7	8

SIGNATURE OF GOVT. SERVANT
DATE:

Recommendations of Head of
Division / Section

APPROVED

DIRECTOR