

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 ? _____
9. Duration of journey (in days) _____
10. Rail/Road fare by the entitled class/class by which the Government servant proposes to travel for both outward and inward journeys. _____
11. Daily allowance entitled -
 - (i) For journey period Rs. _____
 - (ii) For the halts Rs. _____
 - Total Rs. _____
12. Total T. A. + D. A. (10 + 11) _____
13. Amount of advance required _____
14. Whether any earlier advance is outstanding. if so, the date on which T. A. bill was submitted _____

I declare that the particulars furnished above are correct.

Station :

Date :

Signature of the Government servant