

APPLICATION FOR ADVANCE OF T.A. ON TOUR

1. Name : _____
2. Designation and Office : _____
3. Whether permanent/temporary : _____
4. Office/Section in which working : _____
5. Basic Pay/NPA/SI : _____
6. Place 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 TA +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