

APPLICATION FOR ADVANCE OF T.A. ON TOUR

1. Name :
 2. Designation :
 3. Whether Permanent/Temporary :
 4. Office/Section in which working :
 5. Pay + Grade Pay :
 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/classes by which the Government servant proposes to travel for both outward and inward journey :
 11. Daily allowances entitled :-
 - (a) For Journey Period :Rs.
 - (b) For the holts :Rs.
-
- TOTAL:
12. Total R.A. + D.A. (10 + 11) :
 13. Amount of advance required :
 14. Whether any earlier advance is outstanding. :
If so, the date on which TA bill was submitted.

I declare that the particulars furnished above are correct.

Station :-

Signature of the Government Servant

Date :-