

APPLICATION FOR ADVANCE OF T.A. ON TOUR

1. Name
2. Designation
3. Whether Temporary/Permanent
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 the Competent Authority?
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 : Rs.
  - (ii) For the halts : Rs.
12. Total TA + DA (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 :  
Date :

Signature of the Government Servant