

APPLICATION FOR ADVANCE OF T.A. ON TOUR

1.	Name of the Officer/ Official.	
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 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 :

Signature of the Government Servant.

Date :