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|  | **Indian Institute of Technology Hyderabad**  Kandi -502285 , Telangana, India |



Approval for Tour & TA Advance



Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff No. / Roll No.\_\_\_\_\_\_\_\_\_\_\_

Designation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Basic pay : Rs.\_\_\_\_\_\_\_\_\_\_\_ per month

Proposed Dates of Journey : \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_

Purpose of Journey : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| 1. Proposed Class of Journey (Ticket one) : Air(Business/Economy)/Train(1AC/2AC/3AC/ACC/SL/CC)/ Road (AC/Non-AC) 2. Estimate of Fare : One-Way/ Two-Way : \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ 3. Estimated of Accommodation Charges : \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ 4. Estimate of Other Expenditures to be incurred : \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_   (Details\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | |
| **Total Advance Requested:** |  |

I hereby certify that there is no unsettled travel advance amount against my name.

I hereby certify that I will submit TA Bill within 15 days of completion of journey. Failure to do so, may entail recovery of the advance drawn, if any in a single installment through the next Salary Bill/Scholarship of Employee/Student.

**I hereby certifiy that I have taken tour approval from the Head of Department.**

**I have enclosed the original approval letter given by the Director for all international travels.**

**Employee/Student**

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**Head of the Department/ Director**

Chargeable Head: TA and DA Seminar Training Others

T A No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Deputy Registrar (F&A)**

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Approved TA Advance of Rs. \_\_\_\_\_\_\_\_\_\_

(Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_).

**DDO**

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**Bank Name & Branch :**

**Bank Account Number : Employee/ Student**

**IFSC Code :**