

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 : _____

- Proposed Class of Journey (Ticket one) :
Air(Business/Economy)/Train(1AC/2AC/3AC/ACC/SL/CC)/ Road (AC/Non-AC)
- Estimate of Fare : One-Way/ Two-Way : _____
- Estimated of Accommodation Charges : _____
- 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 certify 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

Head of the Department/ Director

Chargeable Head: TA and DA

Seminar

Training

Others

T A No. _____

Deputy Registrar (F&A)

Approved TA Advance of Rs. _____

(Rupees _____).

DDO

Bank Name & Branch :
 Bank Account Number :
 IFSC Code :

Employee/ Student