

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.
12. Total R.A. + D.A. (10 + 11) :

TOTAL:
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 :-