

APPLICATION FORM FOR APPROVAL OF TOUR PROGRAMME & SANCTION OF T.A. ADVANCE

1. Name & Designation :

2. Basic Pay & Pay Level : ₹/- in Pay Level.....

3. Purpose of Journey

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4. Funding source of Tour : Institute/Project/Sponsored

Particulars of Journey

DEPARTURE		ARRIVAL		Mode of Travel
Date & Time	Place	Date & Time	Place	Flight/Train/Bus

5. Previous unsettled Outstanding advance, if any : ₹

6. Whether Advance required for the Tour : Yes/No

7. If yes, Details of T.A advance required for

(i) For Fare (Air/Rail/Bus) : ₹.....

(ii) For Accommodation/Stay during Tour : ₹.....

(iii) For Daily Allowance : ₹.....

Total Amount of advance required (A) ₹.....

8. Amount of Advance to be sanctioned (90% of the (A) above) ₹

9. **Declaration:** I hereby undertake that I would claim\submit documents pertaining to the tour undertaken and return the balance amount, if any, within 15 days of returning from the tour. In case of failure to do so within the stipulated time period, otherwise penal interest will be payable as laid down in GID No 2 below Rule 2 of Part-II compendium of Rules on advance w.e.f. 01.07.2005 of GFR.

Date:

(Signature of Official)

Recommendation of Department Head

Date:

(Signature of Departmental Head)

Tour Programme “**APPROVED**’ & **SANCTIONED** ₹.....”/ “**NOT APPROVED**”

DIRECTOR

--Part II--
For Office Use

Total Tour Advance to be paid (90% of the amount): ₹

The Advance bill has been entered in TA Advance bill Register. Bill (s) was/were checked and passed for payment of ₹only.

DDO/AO

Chief Administrative Officer

For use of Accounts Section

TA Advance Bill was checked and amount ₹ was reimbursed/paid to the official vide Ch.no/NEFT/RTGS.....dated.....

Sr. Accounts Officer/CF&A

Note: - A copy of approved tour programme should be submitted to Office of the CAO for official records, where no tour advance is required.