

APPLICATION FOR ADVANCE OF  
T.A. ON TOUR

1. Name ... ..
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/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:

Date :

*Signature of the Government servant*