**APPLICATION FOR ADVANCE OF T. A. ON TOUR**

1. Name & Personal No:
2. Designation:
3. Whether Permanent/Temporary:
4. Section in which working:
5. Basic Pay:
6. Places to be visited and period

of Halt at each period:

1. Purpose of Tour:
2. Has the tour programme been

approved competent authority:

1. Duration of Journey(in days):
2. Rail/Road fare by the

entitled class by which the Govt. servant:

1. Purpose to travel for both onwards

and in wards journey:

Daily allowance entitled:

(i)For Journey period………………………..Rs……………………….

(ii)For the halts………………………………….Rs……………………….

 Total Rs………………........

1. Amount of advance required:
2. Whether any earlier advance of

outstanding. If so, the date

on which T.A. Bill was submitted:

 I declare that the particulars furnished above are correct and I undertake to submit the adjustment bill against the above advance within fifteen days from the date of completion of journey or the date on which I will resume duty, failing which at may be recovered from my Pay & Allowances in one lump sum.

Station:

Date:

 Signature of the govt. servant