

APPLICATION FORM FOR TOUR T.A. ADVANCE

1	Name of the Officer/ Official proceeding on Tour	
2	Designation	
3	Basic Pay and Pay Level (as per 7 th CPC)	
4	Class of Entitlement (Air/Train/Bus) (In case of Train, Railway class to which entitled)	
5	Whether the Tour programme has been approved by the Competent Authority. If so please attach a copy	
6	In case the Officer is not entitled to travel by Air, whether the approval of Secretary (H) has been obtained. If so, please attach a copy	
7	Whether any previous TA Advance is remaining unadjusted. If so, whether the TA Bill for that has since been submitted or not	
8	Place to be visited	
9	Purpose of Visit	
10	Duration of visit	From : To : No.of Days:
10	Amount of Advance Required	
11	Details of Calculations: a) Air/Rail/Bus Fare (Two ways) b) Accommodation c) Food d) Travel within city	
12	Remarks , if any	

Date :

Signature : _____

Name :

Designation :

Amount of TA Advance recommended : Rs. _____