

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:
7. Purpose of Tour:
8. Has the tour programme been
approved competent authority:
9. Duration of Journey(in days):
10. Rail/Road fare by the
entitled class by which the Govt. servant:
11. 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.....
12. Amount of advance required:
13. 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 it may be recovered from my Pay & Allowances in one lump sum.

Station:

Date:

Signature of the govt. servant

FOR OFFICE USE ONLY
(For TA Advance on Tour)

1. Advance Details (Calculation)

Particulars	Amount (₹)
(a) Estimated Fare (both ways)	_____
(b) Daily Allowance (DA) admissible × No. of days	_____
(c) Hotel/Accommodation Charges (if any)	_____
(d) Local Conveyance (if applicable)	_____
(e) Total Estimated Expenses (a+b+c+d)	_____
(f) 90% of the Total (as per Rule)	_____
Advance Amount Sanctioned (Rounded): ₹	_____

2. Head of Account:

3. Bill/Token/Voucher No.:

4. Verified & Checked By:

Date: _____

Signature: _____

5. Remarks (if any):

Sanctioning Authority

Approved Advance Amount: ₹ _____

Date: _____

Signature: _____

Disbursement Details (Cash/Accounts Section)

Paid ₹ _____ vide Voucher No. _____ Dated _____

Date: _____

Signature of Disbursing Officer: _____