

APPLICATION FOR T.A/D.A ADVANCE ON TOUR

1. Name of the Officer/Official :-----
Proceeding on tour
 2. Designation.
 3. Pay/Spl.Pay :-----
 - 4.. Railway class to which entitled. -----
 5. Whether the tour programme
has been approved by the competent
authority. If so, attach a copy thereof.: -----
 6. In case the officer is not entitled to
Travel by Air, whether the approval of
Seceretary, M/o U.D. has been
obtained, if so, please enclose a
Copy of it.
 7. Whether the duty card pass has been
Requisitioned and obtained for the
Purposed Railway journey. :-----
 8. Whether the previous T.A advance is
Remaining unadjusted if so, whether the
T.A. bill for that has since been
Submitted or not. :-----
 9. Place to be visited. :-----
 10. Date on which the officer/official
Wants to proceed on tour. -----
 11. Amount of TA advance required.
 12. Details of calculation:-
i) Railway fares -----
ii)D.A. for halts -----
 13. Remarks, if any :-----
- Signature -----
- Designation
- Section :-----Tel.No.-----

Recommendations of the officer who has approved the tour programme of the applicant.