

APPLICATION FORM FOR GRANT OF TA/DA ADVANCE

1. Name : _____
2. Designation : _____
3. Whether Permanent/Temporary : _____
4. Department/Office/Section in which working : _____
5. Pay Level : _____
6. Place to be visited : _____
7. Purpose of tour : _____
8. Has the tour programme been approved by Competent authority (copy to be enclosed) : _____
9. Rail/Road/Air fare by the entitled class by which the employee proposes to travel :

OUTWARD JOURNEY

| FROM | TO | CLASS/MODE OF TRAVEL | FARE (₹) |
|------|----|----------------------|----------|
|------|----|----------------------|----------|

INWARD JOURNEY

| FROM | TO | CLASS/MODE OF TRAVEL | FARE (₹) |
|------|----|----------------------|----------|
|------|----|----------------------|----------|

Local Journey

TOTAL:

10. Daily allowances as per entitled rate :-

- (a) For Food : ₹
(b) For Hotel (@₹ x No. of days) : ₹

TOTAL:

11. Total T.A + D.A. (9+10) :

12. Amount of advance required :

13. Whether TA advance earlier drawn for official tour has been settled/submitted. If not, details thereof with reasons :

I declare that the particulars furnished above are correct.

Date: -

Signature of the Employee