

**TO BE SUBMITTED IN DUPLICATE REQUEST FOR APPROVAL OF TOUR
PROGRAMME & SANCTION T.A. ADVANCE**

1. Name of the officer/Employees: _____

2. Designation: _____

3. Present (B.P.+G.P.) _____

Option to take DA on old rate/New rate, mention pay scale

4. Particular of Journey : _____

5. Purpose of Tour : _____

<u>Departure Date/Place</u>	<u>Name of the Train/Bus/Flight</u>	<u>Arrival Date/Place</u>	<u>Remark's</u>
-----------------------------	-------------------------------------	---------------------------	-----------------

Funds are available/Not available

Date:-

Signature of the Official concerned

6. Recommendation of the HOD : _____

7. Order of the Sanction Authority : _____

(Head of the Division, NBPGR)

DETAILS OF ADVANCE

8. Source of T.A. : Plan/Non-Plan/DBT/Project Code No.

9. No. of T.A. Advance outstanding
If any :

10. T.A. Advance require as per detail
given below:-

Actual fair to and fro Rs.....

D.A. fordays Rs.....

Total Rs.....

Less 10% Rs.....

Balance Rs.....

Advance require for Rs.....

Signature of the Officer concerned

For Official use only

11. T.A. Advance sanctioned for Rs.....

(Rupees.....)

Signature of the Senior Administrative Officer

11. Plan/Non-Plan/DBT

Bill No..... Dated.....

Passed for Rs.....)

Signature of the Drawing & Disbursing Officer

Pay Rs.....)