School Of Planning and Architecture, Vijayawada

**APPLICATION FOR ADVANCE OF T.A. ON TOUR**

1. Emp. No. :
2. Name :
3. Designation:
4. Whether Permanent / Temporary :
5. Office / Section in which working :
6. Pay Matrix & Level :
7. Place to be visited and period of halt at each station :
8. Purpose of Tour :
9. Has the tour programme been approved by Competent Authority : (If approved please enclose copy)
10. Duration of Journey (in days)
11. (TA) Air / Rail / Road Fare by the entitled class by which the Government Servant proposes to travel for both outward and inward journeys: Rs.
12. (DA) Daily Allowance entitled per day : Rs.\_\_\_\_\_\_\_\_\_\_x No of Days. Total DA Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
13. Total TA+DA(11+12): Rs.
14. Amount of advance required Rs.
15. Whether any earlier advance is outstanding. If so, the date on which T. A. Bill was submitted

Station:

Date : Signature of the Govt. Servant

**Recommended by: Approved by : (For use in Finance Department)**

Passed for payment of Rs. (Rupees ) to be debited to Advance to Staff T.A. of Sh.

Accountant Assistant Registrar (Fin.)

Received payment of Rs. (Rupees )

Date: Signature of the Employee