APPLICATION FOR ADVANCE OF T.A. ON TOUR

1. Name : 
2. Designation : 
3. Whether Permanent/Temporary : 
4. Office/Section in which working : 
5. Pay + Grade Pay : 
6. Place to be visited and period of halt at each station : 
7. Purpose of tour : 
8. Has the tour programme been approved by competent authority : 
9. Duration of journey (in days) : 
10. Rail/Road fare by the entitled class/classes by which the Government servant proposes to travel for both outward and inward journey : 
11. Daily allowances entitled :-
   (a) For Journey Period : Rs. 
   (b) For the halts : Rs. 

   TOTAL: 
12. Total R.A. + D.A. (10 + 11) : 
13. Amount of advance required : 
14. Whether any earlier advance is outstanding. : 
   If so, the date on which TA bill was submitted.

   I declare that the particulars furnished above are correct.

Station : -
Signature of the Government Servant

Date : -