

ANNEXTURE — I
APPLICATION FOR ADVANCE OF T.A. ON TOUR

1. Name :
2. Designation :
3. Whether Permanent/Temporary :
4. Officer/Section in which working :
5. Basic Pay :
6. Places 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/class by which the Government servant proposed to travel for both outward and inward journeys :
11. Daily allowance entitled :
 - a. (i) For Journey Period : Rs.
 - (ii) Forth the halts : Rs.
 - Total : Rs.
12. Total T.A. + D.A. (10+ 11) :
13. Amount of advance required :
14. Whether any earlier advance is outstanding. If so, the date on which T. A. bill was submitted :

I declare that the particulars furnished above are correct.

Station :

Date :

Signature of the
Government Servant

Contd.....p/2