

APPLICATION FORM FOR TOUR T.A. ADVANCE

1.	Name of the officer/official proceeding on tour	
2.	Designation	
3.	Pay in Pay Band and Grade Pay	
4.	Railway class to which entitled	
5.	Whether the tour programme has been approved by the competent authority. If so, please attach a copy	
6.	In case the officer is not entitled to travel by air, whether the approval of Secretary(T) has been obtained. If so, please attach a copy	
7.	Whether any previous TA Advance is remaining unadjusted. If so, whether the TA Bill for that has since been submitted or not.	
8.	Place to be visited	
9.	Date on which the officer/official wants to proceed on tour	
10.	Amount of advance required	
11.	Details of calculations: a) Rail/air fare b) Daily allowance for halts Remarks, if any:	

Date:

Signature _____

Designation _____

Section along with Ph.No. _____

Recommendation of the officer who has approved the tour programme of the applicant

Note: Advance application should reach Admn.IV Section at least SEVEN DAYTS in advance from the date of journey

Please give phone Number(s)

