

# National Institute for Research in Tuberculosis

CHETPUT, CHENNAI - 600 031

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

1. Name

Basic Pay: Rs.

2. Designation & Section

3. Whether Permanent / Temporary

4. Places to be visited and period of halt  
at each station

5. Purpose of Tour

6. Has the tour programme been approved  
by competent authority (letter to be  
enclosed)

7. Duration of Journey (in days)

Mode

Class

Rs.

8. Air/Mail/Road fare by the entitled class  
class by which the Government  
Servant Travel

9. Daily allowance entitled  
(i) For Journey periods  
(ii) For the halts

: Rs.

: Rs.

Total Rs.

10. Total T.A. + D.A. (9+10)

: Rs.

11. Amount of advance required

: Rs.

12. Whether any earlier advance in  
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 Govt. Servant

PART-II

Process Sheet to be completed

1. The particulars on the above application are checked and found correct.
2. The T.A. advance applied for is  
Admissible for (not admissible) : Rs.
3. Necessary T.A. bill is placed for signature

Assistant / Section Officer / Sr. Admn. Officer