APPLICATION EOR GRANT OF T .A. ADVANCE

1 Name & Designation:
2 Basic pay:
3 Transfer/Tour from (Place) to (Place)
Vide office order No.
(Please enclosed an approved tour program in case of tour)
4 Journey from (date) to (date)
5 Class by which journey expected to be performed:
6 Weight of personal effects to be carried:
7 Amount of advance required:

UNDERTAKING

I undertake (i) to refund the entire amount of advance immediately if tour/transfer is cancelled/deferred (ii) purchase the ticked within 10 days from the receipt of the advance (iii) to refund the proportionate amount if the journey is performed in lower class either before starting for onward journey or immediately on completion of the journey (iv) to submit the claim immediately on completion of the journey and in no case beyond 15 days with required vouchers (v) to pay the panel interest of 2 % above the normal GPF interest if not refunded immediately on completion of the journey and if the claim is not submitted within 15 days from the date of completion of return journey (vi) to produce the railway ticket Nos., original bus tickets.

Signature of the Govt. Servant
Section : .....
Telephone No. : .....

Details of family

S. No.	Name	Age	Relationship

Signature of the Govt. Servant