

**APPLICATION FOR ADVANCE OF ADVANCE ON TOUR**

1.	Name	
2.	Designation	
3.	Whether permanent/temporary	
4.	Office/Section in which working	
5.	Basic Pay and Pay Level	
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 proposes to travel for both outward and inward journeys	
11.	Daily allowance entitled	
	(i) For journey period	
	(ii) For the halts (including accommodation)	
	Total	
12.	Total (TA+DA) (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:

Date:

Signature of Government servant