

TA Advance on Tour

1. **Name of the Employee :**
Designation :

Dep:		Dt:		Arr:		Dt:	
Dep:		Dt:		Arr:		Dt:	

2. Details:

1. Basic Pay:
2. Whether any previous TA advance is pending:
3. Break up of TA advance:
 - a) Rail/ Bus/ Air Fare :
 - b) Total Halt: **days**
DA @ Rs. for days = Rs.
90% of DA : **Rs.**
DA (Hotel)@ Rs. [..... +% GST] for days = Rs.
90% of DA (Hotel): **Rs.**
Total [90% of DA (Food + Hotel)]: **Rs.**
 - c) Journey to/ from Airport: **Rs.**
 - d) Journey from/ to Airport in (visited station): **Rs.**
 - e) Local Journeys at (visited station) for: Approximately km
Local Journeys@ Rs. per km for km = **Rs.**
4. Tour advance required (a+b+c+d+e): **Rs.**
5. Purpose of journey:

Signature of Applicant
(Name of the Employee)
Designation, NTIPRIT
Mob:

Tour programme approved and advance sanctioned.

DDG (Administration)/ Head, NTIPRIT
NTIPRIT, Ghaziabad

Designation of Controlling Officer
NTIPRIT, Ghaziabad

Received Rs.....

Signature