**TA Advance on Tour**

1. **Name of the Employee :**

**Designation :**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Dep: |  | Dt: |  | Arr: |  | Dt: |  |
| Dep: |  | Dt: |  | Arr: |  | Dt: |  |

1. Details:
2. Basic Pay:
3. Whether any previous TA advance is pending:
4. Break up of TA advance:
5. Rail/ Bus/ Air Fare :
6. 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. …………**

1. Journey to/ from Airport: **Rs.** **……….**
2. Journey from/ to Airport in ….. (visited station): **Rs.** **……….**
3. Local Journeys at ….. (visited station) for ………: Approximately ………. km

Local Journeys@ Rs. ….. per km for …… km = **Rs. ……….**

1. Tour advance required (a+b+c+d+e): **Rs. ………….**
2. 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**