



भारतीय सूचना प्रौद्योगिकी, अभिकल्पना एवं विनिर्माण संस्थान, कांचीपुरम
Indian Institute of Information Technology, Design and Manufacturing,
Kancheepuram

Dean (SR,IC&CE) Office

APPLICATION FOR ADVANCE OF T.A. ON TOUR

- 1 Name :
- 2 Designation (P.I/Co-P.I) :
- 3 Name of the Project / No :
- 4 Pay Level :
- 5 Place to be visited and period of halt at each station :
- 6 Purpose of tour :
- 7 Has the tour programme been approved by competent authority (attach letter/email) :
- 8 Duration of journey (in days) :
- 9 Rail/Road/Air fare by the entitled class/classes by which the Government servant proposes to travel for both outward and inward journey :
- 10 Advance required: - :
Travel (Road/Rail/Air)
Daily allowance
- 11 Total R.A. + D.A. :
- 12 Amount of advance required :
- 13 Whether any earlier advance is outstanding If so, the date on which TA bill was submitted :

Date	From Place	Date	To Place	Mode
No of days stay :				

I declare that the particulars furnished above are correct

Date:

Signature of P.I

Fund Availability

Yes / No Head :

Dealing Assistant, Sricce Cell

Signature of AR(Sricce) / Dean(SR)

Remarks of Registrar

Recommended / Not Recommended

Date :

Signature of Registrar

Approved / Not Approved

Date:

Director