

**CENTRAL INSTITUTE OF POST HARVEST ENGINEERING AND
TECHNOLOGY, LUDHIANA-141004**

**REQUEST FOR APPROVAL OF TOUR PROGRAMME AND SANCTION OF T.A
ADVANCE**

01. Name and Designation :

02. Basic Pay/Grade :

03. Purpose of Journey :

04. Particulars of Journey

Departure			Arrival			Mode of journey Train/Bus/ Flight
Date	Time	Place	Date	Time	Place	

05. Outstanding advance, if any : Rs.

06. Details of T.A. Advance applied for: By Air : Rs.

i. *By Air/Rail (2nd AC 2/tier1/1st Class/Ind Class) etc.

(both way)/bus: By Rail : Rs.

By Bus : Rs.

ii. D.A. Higher days @ Rs. : Rs.

iii. D.A. Ordinary days @ Rs. : Rs.

07. Total amount of advance applied for : Rs.

Date:

Signature of Applicant

Recommendations of the Unit I/c.

TOUR PROGRAMME "APPROVED"/"NOT APPROVED"/"ADVANCE SANCTIONED"

HEAD OF DIVISION/DIRECTOR

The advance granted is to be adjusted immediately after completion of the tour under Rules GFR-234, failing which, penal interest will be charged under the existing rules, GOI decision No. (2) (1) & (ii), below 178 (2).

It is further stated that "regarding imposition of penal interest would apply even in cases, where the refund arises as a result of change in programme, proceeding of short leave, lack of hotel facility, non-availability of class of Rail, Hotel, accommodation to which the Government Servants are entitled and the excess drawal of advance is beyond the control of the Government Servant.

DRAWING AND DISBURSING OFFICER

Bill No.

Dated:

09. Passed for Rs. (Rupees.....
.....only)

DRAWING AND DISBURSING OFFICER

AUDIT AND ACCOUNTS USE

11. Pay Rs. (Rupees
only)

ASSTT/ FINANCE & ACCOUNTS OFFICER