

INDIAN INSTITUTE OF SPICES RESEARCH
Marikunnu P.O, Calicut-673012

Bill No.

Date.

REQUEST FOR APPROVAL OF TOUR PROGRAMME & SANCTION OF TA ADVANCE

1. Name :
2. Basic pay/Grade :
3. Purpose of the journey :
4. Particulars of journey :

DEPARTURE

ARRIVAL

Date	Time	Place	Date	Time	Place	Name of the Train/Bus/Flight
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5. Outstanding Advance : Rs.
 6. Details of TA advance applied for : Rs.
 - i.) By Air/Rail(2nd AC-2/Tier/1 Class/
II Class) etc. (Both way)/Bus
 - ii.) DA higher days @Rs : Rs.
 - iii.) DA ordinary days @Rs : Rs.
 7. TOUR PROGRAMME “APPROVED”/”NOT APPROVED”

Recommendations of the UNIT I/C

Signature of the Applicant

Director

The advance granted is to be adjusted with in 15(fifteen) days from the date of completion of the tour under Rule 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 impositions of penal interest would apply even in cases, where the refund arises as a result of change in programme, proceeding on short leave, lack hotel facility, non-availability of class of Rail, hotel accommodation, to which the Govt. servants are entitled and the excess drawl of advance is beyond the control of the Govt. Servant.

OFFICE USE

8. Sanction of the Director is hereby conveyed towards TA advance of Rs.....
(Rupees.....
.....
.....Only) for the purpose as detailed on the reverse of this application.

DRAWING/DISBURSING OFFICER

Passed for Rs.....(Rupees.....
.....Only).

DRAWING/DISBURSING OFFICER(Bills)

Pay Rs.....(Rupees.....
..... Only)

Asst. Finance/Accounts Officer

Noted in O. B . No.....dated.....

Director