

To,
 The Dy. Director,
 O/o the Director General of Audit,
 Environment and Scientific Departments,
 Nizam Palace, 2nd MSO Building, (6th Floor),
 234/4, A.J.C. Bose Road, Kolkata-700 020

Sir/Madam,

I may kindly be sanctioned TA Advance of Rs. _____ (Rupees _____
 _____) only for my tour to _____
 _____ for the per period _____ to _____

Name of the official :
 Designation :
 Party to which attached :
 Pay : Pay Rs. _____ Grade Pay Rs. _____
 Period for which DA claimed : From _____ to _____

| Sl No. | Particulars of Tour | Distance in KMs | Class to which entitled | Amount (Rs.) |
|--------|---------------------|-----------------|-------------------------|--------------|
| | | | | |

Date From _____ to _____

1. (i) Food Charges for _____ days @ Rs. _____ Rs.
- (ii) Hotel/Guest House Charge for the stay in Hotel/Guest House
 for _____ days @ Rs. _____

Total Rs.

Say Rs.

I intend to say in Hotel/Guest House during my halt at _____ for which
 Hotel/Guest House charge is claimed.

2. Certified that no TA Advance is outstanding against me.
3. Certified that I have submitted the TA Adjustment bills immediately after completion of tour for the
 previous advance drawn by me and refunded the unspent amount of TA Advance of Rs. _____
 vide challan/Demand Draft No. _____ dated _____

Place: Kolkata

Date:

 Signature of the Govt. servant

Sanctioned TA Advance of Rs. _____ (Rupees _____) to
 Shri/Smt/Kum. _____

Ar./Sr.Ar.

AAO

Sr. Audit Officer

Dy. Director