

REGIONAL TRAINING INSTITUTE (IA&AD)
NE REGION: LACHATELETTE COMPLEX, SHILLONG-793003

APPLICATION FORM FOR TOUR T.A. ADVANCE

1. Name of the Officer/ Official proceeding on :
Tour
2. Designation :
3. Basic Pay and Pay Level (as per 7th CPC) :
4. Class of Entitlement (Air/Train/Bus) :
(In case of Train, Railway class to which entitled)
5. Whether the Tour programme has been :
approved by the Competent Authority.
If so please attach a copy
6. In case the Officer is not entitled to travel by :
Air, whether the approval of Secretary (H)
has been obtained. If so, please attach a copy
7. Whether any previous TA Advance is :
remaining unadjusted. If so, whether the TA
Bill for that has since been submitted or not
8. Place to be visited :
9. Purpose of Visit :
10. Duration of visit : From:
To:
No. of Days:
11. Amount of Advance Required :
12. Details of Calculations:
 - a) Air/Rail/Bus Fare (Two ways) :
 - b) Accommodation :
 - c) Food :
 - d) Travel within city
13. Remarks , if any :

Date:

Signature

Name:

Designation:

Amount of TA Advance recommended : _____