

CIPET CORPORATE / CENTRE :.....

APPLICATION FORM FOR ADVANCE – T.A. / D.A. ON TOUR

Name of the Official :
Designation :
Basic Pay :

Is Tour Programme approved by
Director General :
Duration of Tour :
Place of Tour :
Place of Stay :
(Hotel of Guest House)
Mode of Journey :
(Bus / Train / Air) :
Class of Journey :
Cost of Bus / Train / Air tickets :
Amount of Advance Required :

Date :

Signature of the Official

.....
FOR PERSONNEL SECTION USE

1). Cost of Bus / Train / Air Ticket : Rs.

2). D.A. for the period

D.A. @ Rs. For days Rs.

D.A. @ Rs. For days Rs.

Total Rs.

3). 80 % of D.A. (i.e. 80 % of Column 2 above) : Rs.

4). Conveyance Charges if any granted : Rs.

5). Remarks of Section – in – charge : Rs.

ACCOUNTS OFFICER

MANAGER (PERSONNEL)