## CENTRAL PLANTATION CROPS RESEARCH INSTITUTE

## (Indian Council of Agricultural Research) Kasaragod – 671 124, Kerala

Dated:

Bill No.

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			Name of	
Date	Time	Place	Date	Time	Place	Train/Bus/	
						Flight No.	
05. Outstanding advance, if any					: Rs		
06. Details of T.A. Advance applied for: By Air : Rs							
	oth way)/bus			By Rail	: Rs	• • • • • •	
`	• /			y Bus	: Rs		
ii. D.A. Higher days @ Rs					: Rs		
iii. D.A. Ordinary days @ Rs				• • • • • •	: Rs		
O7. Total amount of advance applied for : Rs							
Date:					Signature of Applicant		
_							
Recommendations of the Unit I/c.							
TOUR PROG	RAMME "APP	ROVED"/"NO	T APPROVED	"/"ADVANCI	E SANCTIONED"		

**HEAD OF DIVISION/DIRECTOR** 

.....2

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.

	OFFICE USE
08.	Sanction of the SAO/HD/Director is hereby conveyed towards T.A. advance of Rs
09.	Passed for Rs (Rupees
	DRAWING AND DISBURSING OFFICER
10.	Certified that no T.A. advance is pending against the official. The adjustment for the earlier T.A, advance of the
	DRAWING AND DISBURSING OFFICER
	AUDIT AND ACCOUNTS USE
11.	Pay Rs(Rupees

only)

SENIOR FINANCE & ACCOUNTS OFFICER