

## GRANT OF ADVANCE OF TRAVELLING ALLOWANCE

1. Name
2. Designation
3. Present Pay
4. Whether Permanent, Quasi-Permanent or Temporary
5. If temporary or quasi-permanent :
  - (a) Name of Surety
  - (b) Permanent post held by Surety
6. Date of commencement of the tour
7. Date of completion of the tour
8. Places to be visited and period
  
9. Purpose of the tour
  
10. Mode of travel (i.e., by rail, road or air)
11. Class of accommodation on railway :
  - (i) To which Government servant is entitled
  - (ii) By which journey(s) is/are proposed to be performed
12. Amount of advance asked for (to be calculated on the basis of fare, incidentals & Daily allowance and restricted to maximum of 80% of such calculation)
13. (a) Whether any previous advance is outstanding  
(b) If yes, the amount thereof and whether the TA particulars have been sent to the Cash Section

Date: \_\_\_\_\_

Signature \_\_\_\_\_  
Section \_\_\_\_\_

### RECOMMENDATION:

1. The tour under \_\_\_\_\_ Scheme has been approved by the Competent Authority and the grant of an advance of Rs. \_\_\_\_\_ is recommended.
2. For temporary and quasi-permanent employees :  
Grant of advance without production of surety in terms of Government of India decision no.1 below GFR 181 is recommended.
3. Certified that the advance recommended above does not exceed the personal travelling expenses and contingent charges for a period exceeding 30 days (ref. GFR 231)
- \*4. Certified that Sh/Smt \_\_\_\_\_ is required to proceed on tour in the interior to places, which are difficult of excess, and the advance recommended above does not exceed the personal travelling expenses and contingent charges for more than 6 weeks (GFR 232)

**\*Strike off whichever is not applicable.**