

NCRA-TIFR, PUNE/KHODAD/RAC OOTY

APPLICATION FOR APPROVAL OF OFFICIAL VISIT CUM REQUEST FOR TADA ADVANCE

Date:

1. Name ID Code, Designation & Section :
2. Grade Pay :
3. Headquarters & Place of normal duty :
4. Basic Pay :
5. Place to be visited (Office & Location) :
6. Date of Departure:
7. Purpose :
8. Duration (Indicate specific dates for each Place)* :
9. Date of Return :
10. Mode of travel (Air/ Rail/ Road (used tickets attached with claim)) :
11. Amount of Advance (If required) in words [Rs. _____] Rs. -----
12. Chargeable to budget Code : _____ NP/NG/NK/NU/Plan/Project/Recoverable (Pl write the name of the Project :) OR

Recoverable (please give details, viz name of the organization and complete address with letter of invitation/ commitment etc

13) I am aware of the points stated in the notes number one to three below.]

Name & Signature of
Reporting Officer

Signature of the Applicant

Name & Signature of
controlling officer

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- Note:**
1. Please give a copy of this to Admin. Officer(C), in case tickets are to be arranged by office.
 2. Please submit the TA/DA bill to Accounts Section within 15 days on completion of the return journey. If you fail to submit the claim within 15 days, you are here by authorizing the Accounts to recover the advance in one lump sum from your next month salary with interest applicable as per government rule.
 3. Strik out whichever is not applicable.*