

**FRAGRANCE & FLAVOUR DEVELOPMENT CENTRE
KANNAUJ**

APPLICATION FOR ADVANCE OF T.A. ON TOUR

1. Name :
2. Designation :
3. Whether Permanent/Temporary :
4. Office/Section in which working :
5. Basic Pay :
6. Places to be visited and period of halt :
at each station
7. Purpose of Tour :
8. Has the tour programme been :
approved by competent authority
9. Duration of Journey (in days) :
10. Rail/Road fare by the entitled :
class/class by which the Govt.
servant proposes to travel for
both outward and inward journeyes
11. Daily allowance entitled -
 - (i) for journey period : Rs.
 - (ii) for the halts : Rs.
 - Total : Rs.
12. Total T.A. + D.A. (10-11) :
13. Amount of advance required :
14. Whether any earlier advance is :
outstanding, if so, the date on
which T.A. bill was submitted.

I declare that the particulars furnished above are correct.

Station :

Date :

Signature of the employee