

PSS CENTRAL INSTITUTE OF VOCATIONAL EDUCATION, BHOPAL

TOUR PROGRAMME

1	Name of the Department/Section	
2	Name & Designation	
3	Pay in the Pay band + AGP/GP	
4	Programme Title	
5	Address of venue where the programme is being organised and the place of stay on tour <i>(with phone & pin code)</i>	
6	Tour Details	

Date of Travel	Place		Mode of Travel	Purpose
	From	To		

Signature of the Applicant

Signature of the Head of Div./Section/Section

JOINT DIRECTOR



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APPLICATIONAL FOR ADVANCE OF TA ON TOUR

1	Name					
2	Designation with Department					
3	Pay in the Pay Band + AGP/GP					
4	Advance Required		Rs..... (Rupees.....)			
5	Details of Travel Mode					
	Travel Mode	From	To	KMS	Rate	Amount
	Air/Rail					
	Incidentals/RMA					
	Daily Allowance					

Certified that adjustment bills in respect of all T.A. on tour previously taken by me have been sent to the Accounts Section. Copy of approved tour programme is attached.

Signature

Name:

Date:

Sanctioned and forwarded to Accounts Section

CONTROLLING OFFICER

FOR USE IN THE ACCOUNTS SECTION

- Adjustments bills in respect of previous advances have been received.
- Entered in the TA Advance sanction Register at Page No.
- Item No.
- Entered in TA Audit Register at Page No.
- Pay Rs..... (Rupees.....)

Sr. Accounts Officer

Drawn vide Cheque No.

Date:

Amount:

Sr. Accounts Officer

Head of Account

Sanction II – Non Plan (4) Traveling Allowance 2011 Sanction
III – Plan (7) Programme 2011