

भा.कृ.अनु.प. – राष्ट्रीय कृषि आर्थिकी एवं नीति अनुसंधान संस्थान (नीपा), देव प्रकाश
शास्त्री मार्ग, पूसा, नई दिल्ली – 110012

ICAR – National Institute of Agricultural Economics & Policy Research (NIAP) Dev
Prakash Shastri Marg, Pusa, New Delhi – 110 012

URL: <https://niap.res.in/>

Bill No.

Date.....

(REQUEST FOR APPROVAL OF TOUR PROGRAMME & SANCTION OF T.A. ADVANCE)

1. Name & Designation :
2. Basic Pay/Grade :
3. Purpose of Journey :
4. Particulars of Journey :
5. Head of Accounts : Plan / Non Plan / Project Name

Departure

Arrival

Date	Time	Place	Date	Time	Place	Name of Train/ Bus/Fight No.
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6. Outstanding Advance, if any : Rs.

7. Details of T.A. Advance applied for

i) By Air/Rail (2nd AC-2 Tier/ 1 Class/ II Class)
etc. (Both ways) : Rs.

ii) D.A. Higher _____ days @Rs. _____ Rs. _____
(without hotel charges)

iii) D.A. (Ord. _____ days @Rs. _____ Rs. _____
(without hotel charges)

Total Rs.

Date:

(SIGNATURE OF APPLICANT)

8. TOUR PROGRAMME "APPROVED" "NOT APPROVED"

N.D.

The advance granted is to be adjusted within 15(fifteen) days from the date of completion of the tour under Rule GFR-234 failing which, penal interest will be charged under the existing rules, GOI decision no. (2) (i) & (ii), below GFRS 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 on short leave, lack hotel facility non-availability of class of Rail, Hotel accommodation to which the Govt. servants are entitled and the excess drawn of advance is beyond the control of the Govt. servant”.

OFFICE USE

9. Sanction of the Director is hereby conveyed towards T.A. Advance of Rs._____/-(Rupees_____ only) for the purpose as detailed on the reverse of this application.

(DRAWING & DISBURSING OFFICER)

10. Passed for Rs._____/-(Rupees_____ only)

(DRAWING & DISBURSING OFFICER)

11. Certified that no. T.A. advance is pending against the official/that the adjustment for the earlier T.A. advance of the _____drawn vide B.No._____dated_____has been received in the section and is under process.

(DRAWING & DISBURSING OFFICER)

AUDIT & ACCOUNTS USE

12. Pay Sh._____(Rupees_____ only).