



Application Form for Drawal of Tour TA/DA Advance

(To be filled in by the University Employee concerned)

1. Name of Official :
 2. Designation & Employee Code :
 3. Present Basic Pay, GP & NPA :
 4. Ref. of tour as approval by competent authority (Detail of journey supported by sanction order) :
 5. Place of Posting : DWARKA / KASHMIRI GATE CAMPUS
 6. Name of proposed touring stations And purpose :
 7. Period of Tour :
 8. Whether Regular establishment or contractual :
 9. (a) Mode of travel and class of accommodation to be used :
(b) Estimated expenditure :
 1. Train / Air Fare
 2. Accommodation
 3. Registration Fees
 4. Food / Local Travel
 5. Contingent Expenditure
- TOTAL** _____
10. Amount of advance required :
(not exceeding 90 % of the proposed expenditure)
 11. Whether the journey is performed in public interest :
with relaxation of norm and entitlement of class
(please attach specific sanction in support)

1. Certify that the above information furnished by me is true to the best of my knowledge and belief.
2. I declared that there is no TA/DA adjustment is lying pending in respect of myself.
3. I undertake to settle the advance within 30 days of completion of the tour.

Dated:

Place: New Delhi

Signature

General Information

(Rates of Daily Allowance (w.e.f. 01.09.08) as per Government of India Norms)

G.P.	Hotel Accommodation per day	Charges for travel within the city of visit	Food Bill per day
Rs. 10,000/- and above and those in the pay scale of HAG + and above	Rs. 5,000/-	AC taxi charges upto 50 KM	Rs. 500/-
Rs. 7,600/- – Rs. 8,900/-	Rs. 3,000/-	Non-AC taxi charges upto 50 Kilometer	Rs. 300/-
Rs. 5,400/- – Rs. 6,600/-	Rs. 1,500/-	Non-AC taxi charges upto Rs. 150/- per day	Rs. 200/-
Rs. 4,200 – Rs. 4,800/-	Rs. 500/-	Non-AC taxi charges upto Rs. Per day	Rs. 150/-
Below Rs. 4,200/-	Rs. 300/-	Non-AC taxi charges upto Rs. Per day	Rs. 100/-

Only the actual expenditure will be sanctioned within the above prescribed limits subject to production of bill.