

PERFORMA FOR TOUR APPROVAL

1. Name of the officer with Designation :
2. Name and Designation of the other officers accompanying with the party
 - 1.
 - 2.
 - 3.
 - 4.
3. (a) Name of the project for which touring is required

(b) Sources of funds

4. Programme for approval

Departure		Arrival		Mode of transport	Any other remark
Date	Station	Date	Station		

-
5. Calculation of T.A. Advance Fare (Each way) :

Approx. D.A. Rs. :
Total Rs. :
80% Rs. :

Signature of
Leader of the party

Recommendation of HD/Section Incharge

- a. T.A. fund allocated to Division /Scheme:
- b. Fund available with Rs.....
- c. Amount of advance recommended Rs.....

Director

Head of Division/Scheme/ Section incharge