

APPLICATION FORM FOR GRANT OF TA/DA ADVANCE TRANSFER/TOUR

1. Name of Govt. Servant : _____
2. Designation of Govt. Servant : _____
3. Basic Pay : _____
4. Whether proceeding on : TRANSFER/TEMP. DUTY/TOUR/COURSE.
5. Indicate Office Order No. & date (attach of O/O) : _____
6. Transfer ISPW Station : From _____ To _____
7. While on Tour/Temp. Duty/ Course : From _____ To _____
8. Actual distance between stns. : _____ kms.
9. Details of family members desire to carry while on Trans./Tour.
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S. No.	Name	Age	Relationship

10. Amount of fare per ticket : Rs. _____
11. Luggage desired to carry : _____
12. Rate of Luggage by train or Road : _____
13. Amount of TA/DA advance required : _____

Station:

Date : _____ Signature of Govt. Servant

FOR OFFICE USE OF ACCOUNT -I SECTION

Shri _____ **is proceeding on Transfer vide order No.**
_____ **dated** _____ **has applied for TA/DA of**
Rs. _____ **His Basic Pay is Rs.** _____ **Admissible under**
The Rules.

Joint Director (HQ) may please sanction a sum of Rs. _____
To Shri _____

Accounts Officer

Joint Director/Deputy Director (HQ)