

TA ADVANCE PROPOSAL
Advance T.A Application Form First/Second T.A. (Tour)

- 1) Name of the Govt. Officer/Official :
2) Designation :
3) Basic Pay and Level of Pay :
4) Controlling Sector :
5) Party No/ Quarter No :
6) Period of Claim : From.....To.....

7) Rail/Bus/Air fare:

- From _____ To _____ By _____ Amount ₹ _____
- From _____ To _____ By _____ Amount ₹ _____
- From _____ To _____ By _____ Amount ₹ _____
- From _____ To _____ By _____ Amount ₹ _____
- From _____ To _____ By _____ Amount ₹ _____

TOTAL 1: ₹ _____

8) Daily Allowance for

- (I) _____ days @ ₹ _____ per day within 8 Km from HQ Station within the city: ₹ _____
(II) _____ days @ ₹ _____ per day beyond 8 Km from HQ Station within the city: ₹ _____
(III) _____ days outside HQ station:

- Hotel Rate: ₹ _____ per day: ₹ _____
- Food Rate: ₹ _____ per day: ₹ _____
- Local Journey: ₹ _____ per day: ₹ _____

TOTAL 2: ₹ _____

- **Total Amount (1+2):** ₹ _____
- Less 10% of the estimated advance: ₹ _____

Net amount proposed (₹ in words) only, ₹ _____

1. Certified that no/not more than one TA advance is outstanding against me.
2. Details of last two Advances (can be found from bank statement)

- I. Date. _____ ₹ _____
II. Date. _____ ₹ _____

Signature of the Government
Servant with date.....

MOVEMENT CHECKED BY CONTROLLING SECTION

- 1) **Total tour Period:** a) Within 8 km from HQ Station (in the City) : -----days
b) Beyond 8 km from HQ Station (in the City) : -----days
c) Outside the HQ Station : -----days

2) **Details of last two Advances:**

- Quarter No.....Advance No. 1st 2nd Amount ₹ _____ Status of bill submission _____
- Quarter No.....Advance No. 1st 2nd Amount ₹ _____ Status of bill submission _____

The details as given above have been verified for the quarter..... and forwarded to Claims Section for approval.

**Sign of AAO/Controlling
with date**

**Sign of Sr. AO/AO (Controlling)
with date**

Bill passéd and advance noted at P/ _____ of Advance TA Register.

MOVEMENT CHECK OF FINAL TA BILL

(I)	Quarter		
(II)	Period		
(III)	Advance taken	Bill No.	Amount

Performa of Applications for TA Advance on tour

Application for TA Advance on tour for the month of.....

1. Name of the Government Servant.....
2. Designation.....
3. Party No. (Indicating approval order, purpose &duration of journey).....
- 4 BasicPay.....
5. Whether permanent or temporary....
6. Total expected days of journey out from the headquarters.....
7. Place of tours and expected fares.....
8. Amount of last two advances.....

9. Amount of claims against last two advances.....

10. Amount of advance required.....

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11. Calculation of advance:

DA @ Rs..... fordays Rs.....

Less 10 percent of Rs.....

Add expected fares Rs.....