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NCRA - TIFR, PUNE / KHODAD

APPLICATION FOR OFFICIAL VISIT CUM REQUEST FOR TA / DA ADVANCE

(TO BE SUBMITTED IN DUPLICATE TO ACCOUNTS - See note 1 below)

Date :

1. Name ID Code, Designation & Section :
 2. Head quarters & Place of normal duty :
 3. Basic Pay :
 4. Place to be visited (Office & Location) :
 5. Date of Departure :
 6. Purpose :
 7. Duration [Indicate specific dates for each Place]* :
 8. Mode of travel Air / Rail / Road* [Do attach used tickets with final claim] :
 9. Amount of advance [If required] : Rs. In words [Rs. _____]
 10. Chargeable to budget code : NP / NG / NK / OR * Recoverable
- Project [Mention specific project code] _____ OR Recoverable from _____] please give details, viz name of the organisation and complete address with letter of invitation / commitment]

Name & Signature of Reporting officer

Signature of the Applicant

Name & Signature of controlling officer

Accounts Officer

- Note :
1. Please give a copy of this to Admin. officer [C], in case tickets are to be arranged by office.
 2. Please submit the TA / DA bill to Accounts Section within 15 days on completion of tour.
 - * 3. If stay is extended beyond this period, separate specific approval should be obtained.
 4. Strik out whichever is not applicable. *