

NATIONAL INSTITUTE OF PLANT GENOME RESEARCH

New Delhi

APPLICATION FOR T.A./D.A. ADVANCE

Name and Designation :

Basic Pay :

Head of Account :

Places(s) to be visited :

Period of visit (days) : From..... to.....

Purpose of visit

Approval of the Competent Authority for above tour is enclosed.

Estimated expenditure : (a) T.A..... (b) D.A..... Any other.....

: Total..... (Approximate)

Signature of applicant

Name / Designation

.....

FOR USE IN THE FINANCE & ACCOUNTS DEPARTMENT

The above amount is available under the concerned head of the Financial Estimates, approved for the year

Ledger Keeper

Passed for Payment of Rs.....

.....

To

.....

.....

Finance Officer

Payment in Cash / Cheque.....

Rs.....

.....

Finance Officer