



केन्द्रीय विद्यालय
KENDRIYA VIDYALAYA

APPLICATION FOR T.A. ADVANCE

Voucher No. _____

Date : _____

1. Name of the employee (in capital letters) : _____
2. Deignation : _____
3. Basic pay : _____
4. Place to be visited : _____
5. Duration of tour : _____
6. Authority No. & Date : _____
7. Details of Advance :
 - (a) Onaward Train/Return journey Train/
Bus Fate/Taxi fare : Rs. _____
 - (b) Daily allowance : Rs. _____
_____ days @ Rs. _____
 - (c) Road milleage allowance : Rs. _____
 - Total : Rs. (_____)
8. Amount of advance Requested for : Rs. _____
9. Details of outstanding advance, if any : Rs. _____
10. Signature of the employee with Date : _____

PART-B

Note of the Dealing Assistant (Accounts Clerk)

- (a) Outstanding Advance (Complete Details) _____
- (b) Amount Admission _____

Signature of the Accounts clerk/UDC/LDC with Date: _____

PART-C

Sanctioned Rs. _____ /-(Rupees _____
only as an advance.

Dated : _____

PRINCIPAL