



**APPLICATION FOR GRANT OF TRAVELLING ALLOWANCE ADVANCE**

1. Name of the employee : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. (i) Basic Pay & Pay Level : Rs. \_\_\_\_\_ Pay Level: \_\_\_\_\_  
(ii) NPA if any : Rs. \_\_\_\_\_
4. Details of Journey to be under taken  
(i) ONWARD JOURNEY  
Mode OF Journey : AIR/RAIL (AC-I/AC-II/AC-III/SL)  
Date and time of **departure** : \_\_\_\_\_  
Place of visit : \_\_\_\_\_  
Period stay : \_\_\_\_\_  
(ii) RETURN JOURNEY  
Mode of journey : AIR/RAIL (AC-I/AC-II/AC-III/SL)  
Date and time of **Arrival** : \_\_\_\_\_
5. Purpose of Journey : \_\_\_\_\_
6. Amount of advance required : Eighty percent of Dearness Allowance (DA)

**SIGNATURE OF THE HOD/  
PROJ. INVESTIGATOR**

**SIGNATURE OF THE EMPLOYEE**

Sanction Order No.

Dated:

In exercise of powers vested with the undersigned in Appendix-II/III of ICMR Bylaws, Schedule of powers vested in the Director Sr.A.O./HoO of the Institute, sanction is hereby accorded for payment of TA advance of Rs. \_\_\_\_\_ (Rupees: \_\_\_\_\_) for the purpose mentioned above. The advance in this connection may be booked to the budget head TA \_\_\_\_\_

Senior Administrative Officer

Accounts Officer

Director/Officer-in-charge