

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL, (A&E) ,WEST BENGAL,  
2, GOVT PLACE (WEST), TREASURY BUILDINGS,  
KOLKATA-700 001.**

**APPLICATION FORM FOR ADVANCE ON TOUR**

I may kindly be accorded sanction of an advance of Rs..... (Rupees ..... ) only for conducting my office tour programme approved by A.G/Sr.DAG (Admn.) /DAG (A/cs) /DAG (Pen) Vide office order No. .... dated: ..... . My particulars are given below:

1. Name and Designation of the applicant :
2. Basic pay & Level :
3. Place of visit :
4. Duration of Tour : From \_\_\_\_\_ to \_\_\_\_\_ (total days .....)
5. Amount Required:
  - (i) Train/Air fare \* : Rs. \_\_\_\_\_ (ticket enclosed:- yes / No )
  - (ii) Daily Allowance:-
    - a. Hotel (Lodging) \*\* :- Rs. \_\_\_\_\_ (no of days)
    - b. Fooding : Rs. \_\_\_\_\_ (no of days)
    - c. Transport : Rs. \_\_\_\_\_
  - (iii) Total :Rs. \_\_\_\_\_
  - (iv) 90% of total : Rs. \_\_\_\_\_

Total advance admissible Rs.....

\* 100% advance against train/air fare will only be admissible on production of tickets.

\*\* As per HQs. instructions with regard to economy in Travel expenses and rationalization of expenditure maximum admissible lodging charges admissible during advance Rs.1000/- ( level-9) and 500/- (level 8 to level 6) and Rs.300/-(below level 6)

I hereby certify that no T.A advance is lying outstanding against me:

Signature of the Govt. Servant

Section: - .....

Mobile No:-

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## **N.B**

1. The amount of advance granted under this sanction shall be adjusted within 15 days from the completion of tour or the date on which the Government servant resumes duty after completion of tour.
2. If for any reason the specified journeys are not performed the advance amount shall be refunded forthwith to the office.
3. In cases where the advance is not utilized fully though the adjustment bill is submitted in time, then interest may be charged as per rules in prevail on the unutilized portion of advance from the date of drawal of advance to the date of refund.
4. In cases where the adjustment bill is not submitted within the prescribed time, the entire amount of advance may be recovered one lump sum immediately on expiry of such time. In such cases also, the penal interest may be charged as per rules in prevail on the entire amount of advance from the date of drawal to the date of recovery of amount.
5. As per order issued DAG (A/cs &VLC) dated 26.07.2012 wherein all the parties are instructed to return HQts. in every weekend where inspection team is sanctioned at a distance of less than 150 Kms and where Inspection Team is not in Circuit House, Govt. Gusest House, Inspection Bungalow.

**Signature of Applicant**

**Movement checked with reference to the tour programme approved by the competent authority and forwarded to Admn.-I/Admn.-II section for necessary action.**

**Sr.A.O(Admn./Pen./A/cs/Fund ) / AAO(Admn./Pen./A/cs/Fund)**

**Pr. A.G . / Sr.DAG (Admn./Pen.A/cs/Fund)**