



योजना एवं वास्तुकला विद्यालय, भोपाल

SCHOOL OF PLANNING AND ARCHITECTURE, BHOPAL

FA-7/1

दौरा अनुमोदन व अग्रिम हेतु फॉर्म (कर्मचारी) / Tour Approval and Tour Advance Form (Staff)

- नाम/Name :- _____
- पी.एफ. क्र./P.F NO. _____ पद/Designation :- _____
- विभाग/Department _____ पे बैंड/ PAY & GP/AGP _____
- दौरे का उद्देश्य/Purpose of Trip (CPDA/Others) : _____
- प्रस्थान दिनांक/Date of Departure :- _____ वापसी दिनांक / Date of Return _____
- अवकाश का विवरण/Details of Leave:

Leave applied for	From	To	Days

Prefix			Saturday/Sunday/Gazetted Holiday/ Restricted Holiday/other leave
Suffix			

Proposed Expenditure

Air / Train / Road	To	From	Class	Fare
Local Transport	Taxi / Auto etc		Distance	Fare
Accommodation	Date of check In	Date of Check out	Amount	
Food	Number of day		Amount	
Others				Amount
Total expenditure				Rs.

अग्रिम आवेदक द्वारा अनुमानित राशि के आधार पर स्वीकृत किया जा सकता है। लेकिन अग्रिम का समायोजन अधिकारी / कर्मचारी की पात्रता के अनुसार ही किया जायेगा।

Please note that amount of advance may be sanctioned as per estimated amount given above by the applicant. However, advance shall be processed for settlement as per entitlement of the employee.

- Required Advance - _____
- Whether any TA Advance is outstanding - YES / NO
If yes, then outstanding TA advance – Rs. _____

आवेदक के हस्ताक्षर /Signature of Applicant

अनुशंसित/ अनुशंसित नहीं (Recommended / Not Recommended).

अनुभाग/विभाग प्रमुख (Head Section/ Department) _____

कुलसचिव
Registrar

Forwarded to Account Sections for payment