



ALL INDIA INSTITUTE OF MEDICAL SCIENCES

Saket Nagar, Bhopal (M.P.) – 462024

APPLICATION FORM FOR GRANT OF TOUR ADVANCE

1. Name of Govt. Servant :
2. Designation of Govt. Servant :
3. Name of Department :
3. Permanent Address :
4. Pay in Pay Band + Grade Pay :
5. Purpose of Journey (with details) : Official Meeting / Official Deputation/ Tour/
Course/ Conference/Workshop
6. Indicate office order / Approval No. :
& date (Enclosed)
7. Details of attending the previous : 1.
workshop/conference for this : 2.....
Financial Year : 3.....
8. Amount of Advance required (With : 1. Travelling :-
Details) : 2. Boarding & Lodging :
3. Registration Fee :-
4. Total Rs. :.....
9. Details of visit place & Tour :
Programme
- 10 Whether TA Bill of earlier advance
sanctioned, was submitted?

Declaration:

I hereby promise that I would claim\submit documents pertaining to the trip undertaken and return the balance amount, if any, within 15 days of returning from the trip. In case of failure to do so within the stipulated time period, otherwise penal interest will be payable as laid down in GID No 2 below Rule 2 of Part-II compendium of Rules on advance w.e.f. 01.07.2005 of GFR

(Signature of Govt. Servant)

Initial of Bill Clerk

Passed for payment Rs.

In Words (.....)

DDO
AIIMS Bhopal