

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)
(An ISO 9001 : 2008 Certified Organisation)

इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
Ministry of Electronics and Information Technology, Government of India

APPROVAL FOR TOUR/ TA ADVANCE

1. Name (In Block Letters) : _____
2. Employee Code : _____
3. Designation : _____
4. Purpose of Tour : _____
5. Place(s) to be Visited : _____
6. Departure (Date & Time) : _____
7. Arrival (Date & Time) : _____
8. Mode of Travel (Rail/Bus/Air and Charges Thereof) : _____
9. TA Advance Requested For : _____

DATE:-

SIGNATURE

1. Tour Programme Approved / Not Approved

2. Advance of Rs. _____ Sanctioned

Signature of the Controlling Officer

FOR ACCOUNTS SECTION

Amount of Rs. _____ (Rupees _____)

Received through Cash / Cheque no. _____ Dated _____

SIGNATURE of RECEIVER