

ATOMIC ENERGY EDUCATION SOCIETY(REGD.)
ANUSHAKTINAGAR, MUMBAI-400 094.

APPLICATION FOR TA/DA ADVANCE ON TOUR

Voucher No.-----

1. Name :
2. Designation :
3. School :
4. Basic Pay :
5. Purpose of journey(if the proposed journey is in the interest of an outside institution, the name of the institution must be given) :
- 6.(a) Date of departure from Headquarters :
- (b) Date of departure from tour station :
7. Place/Institution to be visited and period of halt : From To
8. Mode of travel : Air/Rail-I AC/II AC/III AC/2nd sleeper
9. Advance of probable TA required :
10. Whether tour has been sanctioned by the competent authority. (Please quote No. if any)

Date:

Signature of the applicant

1. The tour has been sanctioned by Secretary, AEES vide order No.....dated.....
2. The tour may be formally approved by Secretary/Chairman, AEES.

SECRETARY/PRINCIPAL/ CAO

Forwarded to Accounts Officer

CENTRAL OFFICE
ADVANCE ADMISSIBLE AS UNDER

TA Onward Journey :
TA Return Journey :
DA incidentals :

Say Rs.

AAO/ACCOUNTS OFFICER

PAY ORDER

Pay Rs..... (Rupees.....)	
.....only)	
Asst.Accountant	Accounts Officer

RECEIPT

Received a sum of Rs.....(Rupees.....)
from Accounts Officer, AEES as Advance for tour as approved overleaf.

Signature:

Name:

ADJUSTMENT OF ADVANCE

TA claim submitted and accounts of advance rendered.
Adjustment made onvide Voucher No.....
Cash Book Folio No.....refers.

Accounts Assistant