

(For schools)

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

3. The tour has been sanctioned by Secretary, AEES vide order No.....dated.....

4. The tour may be formally approved by Secretary/Chairman, AEES.

PRINCIPAL

Forwarded to Accounts Officer

(FOR USE IN SCHOOL OFFICE)

TA Onward Journey :
TA Return Journey :
DA incidentals :

Say Rs.

Chairman, LMC/CAO/Secretary, AEES is requested to approve the payment of Rs. _____ towards TA/DA advance to Shri/Smt/Kum _____ subject to availability of funds.

D.A. A.A. PRINCIPAL

APPROVED/NOT APPROVED.

CHAIRMAN, LMC

PAY ORDER

Pay Rs. _____ (Rupees _____ _____ only to Shri/Smt/Kum. _____ (Design.) _____ Accountant A. A. O

Receipt

Received a sum of Rs. _____ (Rupees
_____ only) from Accounts
Officer, AEES towards TA/DA advance, vide Cheque No _____
dated _____

Date

Signature:

Name:

Adjustment of advance made on _____ vide voucher No _____
Cash book Folio No _____

ACCOUNTS ASSISTANT