

**TRAVELLING ALLOWANCE**  
**APPLICATION FOR OFFICIAL TOUR**



राष्ट्रीय डिज़ाइन संस्थान असम  
National Institute of Design Assam

FORM - 14

Name of the Employee : \_\_\_\_\_ Emp ID : \_\_\_\_\_

Designation : \_\_\_\_\_ Dept. / Section : \_\_\_\_\_

Pay Level : \_\_\_\_\_ Basic : \_\_\_\_\_

TA Advance required : Yes / No, \_\_\_\_\_

Outward journey date : \_\_\_\_\_ Propose return date : \_\_\_\_\_

Project No. : \_\_\_\_\_ Account Head : \_\_\_\_\_

Purpose of Journey : \_\_\_\_\_

Place of visit : \_\_\_\_\_

**Journey details** :

Journey Mode Air / Rail / Road	Place		Place of halt	Days of halt	
	From	To		From	To

Whether Air tickets needs to be booked from institute end : Yes / No

Please give your Frequent Flyer Number, if available : \_\_\_\_\_

Mobile No. : \_\_\_\_\_ Email ID : \_\_\_\_\_

Single fare by shortest route in the entitled class : Rs. \_\_\_\_\_

Advance for any other expenditure, specify, \_\_\_\_\_ : Rs. \_\_\_\_\_

**I undertake:**

- a) To produce the TA / DA Adjustment / Claim Bill along with all related journey tickets (including Boarding Passes for Air tickets), intracity travels, hotel and fooding (wherever applicable) within **15** days, if Advance is taken and within **SIXTY** days, if Advance is not taken, succeeding the date of completion of the journey. In case, of non-submission of the TA / DA Adjustment / Claim Bill within the stipulated period, I certify to forfeit my claims.
- b) To refund the entire advance in one lump sum, in the event of cancellation of the journey or non performance of the journey within **15** days from the date of cancellation / non-performance of the journey.
- c) To travel by Air / Rail / Road / Water as per my entitlement as per GOI / Institute rules and to purchase Air Tickets only from authorized agents of G.O.I. / Institute.
- d) To refund the excess advance drawn, if any, along with the TA adjustment / claim bill or within 15 days from the date of notification.
- e) To communicate to the Competent Authority about any change in the declared journey dates and mode of travel, if any, before commencement of the changes.

The information furnished above are complete and correct and I have not suppressed any relevant information. In the event of any change, I undertake to intimate the same promptly to the competent Authority for approval.

Place: \_\_\_\_\_

Date : \_\_\_\_\_

\_\_\_\_\_  
**Signature of the employee**

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**FOR OFFICE USE ONLY**

The official tour of Dr. / Mr. / Ms. .... to visit  
..... for the purpose and details mentioned above may  
kindly be approved.

**HOD / HOS**

\_\_\_\_\_  
**Signature of CAO**

The expenditure may be booked under Project No. \_\_\_\_\_ Budget Head \_\_\_\_\_

\_\_\_\_\_  
**Signature of CFA**

**For approval**

**Registrar / Director**

**(TO BE FILLED IN BY THE ACCOUNTS SECTION)**

**VOUCHER No.** \_\_\_\_\_

**DATE** \_\_\_\_\_

**CALCULATION OF TA / DA ADVANCE**

Mode of travel	Class of Travel	From	To	Amount in Rs.

Food for \_\_\_\_\_ Days @ Rs. \_\_\_\_\_ = Rs. \_\_\_\_\_

Accommodation for \_\_\_\_\_ Days @ Rs. \_\_\_\_\_ = Rs. \_\_\_\_\_

Other expenditure, \_\_\_\_\_ = Rs. \_\_\_\_\_

Total in Rs. \_\_\_\_\_

TA Advance proposed = Rs. \_\_\_\_\_

An amount of Rs. \_\_\_\_\_ (in words: Rupees. \_\_\_\_\_  
.....only) as TA / DA

Advance may kindly be approve form project no. \_\_\_\_\_ budget head \_\_\_\_\_

**Dealing Official**

**Signature of CFA**

**Registrar / Director**

Noted at TA Audit Register No. \_\_\_\_\_ Page No \_\_\_\_\_

Outstanding Balance No. \_\_\_\_\_ Date \_\_\_\_\_

Paid vide Cheque No. / Online \_\_\_\_\_ Date \_\_\_\_\_

For Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only)

**Dealing Official**

**Signature of CFA**