

# **Bharat Sanchar Nigam Ltd.**

(A Govt. of India Enterprises)  
Bharat Sanchar Bhawan, Janpath,  
New Delhi -110001.

## **APPLICATION FORM FOR T.A.ADVANCE**

1. Name of the Officer/Official proceeding on tour: \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Pay/ Special Pay : \_\_\_\_\_
4. Railway class to which entitled : \_\_\_\_\_
5. Whether the tour programme has been Approved by the Competent Authority, If so, please attach a copy. : \_\_\_\_\_
6. In case the officer is not entitled to travel by Air, whether the approval of CMD has been obtained. If so, please attach a copy : \_\_\_\_\_
7. Whether any previous TA advance is remaining unadjusted. If so, whether the TA bill for that has since been submitted or not : \_\_\_\_\_
8. Place/(s) to be visited : \_\_\_\_\_
9. Date on which the officer/official wants to proceed on tour : \_\_\_\_\_
10. Amount of advance required : \_\_\_\_\_
11. Details of advance:-
  - a) Railway Fare :
  - b) Daily allowances for halts:
  - c) Conveyance :
  - d) Total : \_\_\_\_\_

Remarks, if any :

Signature \_\_\_\_\_  
Designation \_\_\_\_\_  
Section \_\_\_\_\_  
Tele. No. \_\_\_\_\_