



ABV-Indian Institute of Information Technology and Management Gwalior

REQUEST FOR APPROVAL OF JOURNEY AND T. A. ADVANCE (Within INDIA)

CPDA Institute A/C Project No.

Name: PF/Roll No.:

Status: Faculty Staff UG Student PG Student Others.....

Designation: Department:..... Basic Pay ` Pay Level `

Date of Joining the Institute: /...../..... Date of Retirement:/...../.....

Purpose of Journey (give details and attach necessary documents):

Debit Head 1. Conference (India) 2. LTC 3..Official Meeting 4. Other Institute work (specify)

Details of Journey

Period of stay: From to

Place of Visit: Date of Commencement:

Journey Mode: ROAD RAIL AIR Class: Single Fare: `

Details of Advance Requested

(a) Travel Advance `

(b) Daily Allowance (.....days) `

(c) Additional Advance (specify): `

Total Advance requested= (a) + (b) + (c) `

Are you entitled for the mode and class of travel mentioned above? YES NO

Special sanction required (give reasons):

Is there any TA Advance pending against your name for which TA Bill has not been submitted? YES NO

Are you getting travel support and/or free boarding and lodging from other sources ? YES NO

Date.....

Signature.....

Forwarded by HoD/Section Head: _____

Recommendation: Recommended as per rule Recommended as a special case Not Recommended

Signature of Registrar.....

Date.....

FOR OFFICE USE ONLY
Journey Approved and Advance Sanctioned

DIRECTOR

Amount ` (in words):

Dealing Assistant

Asstt. Registrar

Dy. Registrar (F&A)