

SAIL REFRACTORY UNIT
BOKARO STEEL CITY
REQUISITION FOR TRAVELLING ALLOWANCE ADVANCE

1. Name..... Design Personel No
2. Location Section Telephone No.....
3. Present Basic Pay Rs Scale of Pay
4. Place to be visited
5. Date of commencement of Journey
6. No of Days Halt : (a) at
- (b) at

APPROVED BY

 COMPETENT AUTHORITY

7. Full D. A. for stay beyond normal period
8. Mode of travel and fare (Outward and Inward)
- a) By Rail entitled / higher than entitled class Rs.
- b) By Air Service Plane Rs.
- c) By Road - Own Car (distance K.M:) Rs.
9. Bus, Taxi Share / Full Staying at Guest House/Hotel / Other Place
10. Daily Allowance for days halt
- @ Rs per day = x Rs
- @ Rs per day = x Rs
11. Total Advance Rs
 Say Rs
12. Final T. A. Bill for all previous journeys submitted Yes / No
13. Purpose of Journey in detail

(a) Signature of employee Date	(b) Signature of Section in - charge Date	(c) Signature of Controlling Officer
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Voucher passed for Rs (Rupees

..... only as T. A. advance A/c. Code No

Office Supdt	Accountant	Dy. Asstt/Jr. Mgr. (F&A)
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Received Rs (Rupees	R. Stamp	Signature of employee
..... only)		

Voucher Passed Phone No (Employee)

Informed to Phone No (Sec. Incharge

Asstt. Manager/
 Asstt. Cashier