

Bill No. \_\_\_\_\_  
(for office use)

Dated: \_\_\_\_\_

ICAR – Central Institute of Freshwater Aquaculture  
Kausalyaganga, Bhubaneswar – 751 002

(REQUEST FOR APPROVAL OF TOUR PROGRAMME & SANCTION OF T.A. ADVANCE)

1. Name & Designation :

2. Pay Level and Pay :

3. (a) Purpose of Journey :

(b) Source of Fund :

4. Particulars of Journey:

A. Onward Journey:

DEPARURE		ARRIVAL		
Date & Time	Place	Date & Time	Place	Mode of travel

B. Return Journey:

DEPARURE		ARRIVAL		
Date & Time	Place	Date & Time	Place	Mode of travel

5. Outstanding advance, if any : `

6. Calculation of T.A advance

(a) By Air/Rail/Road (2<sup>nd</sup> A/c/3<sup>rd</sup> A/c/ 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup>/Sleeper Class/Bus, etc. : `

(b) D.A. including accommodation : ` charges for \_\_Days @ Rs. \_\_\_\_\_/-

**Total Advance Amount: `**

(SIGNATURE OF APPLICANT WITH DATE)

Recommendations of the Supervising Officer /  
Head of Division / Unit I/C / PI, etc :

HoD/PI/Unit (I/c)

Approval and sanction of the approving Competent Authority:

Director / HoD / PI / (I/c)