



# All India Institute of Medical Sciences, Patna

Phulwarisharif, Patna, Bihar – 801505, India

## Request for Approval of Tour Itinerary & Sanction of Advance

Name:

Designation:

Present Pay Scale:

### Tentative/Revised Tour Program

Departure			Arrival			Mode of Journey & Class of accommodation	Distance (K. M)	Fare (Rs.)
Date	Time	Place	Date	Time	Place			

Prefix & Suffix leave/Govt. holidays attached with Tour Program, if any:

Purpose of Tour (enclosure, if any):

Estimated amount of expenditure involved (including DA):

Whether Air Ticket has been booked/ordered through/to Balmer & Lawrie :

Amount of Tour Advance proposed:

Financial Liability (Project/Institute) proposed:

**Signature of Applicant**

**Comments of H.O.D./In-charge**

**For Office Use (Accounts Section)**

Financial Liability (Project/Institute):-

Budget Head Allocation Expenses including this bill:-

How many tour advances are outstanding against the officer/official:  
(Mention with reference page & item No in TA Advance Register)-

Advance entry done in TA Register Book No.....Page no.....Serial No.....

Comment of dealing official regarding tour itinerary (whether leave/holidays attached properly or not) & Advance amount proposed:

Rs .....(Rupees.....only) may be sanctioned.

Initial of dealing official:

**Comments of Accounts Officer:**

**Financial Concurrence of FA:**

**Sanction of advance amount by the Director:**

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Passed for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only  
by Cheque/PFMS.

**Drawing & Disbursing Officer**