

TA ADVANCE ON TOUR

1. Tour programme of Shri/Smt.....
Designation.....
Dep..... dt.....Arr..... dt.....
Dep..... dt.....Arr..... dt.....

2. Details:

1. Basic Pay Rs.
2. Whether any previous TA advance is pending.....
3. Break up of TA advance:
 - (a) Rail/Bus/Air fare Rs.
 - (b) Total halt..... Days D.A. @ Rs.....

 90% of D.A..... Total Rs.
4. Tour advance required (a+b) Rs.

(Rounded to nearest Rs. 10)
5. Purpose of journey.....
.....

Signature of applicant
Tele No.

Tour programme approved & advance sanctioned.

DDG ()
TEC, New Delhi

Received Rs.

Signature

**TELECOMMUNICATION ENGINEERING CENTRE
(DEPARTMENT OF TELECOMMUNICATION)**

APPLICATION FOR GRANT OF LEAVE TRAVEL CONCESSION ADVANCE

(BLOCK YEAR _____)

1. Name of the Govt. Servant: _____
2. Designation: _____
3. Date of entering in the
Central Govt. Service: _____
4. Present Pay: Rs. _____
5. Whether permanent or temporary
(If temporary, surety bond from
permanent Govt. servant other than
a member of class IV staff should be
attached) _____
6. HOME TOWN as recorded in the
Service Book _____
7. Last LTC availed, Date & Block
Year _____
8. Whether wife/husband is employed
If so whether entitled to LTC _____
9. The concession is to be availed
for HOME TOWN/ANYWHERE IN INDIA _____
10. The place to be visited _____
11. Single rail fare/bus fare from the head
Quarter to Home Town/Place of visit by
Shortest route _____
12. Person in respect of whom LTC is proposed to be availed

Sl. No.	Name	Age	Relationship	Whether wholly dependent & residing with the applicant
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1.

2.

3.

4.

5.

6.

13. Amount of advance required: Rs. _____

14. Date of proposed journey: _____

15. Date of return journey: _____

16. Whether leave sanctioned, nature &
Period of leave: _____

17. Whether any outstanding LTC bill against the
Official: _____

I declared that the particulars furnished above are true and correct to the best of my knowledge. I undertake to produce the ticket for the outward journey within 10 days of receipt of the advance.

In the event of cancellation of the journey or if I fail to produce the tickets within 10 days of receipt of advance, I undertake to refund the entire advance in one lump sum.

Signature of applicant
Name
Designation
Section T. No.

CHECK LIST

(FOR USE IN OFFICE)

1. Particular in Columns 1 to 7 and 12 verified.

2. Break-up of the amount entitled for reimbursement. AD (A)/S&TO (A)

	<u>Amount of</u> <u>Single fare</u>	<u>No. of</u> <u>tickets</u>
i) Cost of the outward journey		
ii) Cost of the return Journey		
iii) Total of (i) & (ii) above: Rs. _____		

3. Advance admissible (90%) of total of Col 2 above. Rs. _____

PROFORMA FOR TRANSFER TA ADVANCE

1. Name (Shri/Smt).....
2. Designation.....
3. Basic Pay (Pay + Grade Pay) Rs.
4. Whether any previous Transfer advance is pending
5. Rail/Bus/Air fare Rs.
6. Advance required (3+5) Rs.
(90% of total requirement)

Signature of applicant
Tele No.

Advance sanctioned.

Competent Authority
TEC, New Delhi

Encl :

1. Copy of Transfer/Relieving order.
2. Copy of joining report.
3. Copy of Pay Slip

Government of India
Ministry of Communications & IT
Department of Telecommunications
Telecommunication Engineering Centre
Khurshid Lal Bhawan, Janpath, New Delhi 110 001

No. TEC/Cash/Q-S/P&A /2010-11

Dated : 14.11.2011

To

The ADG (Budget)
DoT, Sanchar Bhawan
New Delhi 110 001.

Subject : Submission of quarterly return regarding revised actual expenditure on Pay & Allowances of officers and staff of the telecommunications for the quarter ending April to June 2011

In continuation of this office letter of even number dated 10.8.2011 on the subject cited above, the information given in prescribed Annexure-I may please be read as “In Thousand of Rupees” in place of “In Rupees”.

Accounts Officer (Cash)