

Annexure –I

SJVN		Request For Tour Advance		Card Code	Voucher No.	Date	Month	Year
Project	Deptt.	Tour Commencement date	Month No. Tour No.	Destination		Employee No.		
Name			Designation		Scale	Pay		

Purpose of Tour .
Detail of Advance Required

1. Journey Fare

Journey	Fares from	To	Mode	Class	Amount
A					
B					
C					
D					
E				Total	

2. Daily Allowance/Conveyance Charges.

Sl. No.	Place	No. of Days	Accommodation Charges Rate	Food & incidental charges Rate	Conveyance Charges. Rate
			Rs. P.	Rs. P.	Rs. P.
A					
B					
C					
D					
Total Amount					

3. Total Advance Required:

Total Journey Fare + (90% of Sl. No. 2)

Total Advance.

Rs..... +

Certified that :

- a) No previous advance is outstanding against me.
- b) Adjustment bill for advance of Rs. has been forwarded to accounts on (date)
- c) Advance of Rs..... is outstanding against me.

Signature of Employee.

Date

Note:

- 1. Please tick which ever certificate is applicable.
- 2. If "C" is applicable please obtain Head of Division's approval.

Diary No.	Recommended/Sanctioned Rs.	Sanctioned
Date	Signature of the Controlling Officer.	Head of Div.
	Name	Name
	Designation	Designation

For the use of Account Department.

Passed for Rs.....			Received Rs..... (only)
Rs.....only			
Account Code	Amount	Cash/Bank Code	
Accountant	AO/Sr. AO		Date Sig. of Employee