



**Indian Institute of Technology Hyderabad**  
Kandi -502285 , Telangana, India

**Approval for Tour & TA Advance**

Name : \_\_\_\_\_ Staff No. / Roll No. \_\_\_\_\_  
Designation : \_\_\_\_\_  
Department : \_\_\_\_\_  
Basic pay : Rs. \_\_\_\_\_ per month  
Proposed Dates of Journey : \_\_\_\_\_ to \_\_\_\_\_  
Purpose of Journey : \_\_\_\_\_

1. Proposed Class of Journey (Ticket one) :  
Air(Business/Economy)/Train(1AC/2AC/3AC/ACC/SL/CC)/ Road (AC/Non-AC)
2. Estimate of Fare : One-Way/ Two-Way : \_\_\_\_\_
3. Estimated of Accommodation Charges : \_\_\_\_\_
4. Estimate of Other Expenditures to be incurred : \_\_\_\_\_  
(Details \_\_\_\_\_)

**Total Advance Requested:**

There is no unsettled advance against my name.

**Employee/Student**

Journey is approved.

**Head of the Department/ Director**

Chargeable Head: TA and DA

Seminar

Training

Others

T A No. \_\_\_\_\_

**Deputy Registrar (F&A)**

Approved TA Advance of Rs. \_\_\_\_\_

(Rupees \_\_\_\_\_).

**Registrar**

Bank Name & Branch :  
Bank Account Number :  
IFSC Code :

**Employee/ Student**