



CENTRAL TOBACCO RESEARCH INSTITUTE
(*Indian Council of Agricultural Research*)
RAJAHMUNDRY-533 105.

Request for Sanction & Advance for Tour Programme

1.	Name	
2.	Designation	
3.	Present Pay	
4.	Estimate amount of Expenditure involved:	

Tentative/Revised Tour Programme

Departure			Arrival			Mode of Journey & Class of accommodation	Distance (k.m.)	Amount (₹)
Date	Time (hrs)	Place	Date	Time (hrs)	Place			
5.	Purpose of Tour:							
6.	Tour advance required if any							

Recommendation of HOD/Section-in-Charge/Admn. Officer

Tour Sanctioned/Approved

(Signature of Applicant)

(Signature of the Director)

FOR OFFICE USE ONLY

For Bill (A-II)Section

Source from which the expenditure is available.

- (Budget Head Allocation Expenses including this Bill)
- Balance

Whether any advance is outstanding against the officer for the same Purpose.

Sanction of the Competent Authority:

Initial of Dealing Assistant/AAO

Recommendation of AO

DIRECTOR

TTA/TA No.

Date:

Passed for Rs. _____ (Rupees _____
_____) only by Cheque/Cash.

Drawing & Disbursing Officer

For Finance & Accounts Section

Pay ` _____ (Rupees _____
_____) only by Cheque/Cash.

Finance & Accounts Officer