**Indian Institute of Technology Kanpur**



Form No. T A-1 (to be filled in Duplicate)

REQUEST FOR APPROVAL OF JOURNEY AND T.A. ADVANCE

Institute A/c/ Project No ....................

Name:

PF *J* Roll No.:

Status: Faculty Staff UG Student PG Student Others

.

Designation: Department: Basic Pay/Scholarship: Rs ..................... per month

Purpose of Journey: *(give derails and attach necessary documents)*:

Debit Head 1. JEE

2. GATE

3.QIP

1. LTC

Details of Journey

1. Conference (India)
2. Conference (Abroad)
3. Admission interviews/ Thesis Examination
4. Others
5. Medical
6. Department Fund

Place of Visit: .............................................

Date of Commencement: .....................................

Journey Mode: ROAD RAIL AIR Class: ............... Single Fare: Rs. Details of Advances Requested

* 1. Travel Advance
  2. Daily Allowance (………..days)
  3. Additional Advance (specify)

Rs .....................................

Rs ...................................

Rs...................................

. Total Advance requested = (a) + (b) +(c) Rs ...................... .

Are you entitled for the mode and class of travel mentioned above?

YES NO

Special sanction required (give reason): ............................................................................................................................

Is there any TA Advance pending against your name for which TA Bil1llas not been submitted ') YES NO Arrangements of classes during leave…………………………………………………….

Date:….

……………………

……………………………

Recommendation: Recommended as per rule Recommended as a

Special case Nnot recommended

Date………………………

Signature……………

FOR OFFICE USE ONLY

*Journey Approval and Advance Sanctioned*

HoD / DOAA / DOFA / DOSA / DEPUTY DIRECTOR / DIRECTOR

Pay Rs………………………………..

Assistant Superintendent Assistant Registrar Deputy Registrar (F&A)

Receive the payment Rs…………………………Rs. (In words)……………………………………………………………… Signature :……………………………………………Cashier :………………………………………………………………..

Date…………………………………… Date: Ref No