

INDIAN MARITIME UNIVERSITY
P-19, Taratala Road, Kolkata (West Bengal)-700 088
TOUR APPROVAL / ADVANCE FORM

Employee Name : _____ E Code : _____

Designation : _____ Band Pay : _____

Grade Pay : _____

Basic Pay : _____

Consolidated/
Lump Sum : _____

Purpose of Travel : _____

Details of Travel : _____

Date of Journey	Place		Mode of Journey		Remarks
	From	To	Entitled Class	Higher Class	

(Note : Any deviation from the entitlement shall require special approval of the Competent Authority. Such cases will be categorized under higher class)

Advance required : Fare Rs. _____

DA- Hotel/Guest House Rs. _____

DA – Food Rs. _____

Local Travel Rs. _____

Total Rs. _____

Counter Signature of _____ Signature : _____

Recommending Officer _____ Date : _____

[For use by Finance & accounts]

An amount of Rs. _____ may please be sanctioned on the basis tour proposal.
(As per earlier approval of T.A. advance is restricted to 90% of total claimed).

Dealing Hand

AR (F)

DR

Campus Director