

**DEPARTMENT OF COMPUTER SCIENCE AND AUTOMATION
INDIAN INSTITUTE OF SCIENCE, BANGALORE – 12**

**APPLICATION FOR TRAVELLING ALLOWANCE ADVANCE
(Columns 1 to 8 be completed by the applicant)**

Note : TA/DA advance cannot be paid if the visit has not been approved.

1	Name of the Applicant (in block letters)	
2	Designation	
3	Basic pay/Scholarship/Fellowship	
4	Approval Letter No. & Date	
5	Place of Visit (Meeting/Symposium/ Conference/Training)	
6	Date of departure and arrival at Bangalore	Departure : Arrival :
7	Total amount of advance requested	
8	Details of previous TA/DA advances outstanding, if any (please indicate the reasons for not having submitted the TA Bill)	

Date :
Bangalore :

SIGNATURE

Forwarded w/c. to :

The Financial Controller

Date :

[Chairman CSA]

PTO

FILLED IN BY CENTRAL OFFICE

DEBIT HEAD : TA ADVANCE

TRAVELLING AND DAILY ALLOWANCE Advance

of Rs. (in words) _____

is sanctioned.

ACCOUNTS OFFICER

FINANCIAL CONTROLLER

ACKNOWLEDGEMENT

Received Rs. (in words) _____

Date :

SIGNATURE