Central Electronics Limited

FINANCE & ACCOUNTS DIVISION

APPLICATION FOR TOUR PROGRAMMES-CUM-TRAVEL ADVANCE

(To be filled in duplicate)

To be filled by concerned employee

To be filled by cashier

NAME (4-29)	Designation	VOUCHER No. (30-34)
DIV/SEC (53-56) EMP CODE (57-61)	SCALE OF PAY	VOUCHER DATE (35-40)
Amount of Advance (72-81)	Basic pay+ Spl. Pay	Cash Code (47-48) / A/C Code (49-52)

ACCOUNT No. I (CEL FUND) ACCOUT No. II (R & D FUND)

DATE	PLACE FROM	TO	Designation Time	Arrival Time	MODE AND CLASS OF TRAVEL

1. TOUR PROGRAMME :
2. Purpose of journey (If the purpose of journey is in connection with an out side organisation the Name address of the organisation may be indicated)
3. Address during tour (including Telephone No. if any)
4. Advance amount required :

   Travelling expenses Rs.....

   D. A. & Hotel charges Rs.....

   TOTAL Rs.....

P. T. O.

5. I hereby declare :-

   (a) That I have gone through TA/DA Rules of the company.
   (b) That I authorise FAD in case of any excess/wrong payments to deduct the same from my salary of the ensuing month.
   (c) That in the case of any postponement/cancellation of onward journey the total amount of advance drawn will be refunded by me to FAD. immediately.
   (d) That I undertake to submit the adjustment towards expenditure on travelling within one month of the date of the return journey or before proceeding on next tour other-wise FAD is authorised to deduct this full amount from my salary of ensuing month.
   (e) That I have drawn advance for TA/DA local conveyance and Hotel accommodation for travel as per my entitlement.

FORWARDING BY SIGNATURE OF EMPLOYEE

Travel advance approved as per entitlement only.

HEAD OF DIVISION/GM/SGM/E.D./C. & M.D.

Received Rs:..... (Rupees.....

.....) on account of above mentioned TA/DA adv.

Dated : SIGNATURE OF EMPLOYEE

Paid by Checked by Audited by