



**NATIONAL INSTITUTE OF SCIENCE EDUCATION &  
RESEARCH, BHUBANESWAR**  
**FORM FOR TOUR APPROVAL AND TA ADVANCE**

1. Name:	Dr./Mr./Ms.		
2. Designation		PF. No.	
3. Purpose of Journey			
4. Details of Journey			
Date	From (Place)	Date	To (Place)
5. Duration of the Journey	days		
6. Mode of Journey	Air / Railway / Road		
7. Whether TA Advance required	YES / NO		
(i) If YES, Details of Expenditure for Journey	T.A. – Rs. D.A. – Rs. _____ Total – Rs.		
(ii) Amount of Advance required	Rs.		
8. Whether any TA advance is outstanding	YES / NO		
(i) If YES, then outstanding TA advance	Rs.		
9. Whether previous TA bill submitted?	YES / NO		
Date: __ / __ / 20 __ Place: <b>NISER Bhubaneswar</b>	<u>Full signature of the Applicant</u>		

Recommended / Not Recommended

**Chairperson of the Schools / Registrar / Finance Officer / Head of Sections**

Approved/ Not Approved

**DIRECTOR**

**Copy to: -**

**Finance & Accounts Section for necessary action.**

**NB:** This form is to be used only for official tour and not for any National/ International Conference/ Seminar for which separate form is there.