



**SPORTS AUTHORITY OF INDIA  
NETAJI SUBHAS REGIONAL-CENTRE, LUCKNOW**

**REQUISITION FOR OBTAINING TA/DA ADVANCE FOR THE TRAINEES**

A sum of Rs. .... (Rupees ..... only) is required advance TA/DA for trainees to participation in ..... which will be held at ..... From ..... to .....

**1. Detail of advance:**

- i) Train fare from Lucknow to ..... @ Rs. .... per trainees for .....trainees Rs. ....
- ii) Road mileage at Lucknow ..... @ Rs. .... per trainees for .....trainees Rs. ....
- iii) Road mileage at ..... @ Rs. .... per trainees for .....trainees Rs. ....
- iv) Return Journey fare from .....to Lko. @ Rs. .... per trainees for ..... trainees Rs. ....

**Daily allowance**

From ..... To ..... total days ..... @ Rs. 125/- per trainees for ..... trainees Rs. ....

**Total** \_\_\_\_\_

**2. The other detail is as follows:**

- a) Details of trainees (whose are participating in the tournament) List of trainees is enclosed as Annexure – I
- b) Detail of previous advance : .....
- (if, outstanding)
- c) Give the reason, if advance : .....
- Required on urgent basis.

**3. My particular are as under:**

- i) Name in block letter : .....
- ii) Designation : .....

I undertake to submit the bill for adjustment of this advance immediately on completion of tour. No previous advance is outstanding against me.

Signature .....  
Name .....  
Designation .....

Date: .....

**Recommendation of Administrator**

Above particulars are:

- i) Correct/ Incorrect
- ii) Proposal be approved/not approved

Signature : \_\_\_\_\_  
Name : \_\_\_\_\_  
Designation \_\_\_\_\_  
Date : \_\_\_\_\_