



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

**REQUISITION FOR OBTAINING ADVANCE OF TA/DA**

A sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only )

is required as advance of TA/DA in connection with tour on temporary duty for purpose of

\_\_\_\_\_ from \_\_\_\_\_ as per

office order no \_\_\_\_\_

**Details of Advance required**

- |    |                                   |                |     |
|----|-----------------------------------|----------------|-----|
| a) | Train/air fair from Lucknow       | (one way fare) | Rs. |
| b) | Road mileage                      |                | Rs. |
| c) | Return journey fare _____-Lucknow |                | Rs. |

**Daily Allowance**

<u>Place of halt</u>	<u>Duration of halt</u>	<u>Rate of DA admissible</u>		
i)	One day	Rs.	per day	Rs.

**Total**

**My particulars are as under**

- |    |                         |   |
|----|-------------------------|---|
| a) | Name (in Block letters) | : |
| b) | Designation             | : |
| c) | Grade Pay               | : |
| d) | Permanent post held     | : |

I undertake to submit my TA/DA bill for adjustment of this advance immediately on completion of my tour on temporary duty. No previous advance is outstanding against me. Tour programme of the competent authority is attached.

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_