

**ATOMIC ENERGY EDUCATION SOCIETY(REGD.)**  
**ANUSHAKTINAGAR, MUMBAI-400 094.**

**APPLICATION FOR TA/DA ADVANCE ON TOUR**

Voucher No.-----

1. Name :
2. Designation :
3. School :
4. Basic Pay :
5. Purpose of journey(if the proposed journey is in the interest of an outside institution, the name of the institution must be given) :
- 6.(a) Date of departure from Headquarters :
- (b) Date of departure from tour station :
7. Place/Institution to be visited and period of halt : From To
8. Mode of travel : Air/Rail-I AC/II AC/III AC/2<sup>nd</sup> sleeper
9. Advance of probable TA required :
10. Whether tour has been sanctioned by the competent authority. (Please quote No. if any)

Date:

Signature of the applicant

1. The tour has been sanctioned by Secretary, AEES vide order No.....dated.....
2. The tour may be formally approved by Secretary/Chairman, AEES.

SECRETARY/PRINCIPAL/ CAO

Forwarded to Accounts Officer

CENTRAL OFFICE  
ADVANCE ADMISSIBLE AS UNDER

TA Onward Journey :  
TA Return Journey :  
DA incidentals :

Say Rs.

AAO/ACCOUNTS OFFICER

PAY ORDER

Pay Rs..... (Rupees..... .....only)
Asst.Accountant <span style="float: right;">Accounts Officer</span>

RECEIPT

Received a sum of Rs.....(Rupees.....)  
from Accounts Officer, AEES as Advance for tour as approved overleaf.

Signature:

Name:

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ADJUSTMENT OF ADVANCE

TA claim submitted and accounts of advance rendered.  
Adjustment made on .....vide Voucher No.....  
Cash Book Folio No.....refers.

Accounts Assistant