

TOUR LOG SHEET (FOR TROUR APPROVAL)

**GOVERNMENT OF INDIA
DEPARTMENT OF INFORMATION TECHNOLOGY
NATIONAL INFORMATICS CENTER**

Name of the Officer _____ Emp.code No _____ Designation _____ Age : _____
Basic Pay _____ Intercom No _____ Telephone No.(Off) _____ Telephone No _____ Hqrs. _____

From	To	Date of Travel	Day of the week	Mode of Travel	Holidays, if any during the tour	Details to be furnished on page No.2 for Air Journey

Purpose of Tour _____

Advance Required: Yes/No

Signature of Officer

Comments of the Controlling Officer, If any,

Approved (Yes/No)

(Signature with rubber stamp of the controlling Officer)

NB : Please(√) the expenditure source
A. NIC Budget
B. Paid Project

For C&A Section

Note : For AIR Journey, Approval of DG,NIC is required

Details of Air Journey :

From	To	Departure		Arrival		IC NO.
		Date	Time	Date	Time	

Notes :

- 1. All columns in TA form to be filled properly (ie. Page No 1,2,3.)**
- 2. The original or copy of Train/Bus/Air ticket to be enclosed**
- 3. TA bill for tour to be submitted into Cash & Accounts Section immediately after return from tour, but not later than a week**
- 4. Those who have taken advance, they should submit the TA Bill immediately alongwith any balance amount (unutilized) to C&A Section, otherwise INTEREST on the balance amount will be charged as per rule.**
- 5. If any advance is unsettled, then further advance will not be sanctioned till the settlement of the earlier advance and if the claim is not submitted within the stipulated period the advance amount along with INTEREST will be recovered from the salary without intimation.**
- 6. The hotel receipt should be from a Licensed/Registered hotel only. Otherwise this will be treated as own arrangement for Daily Allowance purpose.**