



CDFD

CENTRE FOR DNA FINGERPRINTING AND DIAGNOSTICS

Survey Nos. 584 to 587, 634 & 635, Opp: Metro Rail Pillar No. NUP-9,
Inner Ring Road, Uppal, Hyderabad – 500 039, Telangana State
Ph: +91-40-27216018, www.cdfd.org.in

PROPOSAL FOR TOUR SANCTION

1. Name of the Touring Officer
2. Designation
3. Discipline / Section
4. Pay
5. Purpose of Journey (Details)
6. Project No.
7. Mode of Journey (Air / Rail / Road)
8. Class of Journey
9. Tour programme

OUTWARD JOURNEY :

Station, Date & Time of Departure

Station, Date & Time of Arrival

RETURN JOURNEY :

Station, Date & Time of Departure

Station, Date & Time of Arrival

10. Whether TA/DA advance is required
11. Whether expenditure will be borne by any outside body? if yes, name and address of the party
12. Whether any previous TA advance remains unadjusted

Date:

Signature of the Touring Officer

Recommendations

**Signature of Project Coordinator/
Head of Section**

Tour approved and advance TA/DA sanctioned

DIRECTOR

FOR USE IN E II SECTION :

Bill No. : T A A /

Date :

Certified that the applicant has submitted the adjustment bill for the previous advance and no advance is outstanding against him / her.

Advance applied for is recommended for as under :

1. _____ Fare from _____ to _____ & back ₹ _____
2. D.A. for _____ days @ ₹ _____ per day for journey & halt ₹ _____
D.A. for _____ days @ ₹ _____ for halt ₹ _____
Total ₹ _____

Limited to ₹ (Rupees)

Passed for ₹ (Rupees)

Signature of the
Touring Officer

Section Officer

Head-Administration

FOR USE IN ACCOUNTS SECTION :

PAY ₹ _____ (Rupees _____)

Dealing Assistant

Head-Finance and Accounts