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| **Technical Education Quality Improvement Programme (TEQIP-II)** **NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL****APPLICATION FOR T.A. ADVANCE** (To be submitted 10 day earlier in the TEQIP-II Office with copy of the permission letter) |

Submitted to: The Director,

 NITK Surathkal

Ref:

Sir,

 I may please be granted travelling allowance advance for the following purpose from **TEQIP-II** Project fund.

Name & Designation of the applicant :

Basic Pay :

Department :

Date of Journey : From ………………………….. To…………………

Mode of Journey : By Bus/Car/Train(I/II Class/Air)

 (Strike out whichever is not applicable)

Purpose of journey and approval :

Reference No. & Date

(copy enclosed)

T.A. amount may be charged to

The head of account : TEQIP-II Fund

Contd…..

***Details of T.A. Advance***

1. Probable Bus/Car fare

Train fare/Air fare : Rs.

1. Other Charges like
2. Road Mileage : Rs.

1. Lodging charges :

 Total amount: Rs.

Whether free Boarding & Lodging are provided?

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The above T.A. Advance may please be granted at the earliest and T.A. bill will be submitted within ten days of reporting to the institute.

Yours faithfully

 Signature

 (With Date)

 Signature

Head of the Department

Note: (any other remarks to be furnished here)

OFFICE USE ONLY

Advance P.V. put up for ………………….............. for Approval