

CENTRE OF PLASMA PHYSICS
INSTITUTE FOR PLASMA RESEARCH
NAZIRAKHAT, SONAPUR, KAMRUP (METRO) PIN: 782 402

Name: Date:
Pay Roll No.:
Basic Pay:
Int. Tele No.:

Sub.: Request for T.A. Advance

Sir,

As I have to proceed to by railway/Air on
for days for attending official duty/Conference/Seminar, I request
you to please grant me an advance as detailed below:

	Amount	
1) Fare
2) Daily Allowance	for days
Total	Rs.....

- 1) TA Bill for Previous Advance is Submitted/not Submitted
- 2) Official/To be reimbursed

Yours Faithfully,

.....

The expenditure is to be met from Project Code No.

Director

DEAN

Project leader:-

Accounts Officer:-