

No. HQ/HR/3/TA-DA/JT./Pol.8

Dated: 01.05.2017

**Circular No. 06/2017**

**Sub: Tour Advance**

It has been decided with the approval of the Competent Authority to provide the facility of tour advance to employees of DFCCIL while proceeding on duty and training within India and the following procedure is laid down for drawl of tour advance in such cases:-

- (i) The tour advance will be admissible to meet the expenses for hotel charges, daily allowance and local conveyance.
- (ii) The tour advance will be restricted to 75% of the estimated expenditure on the items mentioned at (i) above.
- (iii) For journeys the tour advance will be upto 100% of the ticket charges.
- (iv) Employees should submit TA bills within 30 days of the conclusion of the tour failing which the uncleared tour advance will attract interest @ 18% per annum.
- (v) Employees will submit the request for tour advance in the prescribed format enclosed as Annexure.
- (vi) Controlling Officer (not below the rank of GM/CPM) will sanction the tour advance and Finance will release the advance payment.

  
(R.S. Rawat)  
JGM/HR

**Copy to:**

1. Secy. to MD – for kind information of MD.
2. Dir./OP&BD, Dir./Infra, Dir./PP, Dir./Fin., & CVO.
3. ED/EDWC & ED/WDFC.
4. All GGMs/GMs/CPMs/ and all officials under them for information.
5. AGM/HR-I&II, DGM/HR, AGM/Fin, JGM/Fin-II, AM/Fin, AM/HR
6. Company Secretary.
7. Notice Board.

**TOUR ADVANCE FORM**

1	Name	
2	Emp Code	
3	Designation	
4	Place of posting	
5	Place of visit	
6	Purpose of the visit	
7	Duration of the visit	From .....to.....total .....days
8	Advance	<p>A) To cover expenses on Hotel, Daily Allowance and Conveyance (75% of the estimated expenditure)</p> <p>(i) Hotel : -</p> <p>(ii) Daily Allowance: -</p> <p>(iii) Local Conveyance: -</p> <p>Total Amount: Rs.....</p> <p>B) Fare: (100% of Ticket charges) Rs.....</p> <p>Grand Total: Rs. ....</p>
8	Amount of advance	Rs...../- (in words .....)

(Signature of the employee)

Dated:.....

Controlling officer.....

**For use of Finance**

Passed for advance payment of Rs.....

Prepared by.....

Checked by.....

Sanctioning Authority.....