

**TOUR LOG SHEET (FOR TOUR APPROVAL)**  
**GOVERNMENT OF INDIA**  
**LAND AND DEVELOPMENT OFFICE**

Name of the Officer: \_\_\_\_\_ Emp.Code No.: \_\_\_\_\_ Designation: \_\_\_\_\_ Age : \_\_\_\_\_

Basic Pay: \_\_\_\_\_ Intercom No.: \_\_\_\_\_ Telephone No. (Off) : \_\_\_\_\_ Telephone No. (Res) : \_\_\_\_\_ Hqr. : \_\_\_\_\_

From	To	Date of Travel	Day of the Week	Mode of Travel	Holiday if any during the tour	Details to be furnished on Page No.2

Purpose of Tour: \_\_\_\_\_

Advance required: Yes/No

**NB:** Please tick ( ) The expenditure source:  
A. Central Public Works Department Budget \_\_\_\_\_  
B. Paid Project \_\_\_\_\_

Signature of Officer  
Comments of the Controlling Officer, if any,  
Approved (Yes/No)

(Signature with rubber stamp of the controlling officer)

**Details for Air Journey:**

From	To	Departure		Arrival		IC No.
		Date	Time	Date	Time	

Notes:

1. All columns TA form to be filled properly.
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 four, but not later than a week.
4. Those who have taken advance, they should submit the TA Bill immediately along with any balance amount unutilized to C&A Section, otherwise INTEREST on the balance amount will be charge 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.