

**NATIONAL INFORMATICS CENTRE**  
 Department of Information Technology  
 Ministry of communications and Information Technology  
 Government of India

**TOUR LOG SHEET**

Employee Code	Name	Designation	Basic Pay	Age	Telephone	
					Office	Residence

From	To	Date of Travel	Day of the week	Mode of Travel & Class	Holidays, if any during the tour	Approx. Fare	Remarks

1. All columns in TA form to be filled properly (ie. Page No 1,2,3.)
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 tour, 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 charged 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.
7. DG's Approval is required for AIR Journeys

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

Advance Required Yes  No

Expenditure source NIC Budget  Paid Budget

Details of Air Journey

From	To	Departure		Arrival		Flight No.
		Date	Time	Date	Time	

Signature of the Officer

Controlling Officer		
Comments	Approval	Signature with Stamp
	Yes <input type="checkbox"/> No <input type="checkbox"/>	

For Cash & Accounts Section