

**National Institute of Technology**  
**Kurukshetra – 136119**  
**Performa for drawl of advance on account of TA/DA**

- |  |       |
|--|-------|
| 1. Name                                | _____ |
| 2. Designation & Department            | _____ |
| 3. Purpose of which journey sanctioned | _____ |
| 4. Letter No. & Date of Sanction       | _____ |
| 5. Place to be visited                 | _____ |
| 6. Date of commencement of Journey     | _____ |
| 7. Period of Stay                      | _____ |
| 8. Date of return                      | _____ |
| 9. Approximate Expenditure             | _____ |
| 10. Outstanding advance, if any        | _____ |
| 11. Remarks                            | _____ |

Recommendation of the HOD

Signature of the Applicant

Signature of Head of Department

Amount of advance recommended ₹ \_\_\_\_\_

**Dealing Assistant**

**Sr. Supdt./Sr. Accountant (Accounts)**

**Dy. Registrar (Accounts)**

**Registrar**

Amount of ₹ \_\_\_\_\_ sanctioned.

**REGISTRAR/DIRECTOR**

Chargeable Head:

Entered in the TA check register at Page No.

Bill passed for ₹ \_\_\_\_\_ (Rupees \_\_\_\_\_)

**Dealing Assistant Sr. Supdt. /Sr. Accountant Dy. Registrar (Accounts)**