



### TOUR INTIMATION

Special Note: No fresh Advance to be paid unless earlier settled

To,  
Accounts Department,  
I \_\_\_\_\_ Dept. \_\_\_\_\_

Intend to proceed on tour from \_\_\_\_\_ to \_\_\_\_\_  
for \_\_\_\_\_ days to \_\_\_\_\_  
\_\_\_\_\_ places.

Assignment No. & Name \_\_\_\_\_

Any other details:

Kindly arrange to pay me tour advance of Rs. \_\_\_\_\_

(In words) \_\_\_\_\_

Previous tour advances have been settled by me.

(Signature of Applicant) \_\_\_\_\_ (Head of Dept.)

Date: \_\_\_\_\_ (Managing Director)

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### COPY TO PERSONNEL DEPARTMENT

I \_\_\_\_\_ Dept. \_\_\_\_\_

Intend to proceed on tour from \_\_\_\_\_ to \_\_\_\_\_ for \_\_\_\_\_  
days to \_\_\_\_\_  
\_\_\_\_\_ places.

(Signature of Applicant) \_\_\_\_\_ (Head of Dept.)

Date: \_\_\_\_\_ (Managing Director)