



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 Trustee)

-----',-----

COPY TO PERSONNEL DEPARTMENT

I _____ Dept. _____

Intend to proceed on tour from _____ to _____ for _____

days to _____

_____ places.

Signature: (Head of Dept.)

Date: (Managing Trustee)