

# INDIAN STATISTICAL INSTITUTE

DELHI CENTRE

PLAN REV/NON-PLAN/EXT.-FUNDED

NAME OF PROJECT/SCHEME .....
.....
ACCOUNTS NO. ....SECTION UNIT .....
BUDGET PROVISION FOR THE YEAR .....
AMOUNT ALREADY SPENT INCLUDING COMMITTED EXPENDITURE .....
BALANCE .....

**TOUR PROGRAMME**  
(FOR INTERNAL TRAVEL ONLY)  
**ORIGINAL**  
(To be submitted with TA Bill)

1. Name	2. Roll No
3. Designation	4. Basic Pay
5. Date of departure	6. Expected Date of return
7. Details of Journey with intermediate halts	
8. ISI/Govt./Other Work	9. Mode of Journey
10. Purpose of Journey (in details)	
11. Source of Payment of TA/DA	
12. Estimated cost of tour (in Rs.)	
(a) Fare.....	
(b) DA.....	
(c) Others.....	
(c) Others.....	
Total	
13. Address at place of halt:	

Date :

.....  
Signature of Head/Controlling Officer  
Date .....

Signature of Officer  
to perform the tour

.....  
Signature of Sanctioning Authority  
Date .....



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BUDGET PROVISION FOR THE YEAR .....
AMOUNT ALREADY SPENT INCLUDING COMMITTED EXPENDITURE .....
BALANCE .....

**TOUR PROGRAMME**  
(FOR INTERNAL TRAVEL ONLY)  
**DUPLICATE**  
(To be submitted to Travel Cell  
for Air/Rail ticket)

1. Name	2. Roll No
3. Designation	4. Basic Pay
5. Date of departure	6. Expected Date of return
7. Details of Journey with intermediate halts	
8. ISI/Govt./Other Work	9. Mode of Journey
10. Purpose of Journey (in details)	
11. Source of Payment of TA/DA	
12. Estimated cost of tour (in Rs.)	
(a) Fare.....	
(b) DA.....	
(c) Others.....	
(c) Others.....	
Total	
13. Address at place of halt:	

Date :

.....  
Signature of Head/Controlling Officer  
Date .....

Signature of Officer  
to perform the tour

.....  
Signature of Sanctioning Authority  
Date .....



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AMOUNT ALREADY SPENT INCLUDING COMMITTED EXPENDITURE .....
BALANCE .....

**TOUR PROGRAMME**  
(FOR INTERNAL TRAVEL ONLY)  
**TRIPLICATE**  
(To be submitted with TA Advance  
Cash Voucher)

1. Name	2. Roll No
3. Designation	4. Basic Pay
5. Date of departure	6. Expected Date of return
7. Details of Journey with intermediate halts	
8. ISI/Govt./Other Work	9. Mode of Journey
10. Purpose of Journey (in details)	
11. Source of Payment of TA/DA	
12. Estimated cost of tour (in Rs.)	
(a) Fare.....	
(b) DA.....	
(c) Others.....	
(c) Others.....	
Total	
13. Address at place of halt:	

Date :

.....  
Signature of Head/Controlling Officer  
Date .....

Signature of Officer  
to perform the tour

.....  
Signature of Sanctioning Authority  
Date .....



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NAME OF PROJECT/SCHEME .....
.....
ACCOUNTS NO. ....SECTION UNIT .....
BUDGET PROVISION FOR THE YEAR .....
AMOUNT ALREADY SPENT INCLUDING COMMITTED EXPENDITURE .....
BALANCE .....

**TOUR PROGRAMME**  
(FOR INTERNAL TRAVEL ONLY)  
**QUADRUPPLICATE**  
(To be submitted to A/Cs (A/L/L/)  
for record of Leave/Pay bill)

1. Name	2. Roll No
3. Designation	4. Basic Pay
5. Date of departure	6. Expected Date of return
7. Details of Journey with intermediate halts	
8. ISI/Govt./Other Work	9. Mode of Journey
10. Purpose of Journey (in details)	
11. Source of Payment of TA/DA	
12. Estimated cost of tour (in Rs.)	
(a) Fare.....	
(b) DA.....	
(c) Others.....	
(c) Others.....	
<hr/> Total	
13. Address at place of halt:	

Date :

.....  
Signature of Head/Controlling Officer

Date .....

Signature of Officer  
to perform the tour

.....  
Signature of Sanctioning Authority

Date .....