

HUMAN RESOURCE DEVELOPMENT CENTER (CSIR)  
POST BAG NO.10, GHAZIABAD - 201 002 (UP)

No. \_\_\_\_\_

Dated : \_\_\_\_\_

Sanction may kindly be accorded to the tour of Dr. / Shri / Km/ Smt  
\_\_\_\_\_ designation \_\_\_\_\_

Division \_\_\_\_\_ Basic pay Rs. \_\_\_\_\_ from  
Ghaziabad to \_\_\_\_\_ and back.

Mode of Travel : By Air / Train / Staff Car / Bus / Hired Taxi

Purpose : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

T.A. / D.A. on this account is payable by \_\_\_\_\_ /

H.R.D.C., Ghaziabad and debitable to the following sub-heads :

- i. T.A. Expenditure on Extension Works
- ii. T.A. Expenditure on Sanctioned Projects
- iii. T.A. Expenditure on Foreign Travel
- iv. T.A. Expenditure relating to Committees
- v. T.A. Expenditure relating to Candidates
- vi. T.A. Expenditure for attending Conferences, CSIR / Ministry of General Nature / Court Cases / Enquiries / Transfer etc.

He / She / They will be leaving Ghaziabad on \_\_\_\_\_ and  
returning on \_\_\_\_\_.

Sanction may also kindly be accorded for the payment of advance TA/DA as  
admissible under the rules.

Signature of Officer

**SANCTIONED**

**HEAD HRDC**