

## TA-DA Bill Form/ભाडा-ભથ્થા भारेनुं झेर्भ SARDAR PATEL UNIVERSITY Vallabh Vidyanagar

As per Go.G, F.D.Reso. No. PGR/1009/82/CH dtd. 08-11-24 & 07-02-25 & As per University Finance & Accounts Committee Recommendation No. 03 dtd. 09-07-25 & E.C. Resolution No. 21 dtd. 14-07-2025.

Name							Pay Leve	el in Pay I	Matrix $\_$	Permission letter No				
ourney			Institution/Dept./Section											
Particulars of Journey મુસાફરીની વિગત					Mode of Journey મુસાફરીનો પ્રકાર			Hours of Journey*	Journey Allow.		Give Tour Diary to justify the			
Departure/ <b>झ्यांथी</b>		Arrival/ <b>કચાં</b>		by other	No. of Kms.	Fare	मुसाइरीना इसाइरीना	મુસાફરી દરમ્યાન	Station स्टेशन	Dates of Halt		No. of hours/ days of halt		
Date तारीभ	(00to24 Hours)	Station स्टेशन	Date ਗ਼ <b>ੀ</b> ਅ	(00to24 Hours)	means હવાઈ/રેલ/રોડ અગર અન્ય	કિ.મી.	ભાડુ		ભથ્થુ		દિવસ તારીખ	રોકાણ સમયનું ભથ્થુ	રોકાણ સમયનું વ્યાજબી ન્યાયપણાનું વિગતે કારણ	
2	3	4	5	6	7	8	9	10	11	12	13	14	15	
(	ourney eparture/ <b>કચાંથી</b> Date તારીખ	Particulars મુસાફરી cparture/કચાંથી Date (00to24 તારીખ Hours) સમય	Particulars of Journey भुसाइरीजी पिगत  eparture/ड्यांथी  Date (00to24 Station Hours) सभय	Particulars of Journey भुसाइरीनी विगत  Eparture/ड्यांथी Arrival/ड्यां  Date Time (00to24 Station Date (11री) Hours) स्टेशन तारी म	Particulars of Journey भुसाइरीनी विगत  Partival/इथां  Date (00to24 Hours) स्टेशन तारीभ Hours) समय	Particulars of Journey	Particulars of Journey पुसाइरीनी विगत  Particulars of Journey पुसाइरीनी विगत  Arrival/इथां  Date (00to24 Hours) सभय  Hours) सभय  Arrival/इथां  Arrival/इथां  Arrival/इथां  Arrival/इथां  Arrival/इथां  Arrival/इथां  Arrival/इथां  Arrival/इथां  Air/Rail/Road & by other means (00to24 Hours) Hours) सभय  Equit/देल/रोड अगर अन्थ	Particulars of Journey	Particulars of Journey पुसाइरीनी पिगत  Particulars of Journey पुसाइरीनी पिगत  Arrival/ङ्थां  Date (00to24 Hours) तारीभ Hours) सभय  Institution/Dept./Section  Mode of Journey Hours of Journey* Air/Rail/Road & No. of by other means (00to24 Hours) सभय  Fare (00to24 Hours) सभय  Mode of Journey Hours of Journey* Air/Rail/Road & No. of by other means (00to24 Hours) Hours) सभय  Fare (00to24 Hours) Hours) सभय  Air/Rail/Road & No. of kms.  Fare WHIS  HOURS OF JOURNEY*  HOU	Particulars of Journey प्रभाइरीनी पिगत  Particulars of Journey प्रभाइरीनी पिगत  Particulars of Journey प्रभाइरीनी पिगत  Arrival/डथां  Date (00to24 Hours) सभय  Arrival Station Date (1री)  Arrival Station Date (1री) Hours Mode of Journey Journey Allow.  Air/Rail/Road & No. of Kms. by other means  Mode of Journey Journey Allow.  Fare (No. of Kms. (No. of K	Particulars of Journey पुसाइरीनी पिगत  Particulars of Journey पुसाइरीनी पिगत  Arrival/ङ्थां  Date (00to24 Hours) सभय  Hours of Journey पुसाइरीनो प्रडार  Time (00to24 Hours) सभय  Air/Rail/Road & No. of Kms.  Equation Date (00to24 Hours) सभय  Equation Dept./Section  Mode of Journey Hours of Journey Allow.  Particulars of Journey Allow.  No. of Kms.  by other means Equation Date (00to24 Hours) Hours of Journey Allow.  Resident  Equation Particulars of Journey Allow.  Equati	Particulars of Journey पुसाइरीजी प्रशा  Particulars of Hours of Journey Allow.  Particulars of Hours of Journey Allow.  Particulars of Hours of Journey Allow.  Particulars of Hours of Hours of Journey Allow.  Particulars of Hours of Journey Allow.  Particulars of Hours of Hours of Journey Allow.  Particulars of Hours of Journey Allow.  Particulars of Hours of Hours of Hours of Journey Allow.  Particulars of Hours o	Particulars of Journey पुसाइरीनी पिगत  Particulars of Journey पुसाइरीनी पिगत  Arrival/ङ्थां  Date  Time (00to24 Hours) सभय  Allow.  Equif (20to24 Hours) सभय  Allow.  Arrival/ङ्थां  Arrival/ङ्थां  Date (00to24 Hours) सभय  Allow.  Arrival/ङ्थां  A	

<sup>\*</sup> મુસાફરી દરમિયાન ગાળેલ સમય માટે 'Z' ક્લાસ દરથી ભથ્થુ ગણવામાં આવશે.

<sup>\*</sup> During Travel Period D.A. will be calculated as per Pay Level in Pay Matrix 'Z' Class cities.

Pay level in Pay	DAILY ALLOWANCE									
Matrix	X Class Cities (Rs.)	Y Class Cities (Rs.)	Z Class Cities (Rs.)							
12 and above	1000	800	500							
5 to 11	900	700	400							
1 to 4	700	500	300							
Below 1	400	300	200							

(Absence from Head Quarter the Daily Allowance will be reckoned from midnight to midnight and will be calculated on a per day basis.)

Absence from H.Q. 6 hours or less 30% of Daily Allowance Absence from H.Q. more than 6 hours to 12 hours 50% of Daily Allowance

Absence from H.Q. more than 12 hours Full

Checked by

Internal

Auditor

- (i) 'X' Class cities: Hyderabad, Delhi, Ahmedabad, Bengalore/Bengaluru, Greater Mumbai, Pune, Chennai, Kolkata (ALL U.A.)
- (ii) 'Y' Class cities: Vijaywada, Warangal, Greater Visakhapatnam, Guntur, Nellore, Guwahati, Patna, Chandigarh, Durg-Bhilai Nagar, Raipur, Rajkot, Jamnagar, Bhavnagar, Vadodara, Surat, Gurgaon, Faridabad, Srinagar, Jammu, Jamshedpur, Dhanbad, Ranchi, Bokaro Steel City, Belgaum, Hubli-Dharwad, Mangalore, Mysore, Gulbarga, Kozhikode, Kochi, Thiruvanathapuram, Thrissur, Malappuram, Kannur, Kollam, Gwalior, Indore, Bhopal, Jabalpur, Ujjain, Amravati, Nagpur, Aurangabad, Nashik, Bhiwandi, Solapur, Kolhapur, Vasai-Virar City, Malegaon, Nanded-Waghala, Sangli, Cuttack, Bhubaneswar, Raurkela, Puducherry/Pondicherry, Amritsar, Jalandhar, Ludhiana, Bikaner, Jaipur, Jodhpur, Kota, Ajmer, Salem, Tiruppur, Coimbatore, Tiruchirappalli, Madurai, Erode, Moradabad, Meerut, Ghaziabad, Aligarh, Agra, Bareilly, Lucknow, Kanpur, Allahabad, Gorakhpur, Varanasi, Saharanpur, Noida, Firozabad, Jhansi, Dehradun, Asansol, Siliguri, Durgapur (U.A./M.Corpn.)

Note: (i) The remaining cities/towns in various States/UTs which are not covered by classification as 'X' or 'Y', are classified as 'Z' for the purpose of TA/DA.  (ii) For the approval of TA/DA, Gandhinagar shall be treated as 'X' class city.  Certificates:  (i) I hereby declare that I have travelled by	Gorakhpur, Varanas	si, Saharanpur, Noi						•							٠,
(ii) For the approval of TA/DA, Gandhinagar shall be treated as 'X' class city.  Certificates:  (i) I hereby declare that I have travelled by	* *	~			/UTs wh	ich a	re not	cove	red b	y cla	ssific	ation	as 'X	or 'Y', ar	e
Certificates: (i) I hereby declare that I have travelled by		-	-		ll be treat	ted as	'X' cla	ıss cit	tv.						
(ii) I hereby declare that no T.A. is claimed by me from any other source for the journey or any portion of it, to which this bill refers.  (iii) I further declare that the amount claimed as Air fare, Railway, or Bus fares, Car fare, Rickshaw fares, etc. represents the actual expenditure incurred on my journey.  (iv) I also certify that no Lodging and Boarding has been provided free of cost by the Host Institution while attending Seminar, conference, etc.  Bank A/c No.  IFSC Code  LT. PAN  Payment Received  Please sign on Rev. stamp if amount exceeds Rs. 500/-  Bank Name:  Branch Name:  Branch Name:  Branch Name:  Branch Name:  Branch Name:  Date  SUMMARY:  (i) Air fare/Rail fare/Bus fare/Car fare		·PP····································	-, <b>e</b>	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,					-,, -						
to which this bill refers.  (iii) I further declare that the amount claimed as Air fare, Railway, or Bus fares, Car fare, Rickshaw fares, etc. represents the actual expenditure incurred on my journey.  (iv) I also certify that no Lodging and Boarding has been provided free of cost by the Host Institution while attending Seminar, conference, etc.  Bank A/c No.  IFSC Code  Payment Received  Please sign on Rev. stamp if amount exceeded Rs. 5004  Bank Name:  Branch Name:  Address  HEAD OF EXPENDITURE CODE NO.:  Date  SUMMARY:  (i) Air fare/Rail fare/Bus fare/Car fare	(i) I hereby declar	C	C	lass aı	nd/or	by S.	T. B	us.			6 :4	_			
(iii) I further declare that the amount claimed as Air fare, Railway, or Bus fares, Car fare, Rickshaw fares, etc. represents the actual expenditure incurred on my journey.  (iv) I also certify that no Lodging and Boarding has been provided free of cost by the Host Institution while attending Seminar, conference, etc.    Bank A/c No.	•		is claimed	by me	from ar	ıy otı	ier so	urce	ior t	ne jo	urne	y or a	ny po	ortion of it	Ε,
(iv) I also certify that no Lodging and Boarding has been provided free of cost by the Host Institution while attending Seminar, conference, etc.  Bank A/c No.  IFSC Code  LT. PAN  Please sign on Rev. stamp if amount exceeds Rs. 500/-  HEAD OF EXPENDITURE CODE NO.:  SUMMARY:  (i) Air fare/Rail fare/Bus fare/Car fare	(iii) I further declar	re that the amount		r fare, l	Railway,	or Bu	s fares	s, Car	fare,	Rick	shaw	fares,	etc. re	epresents th	e
Seminar, conference, etc.  Bank A/c No.  IFSC Code  I.T. PAN  Bank Name:  Bank Name:  Bank Name:  Bank Name:  Bank Name:  Banch Name:  Address  HEAD OF EXPENDITURE CODE NO.:  Date  SUMMARY:  (i) Air fare/Rail fare/Bus fare/Car fare				has he	en provi	ded f	ree of	cost	by th	е Но	et Ind	etitutio	n wh	ile attendin	_
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Please sign on Rev. stamp if amount exceeds Rs. 500/-   Branch Name :	Darmant Daraina	I.T. PAN			Ti										
Bank Name :	Payment Receive	ea				•	•			Q:	iana	turo o	of the	Claiman	4
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No.   Date   SUMMARY :   Rs.   Ps.	amount exceeds	Branch Name					1 (dill	·							_
No.   Date   SUMMARY :   Rs.   Ps.	Rs. 500/-	Dianen Name	•				Addı	ess							_
SUMMARY :   Rs.   Ps.    (i) Air fare/Rail fare/Bus fare/Car fare          (ii) Journey Allowance        (iii) Halting Allowance        (iv) Any other charges :   Total      Total   TDS/IT/EC Deduction   Net Payable       Countersigned by Head   Signature of the Claimant	HEAD OF EXP														
SUMMARY:         Rs.         Ps.           (i) Air fare/Rail fare/Bus fare/Car fare              (ii) Journey Allowance               (iii) Halting Allowance                (iv) Any other charges: <t< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>															
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(ii) Journey Allowance	SUMMARY:											Rs		Ps.	
(iii) Halting Allowance															
(iv) Any other charges:	(ii) Journey Allo							•••							
Total TDS/IT/EC Deduction Net Payable  Countersigned by Head  For Accounts only  Passed for Payment for Rs (Rs.	(iii) Halting Allov														
Countersigned by Head  Signature of the Claimant  For Accounts only  Passed for Payment for Rs (Rs.	(iv) Any other ch	arges :													
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Dy. Accountant

C. A. O.

Registrar