

As per G.O.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.

Purpose of Journey \_\_\_\_\_ Institution/Dept./Section \_\_\_\_\_ Date : \_\_\_\_\_

[illegible]

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

Note :- Pay Level in Pay Matrix and Class Cities of travel admissible.

Pay level in Pay Matrix	DAILY ALLOWANCE		
	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

(i) ‘X’ Class cities : Hyderabad, Delhi, Ahmedabad, Bangalore/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, Thiruvananthapuram, 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 \_\_\_\_\_ class and/or by S. T. Bus.
- (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. 

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IFSC Code 

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I.T. PAN 

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Payment Received

Please sign on  
Rev. stamp if  
amount exceeds  
Rs. 500/-

Signature of the Claimant

Bank Name : \_\_\_\_\_ Name \_\_\_\_\_

Branch Name : \_\_\_\_\_ Address \_\_\_\_\_

HEAD OF EXPENDITURE CODE NO. : \_\_\_\_\_ Vr. No. \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

SUMMARY :

					Rs.	Ps.
(i) Air fare/Rail fare/Bus fare/Car fare	.....	.....	....	...		
(ii) Journey Allowance	.....	.....	....	...		
(iii) Halting Allowance	.....	.....	....	...		
(iv) Any other charges :	.....	.....	....	...		
				Total		
				TDS/IT/EC Deduction		
				Net Payable		

Countersigned by Head \_\_\_\_\_ Signature of the Claimant \_\_\_\_\_

For Accounts only

Passed for Payment for Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_ only)

Checked by Internal Auditor Dy. Accountant C. A. O. Registrar