



# SHRI GOVIND GURU UNIVERSITY

AT - VINZOL, PO - KANKANPUR, TA - GODHRA, DIST. - PANCHMAHAL - 388713

## Bill FOR REIMBURSEMENT OF TA & DA

SGGU/

Date: \_\_\_\_\_

Name : \_\_\_\_\_ Mo. No. \_\_\_\_\_

Designation : \_\_\_\_\_ Present Basic Pay Rs. : \_\_\_\_\_

Name of Institution & Address : \_\_\_\_\_

Purpose of Journey : \_\_\_\_\_

**Permanent Account Number (PAN) (Please fill in Capital Letters) :** \_\_\_\_\_

Date of Journey	From	Time of Departure	To	Time of Arrival	Distance in K.M.	Mode of Journey	Fair Paid	Remark

**Total Rs.(A)**

D.A. : (If Applicable)	No. of Day	Rate/Day	Total Rs.
<b>Total Rs.(B)</b>			

Honorarium:(Of Prior Approval is taken & Applicable)	No. of Day	Rate/Day	Total Rs.
<b>Total Rs.(C)</b>			

Accommodation : (If Applicable)	No. of Day	Rate/Day	Total Rs.
<b>Total Rs.(D)</b>			

**Gross Total(A+B+C+D)**

### CERTIFICATE

(i) I have travelled by  Railway  Bus  Air  Own Car  Other \_\_\_\_\_ With Ticket/Boarding Pass/Vehicle No. \_\_\_\_\_  Petrol  Diesel  CNG

(ii) I have not claimed the total or the part of this TA bill from any other Institution/ sources.

**I HEREBY DECLARE THAT THE FACT / DETAILS PROVIDED ABOVE BY ME ARE TRUE & CORRECT**

**Signature :** \_\_\_\_\_

Passed for payment Total Rs. \_\_\_\_\_ (Rupees in words \_\_\_\_\_ only)

Journey mentioned above is essential to conduct duties at **Shri Govind Guru University**.

Dealing Person                      H.O.D/O.S.D                      C.A.O                      I.A                      Registrar

### RECEIPT

Received a sum of Rs. \_\_\_\_\_ Rupees \_\_\_\_\_, as Travelling / Other Allowances.

Bank Name : \_\_\_\_\_ Branch & Code : \_\_\_\_\_

A/C No.(Full Digits) : \_\_\_\_\_ IFSC Code : \_\_\_\_\_

**Receiver's Signature**