

Savitribai Phule Pune University
Department of Physics
Ganeshkhind, Pune-411007

Submitted :

Date : / /

Sub : Sanction of Air/Car Travel.

Please find the enclosed letter date From
requesting that the University should sanction Air/Car Travel and actual
expenditure in connection with travel to the following person.
As per TA/DA rules a person is eligible to travel by Air/Car

Name of the Person	Basic Pay	Purpose of Travel	From	To

Name of the Scheme/ University Fund	Budget Head	Provision	Balance

Justification for Air Travel:

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The Head of the Department is therefore requested kindly to accord his/her Sanction for the Air/Car Travel and actual expenditure as requested.

Respectfully submitted to the Head of the Department for approval.

In-charge / Co-ordinator
Project /Scheme

Head of the Department