

'ए' के अनुसार / Claim as per 'A' : _____

'बी' के अनुसार / Claim as per 'B' : _____

'सी' के अनुसार / Claim as per 'C' : _____

कुल / Total Claim (A+B+C) : _____ (रु./Rupees) _____ केवल / Only).

Certified that Incumbent has performed his/her duties in relation to _____ and TA/DA be paid for the period from _____ to _____.

Amount of Sitting Fee/Honorarium at the rate of Rs. _____ for performing/attending _____ for the day _____.

❖ Checklist:-

- Copy of approval attached.
- Copy of invitation letter attached.
- Copy of PAN Card attached.
- Original Bill for Taxi (if Own Car is not used) attached.
- Proof of Toll Charges attached.
- Verified List of Students in case of Practical/Viva is attached.
- Copy of Ticket and Boarding Pass (In Original) in case of Air Travel attached. Tickets have been purchased only from one of the three Authorized Travels Agents only listed below:
1. M/s Balmer Lawrie & Company Limited (BLCL).
 2. M/s Ashok Travels & Tours (ATT).
 3. Indian Railways Catering and Tourism Corporation Ltd. (IRCTC).
- Original Tickets in case of Public Transport attached.
- Form is complete in all respect.

रकम प्राप्ति (पूर्व प्राप्ति रसीद) /
Amount Received in Full (Pre-Receipt)

पर्यवेक्षण अधिकारी/विभागाध्यक्ष/ पीआई/समन्वयक के हस्ताक्षर
Signature of the Supervising Officer/HoD/PI/Coordinator

नाम / Name : _____

पद / Designation : _____

विभाग / Department : _____

कर्मचारी आई डी / Emp. ID. : _____

दावेदार के हस्ताक्षर दिनांक के साथ /
Signature of the Claimant with date

Note:- All columns are mandatory.

(वित्त और लेखा विभाग के उपयोग के लिए / For the use of Finance & Accounts Department)

TA : _____, DA : _____, SF : _____, Total : _____, Less TDS : _____, Grand Total : _____.

Passed for payment of Rs. _____ (रु./ Rupees) _____ केवल / Only).

कार्य सहायक
Dealing Assistant

सहायक
Assistant

अनुभाग अधिकारी (वित्त)
Section Officer (Fin.)

लेखा परीक्षा
Audit

वित्त अधिकारी
Finance Officer

कुलसचिव
Registrar