

National Institute of Technology Patna

Ashok Rajpath, Patna- 800005 (Bihar)

TA/DA/HON. BILL OF NON-OFFICIAL MEMBER INVITED TO ATTEND THE VISITING / MEETING.

Part – I (To be filled by non-official Members)

1. Name & Designation																
2. Pay Scale & Present Basic Pay																
3. Full Postal Office Address For Sending Payment																
4. Mobile Number											E:mail :					
5. PAN Number (clearly)																
6. Whether retired or still in Service (Tick One)											Retired	<input type="checkbox"/>	Still in Service	<input type="checkbox"/>		
7. Purpose of Visiting / Meeting																
8. Date(s) of Visiting / Meeting																

9. Details of Journey (including from and to Residence/Office and Airport/Railway Station etc.)

Date	Departure		Arrival		Mode of Journey	Distance in Kms	Fare Paid (Air/Rail) Taxi etc.	Attached original or photocopies of Air/Rail Tickets & Original Bills, Boarding pass
	From	Time	AT	Time				
Total TA Amount								

10. Whether Staying in Rented Accommodation (Hotel/Guest House) with Payment of Some Charges/or Making Own Arrangement without Paying any Charges (Strike Out whichever is not applicable)

If staying in Rented Accommodation (Hotel/Guest House) with Payment of some charges, please specify

Boarding & Lodging charges per day		Duration of Stay in days	Total Amount Claimed	Please attach original receipts of Hotel/Guest House
Hotel / Guest House Room Rent Paid (Rs.)	Food Bills Paid (Rs.)			
Total Accommodation				
TOTAL (TA + ACCOMMODATION)				

11. Certified that :

- i) Particulars provided herewith are correct and I have not claimed TA/DA etc.
- ii) I was not provided free Lodging and / or Boarding at the cost of Govt./University or any Govt. aided Body.
- iii) Certified that I am entitled to travel by Executive Class Air Travel in my Organization (strike out , if not applicable)

Date :

Signature of Claimant

Sitting Fee/Honorarium Receipt

Received with thanks an amount of Rs..... (Rs.....) as sitting fee/Honorarium from National Institute of Technology Patna, Ashok Rajpath, Patna (Bihar) for attending meeting on..... atAM/PM.

**Signature
Name & designation of expert**

Part-II (to be filled by Convener / Organizer of the meeting)

The Non-official member was invited under the authority of controlling officer and his attendance as above is confirmed.

Dated:

Signature
Name & Designation of Convener

Part-III (to be completed by Accounts Department)

1. Sitting Fee/Honorarium	Rs. _____	Passed for payment of Rs. _____
2. T A Charges	Rs. _____	(Rupees _____)
3. Accommodation Charges	Rs. _____	_____
4. Local Travel Charges	Rs. _____	
5. Food Charges	Rs. _____	
6. Grand Total	Rs. _____	
7. TDS @ 10% on hon. (-)	Rs. _____	
8. Net amount to be Paid	Rs. _____	

Accountant

O.S.(A/cs)

Assistant Registrar(A/cs)

Registrar

PAYEE'S PRE-RECEIPTS

I hereby authorize to transfer my claim directly to my saving account no

Branch Code IFSC Code

Bank Name & Branch

Received Rs. _____ Rupees. _____ Only)

Signature of Claimant (with revenue stamp)