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| NITK_EMBLEM.JPG**NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA,** **SURATHKAL-575025.****TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAM (TEQIP-II)**TA/DA BILL OF NON – OFFICIAL MEMBERS INVITED TO ATTEND THE MEETING |

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| PART- I (to be filled by non official members) |
| 1 | Name (In block letters |  |
| 2 | Designation |  |
| 3 | Pay Band and Grade pay |  |
| 4 | Fill office address |  |
| 5 | Purpose of visit: Name of committee/workshop/seminer |   |
| 6 | Date(s) of meeting: |  |
| 7.Details of Journey (including from and to Residence, Office, Airport and Railway station etc. |
| **Date &time** | **Departure from** | **Date &time** | **Arrival at:**  | **Mode of Journey & Ticket No.** | **Distance K.M** | **Fare paid (`)** |
|  | . |  | . |  |  | . |
|  | . |  |  |  |  |  |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  | **Total** |  |
| **Accommodation Charges**  |
|  |  |  |
|  | **Total**  |  |
|  | **Grand Total** |  |

8. Whether staying in rented accommodation or making own arrangements.

9. Certificate by Non- Committee Members:

a) Particulars provided herewith are correct & that I have hot claimed TA/DA

 etc. for this journey from any other source.

b) I was not provided free lodging and or boarding at the cost. of Govt.

 /University or any Govt. aided body.

c) I shall perform the return journey by the same mode as claimed in the TA bill

Signature of claimant

**PART-II (TO BE FILLED BY CONVENER/ORGANISER OF THE MEETING)**

1.The details as given in TA/DA bill have been verified and claim may be

 admitted.

2.The Non-official member was invited under the authority of controlling officer

 and his attendance as above is confirmed.

Dated: Signature of the Programme Coordinator

**PART-III (To be completed by Finance Bureau)**

1. Actual food bill for…………………days: Rs.
2. Travelling Expenses: Rs.
3. Honorarium/Sitting fee: Rs.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PAYMENT VOUCHER**

Debit Head: Voucher No.\_\_\_\_\_\_\_\_\_\_\_\_

Passed for Payment for Rs (Rupees…………………………………………

 ...…………………………………………….only)

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Accountant AO (Finance) Drawing & Disbursing Officer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PAYEE’S RECEIPT

Received Rs………………….. (Rupees …………………………………………………..only)

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Signature of claimant