*SANT LONGOWAL INSTITUTE OF ENGlNEERING& TECHNOLOGY*

*(DEEMED TO BE UNJVERSITY), LONGOWAL-1481* 06

*TA CLAIM (EXTERNAL EXPERT) PROFORMA*

*CLAIM OFTRAVELING ALLOWANCE/ SITTING FEE FOR ATTENDING /CONDUCTING THE MEETINGS LIKE BOM / FC ,/ SELECTION*

*C0MMITTEEE/ CONFEPENCE / WORKSHOP / VIVA VOCE FOR VARIOUS COURSES ETC. AS AN EXTERNAL EXPERT*

|  |  |  |
| --- | --- | --- |
| Name of External Expert (Capital letter) : Designation : Address :  | Basic pay |  |
| Name of meeting |  | Date of meeting/Viva voce etc. |  |
| Name of Students &Registration No.(If related to students only) |  | Date of journey |  |
|  |
| Department/Institute where working at present: |
| **Bank Account / RTGS / NEFT Details:** |
| *SAVINES BANK A/C N0.* | *I FSC CODE* | *NAME OF BANK AND ADDRESS* | *Permanent Account No. (PAN)****(Mandatory)*** |
|  |  |  |  |
| Mode of Conveyance, (Tick as applicable) Bus, Train, Air & Taxi / Own Car with No............................................ |
| Station: From.............................................to....................................................and back.................................................... |
| Air fare/Rail fare/Bus fare Rs. |
| Road Mileage (For Taxi/own Car) No. of Kms. One side...................x2-.............@............... | Rs. |
| Toll Tax, if any | *Institute dateEntryNo. if Toll Tax receipt is notavailable.* | Rs. |
| Local Conveyance with mode, up to bus stand/Railway Station/AirPort by.................From .............................................to..................................&Back.............................(Kms. ) | Rs. |
| No. ofmeetingdays. andSittingfeeforBOM,FC,SelectionCommittee,etc.perdayRs............... | Rs. |
| Honorarium of viva voce for UG ,PG, Ph.D (@Rs. 2500/-.per student) :  | **Rs.** |
| Total amount claimed | Rs. |
| Less TDS@10% on Honorarium/Sittingfee | Rs. |
| Net payable amount | Rs. |
| Dated: **Signature of Claimant** |
| ReceivedRs. From SLIET, Longowal on account of TA and sitting fee etc.**I shall be personally responsible to deposit the income Tax as per provisions of the Income tax Act.**Dated **Signature of Claimant** |
| Certified that the external expert has attended theabovemeeting / Viva Voce as mentioned & journey performedthrough above said mode.(Copy of invitation is attached)HOD / Supervisor/ Chairman | Sanctioned For Rs...........................Signature of Sanctioning Authority |
| Passed for Rs............................... (Rs.........................................................................,.....,..,.......,.......,..........,........,.....Under head: Travelling Allowance to Expert.Dealing Iland Accountant /Section officer DR(A&A) |