*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.perday  Rs............... | | | | | | | | 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 theabove  meeting / Viva Voce as mentioned & journey performed  through 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) | | | | | | | | | |