



सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सूरत
SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT
સરદાર વલ્લભભાઈ રાષ્ટ્રીય પ્રૌદ્યોગિકી સંસ્થા, સુરત

TA/DA Bill for Non-official member invited to attend the Meeting

PART – I

(to be filled in by Non-official committee Members)

1.	Name & Designation (In Block Letters)	:	
2.	Pay scale & Basic Pay	:	
3.	Full official address	:	
4.	Purpose of visit/name of the committee	:	
5.	Date(s) of meeting	:	
6.	Details of journey	:	

Date	Hrs. of departure	Date	Hrs. of Arrival	From	To	Mode of Journey	Distance in Kms.	Fare (Air/Rail/ Taxi)	Ticket / Taxi No.

7.	Certificate by Non-official Committee Members		
	(I) Particulars provided herewith are correct & that I have not claimed TA/DA, etc. for this journey from any other source. (II) I shall perform the return journey by the same mode as claimed TA bill		
8.	Are you a Senior Citizen	:	Yes / No

Bank Details			
1.	Name as per Bank Record	:	
2.	Bank Name	:	
3.	Bank Account No.	:	
4.	IFSC Code No.	:	
5.	PAN No.	:	

Date :

*Signature of Claimant

*(Member of BOG/FC/BWC/Screening committee / Selection Committee / Invited Guest/Member/External examiner etc.)

(to be filed by convener / organizer of the Meeting)

1. The details are given in TA/DA bill have been verified and claim may be admitted.
2. The Expert member was invited with the approval of the competent authority and his attendance as above is confirmed.

Date:

REGISTRAR

PART – III
(to be completed by Account Section)

1	Traveling Allowance (Railway fare / Road mileage/ Air Fare) Total....	Experts	Institute				Total Rs.
			BL & Co. (AIR)	Train	Guest House	Hired Taxi	
							Rs.
2	Admissible DA as per 7 th CPC Rules						
	Daily Allowance (Rs. _____ X Day ____ = Total Rs. _____)						
	- Less (Food Bill Guest House) Rs. _____ (M/s. Sheela Caterers, B.No. _____ Dt. _____)						Rs.
3.	Honorarium / Remuneration / Seating Fee (Rs. X = Rs.)						Rs.
4.	Other						
	TOTAL						Rs.

BUDGET HEAD : A/c Code

Passed for payment of Rs. (Rupees
..... Only)

**Prepared & Checked
by
O.S. / A.R. (A/Cs.)**

DY. REGISTRAR (A/Cs.)

REGISTRAR

PAYEE'S RECEIPT

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

***Signature of Claimant
(with Revenue Stamp)**