NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI - 620 015, TAMIL NADU, INDIA

BILL FOR TA & DA

Part – I

CERTIFICATION BY ACADEMIC OFFICE

Degree	:	B.Tech./B.Arch./M.Tech./MBA/MCA/M.Sc./M.Arch./M.S./Ph.D.
Department	:	
Specialization	:	
Purpose of Claim	:	Comprehensive Viva-Voce / BoS / Academic Audit / Project Viva-Voce / DC Meeting / GTC Meeting / Public Viva-Voce / Design Review / other (specify)
Semester / Trimester / Year	:	
Course Code / Title	:	
Date & Time of Exam / Meeting	:	
Name of the Faculty in charge/ Guide (s)	:	
Name of the Student & Roll No*	:	

*Please attach the Name list of the Student(s) & Roll. No(s) for UG and PG / Attach the minutes of meeting for M.S./ Ph.D./BOS/Academic Audit

Name & Signature of the Faculty in-charge / Guide(s)   **HOD**

Remarks:

Assistant / Superintendent   **Assistant Registrar**   **Associate Dean (Academic)**
(Academic)   **(Academic)**   **(UG / PG / M.S. / Ph.D.)**

BILL FOR TA & DA

Part – II

CERTIFICATION BY REGISTRAR OFFICE

Sl. No.	Particulars	Amount (Rs)
1.	Air / Rail fare from _____to Tiruchirappalli	
	Air / Rail fare from Tiruchirappalli to _____	
2.	Local taxi fare from _____ to NIT, Tiruchirappalli	
	Local taxi fare from NIT, Tiruchirappalli to _____	
3.	Sitting fee for UG/PG Project Viva-Voce / Comprehensive Viva-Voce / Dissertation / Review for Design/Studio / DC Meeting / Ph.D. Viva-Voce Rs._____ for _____ Student(s)	
4.	Others	
	Total	

Received a sum of Rs. _____ (Rupees _____ only) from the Director, National Institute of Technology, Tiruchirappalli – 620 015 towards TA / DA / Remuneration for the above mentioned work.

Account Number	:	
Bank	:	
Branch	:	
IFSC Code	:	
PAN Number	:	

Signature with date	:	
		(Affix revenue stamp if the total claim is Rs. 5000/- and above)
Name	:	
Designation	:	
Name of the organization and address	:	

Faculty in-charge / Guide   HOD

Assistant   Superintendent   Assistant Registrar (Accounts)   Registrar

RATES OF REMUNERATION, SITTING FEE, TA & DA

Program	Name of the Item	Sitting Fee / per student (Rs.)
B. Tech.	Comprehensive Viva Voce and Project Viva Voce (minimum of 10 students / examiner)	150
B. Arch.	Review for Design / Studio Based Subjects (Mid and End Semester Evaluation) (minimum of 10 students / examiner)	150
	Dissertation (minimum of 10 students / examiner)	150
M. Tech./ M.Sc. / MBA / MCA	Project Viva Voce (minimum of 5 students / examiner)	500
MS (by Research)	General Test Committee meeting	3000
	Honorarium for Indian Examiner for Thesis Evaluation	4000
	Viva Voce Examination	3000
Ph. D	Doctoral Committee meeting	3000
	Comprehensive Examination	2000**
	Synopsis meeting	3000
	Honorarium for Indian Examiner for Thesis Evaluation	5000
	Honorarium for Foreign Examiner for Thesis Evaluation	US$400
	Viva Voce Examination	5000
Academic Audit	UG/PG courses / per semester	5000
Senate / Board of Studies	Honorarium for External members for Senate/ Board of Studies Meeting	5000
Travelling Allowance	Examiners from Institutions within the radius of 30 km (to and fro)	800
	Examiners from Institution within the radius of 30 - 60 km (to and fro)	1000
	Examiners from Institution above 60 km	II A/C Train Fare from the nearest Railway Station to Tiruchirappalli Jn.
	For Ph.D. Doctoral Committee, Comprehensive Examination, Synopsis Meeting and Viva Voce examiners	Air Fare (as per GoI norms) / 1st AC Train Fare on the production of Tickets
Incidental Charge	Head Quarters to Air Port/Railway Station (Flat rate for one way)	500
Accommodation and Food	Bills may be reimbursed as per the eligibility criteria of the respective expert member, if the institute guest house accommodation is not available.	

** Minimum shall be Rs.3000 for an examiner.

REGISTRAR