



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	:	
Mode of meeting (online/offline)	:	
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
(Academic)

Assistant Registrar
(Academic)

Associate Dean (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.	Availed institute empaneled taxi / Incidental charges from _____ to NIT, Tiruchirappalli	
	Availed institute empaneled taxi / Incidental charges 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	

* Attach boarding pass for travel by Air

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	:	
Phone No:	:	
(we will contact you only for the payment issues)		

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

Annexure – I

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 Gol 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
Accommo- dation 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