



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 / Synopsis / 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:

Note:

This is to certify that _____ conducted on _____. The sitting fee for the same may be forwarded for payment.

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

(Sitting fee, Travel expense, etc., to be paid to the examiner)

SI. No.	Particulars	Amount (Rs)				
1.	Rail fare from _____ to Tiruchirappalli					
	Rail fare from Tiruchirappalli to _____					
2.	Air Ticket Booked by Self					
	Journey	From	To	Boarding Pass	Status	
	Onward		Tiruchirappalli	Pass Submitted		
		Self-Declaration				
	Return	Tiruchirappalli		Pass Submitted		
Self-Declaration						
3.	Availed institute empaneled taxi / Incidental charges from _____ to NIT, Tiruchirappalli					
	Availed institute empaneled taxi / Incidental charges from NIT, Tiruchirappalli to _____					
4.	Sitting fee for UG/PG Project Viva-Voce / Comprehensive Viva-Voce / Synopsis / Dissertation / Review for Design/Studio / DC Meeting / Ph.D. Viva-Voce Rs. _____ for _____ Student(s)					
5.	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	:		Signature with date	:	
Bank	:				(Affix revenue stamp if the total claim is Rs. 5000/- and above)
Branch	:		Name	:	
IFSC Code	:		Designation	:	
PAN Number	:		Name of the organization and address	:	
Phone No:	:				
(We will contact you only for the payment issues)					

Faculty in-charge / Guide

Head of the Department

BILL FOR TA & DA

Part – III CERTIFICATION BY REGISTRAR OFFICE

(Only for office use)

SI. No	Beneficiary details	Particulars in detail Purpose and account details					Amount
1.	Examiner	Remuneration (sitting fee)					
		Travel Expense					
2.	Expense borne by Faculty in-charge / Guide (if any)						
3.	Expense borne by scholar (if any)						
4.	Taxi fare to travels (if any)						
5.	Air ticket booked by the institute (to be paid to Balmer Lawrie agency)	Journey	From	To	Boarding Pass	Status	
		Onward		Tiruchirappalli	Pass Submitted		
					Self-Declaration		
		Return	Tiruchirappalli		Pass Submitted		
Self-Declaration							
Total							

* Attach boarding pass for travel by Air

Total Amount in words:**Assistant****Superintendent****Assistant Registrar (Accounts)****Registrar**

Self-declaration Certificate in lieu of Boarding Pass

I _____ Designation _____ working in _____ hereby declare and certify that:

1. I have misplaced my Boarding Pass and do not have a digital/physical copy.
2. I have actually performed the onward journey from _____ to NITT Tiruchirappalli on _____ (date) using the air ticket purchased by NITT /by me vide PNR No. _____ dated _____. Issued by _____. (Name of Airlines Company/Authorised Agency).
3. I have actually performed the return journey on Tour from NITT Tiruchirappalli to _____ on _____ (date) using the air ticket vide PNR No. _____ dated _____ Issued by _____ (Name of Airlines Company/Authorised Agency).
4. I further declare that I have neither claimed nor will claim part or full of this claim for this journey from any other source.
5. In case the above declaration given by me is not found true at any stage, I will refund the sum along with penal interest thereon as per the Government of India Norms.

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

Countersigned by

Guide / Faculty in Charge

Head of the Department

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/ PMRF review meeting/ Stipend Enhancement meeting	5000
	Comprehensive Examination	3000**
	Synopsis meeting	5000
	Honorarium for Indian Examiner for Thesis Evaluation	10000
	Honorarium for Foreign Examiner for Thesis Evaluation	US\$500
	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) / 1 st AC Train Fare on the production of Tickets
	Journey by road between Head Quarters not connected by rail/flight (Journey performed in own car/taxi)	24 per km
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.5000 for an examiner.

REGISTRAR