

**TA CLAIM**

(For Members / Experts / Non-official Members called for various official meetings of INST)

1.	Name and address			
2.	Designation			
3.	Pay Level			
4.	Name of Organization and its location			
5.	Date & Place of meeting			
6.	Details of Meetings			
7.	Details of Journey	<b>Mode</b>	<b>Date</b>	<b>Amount Paid</b>
	- Outward			
	- Return Journey			
		<b>Total</b>		
8.	Local transportation, if any			
9.	Total			
10.	Bank Details			
	Account Name			
	Account Number			
	Bank Name and Branch address			
	IFSC			

Date:

Signature

**CERTIFICATE BY COORDINATOR, INST**

Certified that the Officer has attended the above meeting on \_\_\_\_\_ at \_\_\_\_\_.

Honorarium at the approved rates and traveling expenses as per admissibility may please be approved for payment from Institute / RP\_\_\_/IND\_\_\_/Contingency (PhD / NPFD\_\_\_\_\_).

Co-ordinator, INST

P.T.O.

**FOR OFFICE USE ONLY**

1	Guest House Payments	No. of Days	Rate	Amount	
2	TA				<u>Sign. of Consultant (S&amp;M)</u>
3	Local Journey				
4	Honorarium				
5	Any other				
	<b>Total</b>				

**Approved / Not Approved**

**Finance Officer**

**Director**