



राष्ट्रीय प्रौद्योगिकी संस्थान नागालैंड
NATIONAL INSTITUTE OF TECHNOLOGY NAGALAND
(An Institute of National Importance under Ministry of HRD, Govt of India)
Chumukedima, Dimapur
Nagaland - 797 103

CPDA TA/DA CLAIMS FOR OFFICAL TOUR

FORM: 17C

1. Name of claimant: _____
2. Designation _____ 3. Department: _____

A. Travelling Details (AIR/TRAIN/ROAD in India/Abroad)

Departure		Arrival		From	To	Distance (in Km)	Mode of Journey	Fare	Remarks (Ticket No.)
Date	Time	Date	Time						
Total :									

(if travelled by Air, boarding Pass may enclosed)

B. Registration Fees: _____

C. DA/Per Diem Allowance: _____

All Event/Visit Days	Additional Days	DA/Per Diem Allowance	Conversion Rate*	Total

D. Accommodation Charges:

Check In		Check Out		Numbers of Days	Amount
Date	Time	Date	Time		

E. Visa Fee: _____ **F. Travel Insurance Charges** (as per actual) _____

G. Any other expense _____ **H. Advance Drawn: Rs** _____

Grand Total (A+B+C+D+E+F+G): _____ **Net Payable (Advance -Grand Total):** _____

1. Free Boarding provide: YES/NO
2. Free Lodging provided: YES/NO

Date: _____

(Signature of the Claimant)

FOR OFFICE USE

Account Head: _____

Amount Checked & verified, found correct, may be paid Rs: _____

(Superintendent-A/c)

(Registrar)

(Director)