



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

RECEIPT

FORM - 6

Date:

Received a sum of Rs (Rupees in words.....only)
by cheque/ Cash from the Director, NIT Nagaland towards for the
conduct of (Purpose of meetings/workshop/Guest Lecture etc. and
venue with date)

Details:

1. Sitting Fee/Remuneration/Honorarium :
2. TA Claim :
3. Any other expenditure (if any) :

Revenue
Stamp

(Signature claimant)

Expert Name & Designation with Address

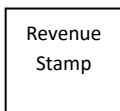


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TA CLAIM BILL

Name of the Staff/ Expert/ Guest with full Address		
Purpose		
Date & Venue		
Particulars	Amount (Rs)	
	Eligible	Actual
Travelling Allowance		
a. First Class train fare plus 2/3 incidental charges (both ways)		
b. Two tier A/C train fare plus 2 /3 incidental charges (both ways)		
c. Air fare (economy class: refundable)		
d. If traveled by own car, actual mileage (Maximum 600 km for both ways) traveled for the meeting.(Place from to)		
e. Taxi Bill/Local conveyance		
Total		

(Rupees _____ only)



(Signature of the claimant)

**Signature HOD/Coordinator/
In charge**

Account Section

Registrar

Check List for TA Bills Claim

1. Train tickets, Air ticket & Boarding pass one way has to be attached.
2. Either one of taxi bill or local conveyance can be claim.
3. If travelled by own car, then certification has to be made that the journey made (from to for the said meetings for km (both ways) by own vehicle no..... and the amount claimed in this bill has not been drawn from any other sources. (Maximum 600 Km for both ways).
4. If any other expenditure, then bills to be enclosed for claim.
5. All the bills have to be self-attested by the HOD/Coordinator/In charge.
6. Sitting Fee/Remuneration/Honorarium is Rs.3000/- per session maximum of Rs.5000/- per day.
7. Local conveyance (Rs.2000/- for both ways).
8. Rate of per km by own car is Rs.24/-