



राष्ट्रीय प्रौद्योगिकी संस्थान सिक्किम

NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

(An Institute of National Importance, Ministry of Education, Govt. of India)

CLAIM FOR TA/ DA & OTHER EXPENSES RELATED TO NATIONAL/INTERNATIONAL CONFERENCES / WORKSHOPS / SYMPOSIA /SPECIAL TRAINING IN INDIA & ABROAD / PRESENTING RESEARCH PROPOSAL / RESEARCH VISIT / INDUSTRIAL VISIT IN INDIA
(Block Period: _____, Year: _____)

(Upto a maximum of 70% of the CPDA, i.e. Rs 2,10,000 for a Block Period)

Name of the employee : _____

Designation : _____

Pay Matrix/Level : _____

Department : _____

Basic : Rs _____

1. TRAVELLING DETAILS (AIR/TRAIN/ROAD at India & Abroad) – Airfare is admissible only by Economy Class

Particulars of Journey						Mode of journey (Air / Train Bus /Taxi etc.)	Distance (in km)	Fare (in Rs)	Ticket No. / Bill No.
Departure			Arrival						
Station	Date	Time	Station	Date	Time				
Total (A)								Rs	

2. LOCAL TRAVEL DETAILS

Particulars of Local Travel			Mode of journey (Taxi/Auto/ Bus etc.)	Distance (in Km)	Ticket Nos. / Bill No.	Fare (in Rs)
Date	From	To				
Total (B)						Rs

3. OTHER EXPENSES DETAILS

Other Charges	Period		Bill No.	No. of Days	Rate per Day Including GST	Amount (in Rs)	Remarks
	From	To					
Accommodation Charges							
Daily Allowance / Per Diem							
Registration fees							
Visa Fees (as per actuals)							
Travel Insurance Charges							
Any other expenses, if any							
Total (C)							
Grand Total (1+2+3)							

Free Boarding Provided (Yes / No): _____ Free Lodging Provided (Yes / No): _____

UNDERTAKING BY THE CLAIMANT

I certify that the details given above are correct. If the information supplied is found to be incorrect, I will refund the entire reimbursed amount to NIT Sikkim.

Date / /20

Signature of the claimant

Counter Signature of HoD

(For Office Use Only)

a) Amount Payable to the Claimant

Sl. No.	Particulars	Amount admissible (in Rs)
1	Airfare (economy class only)	Rs
2	Train Fare / Taxi Fare / Bus Fare	Rs
3	Locale transport	Rs
4	Registration Fees (as per actuals)	Rs
5	Daily Allowances (as per the entitlement of faculty)	Rs
6	Accommodation (as per the entitlement of faculty)	Rs
7	Visa Fees Charges (as per actuals)	Rs
8	Travel Insurance charges (as per actuals)	Rs
9	Any Other expenses	Rs
Total Amount Payable		Rs

Amount checked & verified and found correct Rs. _____
(Rupees _____) may
be reimbursed.

Dealing Assistant

Sr. Superintendent (A/cs)

Asst. Registrar

(Recommended for reimbursement of TA/ DA & Other expenses claimed for CPDA)

Registrar