

**SPONSORED RESEARCH & CONSULTANCY CELL  
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR  
FORM FOR DRAWAL OF TRAVELLING, DAILY ALLOWANCE & REMUNERATION**

1) Name in full:

4) Department:

2) Budget Head:

5) Project Sanction Order No:

3) Purpose of Journey

6) SRCC Registration No:

PARTICULARS OF JOURNEY AND HALTS				Mode of Journey Remarks									
Departure		Arrival		Road			Rail			Air			
Station	Date & Time	Station	Date & Time	Class	Distance (KM)	Fare (Rs.)	Class	Distance (KM)	Fare (Rs.)	Class	Distance (KM)	Fare (Rs.)	
<b>Total</b>							<b>Total</b>				<b>Total</b>		

**CERTIFICATION: -**

1. Certified that I was / I was not treated as Guest during my halt at ..... and was / was not provided with board and lodging / lodging only at State expense / at the expense of the Government of India or another organization (Scheduled tariffs / Hotel bills attached)
2. Certified that this claim is not referred to and paid from any other source.

**Signature of the PI/  
Co-PI / Other(s) with Seal**

**Signature of the member who travel**

P.T.O.

**[to be printed overleaf]**

Mode of Payment:  **Cheque** (Advance if any) or  **RTGS/NEFT** (Tick any one)

Name of Beneficiary:		Bank & Branch Name:	
Beneficiary's A/c No:		IFSC Code:	

PARTICULARS	AMOUNT (Rs.)	For Office Use Only	
		Admitted Amount(Rs.)	Pay Rs.....(Rupees..... ..... only)
Road ways fare @ Rs...../ KM (Institute TA Rule)			
Rail ways fare			
Air ways fare			<b>Suptd.(SRCC)</b> <b>Jt./ Dy. Reg. (SRCC)</b>
Hotel Accommodation			
Food Bill			<b><u>Associate Dean (R&amp;C)</u></b>
Remuneration to Expert			
Actual Expenses			
Less (Advance if any)			<b><u>Dealing Asstt. (I. A.)</u></b> <b><u>Asstt. Reg. (I. A.)</u></b>
Other Deduction (if any)			
<b>NET CLAIM</b>			<b><u>Dean(R&amp;C)</u> / <u>Registrar</u></b>
(Rupees..... .....only)			<b>Received the payment in full</b> (if yes cheque)
<b><u>Signature of the PI / Co-PI / Other(s) with Seal</u></b>			Signature of the Claimant Ch. No..... Date:.....
	<b><u>Signature of HOD with Seal</u></b>		