Bihar Sports University, Rajgir
Nalanda, Bihar-800013
[Established by Govt. of Bihar]
(U/S 2 (f) of UGC Act 1956)

TA CLAIM FOR EXTERNAL EXPERT

CLAIM OF TRAVELLING ALLOWANCE/SITTING FEE FOR ATTENDING/CONDUCTING THE MEETINGS LIKE GE/EC/AAC/FC/ SELECTION COMMITTEE/CONFERENCE/WORKSHOP/BOS/VIVA VOCE FOR VARIOUS COURSES ETC. AS AN EXTERNAL EXPERT/Invited Official/Member

Name of The Official/Member		Basic pay (If applicable)	
Designation (If applicable):		Mobile No.	
Email:			
Name of meeting		Date of meeting (To& Fro)	
		Date of journey	
Department/Institute where working at present:			
Bank Account / RTGS / NEFT Details:	***SAVING BANK A/C NO.***	***IFSC CODE***	***Permanent Account No. (PAN) Mandatory***

Mode of Conveyance (Tick as applicable) Bus, Train, Air, Taxi or Own Car with No.....	
Station: From.....to.....and back.....	
Air Fare / Rail fare / Bus fare	Rs.
Road Mileage (For Taxi/own Car) No. of Kms. One side.....x2=.....@.....	Rs.
Toll Tax, if any	Rs.
Local Conveyance with mode, up to bus stand / Railway Station / Air Port by..... From .....to.....& Back..... (Kms.....)	Rs.
No. of meeting days.....and Sitting fee for GE, FC, Selection Committee etc. per day Rs.....	Rs.
Honorarium of viva voce for UG, PG, PHD of Rs.....per student and..... No's of students =.....and Honorarium for evaluation of PhD Thesis of Rs.....	Rs.
Total amount claimed	Rs.
Less TDS @ 10% On Honorarium / Sitting fee	Rs.
Net payable amount	Rs.

Date: Signature of Claimant

Pre-Receipt

Received Rs ..... From BSU, Registrar account of TA and Sitting fee etc.

I shall be personally responsible to deposit the income Tax as per provisions of the Income tax Act & also certify that I have filed ITR for the previous two financial years

Date : Signature of Claimant

Certified that the external member has attended the above meeting / Viva Voce as mentioned & journey performed through above said mode. **(Copy of invitation is attached)**

HOD / Supervisor

Passed for Rs..... But to be paid of Rs..... after deduction of TDS of Rs.....@.....

Under head: ***Travelling Allowance / Honorarium to Expert.***

Clerk Head Cashier/ Section officer Finance Officer Registrar

Sanctioned For Rs.....

Signature of Sanctioning Authority (V.C.)