



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

FORM - 6

RECEIPT

Date:

Received a sum of Rs (Rupees in words.....
.....only) by cheque / Cash
from the Director, NIT Nagaland towards sitting fee / remuneration 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)

Name & Designation

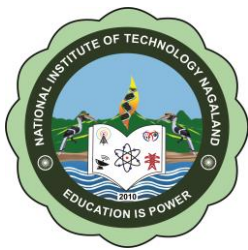
Grade Pay/ Pay Level

Address

Account Number:

Name and full address of the bank:

IFSC Code:

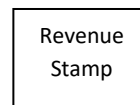


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TA CLAIM BILL

Name of the Staff/ Expert/ Guest with full Address		
Purpose		
Date & Venue		
Particulars	Amount (Rs)	
	Institute	Reimbursement
Travelling Allowance		
a. Train fare (both ways) (Class		
b. Air fare (both ways) (Class		
c. If travelled by own car, actual mileage (Maximum 600 km for both ways) travelled for the meeting. (Place from to		
d. Taxi Bill/Local conveyance (Only one can claim)		
e. Accommodation Charges (with original bill for reimbursement)		
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 has to be attached.
2. Sitting Fee/Remuneration/Honorarium is Rs.3000/- per session maximum of Rs.5000/- per day
3. Local conveyance (Rs.2000/- for both ways).
4. Either one of taxi bill or local conveyance can be claim.
5. 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).
6. All the bills have to be self-attested by the HOD/Coordinator/In charge.
7. Rate for Journey perform by own car/taxi is Rs.24/- per km
8. Daily Allowance Rule Attached.



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Pay Level according to Pay Matrix/GP	Daily Allowance Entitlement
14 and above/ (GP- 10000/-, 10500/- & Above)	<ul style="list-style-type: none">Reimbursement is provided for hotel expenses or guest house charges - Up to Rs.7,500 per dayReimbursement is provided for AC taxi charges according to the actual expenditure for travel within the city (for official purposes only)Reimbursement is provided for food bills with a limit of Rs.1,200 per day
12 and 13/ (GP- 8000/-, 9000/- & 9500/-)	<ul style="list-style-type: none">Reimbursement is provided for hotel expenses or guest house charges - Up to Rs.4,500 per dayReimbursement is provided for AC taxi charges for travel within the city - Up to 50 km per dayReimbursement is provided for food bills with a limit of Rs.1,000 per day
9 to 11/ (GP- 5400/-, 6000/- & 7000/-)	<ul style="list-style-type: none">Reimbursement is provided for hotel expenses or guest house charges - Up to Rs.2,250 per dayReimbursement is provided for non-AC taxi charges for travel within the city - Up to Rs.338 per dayReimbursement is provided for food bills with a limit of Rs.900 per day
6 to 8/ (GP- 4200/-, 4600/- & 4800/-)	<ul style="list-style-type: none">Reimbursement is provided for hotel expenses or guest house charges - Up to Rs.750 per dayReimbursement is provided for non-AC taxi charges for travel within the city - Up to Rs.225 per dayReimbursement is provided for food bills with a limit of Rs.800 per day
5 and below/ (GP Less than 4200/-)	<ul style="list-style-type: none">Reimbursement is provided for hotel expenses or guest house charges - Up to Rs.450 per dayReimbursement is provided for non-AC taxi charges for travel within the city - Up to Rs.113 per dayReimbursement is provided for food bills with a limit of Rs.500 per day

1. Reimbursement of hotel expenses:

For officers of levels 8 and below, the claim amounts up to the upper limit may be payable without the requirement for furnishing any vouchers. The claim should indicate the name of the accommodation, period of stay, etc. For stay in Class C cities, the upper limit for all employees up to level 8 is Rs.1,000 per day. But this is payable only if the relevant vouchers are furnished. The upper limit for the reimbursement of hotel charges will rise by 25% when there is a 50% increase in DA.

2. Reimbursement of travel expenses:

Just like the reimbursement of accommodation charges for officers of level 8 and below, the claim amounts up to the maximum limit will be paid without the need to furnish vouchers. Such self-certified claims should clearly state the vehicle number and period of travel. The upper limit for officers of levels 11 and below will increase further by 25% if there is a 50% rise in DA. If the officer travelled by foot, an allowance of Rs.12 per km will be paid additionally. This rate also increases by 25% for every 50% rise in DA.

3. Reimbursement of food expenses:

Food bills will not be reimbursed separately. The total amount will be paid as a lump sum according to the table in Section '5a' above. It also depends on the time of absence from headquarters as indicated in the table under Section 'e' below. Since there is no reimbursement involved in food expenses, there is no need to furnish any voucher. The total amount payable will increase by 25% when there is a 50% increment in DA.