



JAMIA HAMDARD

Hamdard Nagar, Delhi 110062

Form for Claiming Remuneration/ TA/ DA/ Honorarium for Official meeting by Outside expert

Date: ____ / ____ / 20 ____

Name of the external expert/ member:

Designation & Pay:

Institute/ University/ Office/ Retired/ Home address:

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.....

Purpose of the meeting:

(JH Office inviting the expert to attach the copy of the approval/ official invitation &/or certify)

Date of attending the meeting:

Information to be filled in preferably in Claimant's own handwriting

Account no. of the claimant:

Bank Branch:

IFSC:

Phone no (mobile) of the account holder:

PAN card no. of the claimant:

Honorarium/ TA/ DA claim (as per the details overleaf): Rs
(To be verified by the SO/ AFO)

It is certified that the particulars overleaf have been filled in/checked and are correct.

Claimant

Controlling Officer/ HOD

SO/ AFO

Date & Place:

P. T. O.

To be filled in by the Claimant or Controlling Officer inviting the guest member/ expert:

DEPARTURE					ARRIVAL			
Place	Date	Time	Journey* Rail/air/bus/ taxi/ ONLINE	Actual fare (Single or return)	Place	Date	Time	Approximate mileage from Airport/ Railway Station/ Taxi bill
Remuneration/ honorarium					Remarks:			
Total					Remarks:			

Certification by the claimant/ controlling officer, certifying that the claimant:

1. Travelled as per the entitlement (Economy / Business class/ Taxi/ Train/ Class): YES/ NO
2. Was on leave during the period of halt (if applicable)? YES/ NO
3. Treated as State Guest during the period of halt and provided with free lodging or board? YES/ NO
4. Return tickets were purchased for journeys wherever such tickets were available (YES/ NO)?
If not, please give reason.
5. Actually (not merely constructively) WAS/ WAS NOT in camp on Sundays and holidays during the days of the halt?
6. UTILIZED / DID NOT UTILIZE Government transport for journeys or at places of halt free of charges or without payment of the cost? If yes, please give details?
7. TA WAS/ WAS NOT borne by any outside organization or any payments made in this regard?
8. PERFORMED/ NOT PERFORMED any road journey along with any Government servant in a car belonging to him or to a third person? If yes, please give details.
9. PERFORMED/ DID NOT PERFORM any road journey by taking a single seat in any public conveyance plying regularly on hire between fixed points and charging fixed rates?

Any specific information/ remark by the Claimant /Controlling Officer/ Finance (SO/ AFO)

Claimant/ Controlling Officer/ SO/ AFO

Passed for payment of Rs
(Honorarium/ TA/ DA)

SO
Date: ____ / ____ / 20 ____

AFO

Finance Officer

P. T. O.