



JAMIA HAMDARD

Hamdard Nagar, Delhi 110062

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

Date:

Name of the external expert/ member:

Designation & Pay:

Institute/ University/ Office/ Retired/ Home address:

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): ₹.
(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: **New Delhi**

P. T. O.

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

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

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

Passed for payment of Rs

.....
(Honorarium/ TA/ DA)

SO

Date: ___/___/20___

AFO

Finance Officer