



राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली

NATIONAL INSTITUTE OF TECHNOLOGY DELHI

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संस्थान)

(An autonomous Institute under the aegis of Ministry of Education (Shiksha Mantralaya), Govt. of India)

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BILL EXTERNAL MEMBERS CALLED FOR MEETINGS

1. Name and Address	
2. Station of Origin	
3. Fare paid for both ways and Mode of Conveyance	
4. Local journey by Road at the Head quarter	
5. Date and time of Arrival	
6. Date and time of leaving	
7. Local Journey at Meeting Place	
8. Expenses towards food /incidentals	
9. Dates of Meeting	
10. Purpose of visit / Details of meeting	
11. Whether free boarding and lodging provided	
12. Any other information	

Date:

Signature of the Member

Enclosures

Journey verified and sitting fee Rs. _____ is being paid along with

Total amount towards TA/ local journey and food charges	
Amount of Honorarium	
Total Amount Passed	

Signature of the verifying officer

Coordinator of the meeting / HOD

Signature of the Member

Bank Details (MANDATORY)

Name of Account Holder	
Name of Bank	
Account Number	
IFSC Code	
Branch Address	
PAN Card No.	

Signature of the Member