

JORHAT ENGINEERING COLLEGE, JORHAT-785007, ASSAM

TEQIP-III

Internal Accounts Documents

(Approval Number: JEC-TEQIP//.....)

FORM 19: FORMAT for Honorarium/Travelling Allowance/DA Bill: TEQIP-III

Name (in Block Letters) _____ Designation: _____

Organization: _____ Grade Pay: _____

Mobile No. _____ E-Mail: _____

Date of Visit: _____ Purpose of Visit _____

Bank account No. : _____ IFSC code : _____ Bank Name : _____

A) Honorarium

Sl No.	Particulars	Date		No of days	Rate of Honorarium	Amount (Rs.)
		From	To			

B) Travelling Expenses

Departure			Arrival			Mode of Journey	Distance for road mileage			DA	Total Amount	
Station	Date	Time	Station	Date	Time		K.M.	Rate	Amount		Rs	Paise
* photocopy of registration card of car must submit along with the bill										TOTAL		

Grand Total (A+B)= _____

(In words _____ only)

Declaration: Certified that Particulars provided herewith are correct & that I have not claimed TA/DA etc for this Journey from any other Public Source. I was not provided free Lodging and/or Boarding at the cost of Govt./University or any autonomous body.

Name & Signature: _____

The above claim verified and forwarded

Sign. & Name of HOD/officer with designation (Concerned Department)

OFFICE USE

Forwarded to Principal for approval		Approved / Not Approved
Coordinator, (Finance) JEC-TEQIP	Coordinator, JEC-TEQIP	Principal, Jorhat Engineering College