

# GURU NANAK DEV ENGINEERING COLLEGE, LUDHIANA

(An Autonomous College u/s [2(f) and 12(B)] of UGC Act, 1956)  
AICTE Approved, NBA Accredited Program, Punjab Govt. Aided Status,  
Affiliated to IKG Punjab Technical University, Jalandhar.



## TA/DA/Honorarium Proforma for External Examiners/Experts

1. Name : \_\_\_\_\_ (In Block Letters) 2. Father's Name: \_\_\_\_\_  
3. Address \_\_\_\_\_  
4. Mobile No: \_\_\_\_\_ 5. Designation: \_\_\_\_\_  
6. Organization: \_\_\_\_\_ 6. Basic Pay + Grade Pay \_\_\_\_\_  
7. Date of Meeting/Inspection: \_\_\_\_\_ 8. Purpose of Meeting and Journey: \_\_\_\_\_  
9. Date of Birth: \_\_\_\_\_ 10. PAN Number (Block Letters): \_\_\_\_\_  
11. Account No: \_\_\_\_\_ 12. IFSC Code: \_\_\_\_\_ 13. Branch: \_\_\_\_\_

### a. Details of Honorarium:-

S..No.	Particulars	Date		No. of Days	Rate of Honorarium	Less TDS @10% on Honorarium	Total Amount (Rs.)
		From	To				
Total (A):-							

### (B) Particulars of Journey

Sr. No	Date	From	Time	Date	To	Time	Mode of Journey *	No. of KM	Rate per KM @Rs.10/	Toll Tax (if any)	DA	Total

\*Write Vehicle number if mode of journey is through own car /taxi

Grand Total A+B

Certified that:-

- Particulars provided herewith are correct & that I have not claimed TA/DA for this Journey from any other Public Source and bill is submitted first time
- I will be responsible for paying balance income tax (if any) on the honorarium received by me.**

Affix revenue stamp for payment above Rs. 5000/-

Verified By:-

Signature of Claimant

**HOD/M.Tech. I/C (Concerned Department)**

For Use by Accounts Office Only

Head of Account:- \_\_\_\_\_ Passed for Rs...../-of return in original with remarks as attached.

**Dealing Clerk (Accounts)**

**Supdt. (Accounts)**

**Director**