

R & D SECTION



भारतीय प्रौद्योगिकी संस्थान रोपड़
INDIAN INSTITUTE OF TECHNOLOGY ROPAR
Rupnagar - 140 001, Punjab

BILL EXTERNAL MEMBERS CALLED FOR MEETINGS / WORKSHOP / CONFERENCES / ETC.

1. Name and Address:	
2. Email Id	
3. Station of Origin	
4. Fare paid for both ways and mode of conveyance	
5. Date & Time of journey (on ward & Return)	
6. Local journey by road at the head quarter	
7. Arrival date/time	
8. Date & time of leaving	
9. Local Journey at Ropar	
10. Dates of Meeting	
11. Purpose of visit	
12. Whether free boarding and lodging provided	
13. Any other information	
14. Bank Account Details	
15. PAN Details (Copy Attached)	

(Signature of the Member / Date)

Enclosures:

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

Total amount towards TA/DA	
Amount of Honorarium (For _____ session)	
Total Amount Passed	

Rupees _____

Project Name _____

Budget Head _____

(Signature & Name of the Verifying Officer)

Available Funds _____

Dealing Assistant (R&D)

DEAN (R&D)