St. Joseph University

Virgin Town, Ikishe Model Village, Chumoukedima, Nagaland, India - 797115
Private University Established Under Nagaland Govt.Act No.6 of 2016
Recognized by University Grants Commission (UGC)
www.stjosephuniv.edu.in info@stjosephuniv.edu.in

TA, DA, HONORARIUM AND REMUNERATION CLAIM FORM (RE01)

Name of the Claimant : _____

Designation : _____ Department : _____

Affiliation : _____

Phone No. : _____ E-Mail Id. : _____

Details of the Event: _____

Purpose of Claim / Nature of Duty: (Tick the Appropriate Category)

☐ External Examiner ☐ Internal Examiner ☐ Paper Valuation ☐ DC Meeting ☐ Public Viva Voce

☐ Guest Lecturer ☐ Special Guest ☐ Hall Invigilator ☐ Question Paper Setting

☐ Others, Specify : _____

Details of Claim

Sl.No.	Description	Amount in Rs.
1	Travelling Allowance : Date of Travel : Mode of Travel : Air / Train / Bus / Taxi	
2	DA No. of Days: _____ x Amount per Day in Rs. _____ Incidental Charges (If any) in Rs. _____	
3	Honorarium	
4	Remuneration Details :	
5	Any other Expenditure , Please Specify :	
	Total Amount	

Bank Details of the Claimant

Account No. _____ Bank Name : _____ IFSC Code _____

Bank Address _____

Date : **Signature of the Claimant**

OFFICE USE ONLY

Verified By **Paid from University / Self Supported** **Approved By**