



Sant Longowal Institute of Engineering and Technology
 Longowal, Dist. Sangrur, Punjab – 148106
[Established by Govt. of India]
Deemed-to-be-University
(U/S 3 of UGC Act 1956)

TA CLAIM FOR EXTERNAL EXPERT

CLAIM OF TRAVELLING ALLOWANCE/SITTING FEE FOR ATTENDING/CONDUCTING THE MEETINGS LIKE BOM/FC/ SELECTION COMMITTEE/ SENATE/CONFERENCE/WORKSHOP/BOS/VIVA VOCE FOR VARIOUS COURSES ETC. AS AN EXTERNAL EXPERT

Name of External Expert:		Basic pay	
Designation:		Mobile No.	
Email:			
Name of meeting		Date of meeting/ Viva voce etc.	
Name of Students & Registration No. (If related to students only)		Date of journey	
Department/Institute where working at present:			
Bank Account / RTGS / NEFT Details:	SAVING BANK A/C NO.	IFSC CODE	Permanent Account No. (PAN) Mandatory
Mode of Conveyance (Tick as applicable) Bus, Train, Air, Taxi or Own Car with No.....			
Station: From.....to.....and back.....			
Air Fare / Rail fare / Bus fare			Rs.
Road Mileage (For Taxi/own Car) No. of Kms. One side.....x2=.....@.....			Rs.
Toll Tax, if any	Institute Gate Entry No.....if Toll Tax receipt is not available.		Rs.
Local Conveyance with mode, up to bus stand / Railway Station / Air Port by..... Fromto.....& Back..... (Kms.....)			Rs.
No. of meeting days.....and Sitting fee for BOM, FC, Selection Committee, Senate etc. per day Rs.....			Rs.
Honorarium of viva voce for UG, PG, PHD of Rs.....per student and.....No's of students =.....and Honorarium for evaluation of PhD Thesis of Rs.....			Rs.
Total amount claimed			Rs.
Less TDS @ 10% On Honorarium / Sitting fee			Rs.
Net payable amount			Rs.
Date:		Signature of Claimant	
<u>Pre-Receipt</u>			
Received Rs.....From SLIET, Longowal on account of TA and Sitting fee etc. I shall be personally responsible to deposit the income Tax as per provisions of the Income tax Act & also certify that I have filed ITR for the previous two financial years			
Date :		Signature of Claimant	
Certified that the external expert has attended the above meeting / Viva Voce as mentioned & journey performed through above said mode. (Copy of invitation is attached)			
HOD / Supervisor/ Chairman			
Passed for Rs..... But to be paid of Rs..... after deduction of TDS of Rs.....@..... Under head: Travelling Allowance / Honorarium to Expert.			
Clerk	Head Cashier/ Section officer	Deputy Registrar (A&A)	Registrar
Sanctioned For Rs.....			
Signature of Sanctioning Authority (Director)			

To

Director,
Sant Longowal Institute of Engg. & Technology, Longowal
P.O. Longowal, District Sangrur (Punjab)
Pin Code – 148 106

Subject: Declaration pursuant to Section 206AB/206CCA of The Income Tax Act, 1961

Sir,

We would like to inform that we have read and understood the provisions of section 206AB/206CCA of The Income Tax Act, 1961 and in this regard, I/we _____ having PAN: _____, hereby declare that I/we have duly filed my/our Income Tax Return for two previous years immediately preceding the previous year in which tax is required to be deducted/collected for which time limit for filing u/s 139(1) has expired and hence TDS/TCS should be deducted/collected under normal provisions of the act and not as per section 206AB/206CCA of the Act.

Details of ITR filling has been mentioned below:-

Assessment Year	Acknowledgement Number (15 digit numeric)	Date of Filing of ITR u/s 139(1) (dd/mm/yyyy)	TDS deducted/TCS collected

Further, we do hereby declare that information given above is true and correct to the best of my/our knowledge and belief. In case there is any tax liability, interest or penalty imposed on the institute on account of this representation/declaration in future, I/we undertake to fully indemnify the institute for the same.

Thanking you,

For _____

(Auth. Signatory)
Name of Authorized Signatory
Designation