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**CLAIM BILL**

(For claiming sitting fee, remuneration and TA / DA by Members for attending DC / VIVA-VOCE meeting for Ph.D.)

1. **General Information**

i) Name of the Member / Expert with

address :

ii) Date of DC / VIVA-VOCE meeting :

iii) Venue of the Meeting :

iv) Name of the Scholar :

v) Roll cum Registration No. (RRN) :

vi) Supervisor’s Name :

vii) Name of the Department / School :

1. **Travelling allowance, Incidental expenses (applicable if**

**journey is performed from outside Chennai)** Amount in Rs.

Eligible Claimed

a) From To mode

i)

ii)

b) Incidental expenses

c) Total claim made

3. DC / VIVA-VOCE sitting fees & local conveyance charges

i) Sitting fees

ii) Local conveyance charges

iii) Total claim made

4. Grand total of claim all relevant items :

5. State to whom the amount to be :

paid / reimbursed

**Signature of the Supervisor Signature of the Member / Expert**

**with date**

**Dean (Research)**