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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)**