



SAP DOC NO. _____

**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
ROORKEE****Proforma for TA/ Honorarium to Expert for
Ph.D -Viva-Voce Exam (Within India)**

Name of the Research Scholar				
Department				
Details of Expert (in Block Letters)				
Name of Examiner				
Address				
Pay Level as per 7th CPC				
Duration of Travel				
PAN (If possible please attached copy for correct tax deposit)				
Mobile No				
Email id				
Bank Name & Address				
Bank A/c Number				
IFSC Code				
A. TRAVEL DETAILS (Accounting Code: OH-31-64-200-302)- {Direct payment from Central Budget}				
S No	Particular's	Amount		
1.	Air fare/Train Fare <i>(Please attach ticket and boarding pass)</i>			
2	Train Fare <i>(Please attach tickets or PNR number)</i>			
3	Taxi Fare <i>(Please attach bills)</i>			
4	Travel by own car <i>(@ 12 Rs. Per K.M)</i>			
5	D.A for food expenses <i>(Rs. 1200 per day for Pay level 14 and above and Rs. 1000 per day in other cases) (Please mention amount only –no bills required)</i>			
Total Amount (A)				
B. HONORARIUM DETAILS (Accounting Code: OH-31-64-200-319)- {Direct payment from Central Budget}				
Sl No	Particular's	No	Rate	Amount
1.	Viva-Voce Examination		3000/-	
Total Amount (B)				
TDS @ 10% on Honorarium only (C)				
Net Payment (B-C)				

Signature of the Expert**Signature with seal
(Head of the Department)**