

**Dr B R Ambedkar National Institute of Technology
Jalandhar**

Performa to be filled by the visiting expert/Guest lecturer

1. Name (in capital letters) : _____
2. Designation : _____
3. Pay Band + Grade Pay : _____
4. Institute Name (From where coming) : _____
5. Propose of the visit : _____
6. Name of the Department (To be visited) : _____
7. Permanent Account Number (PAN) : _____
8. Name of the Bank : _____
9. Saving Bank Account no. : _____
10. If you want NEFT, indicate IFSC code : _____

11. Details of travelling

I. Date & Time commencement of journey: _____

II. Likely Date & Time reaching
Head Quarter Back : _____

III. Mode of Conveyance
(Please attach Cash Memos/Bills
etc.)

- a) By air: From _____ To _____
Rs. Paid _____ Class _____
- b) By Train: From _____ To _____
Rs. Paid _____ Class _____
- c) By Road (Bus/taxi): From _____ To _____
Rs Paid _____
- d) By self driven car vehicle type _____
Meter reading: From _____ To _____
- e) Local Mileage _____ kms. Taxi/Car
Rs Paid _____

Signature of the Expert/Guest Lecture

Honorarium admissible: _____ Rate _____ Amount _____

Counter Signature of the Dean/HOD