

Tour Dairy in resepect of

Designation :

Type of Appointment :

Present Basic :

Name of Office with Address :

Residential Address :

Reporting Office :

Date	Time of Departure	Source	Time of Arrival	Destination	Remarks / Purpose

Counter-Signature of Competent Authority

Signature of the Claimant



WEST BENGAL STATE COUNCIL OF TECHNICAL EDUCATION

"Kolkata Karigori Bhavan", 2nd Floor, 110 S. N. Banerjee Road, Kolkata – 700013

Remuneration Claim-Bill

1. Name of the Claimant :
with designation & organization
2. Contact no. : _____ (mobile) _____ (other)
3. E-mail id, if any : _____@_____
4. Duty Performed : as _____ [duty e.g. Ext. examiner/invigilator/ Scrutiniser]
(Sessional Exam./ Theoretical Exam./ Evaluation of answer-scripts related to [course type]
Diploma in Engg./STVT/BOCE/_____ (others)/ Inspection of _____)
5. References: a) Council's Office Order no. _____ dt: _____
b) Other reference no. _____ dt: _____

Sl. No.	Duty Performed	Description / Details	Quantity & Rate	Amount Claimed
				₹
				₹
				₹
				₹
			TOTAL	₹

(in words) Rupees _____ only

Counter-signed by Verifier (with designation)

Signature of the claimant

Signature of the approving authority
(with office seal)

Received in full

Signature of recipient

N.B.: 1. Designation shall be mentioned with type of appointment; 4. Strike out whichever is not applicable; 5. All due references are required to be mentioned like council's appointment order, parent office's release order etc.

In the table, for exam related duties details of nature of duty and subject-details should be mentioned in the 'duty performed' & 'Description / Details' columns respectively.

(Statement of Expenditure for T.A./D.A. of sessional examiners) : Annexure - II (A)

Diploma in Engg. Exam. scheduled to be held in _____

Center of Sessional Examination ~

Sl. No.	Discipline code	Semester	Name of the External Examiner	Designation & Organisation	Name of the Sessional Subjects with code, for which duty performed	T.A./D.A. Claim Amount	Approved amount	Remarks
					TOTAL			

Signature of the Head Clerk

Signature of the Principal / Officer-in-Charge

Name of the Sessional Exam Center :

Annexure-II (B)

(Estimate of Administrative expenses [Sessional]) :

Diploma in Engg. Exam. held in _____

Sl. No.	Head of claim	Rate	Claim	Remarks
1	Principal / Officer-in-Charge			
2	Head Clerk			
3	Office Staff			
4	Group - D staff			
	Total			

Signature of the Head Clerk

Signature of the Principal / Officer-in-Charge

Name of the Sessional Exam Center :

Annexure-II (C)
(Total Expenditure [Sessional]) :

Diploma in Engg. Exam. held in _____

Sl. No.	Head of claim	Amount of Expenditure	Remarks
1	Remuneration (As per Annexure -II)		
2	T.A. / D.A. (As per Annexure II(A))		
3	Administrative Expenses (As per Annexure -II(B))		
4	Center Expenses, any		
	Total		

Signature of the Head Clerk

Signature of the Principal / Officer-in-Charge

Statement of adjustment

Annexure-V

Name of the Polytechnic : _____

Diploma in Engg. Exam. held in _____

Sl. No.	Head of claim	No. of Vouchers	Amount	Remarks
1				
2				
3				
4				
5				
6				
7	Cash balance refunded into council's current a/c			
8	Re-imbursible Claims [in case of shortfall of advance over expenditure to be incurred]			

Total Expenditure incurred / to be incurred : _____
Advance Received : _____
Refund / Re-imbursement : _____

Signature of the Co-ordinator / Head Clerk

Signature of the Principal / Officer-in Charge

(For additional space, copies of the proforma may be used)

Utilisation Certificate

Certified that the amount of **Rs.** _____ /- [**Rupees** _____
_____] only paid to this polytechnic as Standard center
expense (Sessional) vide cheque no. _____ dated _____ drawn on the
United Bank of India, New Market Branch, for conducting the sessionals/practicals of
the ensuing Diploma in Engineering/Technology Examination in November, 2011
under West Bengal State Council of Technical Education vide letter no. _____ -SC(T)E
dated _____ has been utilized for the purpose of conducting the said
examination for which it was sanctioned.

Signature of the Principal/Officer-in-Charge
[with Office Seal]

Utilisation Certificate

Certified that the amount of **Rs.** _____ /- [**Rupees** _____
_____] only paid to this polytechnic as Standard center
expense (Theoretical) vide cheque no. _____ dated _____ drawn on the
United Bank of India, New Market Branch, for conducting the theoreticals of the
ensuing Diploma in Engineering/Technology Examination in November, 2011 under
West Bengal State Council of Technical Education vide letter no. _____ -SC(T)E dated
_____ has been utilized for the purpose of conducting the said examination for
which it was sanctioned.

Signature of the Principal/Officer-in-Charge
[with Office Seal]