

## TEZPUR UNIVERSITY

Claim Form for Guest Faculty

Bill No.		Date:	
1	Host Department		
2	Engaged/invited vide Office order No.		
	Dated		
	Valid up to		
3	Name		
	Nature of Duty		
	Period of Stay (in month)		
	Remuneration admissible		
	Travelling Allowance (TA bill to be attached)		٤
	Miscellaneous		ı
4	Total Classes taken		

Sl.	Date		Classes		
No.		Theory	Lab/Practical (in hours)	Total	
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			1		
	9				

only.
Signature of the Claima (on affixed revenue stan
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Date:
office use only
only.
Finance Officer/Authorised Signatory

- 1. A copy of the office order
- 2. A duly certified copy of the attendance register, by the Head of the Department.
- 3. TA Bill (if any)