

**OFFICE OF RESEARCH AND DEVELOPMENT**

**CLAIM BILL - REFRESHMENT EXPENSES**

**Research Advisory Committee (RAC)**

| 1 | Name of the RAC Convener | : |  | |
| --- | --- | --- | --- | --- |
| 2 | Name of the Department | : |  | |
| 3 | Nature of Meeting | : | RAC/Synopsis/Viva Voice | |
| 4 | Number of Scholars Attended | : |  | |
| 5 | Date of DRC / RAC/ Synopsis/Viva Voice | : |  | |
| 6 | Venue of the Meeting | : |  | |
| 7 | Name of the expert member with full Address | : |  | |
| 8 | Particulars | | | **Amount (Rs.)** |
|  | Refreshment Expenses up to Rs 300/- (bill to be enclosed) | | |  |
| **Total** | | | |  |

**Signature of Department R&D Incharge Signature of the RAC Convener**

**Signature of the Director (R&D)**

**Account Details:**

Name of the Account holder :

Name of the Bank and Branch :

Account No. :  
IFSC Code :  
Phone Number :