



विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान नागपूर – 440 010  
VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR – 440 010

**Format for claiming Visit Charges as part of Consultancy Projects**

(Ref : Circular No. Admin/3500 dated 28-6-2019)

Name of the Coordinator/ faculty:

Designation:

Department:

S No.	Date	Time		Place of Visit	Purpose	Amount (in Rs.)
		From	To			
					<b>TOTAL</b>	

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

Signature of Coordinator

Head of Department

**ONLY FOR OFFICE USE**  
**(Endorsement by Estt Section)**

(Note: 1. Use separate form for each faculty/ coordinator.

2. This format is to be enclosed as part of Consultancy bill for submission to Accounts, only after obtaining due endorsement from Estt Section)