



**National Institute of Electronics and Information Technology, Patna**  
**Claim Form-cum-Voucher for Payment to Training Centre**

Bill Number \_\_\_\_\_

Bill Date: \_\_\_\_\_

1. Name of the Training Centre : \_\_\_\_\_
2. Training Centre Code : \_\_\_\_\_
3. Batch No.: \_\_\_\_\_ Duration of Training: \_\_\_\_\_
4. Bill Detail: -

Project Name	Employee Training Program
Number of Students	
Total Amount (no. of student * Rs. 2073/-) Rs	
CGSTIN 9% (calculate on total amount)	
SGSTIN 9% (calculate on total amount)	
Total Bill Claimed	
Net Amount Claimed (after rounded off)	
Training Partner GST No.	
NIELIT GST No.	10AAATD0315M1ZC

\*In case of exemption from government authorities regarding exemption, the proof may be submitted with this bill otherwise undertaking on Letter Head will be attached with this bill.

**5. Amount Claimed in Words:**

6. **Self-Declaration:** This is to certify that above claimed amount is true and is used in above training only.

**Signature of Authorised Signatory with Seal**

*Note: Please attach following with bills, otherwise bill will be rejected without any communication*

- Please enclose a self-declaration letter regarding above expenditure on Company Letter Head signed by authorised signatory.
- Attendance sheet and Book Receiving
- Training kit distribution report, Money receipt distribution report. DD receiving centre copy & Refreshment record (for ETP Project)
- Soft copy of CCTV or Video Clipping sent to NIELIT Patna Centre
- Feedback form

Section Name	Particulars	Date	Signature Employee
Receiving Section	Bills received with Receiving number		
Registration Section	Verified that concerned fee, forms are received with receiving Sr. No.		
Study Material	Verified that Study Material distributed to these trainees		
Training Status	Verified that training completed and all activities have been completed.		
Accounts Section	All documents verified and found correct.		

Finance Officer

Project Coordinator