

**OFFICE OF THE INSTITUTIONAL PROJECT DIRECTOR,
UNIVERSITY DEPARTMENTS, RTU, KOTA**

TEQIP III

For Honorarium incurred on Expert Lecture/ Other Assignment

Department/ Office.....

Type of assignment : Expert Lecture Other Assignment

Category for expert lecture : Talk Curriculum Based Class

Name & Designation :

Basic Pay with AGP :

Address :

Mobile Number & Email :

Bank Name : Account No :

IFSC Code : PAN No : Aadhar No :

MICR Code : Branch Code :

Schedule of Expert Lecture(s) (Use Separate sheet if required)/ Other Assignment details

S.No	Date	Duration with starting and completion time	Topic of Expert Lecture / Other Assignment details
1			
2			
3			

Statement of Expenditure

- Honorarium for Expert Lecture No.of Lecture @ Rs..... Rs
- Honorarium for Other Assignment..... No.of Lecture @ Rs..... Rs.....

(University reserves the right to recover any honorarium / payment from claimant at any stage if found not permissible by University / TEQIP.

Signature of Claimant

Verification by Head of department

It is certified that Expert lecture / Other Assignment as mentioned above have been Completed & verified for Rs.....

Concerned unit (if applicable) /
Head of Department

Advance Receipt

Received a sum of Rs..... as mentioned above.

Signature of Claimant

Name :

Address :

**OFFICE OF THE INSTITUTIONAL PROJECT DIRECTOR,
UNIVERSITY DEPARTMENTS, RTU, KOTA
TEQIP III**

Department/ Office.....

Type of assignment : Expert Lecture Other Assignment

Name & Designation :

Address :

Schedule of Expert Lecture(s) (Use Separate sheet if required)/ Other Assignment details

S.No	Date	Duration with starting and completion time	Topic of Expert Lecture / Other Assignment details
1			
2			
3			

Payment to be made (Please write Yes/No)

1. Traveling Allowance (As per TEQIP rules)
2. Mode of Transport (Rail/Road/Taxi)
3. Guest House Required (Yes/No)
4. To be treated University Guest (Yes/No)
5. Honorarium @ Rs
6. Total Hrs. Lecture Total Honorarium Rs

Concerned unit (if applicable) /
Head of Department

Faculty In Charge

For Use in the office of DEAN, FA & Institutional Project Director

Approved/No Approved/Submitted for approval

Nodal officer (Academic)
TEQIP

Coordinator
TEQIP

Dean F.A/IPD
TEQIP

For Use in the Vice Chancellor's Secretariat

Approved/Provide additional Information as mentioned

Vice Chancellor