

Request for Honorarium Payment
Details of beneficiary

1.	Name (As per bank records):	
2.	Address:	
3.	Contact Number:	
4.	Brief description of honorarium event :	
5.	Dates of Honorarium event:	
6.	Rate of Honorarium:	
7.	Amount to be paid :	
8.	PAN Number:	
9.	Email:	
10.	Account No:	
11.	Bank Name/ Branch:	
12.	IFS CODE:	

Undertaking

1. I hereby declare that the particulars given above are correct end complete. If the transaction is delayed or nor effected at all for reasons of incomplete or incorrect information I would not hold the user institution responsible.
2. I undertake to self assess, pay residual income tax (if any) end file income tax return in respect of this honorarium.
3. I certify to the best of my knowledge, belief and understanding that the above declarations are correct.

SIGNATURE (with date) _____

Recommendation of Coordinating faculty

Head of the Department

Encl: Copy of Financial Approval

To,
Dy Registrar(Accts)

For n.a. please