



GURU GOBIND SINGH

Indraprastha University

DWARKA, DELHI – 110 078

Office of the Controller of Finance

File No.: IPU/Accounts/2016/268

Dated: 23rd November, 2016

CIRCULAR

Sub: Express payment to external examiner / experts etc. through issue of cheque / bank transfer.

In view of restriction in drawing of cash, payment to external experts / examiners etc. are to be made through issuance of cheque / bank transfer. Therefore, instead of drawing of advance, pre-receipted vouchers for all payments in respect to external experts / examiners etc. or any service provider alongwith copy of the sanction in the duly filled in proforma (specimen enclosed) may be forwarded to Finance & Accounts Department. The School / concerned branch / convenor shall verify that work has been completed and the payment may be released to them. Arrangement has been made for instant payments through issue of cheque / bank transfer if pre-receipted vouchers are deposited with the Finance & Accounts Department on the date of meeting / event etc.

The revised form for payment of honorarium and conveyance is enclosed for information and further uses.

(S.K. Tanwar)

Controller of Finance

Copy forwarded to the followings for information and necessary action.

1. All Deans, GGSIPU(USBT/USCT/USBAS/USICT/USEM/USMS/USLLS/USHSS/USE/UCMS)
2. All Directors, GGSIPU / All Heads of School / Branch / Deptt., GGSIPU
3. Controller of Examinations, GGSIPU
4. Superintending Engineer, UWD, GGSIPU / Librarian, GGSIPU
5. Chairman, UITS – for uploading the same in the University website under the link of Accounts Branch alongwith replacement of form 5.
6. Dy. Registrar, Public Relation, GGSIPU / F.O.I/II/UWD
7. In-charge (Personnel / Purchase) / Medical Officer, GGSIPU
8. A.R. to Vice Chancellor /
9. S.O. to Pro-VC
10. A.R. to Registrar
11. Guard file.

(Shailesh Gupta)
Finance Officer-II



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Sector-16 C, Dwarka Delhi - 110078

Form for Payment of Honorarium & Conveyance

<u>HONORARIUM BILL</u>	<u>CONVEYANCE BILL</u>
Honorarium of Rs. _____ (Rupees _____ only) for attending the meeting / programme / inspection _____ _____ _____ _____ convened by the GGSIP University on _____.	The undersigned attended the meeting / programme / inspection convened by the University and in this connection, I spent a sum of Rs. _____/- (Rupees _____ only) by traveling from (Residence/Office) using my own Car/Taxi.

Total amount of Honorarium & Conveyance: Rs. _____

Name of the Deptt. Organized /
conducted meeting / programme /
inspection etc. :

Signature _____

Name (In block letters) _____

Designation _____

Address & Email id: _____

(Verified by)

Mob No. _____

PAN No.: _____

Name & Signature with date
(of the In-charge/HOD/Dean)

In Case of Bank Transfer:

Bank A/c No.: _____

IFSC Code : _____

Bank Name : _____

(please enclose copy of a cancelled cheque)

This is certified that I shall count the aforesaid honoraria in my income for Income Tax purposes.

Received Rs. _____/- (Rupees _____ only)

from GGSIP University, Sector 16C, Dwarka, New Delhi -110078.

(Please affix revenue stamp if claim is above Rs. 5000/-)

(Signature of the Recipient)