



# 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: \_\_\_\_\_

Mob No. \_\_\_\_\_

PAN No.: \_\_\_\_\_

(Verified by)

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)*

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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)