



Note: Please do not delete any item in the form, provide details as applicable, wherever information is not available mention N.A. The form may need to be sent back for corrections, if any item is changed or deleted.

**Remuneration/Honorarium Form for Open Participation/Sponsored Course
(To be filled after the course is over)***

PAN No. :

Employee No. :

1. Course Name : _____
2. Batch No. : _____
3. Course Code : _____

4	Name and Address of Expert (In capital letter) Mobile No. Email :	
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Details	Hours	Date	Amount per hour (Rs.)	Total Amount (Rs.)
(i) Lectures (L)/Interactions/*				

(ii) PDF Amount (if applicable)

(Note: For the amounts in (i) to (ii) whole or part can be transferred to PDF)

(a) Amount to be transferred in A/C _____

(b) Amount to be transferred in PDF _____

(c) Bank A/c No.:

• Bank and Branch:

• IFSC Code:

(d) Amount to be transferred in CEC-DDF-001/DDF Account

Rs.

(amount to be transferred if per hour rate is more than Rs. 18,000/- as mentioned at**)

BILL VERIFIED

Signature

Signature of Course Coordinator

Passed for Payment for Rs. : _____
Rupees : _____
Please debit to Course A/C No. : _____
Ledger Code No. : _____

Date	Asstt/Supdt.	Coordinator, CEC

PTO



For Office Use:

Pay	(i)	Rs. _____ to Sri _____
	(ii)	Rs. _____ To Tax collected by A/C IITR
		Chargeable Head/Course

Paid by Cheque no _____ Dated _____ section in charge

Note :

* (The honorarium to internal faculty will be distributed after completion of the course having live interactions. Before distribution of honorarium, please ensure that course feedback, schedule, list of participates with fee detail and all the payment instalments have been resolved as per the MoU/agreement terms.)

**Total honorarium is subject to a maximum limit of Rs 18,000/- per Hr. 50% of any left-over amount from Instructor payment (i.e., any amount above Rs 18,000 x no. of Instructor hrs) will be deposited into the PDF (SRIC) of the respective faculty (to be distributed in proportion to number of lectures/interactions), while the remaining 50% will be deposited into CEC corpus for developmental activities.