

Proforma for payment of honorarium

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 and complete. If the transaction is delayed or not 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) and 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