

CENTRE FOR PROFESSIONAL AND ADVANCED STUDIES**UNIVERSITY COLLEGE OF ENGINEERING THODUPUZHA****PROFORMA FOR CLAIMING HONORARIUM / REMUNERATION TO TEACHING FACULTY**

Contract/Guest:

Month: January

Year: 2025

Name : (In Block letters)	Murthu
Designation	ASSISTANT PROFESSOR
Dept/Subject	CS

Leaves (From the 21 th of previous month to 20th of Bill month)

Nature & period of leave /absence should be clearly mentioned	LWA	C.L	M.L	D.L/C.O
Date of Leaves				
Previous number of leaves allowed	0	0	0	0
Number of current leave /days	0	0	0	0

HONORARIUM

Details of work done	days	Rate Rs.	Actual Rate	Amt. Claimed
Amount of honorarium/remuneration			40000	40000
Increment				
Special Allowances				
Other Allowances if any				
Total			40000	40000
Deductions				
IT @1%,IT @20%			400	400
EPF @ 12% (Maximum Rs:1800/-)			1800	1800
ESI (0.75%*)			0	0
PT				
LWA				
Other Deductions if any				
Total Deductions			2200	2200
Net Amount Claimed			37800	37800

RECEIPT

Received from the Principal University College of Engineering, Thodupuzha a sum of Rs..... (Rupees only) being the honorarium/remuneration for the month of 20.....

Pay the amount to SBI A/c. No.	7564837465857686
SBI Branch	FDBL776765
IFSC Code	KOPPAM
PAN	PMHPL77678

Certified that excess amount claimed if any, will be refunded to the College.

Mobile No: 9946701751

Signature:

Muttom

Name:

Date 2025-03-15

Principal

FOR AUDIT USE ONLY

Verified and found correct and Passed for payment and paid Rs.....(Rupeesonly)

Date:..... Asst.

Principal

As per the order issued, a certificate of Duty Leave from the competent authority shall be attached.

