

CENTRE FOR PROFESSIONAL AND ADVANCED STUDIES
UNIVERSITY COLLEGE OF ENGINEERING THODUPUZHA

PROFORMA FOR CLAIMING HONORARIUM / REMUNERATION TO TEACHING FACULTY

Contract/Guest: _____ Month: **March** Year: **2025**

| | |
|---------------------------|---------------------------|
| Name : (In Block letters) | UMER MURTHALA THANGAL K K |
| Designation | PROFESSOR |
| Dept/Subject | Computer Science |

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 | | 2025-02-21 - 2025-02-22 | 2025-03-13 - 2025-03-17 | |
| Previous number of leaves allowed | 0 | 2 | 0 | 0 |
| Number of current leave /days | 0 | 4 | 4 | 0 |

HONORARIUM

| Details of work done | days | Rate Rs. | Actual Rate | Amt. Claimed |
|-----------------------------------|------|----------|-------------|--------------|
| Amount of honorarium/remuneration | | | 85000 | 85000 |
| Increment | | | | |
| Special Allowances | | | | |
| Other Allowances if any | | | | |
| Total | | | 85000 | 85000 |
| Deductions | | | | |
| IT @1%,IT @20% | | | 850 | 850 |
| EPF @ 12% (Maximum Rs:1800/-) | | | 1800 | 1800 |
| ESI (0.75%*) | | | 0 | 0 |
| PT | | | | |
| LWA | | | | |
| Other Deductions if any | | | | |
| Total Deductions | | | 2650 | 2650 |
| Net Amount Claimed | | | 82350 | 82350 |

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. | 8574648376657485 |
| SBI Branch | FDBL6798488 |
| IFSC Code | OTTAPALAM |
| PAN | PMHPL18467 |

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

9946701751

Signature:

Muttom

Name:

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.

