

## CENTRE FOR PROFESSIONAL AND ADVANCED STUDIES

## UNIVERSITY COLLEGE OF ENGINEERING THODUPUZHA

PROFORMA FOR CLAIMING HONORARIUM / REMUNERATION TO TEACHING FACULTY

Contract/Guest:

Month:

Year:

2023

Name : (In Block letters)	
Designation	
Dept/Subject	

## 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				
Number of current leave /days				

## HONORARIUM

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

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.	
SBI Branch	
IFSC Code	
PAN	

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



Mobile No:

Signature:

Muttom

Name:

Date: ..... Asst.

Principal

FOR AUDIT USE ONLY

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

Date: ..... Asst.

Principal

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