

Govt. of National Capital Territory of Delhi
Ch. Brahm Prakash Government Engineering College
 Jaffarpur, New Delhi-110073.

VOUCHER FOR REMUNERATION CHARGES OF GUEST TEACHERS

Remuneration to Guest Faculty for the Month of _____ / _____

1. Name..... Designation.....
2. Address.....
3. Mobile no..... E. Mail..... PAN No.....
Aadhar No.....
4. Whether presently working with any Institution/College/Authority, if yes
 - A Name of Institute.....
 - B Address of Institute
 - C Designation.....
 - D Emoluments.....
1. Details of engagement of classes as a guest faculty with CBPGEC, as given below,

S. No.	Date	No. of period(s)	No. of Hours.	Class and subject	Rate (per hour)	Total Amount in (Rs)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
Grand Total=						

2. The referred claim of Rs.....(Rupees.....) is being submitted as per the actual number of classes engaged, based on approved time table. In case of any duplicity in payment, I shall be responsible for any action by the Competent Authority
3. Student attendance register of the above period has been maintained and finally submitted to the office.
4. I undertake that all above claims are based on Biometric attendance/students attendance register
5. I undertake that I will to show the above amount of Rs..... to Income Tax department in the current financial year.

Signature of the Claimant.

Attendance checked from Biometric
(Dealing Assistant)

verified by

(Concerned Head)

Approval for processing the bill

Dean (Academics)

Documents to be attached along with the form:

1. Copy of PAN Card
2. Under taking regarding Income Tax.
3. No objection certificate from the employer, If already employed with any other College/Institution/Authority.
4. ECS Proforma (Form No. E-5)
5. Copy of cancelled Cheque.
6. Copy of Aadhaar Card