

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. Telephone No.....PAN No.....
4. Whether presently working with any Institution/College/Authority, if yes
 - A Name of Institute.....
 - B Address of Institute.....
 - C Designation.....
 - D Emoluments.....
5. Details of engagement of classes as a guest faculty with CBPGEC, Jaffarpur are 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=						

6. The refund claim of Rs.....(Rupees.....) is being submitted for the first time, and is 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
7. The claim is as per the scheme of examination approved by the GGSIPU.
8. The period the bill claimed by me and the attendance has been marked at page no..... of the staff attendance register.
9. Student attendance register of the above period has been maintained and will be submitted/ finally submitted to the office.
10. It my responsibility to show the above amount to Income Tax department in the current financial year.

Signature of the Claimant.

Attendance checked from Resister

(Dealing Assistant)

Verified by

(Concerned Head)

Dean (Academics)

Documents to be attached along with the form:

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

