

**BILL PROFORMA FOR REMUNERATION/HONORARIUM FOR WORKING AS \_\_\_\_\_, DURING THE MONTH OF \_\_\_\_\_**

1. Name
2. Residential Address
3. Telephone/Mobile Number
4. Educational Qualification
5. PAN Card Number
6. Whether presently working with any other College/Institution/Authority; if yes
  - a. Name of College/Institution/Authority
  - b. Address of College/Institution/Auth.
  - c. Designation
  - d. Emoluments
7. Details of working as Guest Faculty/\_\_\_\_\_ with CBPGEC, Jaffarpur, during the bill period:-

Sl. No.	Date	No. of Period(s)	No. of Hours	Class and Subject	Rate (per Hour)	Amount
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
<b>TOTAL</b>						

8. Whether attendance marked in the Attendance Register; if yes, Page No. thereof

I, hereby undertake that this bill is being submitted for the first time and has not been claim in past. In case of any duplicity of payment, I shall be responsible for any action by the Competent Authority.

\_\_\_\_\_  
(SIGNATURE OF THE CLAIMANT)

P.T.O.

(FOR OFFICE USE ONLY)

This is to verify that :-

1. The referred 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.
2. The claim is as per the scheme of examination approved by the GGSIP University, Kashmere Gate, Delhi.
3. The claim is as per the rates approved by the DITE, Delhi.
4. The Guest Faculty/ \_\_\_\_\_ who has claimed the instant bill, was engaged after taking prior approval for the Principal, CBPGEC, Jaffarpur, Delhi, for taking classes of B.Tech (Civil/IT/Env.).
5. For the period the bill is claimed, the attendance of the Guest Faculty/ \_\_\_\_\_, who has claimed the instant bill, is marked at Page No. \_\_\_\_\_ of the Attendance Register.
6. The Bio-data of the said Guest Faculty/ \_\_\_\_\_ has been duly scrutinized and verified.

\_\_\_\_\_  
(Concerned Head)

\_\_\_\_\_  
OSD (Academic)

\_\_\_\_\_  
Dean (Academic)

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Documents to be attached along with the Form: -

1. Copy of PAN Card.
2. Undertaking 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.