



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
**Sector-16 C, Dwarka Delhi – 110078**

**Form for Payment of Honorarium & Conveyance**

<u>HONORARIUM BILL</u>	<u>CONVEYANCE BILL</u>
Honorarium of Rs. _____ (Rupees _____ only) for attending the meeting / programme / inspection _____ _____ _____ _____ convened by the GGSIP University on _____.	The undersigned attended the meeting / programme / inspection convened by the University and in this connection, I spent a sum of Rs. _____/- (Rupees _____ _____ only) by traveling from (Residence/Office) using my own Car/Taxi.

**Total amount of Honorarium & Conveyance: Rs. \_\_\_\_\_**

**Name of the Deptt. Organized /  
conducted meeting / programme /  
inspection etc. :**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Verified by)

Name & Signature with date  
(of the In-charge/HOD/Dean)

Signature \_\_\_\_\_

Name (In block letters) \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

PAN No.: \_\_\_\_\_

**In Case of Bank Transfer:**

Bank A/c No.: \_\_\_\_\_

IFSC Code : \_\_\_\_\_

Bank Name : \_\_\_\_\_

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This is certified that I shall count the aforesaid honoraria in my income for Income Tax purposes.

Received Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only)  
from GGSIP University, Sector 16C, Dwarka, New Delhi -110078.

(Please affix revenue stamp if claim is above Rs. 5000/-)

**(Signature of the Recipient)**