

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

Claim Form for attending the office on Saturday/Sunday & Holidays and for early arrival or late sitting (Early coming before 7.00 AM/late sitting after 7.00 PM) (To be filled up by University Employee/Officer)

		(To be filled up by Unive	rsity Employee/Officer)		
1.	Name of the official	:			
2.	Designation & Employee Co	ode :			
3.	Branch in which posted	:			
4.	Pay Scale & Grade Pay	:			
5.	Details of duty performed of	on Saturday/Sunday & holio	days:		
	Day & Date	Arrival Time	Departure Time	Amount(Rs.)	
			Total		
	ereby certify that,				
	te whichever is not applicable)	ve during the period for which	honorarium has been claimed	1	
2.	I was not absent on Casual Leave during the period for which honorarium has been claimed. I have actually attended the office on Saturday/Sunday & Holiday with prior approval of Head of Deptt., for which claim ha				
	been made. I was called for early duty hour before 7.00 AM/or to stay late after 7.00 PM with prior approval of Head of Department.				
4.	I have neither claimed any compensatory leave or nor availed any University vehicle facility in lieu of duty performed on above				
	days. Also, I had not claimed any kind of honorarium of conveyance from any other department for the aforesaid timings.				
				Signature of claiman	
	 Necessary entry has been made in the Conveyance-cum-Honorarium Register. Counter Signed & certified that the necessary approval accorded for attending the office on Saturday/Sunday/Holidays & ear 				
	arrival or late sitting as per detail given above, in the public interest to clear the unavoidable University work.				
3.	Claim of Rs (Rupees only) as per above detail, is hereby recommended/sanctione for payment.				
	ro. payment				
	gnature & Designation of the ad of Department concerned)			ture & Designation of the h In-charge)	
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		FOR USE IN FINANCE & A			
l ha	ve checked the bill with reference	e to his/her entitlement for nu	ımber of days and claim found	d admissible for Rs	

_/-(Rupees in words _____