



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

Form – 9

CONVEYANCE-CUM-HONORARIUM REGISTER

(Details for early arrival before 7.00 AM/Late sitting after 7.00 PM) OR (Attending the office on Saturday/Sunday & Holidays)

Section/Branch/Department _____

Sh./Smt./Ms. _____

Designation _____

Period/Month _____ 2013/14

S. No.	Date and Day	Time of Arrival (In case of early arrival before 7.00 AM except on holidays)	Time of Departure (In case of late sitting after 7.00 PM except on holidays)	Brief nature of work assigned	Remark
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Claim preferred on _____ and verified for Rs. _____

Month End Report: -

Total

1. No. of early arrivals = @ _____
2. No. of late sittings = @ _____
3. No. of Saturday/Sunday & holidays, whereon attended the office = @ _____
Grand Total _____

Sd/-

Sign. of Branch In-charge

Note:-

1. Every staff/officer may be allotted a single page in this register for particular month.
2. The form for claiming conveyance for the sitting or honorarium for coming on holidays shall be filled once in a month on the basis of entries made in this register.
3. No claim for past payment of fraction of days shall be entertained.
4. While verifying the relevant claim forms, a note of the preferred claim shall be made in this register.