**National Telecommunications Institute for Policy Research, Innovation &Training**

**ALTTC Campus, Govt. of India Enclave, Rajnagar, Ghaziabad (U.P.) - 201002**

**Proforma for Claim &Payment of Honorarium to Guest Speaker for Online Session(s)**

**Part-1: Claim to be made by the Speaker@**

I, (name of the Speaker) Ms./Mr. ............................... have delivered online lectures for NTIPRIT Ghaziabad as per following details:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.\*** | **Date** | **Time****(from-to)** | **Topic** | **No. of sessions** | **Working in Govt. Sector/ Private Sector/ Retired**  |
| 1 |  |  |  |  |  |

\*More rows may be added as per requirement.

Therefore, I am claiming total Rs. ....................................... @ Rs…………......... per session.

My BankAccount details are as follows:

Account No. :

Account Type :

Bank Name :

Bank Branch :

IFSC code :

Mobile No. :

(Ms./Mr. .....................)

@ The Speaker shall fill the above details and send by mail to the concerned Officer in NTIPRIT for Payment.The Claim form is not required to be signed by the Speaker.

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**Part-2: The Claim to be certified by the Certifying Officer**^$

Certified that (Ms./Mr. ),

delivered lectures ....... No. of Online Sessions) Online Session(s) as per details given above. Therefore, (s) She/he may be paid total Rs. ............ @ Rs. ............. per session.

(Signature, Name and Stamp of the Certifying Officer)

^The Session Incharge or the Director concerned of the Session Conducting Division shall be the Certifying Officer.

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**Part-3: Processing for Payment of Honorarium$**

Passed for payment of Rs. ............ (Amount in words: Rupees ..................... only) to (Ms./Mr. .........................................) on account of delivering online lectures as per details given above.

(Signature, Name and Stamp of the Passing Officer)

If duly filled copy of this receipt is forwarded by Official Mail (@gov.in/ @nic.in) of the Certifying Officer/ Passing Officer, it shall be treated at par with the ink-signed and stamped receipt.