

**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<sup>@</sup>**

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. ....)

<sup>@</sup> 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<sup>^</sup>**

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)

<sup>^</sup>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<sup>\$</sup>**

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.