



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI  
Kalyani - 741235, West Bengal

**HONORARIUM & TA BILL-CUM-RECEIPT**

**Personal Details:**

1.	Name of the Member/Expert	
2.	Designation	
3.	Organization / Institute / University with address	
4.	Programme Title & Date	
5.	Contact No.	
6.	E Mail ID	

<b>HONORARIUM</b>			
Date	Purpose	Particulars	Amount (in Rs.)
	In Connection with attending Selection/ .....Meeting/ Seminar/ Workshop/ Thesis Viva-Voce at .....		
Total (Rs.....)			

<b>CONVEYANCE (If Applicable)</b>					
Date	Purpose		Purpose of journey	Mode of Conveyance (Air/ Train/Taxi etc.)	Amount (in Rs.)
	From	To			
			In Connection with attending Selection/ .....Meeting/ Seminar/ Workshop/ Thesis Viva-Voce at .....		
Total (Rs.....)					



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**FORMAT FOR BANK DETAILS OF THE CLAIMANT**

<b>Name (as appear in Bank records)</b>	
<b>PAN NO: (Please attach copy)</b>	
<b>Bank A/c No.</b>	
<b>Bank Name &amp; Branch (mandatory)</b>	
<b>IFS Code (mandatory)</b>	

**PRE-RECEIPT AND UNDERTAKING**

1. Received Rs. .... (Rupees .....)  
only from the IIIT Kalyani, for the purpose mentioned above.
2. I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons for incomplete or incorrect information I would not hold the host Institution responsible.

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**Signature of claimant with date**  
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**FOR OFFICE USE**

<b>Sl. No</b>	<b>Details</b>	<b>Amount in Rs.</b>
<b>1.</b>	<b>Honorarium</b>	
<b>2.</b>	<b>Conveyance</b>	
<b>3.</b>	<b>TDS deducted on honorarium @ 10%</b>	
<b>4.</b>	<b>Others</b>	
<b>5.</b>	<b>Net Payment(1+2+4-3)</b>	

**Signature of Dealing Assistant**

Assistant Registrar(Fin.)

Registrar

DIRECTOR