



VJTI
(Veermata Jijabai Technological Institute, Matunga, Mumbai.)

Honorarium / Remuneration / Fees paid to consultants, visiting faculty, examiners

- The Institute receives services from various experts / faculty for academic, administrative or consultancy work. This income is covered under Professional fees of Income Tax Act, Section 194J.
- The Institute is required to deduct 10% Tax (TDS) on the remuneration paid if it exceeds Rs. 30,000 p.a..
- All are advised to fill the Bill and Receipt in the standard format.
- The Institute prefers to pay all amounts directly to account of the receiver. Hence you are requested to get the Mandate form filled from the expert / visitor.

(To be filled by the external member)

Name	Mr / Ms. / Dr.		
Designation, Organization:			
Address in Full:			
Contact No.:		E mail:	
Permanent Account Number (PAN):			
Purpose of visit :			
Conduct Examination / Conduct lecture / Conduct Academic audit / Provide consultancy			
Any other (Specify)			

a. Details of travel expenditure

(Please mention ticket no, Vehicle No etc., attach original receipts / tickets)

Travel details	Mode of journey	Fare paid (Rs.)
To and Fro travel (outstation)		
Local travel		
	Sub-Total	
Details of accommodation (Please attach original receipts of Hotel/Guest House)/Hotel	Day & Date	Boarding & lodging charges paid (Rs.)
	Sub-total	

Particulars provided herewith are correct and that I have not claimed TA/DA. etc. for this Journey from any other source. Also, I was not provided free lodging and / or boarding at the cost of Govt. /University or any Govt. aided body. For which this claim is put up.

Signature of Organizer

Date & Signature of claimant



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(To be filled by Convener / Organizer of the event)

b. Details of Honorarium / Remuneration

Details of assignment		
Date/s of assignment		
Attending meeting of		
Examining / evaluating student/s	Class	
	Subject	
	Examination	
	No of students	
Conducted lectures for lectures to (In case of visiting faculty, attach separate sheet in format enclosed)	Class	
	No of students attended	
	No of lecture hours	

Details of honorarium / remuneration	No	Amount
Unit rate @ Rs. 5000/ 3000/2000/1000		

Signature of Organizer

Signature of concerned Head

(Bill Passing Order)

Head of account	Details	Amount (Rs.)
Travelling expenses		
Boarding expenses		
	Sub-total	
Honorarium / remuneration		
	Less TDS @ 10%	
	Sub -total	
Net payable amount		

Checked by -Bill clerk

Verified by- Auditor

Passed for payment of Rs.

In words- Rupees

Budget head – Honorarium to visiting faculty / examiner / committee member

Accounts Officer

Dy Director / Director