UNIVERSITY INSTITUTE OF ENGINEERING AND TECHNOLOGY
PANJAB UNIVERSITY, CHANDIGARH

FORM–14: HONORARIUM CERTIFICATE

(For Expert Lectures / Guest Lectures / Invited Talks / Technical Sessions)

Date: _____

This is to certify that **Dr./Mr./Ms.** _____, designation _____ **, affiliated with, delivered an expert lecture/guest lecture/invited talk on topic "**_____ _____**"** **during the event/programme titled "**_____ _____**",** organised by UIET, Panjab University, Chandigarh, on _____ .

An honorarium of **Rs**_____ **(Rupees** _____ **only)** is payable to the above-mentioned expert, subject to the approval of the competent authority and applicable University rules.

Documents Required

The following documents shall be attached for processing the honorarium payment:

1. Copy of the approval/permission for organising the lecture or event.
2. Invitation letter issued to the expert.
3. Acceptance/confirmation from the expert, wherever applicable.
4. Attendance sheet or certificate confirming that the lecture/session was conducted.
5. Brief report of the event, along with geo-tagged photographs.
6. Honorarium claim/bill duly signed by the expert.
7. Bank account details of the expert along with a copy of cancelled cheque, duly verified.

Certification by the Organising Faculty

Certified that the lecture/session mentioned above was conducted as scheduled and the claim for honorarium is being submitted with the required supporting documents.

Name of Faculty In-charge/Organiser: _____

Signature: _____ **Date:** _____

Coordinator

Director

General instructions: No expenditure should be incurred before the required approvals are obtained. The sanctioned amount shall be used only for the approved purpose. Original bills/invoices, attendance/participation records and a completion report shall be submitted for adjustment.