



No.AC/Accts/Bill-File/2019/ 855

Dated: 28.10.2019

**NOTICE**

In order to smoothly settle the expenses incurred on Talks/Lectures/Workshops/Seminars etc. organized, all Conveners of various Committees are requested to enclose the following documents and also follow the following steps while producing the bills for claim:-

- i) Prior approval of the Talk/Lecture/Workshop/Seminar etc.
- ii) Attendance of Participants.
- iii) Report of the Talk/Lecture/Workshop/Seminar etc.
- iv) One page Collage picture of the Talk/Lecture/Workshop/Seminar etc.
- v) GST Invoices/Bills should be produced, preferably computerized bills.
- vi) Bills with overwriting will not be accepted.
- vii) Make sure that all or atleast 2/3<sup>rd</sup> of committee members of a particular Talk/Lecture/Workshop/Seminar etc. sign the proposal and final claim for settlement.
- viii) Convener of the Talk/Lecture/Workshop/Seminar etc. to certify all the bills.
- ix) Office will transfer Honorarium/Conveyance/Sitting fees to Resource Person by RTGS/NEFT. Format is enclosed.

**Copy to:-**

- ✓ Administrative Officer (Admn.) : To ensure bills are complete in all respects before forwarding to Accounts Section for payment.
- ✓ Librarian : For information & necessary action please.
- ✓ Computer Section/STA : For uploading the Notice in the College Website.
- ✓ Staff Room/Notice Board :

**PRINCIPAL**

ARYABHATTA COLLEGE  
(University of Delhi)

BANK ACCOUNT DETAILS

Date: / /

Name .....

Institution ..... Designation .....

Mobile No. .... Email ID .....

Address .....

**Bank Account Details:**

Bank Account Holder Name : .....

Bank Name & Branch : .....

Account No. : .....

IFS Code : .....

PAN/AADHAR No. : .....

**Amount:**

Sitting Fee : .....

Conveyance Charges : .....

Honorarium : .....

Others : .....

Total

**Purpose:**

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.....

Signature