PAYMENT VOUCHER

REIMBURSEMENT OF HONORARIUM / LOCAL CONVEYANCE TO VISITING SCIENTIST / EXTERNAL EXPERT

DEPARTMENT NAME :

NAME	
EMAIL ADDRESS	
MOBILE NUMBER	
ADDRESS 1.	
ADDRESS 2.	
ADDRESS 3.	
PAN NUMBER	
PURPOSE OF THE VISIT	

HONORARIUM PAYABLE

	AMOUNT (RS./ FE.)
(A) HONORAIUM PAYABLE FOR GIVING LECTURE/MEETING AS STATED IN PURPOSE	
(B) LESS : TDS DEDUCTION U/S 194 J @ 10% IF PAN IS AVAILABLE ELSE @ 20% FOR INDIAN CITIZENS.	
(C) LESS: TDS DEDUCTION U/S 195 @ 10.3% IF PAN IS AVAILABLE ELSE @ 20.6% FOR NON RESIDENT	
NET AMOUNT (RS.)	0.00

LOCAL CONVEYANCE REIMBURSEMENT

(D) FROM WHICH PLACE	**TO WHICH PLACE**	**AMOUNT (RS.)**
	AMOUNT (RS.)	**0.00**
	GRAND TOTAL(RS)	0.00

(E) PAYMENT MODE : ---
(TICK APPROPRIATE COLOUMN)

CASH
CHEQUE
BANK TRANSFER

IF BANK TRANSFER :--

a) BANK A/C NUMBER
b) BANK NAME & ADDRESS
c) IFSC CODE
d) SWIFT CODE

(F) CASH AMOUNT TO BE COLLECTED BY

ROLL NO.	**NAME**

BUDGET DETAILS	**FOR HONORARIUM (RS.)**	**FOR LOCAL CONVEYANCE(RS.)**	**AMOUNT PASSED FOR PAYMENT**
AVAILABLE BUDGET			**(IN WORDS):-**
AMT.SPENT TILL DATE			
AMT. SPENT NOW			**(IN FIGURE) :-**
BALANCE AVAILABLE			
AMT. DEBITABLE TO A/C CODE			

(SIGNATURE OF SANCTIONING AUTHORITY)

(SIGNATURE OF PASSING AUTHORITY)

(SIGNATURE OF RECEIVER)