## **Request for Honorarium Payment**

## **Details of beneficiary**

1. Name (As per bank records) –

2. Address -

3. Contact Number-

4. Brief description of honorarium event -

5. Dates & time of Honorarium event –

6. Rate of Honorarium -

7. Amount to be paid –

8. PAN Number:

9. Email:

10. Account No:

11. Bank Name/ Branch:

12. IFS CODE:

13. Date of submission of form:

## **Undertaking**

1. I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the user Institution responsible.

2. I undertake to self assess, pay residual income tax (if any) and file income tax return in respect of this honorarium.

3. I certify to the best of my knowledge, belief and understanding that the above declarations are correct.

SIGNATURE (with date)

Recommendation of Coordination/ HOD/ChairpersonCommittee or covener of meeting.

Dean, HIMSR

Encl:

To, Head Finance - For n.a. please