



राष्ट्रीय प्रौद्योगिकी संस्थान मिजोरम

NATIONAL INSTITUTE OF TECHNOLOGY MIZORAM

(An Institution of National Importance under Ministry of Education, Govt. of India)

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PROFORMA FOR CLAIM OF SITTING ALLOWANCE / HONORARIUM

This is to certify that I have conducted classes / training for Students/Faculty in the Department of _____ at NIT Mizoram vide Office Order No. _____ dated _____.

Name (in block letters)	
Designation	
Pay Scale / Pay Level	
Institute/Univ./Organization	
Lecture / Training on (Tick)	Theory: <input type="checkbox"/> Practical: <input type="checkbox"/>
Period of Engagement (Date)	From: _____ To: _____
No. of Days / No. of Hours	
Account Number	
Name of Bank	
Branch	
IFSC No.	

Dated: _____

Signature of Claimant

Countersigned by:

Concerned Faculty

Signature : _____

Name : _____

Dean (Academics)

To be filled in by Office:

No. of Day(s) / Hour(s)	
Rate per day / hour	
Conveyance	
TOTAL HONORARIUM	₹.

Accountant

Superintendent

Deputy Registrar