**FORM-A**



GLOBAL INITIATIVE OF ACADEMIC NETWORK

INDIAN INSTITUTE OF TECHNOLOGY, KHARAGPUR-721302

**BILL OF HONORARIUM FOR INTERNATIONAL EXPERT**

Date :

The details of the bank accounts are given below for payment though electronic transfer.

Beneficiary Name :

(as per bank Account)

Name of the Bank :

Address of the Bank :

Account Number :

Bank Swift/BIC No. :

IBAN (For European Country) :

E-mail ID :

No of Lectures delivered :

( 1 hour duration)

Forwarded by (Signature of the expert)

Course Coordinator

**For Office Use :**

Course Code : Total Honorarium :

Duration: Tax (as per GOI Norms) :

Net Payment :

Certified that………………………………………………………………………………..,,invited by the competent authority for GIAN program is entitled to receive an honorarium of \*US $ . Kindly arrange for payment.

**(\* US$ 250/- per lecture X No of lectures)**

**Upton a maximum US$3,000/- for 1 Week Course**

**and a maximum US$5,000/- for 2 Week Course**

Approved

Local Coordinator, GIAN

Passed for Payment

**Dean,CE**

**FORM-B**



GLOBAL INITIATIVE OF ACADEMIC NETWORK

INDIAN INSTITUTE OF TECHNOLOGY, KHARAGPUR-721302

**BILL OF TRAVELLING EXPENDITURE FOR INTERNATIONAL EXPERT**

**NAME OF THE EXPERT :** Date :

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DEPARTURE | | ARRIVAL | | Currency | Remarks |
| From | Date | To | Date |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  | Total : |  |  |

**Certified that I have visited to deliver lectures in GIAN program and have not drawn travelling allowance for this journey from any other source**.

Signature of the Expert

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Certified that : ……………………………<name of foreign expert>……………………………………………………………….. attended the GIAN program and delivered lectures in the course <course code> under GIAN program for which his/her invitation was made and that sanction of the competent authority has been obtained for such invitation)

Forwarded by Approved

Course Coordinator Local Coordinator, GIAN Passed for Payment

**Dean,CE**

Encl : Fare bills, Boarding pass & etc.,