



SU/2013/REG-03/RGF 2013-14/2552/1324

Dated: 22.11.2019

**CIRCULAR - 380/2019**

**Subject: Submission of Revised Guest / Visiting Faculty Remuneration Bill Claim Form within 2<sup>nd</sup> Working Day of every month.**

This is for information to all HoD(s)/In-charge of Departments that previously there was a system of forwarding Guest/Visiting Faculty remuneration bill claim form within 7<sup>th</sup> of next month to Finance Department as a result the Guest /Visiting Faculty were receiving monthly remuneration after 15<sup>th</sup> of every month.

Henceforth, all HoD(s)/In-charge of Departments are requested to circulate the Revised Guest/Visiting Faculty remuneration bill claim form (**copy enclosed**) to all Guest/Visiting Faculty in the Department and forward the filled in complete claim form by 2<sup>nd</sup> working day of every month to Finance Department so that the Guest/Visiting Faculty will receive the monthly remuneration by 10<sup>th</sup> of every month.

**[This Circular is issued with the approval of Hon'ble Vice-Chancellor]**

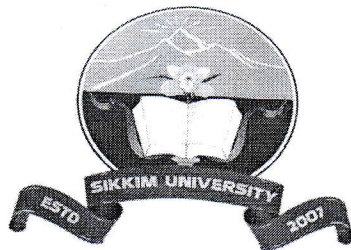
(Debasish Pal)

Finance Officer

- Encls: 1. Bill of Guest Faculty Remuneration**  
**2. Details of classes taken Annexure - A**

Copy to:

1. PS to the Vice-Chancellor for kind information of Vice-Chancellor
2. PS to the Registrar
3. PS to the Finance Officer
4. All HoD(s)/In-charge with request to circulate revised remuneration bill claim to Guest/Visiting Faculty in the Department
5. Internal Audit Officer
6. Mrs. Pooja Khilingay, LDC (F)
7. All Notice Boards
8. Guard File



**Sikkim University  
Finance Department**

**Bill of Guest/Visiting Faculty for the period \_\_\_\_\_ to \_\_\_\_\_**

1. Name of the Guest/Visiting Faculty (in block letter) :
2. Department in which lectures delivered :
3. Reference to appointment order issued by Registrar :
4. Contact Number :
5. Total Bill Amount :

(No. of Class) X (Rs. 1,500/- per Class)	Total Amount (Max. Rs. 50,000 p.m.)

6. PFMS Form No. 2 with my bank A/c details is submitted for online payment

**Date:** \_\_\_\_\_ **Signature of the Guest/Visiting Faculty**

Based on the records maintained by the department it is certified that Prof./Dr./Mr./Ms. \_\_\_\_\_ appointed as Guest Faculty vide order no. \_\_\_\_\_ has taken \_\_\_\_\_ classes during the month of \_\_\_\_\_ with total admissible honorarium of Rs. \_\_\_\_\_.

**Encl: Details of classes taken in Annexure - A**

**Date:** \_\_\_\_\_ **Signature of HoD / In-Charge**  
**Seal**

- \*Note: (i) All the Guest/Visiting Faculties are requested to submit the bills latest by 2<sup>nd</sup> working day of every month and there should be only one bill for the month.  
(ii) The details of the classes taken needs to be updated and certified by the each HoD/In-charge in the **Annexure A** (copy attached).  
(iii) In case if you are a Sikkim Subject holder, please enclose self-certified copy of your CoI for seeing exemption from TDS at the time of 1<sup>st</sup> month claim.  
(iv) Duty performed before/after the start/suspension of classes as per Academic Calendar may not be included while calculating the total number of classes taken.  
(v) All new Guest Faculty are requested to submit PFMS Form – 2 available in the University website i.e. [www.cus.ac.in](http://www.cus.ac.in)

