

**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
ROORKEE**

**APPROVAL FOR SPECIAL LECTURES BY GUEST SPEAKERS /
GUEST FACULTY (EXCLUDING NORMAL TEACHING WORK)**

Department : _____

UG/PG(including specialization) : _____

Course Number : _____

Name of Guest Faculty/Speaker and : _____
brief profile (attach separate sheet).

Address : _____

Title and details of the Lecture, : _____
including necessity and expected
impact on the students. _____

Date and duration of the lecture : Date _____ Duration _____ hours

Honorarium admissible as per the approved norms : Rs. _____
(Chargeable Head: MHR02-11-208-223)

Travelling Allowance, if required : YES NO
If Yes, From _____ to _____ and back, TA Amount Rs. _____
(Chargeable grant for Normal TA is MHR02-13-200-302)

SECTION COORDINATOR

HEAD OF THE DEPARTMENT

Approved by

DOFA

DIRECTOR

P.T.O.

Verified for Rs. _____ (Rupees _____ only)

SECTION COORDINATOR

HEAD OF THE DEPARTMENT

Received Payment

Signature of Claimant

Rs. _____ Dr./Mr./Ms. _____

Rs. _____ (Income Tax)

Rs. _____ (Staff Welfare Fund)

Passed for payment for Rs _____
(Rupees _____)

Chargeable Head: MHR02-11-208-223

O.S. (PR)

AR/DR(A&A)

Dean (F&P)