



SUMMARY COVER SHEET
(for Honorarium Payment to Institute Supporting Staff)
(FOR USE OF HODs/HOCs)

Instructions:

- Honorarium claims will be processed thrice in a financial year in three cycles as indicated below**
- Claim for a particular cycle can be submitted only once. The claim for the same period will not be accepted again.
- At the end of each cycle, staff receiving honorarium must complete and submit the Summary Cover Sheet IRD/HON-3 along with all IRD/HON-3A forms received by him/her from various consulting/projects to HoD/HoC for onward submission to IRD Accounts.
- Please ensure that the amounts in Summary Cover Sheet matches with the amounts mentioned in enclosed IRD/HON-3A claim forms.

1.	Name of the Employee:						
2.	Employee Code:						
3.	Department/Centre:						
4.	Basic Pay of employee for the month to which the honorarium pertains (Basic Pay includes Grade Pay):						Basic Pay (Rs.):
5.	One third (1/3) of Basic Pay:-						Rs.
6.	Honorarium amount recommended for payment:- Please tick (✓) the applicable cycle. <input type="checkbox"/> Cycle 1 <input type="checkbox"/> Cycle 2 <input type="checkbox"/> Cycle 3 Financial Year : _____ - _____						
7.	Project/ MI/ Consultancy No.	Cycle 1 →	April	May	June	July	Amount (Rs.) SubTotal
		Cycle 2 →	August	September	October	November	
		Cycle 3 →	December	January	February	March	
	Sub Total (Rs.) ▶						
							▲ Grand Total (Rs.)

CERTIFICATES

- It is certified that above month-wise proposed honorarium has been recorded in the Department/Centre "**Honorarium Register**" at Page No.
- Certified that the above employee has spent time and effort in the project(s)/consultancy(s) activities without affecting his/her assigned duties of the department/center.

To

AD (R&D)

A.R. (IRD A/c) (for payment)

Signature of HoD/HoC _____

Department/Centre _____

Date _____