



Indian Institute of Technology Delhi
Hauz Khas, New Delhi 110016

FORM NO. IRD/HON-3

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

- 1 Honorarium claims will be processed four times in a financial year in four cycles as indicated below
- 2 Claim for a particular cycle can be submitted only once. The claim for the same period will not be accepted again.
- 3 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.
- 4 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 plus DA):	Basic Pay (Rs.):				
5.	One third (1/3) of Basic Pay:-	Rs.				
6.	Honorarium amount recommended for payment:- Please tick (√) the applicable C Cycle 1 <input type="checkbox"/> Cycle 2 <input type="checkbox"/> Cycle 3 <input type="checkbox"/> Cycle 4 <input type="checkbox"/> Financial Year : _____					
7.	Project/ MI/ Consultancy No.	Cycle 1 →	March	April	May	Amount (Rs.) SubTotal
		Cycle 2 →	June	July	August	
		Cycle 3 →	Sep	Oct	Nov	
		Cycle 4 →	Dec	Jan	Feb	
						Sub Total (Rs.)

CERTIFICATES

1. It is certified that above month-wise proposed honorarium has been recorded in the Department/Centre "Honorarium Register" at Page No.
2. 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 _____