

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. Number of classes taken* :

Sl. No.	Name of the Department	No. of Classes Taken
	Total No. of Classes	

5. Bank Name :
6. Bank Account number :
7. IFS Code :
8. * PAN :

Date: _____ Signature of the Guest/Visiting Faculty with date _____

Office Use

Verified the records and authorized payment of _____ (Rupees _____) by credit to bank account of the payee.

Expenditure debitable to : 16004 : Payment to Guest/Visiting Faculty account.

Drawing and Disbursing Officer

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- *Note: (i) If the Guest/Visiting Faculty are taking classes in more than one department in a particular month then they are requested to submit the bills for the classes for that particular month for all the departments at one time.
(ii) All the Guest/Visiting Faculties are requested to submit the bills latest by 7th of every month and there should be only one bill for one month.
(iii) The details of the classes taken needs to be updated and certified by the each HOD in the Annexure A attached.
(iv) In case if you are a Sikkim Subject holder, please enclose self certified copy of your COI.
(v) PAN number mentioned above is mandatory.

