



National University
of Computer and Emerging Sciences



MS Honorarium Form

Department Request

Request submission date		Semester	
Semester end date		Results uploaded on Flex	
Prepared & Forwarded by		Designation	
Date		Signature	
Recommended by		Designation	
Date		Signature	

Campus HR

		Total	Mode of Payment
Table-A	Staff (In Service)		Salary
Table-B	Leavers i) Resigned ii) Terminated iii) End of Contract		The case will be processed along with Final Settlement
Table-C	On Long Leave		The case will be processed on submission of i) Clearance Form and ii) Payment approval
Table-D	Visiting Faculty		Monthly Fund Request
Prepared & forwarded by			Designation
Date			Signature

Campus Accounts

Code	Head Name	Budgeted Amount	Requested Amount	Remaining Budget
730100005	Student research expenses (FYP/MS Thesis)			
Total Research Budget				
Prepared & forwarded by			Designation	
Date			Signature	

Campus Director

Remarks	Recommended	<input type="checkbox"/>	Not Recommended	<input type="checkbox"/>
Name				
Date	Signature			

Attachments

Description (Please check relevant box)	Provided	Not Provided
1) Approval (Supervisor Workload)	<input type="checkbox"/>	<input type="checkbox"/>
2) Results Declaration (Students)	<input type="checkbox"/>	<input type="checkbox"/>
3) Filled Proforma	<input type="checkbox"/>	<input type="checkbox"/>
4) Prior Approval (Visiting Faculty)	<input type="checkbox"/>	<input type="checkbox"/>

NUCES-HQ

Payroll Section

Previously processed	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Amount to be released				
Mode of payment	Salary	<input type="checkbox"/>	Fund Request	<input type="checkbox"/>
Remarks				
Name			Designation	
Date			Signature	

ORIC

Remarks by Grants Management Officer				
Date			Signature	
Director ORIC	Recommended	<input type="checkbox"/>	Not Recommended	<input type="checkbox"/>
Date:			Signature	

Internal Auditor

Remarks	Recommended	<input type="checkbox"/>	Not Recommended	<input type="checkbox"/>
Name				
Date			Signature	

Treasurer

Remarks	Recommended <input type="checkbox"/>	Not Recommended <input type="checkbox"/>
Name		
Date	Signature	

Rector

Remarks	Approved <input type="checkbox"/>
	Not Approved <input type="checkbox"/>
Name	
Date	Signature

Disbursement

Salary (Payroll section)		Fund Request (Accounts)	
Amount (PKR)		Amount (PKR)	
Name		Name	
Designation		Designation	
Date		Date	
Signature		Signature	