



### Final Year Project (FYP) 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	

**Registrar Office**

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