



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 | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | | Not Recommended | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | |
|  | | | | | |
| Name |  | | | | | |
| Date |  | | Signature | | |  |

**Attachments**

|  |  |  |
| --- | --- | --- |
| **Description (Please check relevant box)** | **C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.pngProvided** | **Not Provided** |
| 1. Approval (Supervisor Workload) |  | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.pngC:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| 1. Results Declaration (Students) | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.pngC:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.pngC:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.pngC:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.pngC:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.pngC:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| 1. Filled Proforma |  | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| 1. Prior Approval (Visiting Faculty) |  |  |

**NUCES-HQ**

**Payroll Section**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Previously processed | Yes | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | No | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| Amount to be released |  | |  |  |
| Mode pf payment | Salary | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | Fund Request | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| Remarks |  | | | |
|  | | | |
| Name |  | | Designation |  |
| Date |  | | Signature |  |

**ORIC**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Remarks by Grants Management Officer |  | | | | |
| Date |  | | | Signature |  |
| **Director ORIC** | Recommended | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | Not Recommended | | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| Date: |  | | | Signature |  |

**Internal Auditor**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Remarks | Recommended | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | Not Recommended | | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
|  | | | | |
| Name |  | | | | |
| Date |  | | | Signature |  |

**Treasurer**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Remarks | Recommended | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | Not Recommended | | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
|  | | | | |
| Name |  | | | | |
| Date |  | | | Signature |  |

**Rector**

|  |  |  |  |
| --- | --- | --- | --- |
| Remarks | Approved | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | |
| Not Approved | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | |
| Name |  | | |
| Date |  | Signature |  |

**Disbursement**

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