



# Indian Institute of Technology Kanpur

## Office of Outreach Activities

### Disbursement of Honorarium for Institute Employee

#### I. Details of the Course

1. Course A/c No.: \_\_\_\_\_
2. Title of Course: \_\_\_\_\_
3. Dates and Place: \_\_\_\_\_
4. Course Coordinator: \_\_\_\_\_
5. Gross Receipts of the Course: \_\_\_\_\_

#### II. DETAILS OF DISBURSEMENT

Amount to be adjusted from (Pls tick the applicable box):

☐ Course Fee      ☐ Grant (Pls specify funding agency) \_\_\_\_\_

Sl. No.	Name	PF/Roll No.	Bank Name	IFS Code	Account No.	Pan No.	Amount (Rs)
Total Payment Rs.							

\_\_\_\_\_  
PIC, OOA

\_\_\_\_\_  
Course Coordinator

Approved/ Not Approved

\_\_\_\_\_  
DIRECTOR

#### For Office Use Only

Enclosed Cheq. for Rs. \_\_\_\_\_ Cheque No. \_\_\_\_\_ Cheq. Date \_\_\_\_\_

\_\_\_\_\_  
Accountant

\_\_\_\_\_  
Jr. Assit. / Supdt.