**FORMAT FOR BILL OF PART-TIME GUEST LECTURER**

**UTTAR BANGA KRISHI VISWAVIDYALAYA**

**PUNDIBARI, COOCH BEHAR, WEST BENGAL – 736165**

**PERSONAL DETAILS**

NAME: …………………………………………………………………………………………………..

DESIGNATION: PART-TIME GUEST LECTURER IN……………………………………………….

APPOINTMENT LETTER NO..…………………………...DATE OF JOINING……………………...

AADHAAR NO…………………………………………. PAN NO…………………………………….

BANK A/C NO …………………………………………… BANK NAME…………………………….

BRANCH………………………………………… IFSC CODE………………………………………..

**DETAILS OF THE SUBJECTS TAUGHT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course Name | Course Code | Credit Hour | Semester & Faculty | Total Amount of Contract (Rs.) |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

**SELF-DECLARARION**

I do hereby certify that as per the terms and conditions of my appointment, I have taken the Theory and/or Practical classes of the above-mentioned courses regularly as per the class routine and I have

completed 50% of the syllabus and conducted, evaluated and submitted the marks of Mid Term

completed 100% of the syllabus, submitted class attendance, conducted practical examinations,

evaluated End Term answer scripts and submitted Theory and Practical marks

**(Tick whichever is applicable)**

 **Signature of Part-time Guest Lecturer**

**CERTIFICATION BY CONTROLLING OFFICER**

 Certified that the above statement submitted are true to the best of my knowledge and records. The concerned part-time guest lecturer may be paid

 50% of the contract amount for the above-mentioned subjects i.e. Rs…………………………

 remaining 50% of the contract amount for the above-mentioned subjects i.e. Rs……………...

**(Tick whichever is applicable)**

Forwarded to the Registrar for further necessary action towards payment.

 **Signature of Dean**

Approved and Forwarded to the ICD for payment please.

Chargeable Head: Contractual Appointment/Others………………………………

 **Registrar**

 Enclosures: Copy of appointment letter, joining letter, Aadhaar card, PAN card, 1st page of bank

 passbook