



DIRECTORATE OF DISTANCE EDUCATION

UNIVERSITY OF KASHMIR

BILL REMUNERATION ON ACCOUNT OF

- ❖ Writing of Scripts
- ❖ Reviewing / Revision of Scripts
- ❖ Delivering of Lectures
- ❖ Evaluation of Response Sheets
- ❖ Programme Co-coordinator
- ❖ Supervision for Practice of Teaching
- ❖ Composing Charges

- ❖ Typing / Writing of Stencils
- ❖ Proof Reading
- ❖ Clerical Assistance
- ❖ Orderly / Sweeper
- ❖ Igniting of Stove
- ❖ _____

i. Name

ii. Designation

iii. Cell No.

iv. PAN

v. 16 Digit Bank a/c No.

vi. Name of the branch along with IFC code

vii. E-mail Address

viii. Assignments allotted

ix. Number of Assignments Completed

x. Name of Centre / School

xi. Dates

xii. Rate of Remuneration Rs.

xiii. Total Amount claimed Rs.

xiv. No. and Date of assignment letter

xv. Certified that the work has been done outside the office hours

Dated _____

Bill receipt stamp worth
Rs. 2/- should be affixed
here if the payment
exceeds Rs. 20/-

Counter Signed by

Officer In charge
(with stamp / name)

Name _____

Signature _____

Address _____

FOR USE IN THE OFFICE OF THE DIRECTORATE OF DISTANCE EDUCATION

The bill has been entered on page _____ at S.No. _____ duly verified.

The claimant is entitled for Rs. _____ on account of _____

The teacher is eligible for the assignment of _____

And his / her payment of Rs. _____ is recommended.

Dealing Assistant

Forwarded in original to Accounts Section, duly verified above for payment.

Sr. Asstt./Head Asstt.

S.O.

Asstt. Registrar (Academics)

Director

FOR USE IN THE ACCOUNTS SECTION OF DIRECTORATE OF DISTANCE EDUCATION

Passed for Rs. _____ Rupees _____ by debit to _____

Accountant

S.O.

Asstt. Registrar (Accounts)

Director

Paid by cheque No. _____ dated _____ Rs. _____

Cashier