**Honorarium Approval Form**

Name: Dasho/Dr./Mr./Ms./ ……………………………Position level:…….Organisation: ……………

Contact No……………...Place ……………………email: ……………………………Purpose: Adjunct Lecturer/Expert 1/Expert 2: …………….……………………...Programme: BSc /MDP/ NRM/ CB/PhD Module/Other Topic: ………………………………………..Invited by Department of: AG / AS / FO / SD/ECS/FST/Other TPN No:………… …………...BOBL Account No:…………………………

**Payment Details:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Particulars | Rate (BTN) | Day/Hour/Km/No | Amount (BTN.) | Remarks |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total amount in BTN.** | | | |  |  |

***Note:***

1. *The Remunerations and benefits for adjunct faculty from Bhutan will be paid as per the Compensation for Expert Services Policy (Nu. 1500 per delivery hour, modest accommodation in the campus, maximum of three round trip travel expenses in the form of DA at the rate of Nu. 2000 per day)*
2. *The fee for Expert-1 shall be paid at the rate of Nu. 3000 per day along with meals and modest accommodation on campus; One round trip travel expense in the form of DA at the rate of Nu. 2000 per day (or the highest DA rate in vogue) and mileage as per the prevailing rate*
3. *The fee for Expert-2 shall be paid at the rate of Nu. 2100 per day. TA/DA on actual days of travel will be paid as per entitlement*

Attach: 1) Reference letter 2) Time table (Adj.) 3) Semester plan - Block weeks/Block days (Adj.)

**Prepared by: Recommended by: Verified by: Approved by:**

**Tutor/PL: HOD DAA President**

**Name: Name: Name:**