



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	<input type="checkbox"/>	Not Recommended	<input type="checkbox"/>
Name				
Date	Signature			

**Attachments**

Description (Please check the relevant box)	Provided	Not Provided
1) Approval (Supervisor Workload)	<input type="checkbox"/>	<input type="checkbox"/>
2) Results Declaration (Students)	<input type="checkbox"/>	<input type="checkbox"/>
3) Filled Proforma	<input type="checkbox"/>	<input type="checkbox"/>
4) Prior Approval (Visiting Faculty)	<input type="checkbox"/>	<input type="checkbox"/>

**NUCES-HQ****Payroll Section**

Previously processed	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Amount to be released				
Mode of payment	Salary	<input type="checkbox"/>	Fund Request	<input type="checkbox"/>
Remarks				
Name			Designation	
Date			Signature	

**ORIC**

Remarks by Grants Management Officer				
Date			Signature	
<b>Director ORIC</b>	Recommended	<input type="checkbox"/>	Not Recommended	<input type="checkbox"/>
Date:			Signature	