



THE UNIVERSITY OF AZAD JAMMU & KASHMIR, MUZAFFARABAD
(Directorate of Advance Study and Research)

CLAIM FORM FOR HONORARIUM FOR COMPLETED RESEARCH PROJECTS

1-	Name of Researcher:	<input type="text"/>
2-	Designation:	<input type="text"/>
3-	Department/Institute/Centre:	<input type="text"/>
4-	Faculty:	<input type="text"/>
5-	Project title:	<input type="text"/>
6-	Sponsoring agency:	<input type="text"/>
7-	Approved cost of the project:	<input type="text"/>
8-	Duration of the project:	<input type="text"/>
9-	Date of commencement:	<input type="text"/>
10-	Date of completion:	<input type="text"/>
11-	Copy of Approval letter:	<input type="text"/>
12-	Copy of Audit clearance:	<input type="text"/>
13-	N.O.C. regarding non-availability of honorarium in the project:	<input type="text"/>

Signature of the Claimant

FOR OFFICE USE ONLY

14-	Remuneration @ 10% of the total cost of the project	<input type="text"/>
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Signatures of the Evaluation Committee:

1- Registrar (Member)	_____	2- Director, F&P (Member)	_____
3- Chairman/Director (ex-officio member)	_____	4- Director, AEPR (Member/Secretary)	_____
5. Chairman of the Committee _____			

Date:

Approved by:

Vice Chancellor

Dated:.....

For terms & conditions see overleaf

TERMS AND CONDITIONS FOR THE GRANT OF REMUNERATION

- 1- 10% of the project cost for research projects approved by HEC/PSF/University of AJ&K or any other sponsoring agency at the successful completion of the project, provided no remuneration is available in the approved research project. However, the amount is subject to a maximum of Rs.100,000/- (Ref.:Notification No. F-2-40/Budget/10064-95/2003-2004 dated March 11, 2004).
- 2- The Evaluation Committee (EC) consisting of members i.e., **Chairman** (*Senior most Dean*), **Registrar**, **Director F&P** and **Director/Chairman** of the concerned teaching Institute/Department (*ex-officio member*) and Director Academics, Education Planning & Research (**DAEPR**), shall scrutinize the request of the researcher.
- 3- Claim is to be submitted after the fulfillment of the audit/accounts requirements.
- 4- A certificate from the Dean of the Faculty must be enclosed to ensure that the findings of the research are presented by the researcher/P.I. in a seminar.
- 5- Audit report is to be enclosed.
- 6- Approval letter from the sponsoring agency is to be enclosed.
- 7- The honorarium is subject to the availability of funds in the university budget.