

BANARAS HINDI UNIVERSITY

**PROFORMA FOR INVITING GUEST SPEAKER FOR DELIVERING EXTENSION
LECTURES IN THE DEPARTMENT CONCERNED**

1. Name of the Guest Speaker :
2. His full Address :
3. Date of arrival/period of stay :
4. Date/s of Lecture(s) :
5. Number of Lecture(s) :
6. Mode of Payment
 - a) Honorarium :
 - b) T.A. (Rail fare)
1st Class/AC-II tier :
 - c) D.A. or free board and lodging in
the University/L.D. Guest House :
7. Place of commencement of journey :
8. Whether the Guest Speaker will require
Accommodation for the period of stay at :

 - a) University Guest House :
 - b) L.D. Guest House :

9. Approximate expenditure to be involved in
inviting the Guest Speaker :
10. Budget Provision of the Department for
Special Lectures, if any, during the session :
11. RECOMMENDATION OF THE HEAD
OF DEPARTMENT :
12. RECOMMENDATION OF THE
DIRECTOR/DEAN OF THE
INSTITUTE/FACULTY/PRINCIPAL,
MMV :

Note: a) Honorarium @ Rs. 500/- per lecture is admissible subject to maximum of three lectures
b) D.A. as per rules or free boarding and lodging in the University/L.D. Guest House, will be
admissible as the case may be, not hotel accommodation.