



# COEP Technological University

Shivajinagar, Pune - 411005

(A Unitary Public University of Government of Maharashtra)

Tel- 02025507002 Fax- 02025507299 Email-[registrar@coeptech.ac.in](mailto:registrar@coeptech.ac.in) Website- [www.coep.org.in](http://www.coep.org.in)

No. COEP TECH /VC OFF/Accounts \_Personnel\_Honorarium/2024/161

Date: 16<sup>th</sup> March 2024

## OFFICE ORDER

### Subject: Payment and Reimbursement Protocol for Statutory Committee Meetings.

The following protocol is to be observed for all the in-house/campus statutory committee's meetings henceforth.

An authorized personnel from the Accounts Department is to be appointed, who would be responsible for making payments to the respective members/guests honorarium, TA/DA etc. The processing and disbursement of honorarium, TA/DA etc to the attending members/experts must be completed on the same day of the meeting.

By implementing this protocol, we aim to streamline the process of compensating members and experts involved in statutory committee meetings, ensuring accountability.

  
**Dr. D. N. Sonawane**  
(Registrar)

cc:-

- 1 Director(s),
- 2 Dean(s),
- 3 HoD(s),
- 4 FAO
- 5 Concerned faculty members,
- 6 CRO,
- 7 T& P Office,
- 8 Vice President (Gymkhana),
- 9 Vice President (Boat Club),
- 10 Coordinator (Central Computing and Networking Centre),
- 11 Phd Coordinator,
- 12 Secretary to Vice Chancellor
- 13 Establishment,
- 14 Accounts Section,
- 15 Student Section,
- 16 Hostel,
- 17 Library,
- 18 Gymkhana,
- 19 MIS Team
- 20 Helpdesk (for uploading on University's website).