

**POSTGRADUATE INSTITUTE OF SCIENCE
UNIVERSITY OF PERADENIYA**

**STATEMENT OF INSTRUCTION (LECTURE CLAIM)
(Period.....)**

Please fill-in all the information and submit the completed claim with the student attendance sheets.

Name of Lecturer/Demonstrator:

NIC Number:

Address :

M.Sc. Programme :

**To be filled/checked by the M.Sc. Programme Coordinator:*

Academic year: Semester: Course Code: Number of Credits:.....

Number of lecture hours allocated to the above Lecturer/Demonstrator:

NOTE: As we have to make payments according to the M.Sc. Programme Budget, it is not possible to pay for more than the specified number of lecture hours (ie: 1 credit course - 15 h, 2 credit courses - 30 h, 3 credit courses- 45 h, etc.). Programme Coordinator(s), please inform the Lecturers/Demonstrators about their allocation of lecture/practical class hours.

Date	Duration of Class From To	No. of Hours	Lecture (L)/Practical (P) / Field Work (F)/ Other (Specify)	Signature

.....
Programme Coordinator

.....
Chairperson/Board of Study

.....
Date

.....
Director/ PGIS

POSTGRADUATE INSTITUTE OF SCIENCE

Payment Voucher Tracking Form

(To be completed by the PGIS Staff)

Name of Claimant :

BOS/M.Sc. Programme :

Vote Head :

Processing Stage	Date in	Date out	Signature	Remarks
1. Claim received at PGIS				
2. Approval by the Director				
3. Action by SAB				
4. Claim received & voucher prepared by Subject Clerk				
5. Voucher checked				
6. Payment approved by Director/AR				
7. Vote ledger signed by SAB				
8. Vote ledger signed by SAB				
9. Action by the cheque Writing clerk				
10. Cheque signed by SAB				
11. Cheque signed by Director/AR				
12. Cheque issued / posted to claimant				