

**Annex 6.1**  
**Receipt of Payment (RoP)**  
**Kathmandu University (Projects)**

Received with thanks from .....

The \*amount of Nepalese Rs..... By **Cheque\*\***/Cash (tick as appropriate)

(in words).....

**(\*Amount after the deduction of applicable tax)**

On account of .....

If Vehicle rent, specify type of vehicle with Vehicle Number (tick as appropriate):

Private

Public

Vehicle Number:

Project/Budget.....

Additional Remarks:

Tax as per Govt of Nepal's rule applies.

10% TDS on **Private** Vehicle Rental (Refer Rental Directives 2068 of the Govt. of Nepal);  
15% TDS (Refer Income Tax Act 2058 and Income Tax Rules 2059) for professionals and 1% TDS  
in case of non-skilled wages shall be deducted additionally in all cases except Scholarships  
leading towards award of a degree.

.....  
Paid By:

Signature with Date

Email:

Phone:

.....  
Received By:

Signature with Date

Email:

Phone:

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*Checklist: Tick (✓), which of the following documents are submitted*

1. Contract Agreement in the case of hiring Professionals (CT) for training, seminars etc.
2. Researchers' Time /Log Sheet in the case of Project Staff (FT and PT, not CT)
2. Drivers' Time/Log Sheet (in the given format)
3. A copy of Vehicle Hire Contract Agreement (in the given format)
4. Vehicle owners Blue Book or 5. Driver's License

**\* \*\*if payment is made by cheque, a copy of the cheque signed by the Receiver is to be submitted at the time of Advance Settlements. NOTE: This RoP is not to replace PAN/VAT bills.**