(Approval Number: JEC-TEQIP/ ……. ...../ ................) **Jorhat Engineering College**

**Jorhat-785007, Assam**

**FORM 10:** Application Form for Financial support (student) under TEQIP-III to attend Conference / Workshop/ Short term course/ Seminar/Training Courses

*Incomplete applications will not be processed*

|  |
| --- |
| Name of the student |
| Fathers/ Husband Name : |
| Status of Applicant: SRA/ JRA/ PhD Scholar/ M.Tech Student / BE student / Other: |
| Department: Roll No : |
| Mail id : Mobile No. |
| Name of the Bank : IFSC Code : |
| Bank a/c No. |
| **Details of Conference / Workshop/ Short term course/ Seminar/Training Courses**  |
| Name :  |
| Place : |
| Dates: |
| Declaration by the applicant:I hereby declare that the information provided by me is true in all respects.Signature of student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | VerifiedSignature of HOD/HOC Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **OFFICE USE** |
| Coordinator (Academic) JEC-TEQIP |
| Expenditure: |
| Sl. No. | Particulars | Amount claim (Rs) | **OFFICE USE** |
| Amount Sanctioned**OFFICE USE** | Remarks**OFFICE USE** |
| 1 | Travelling Allowance |  |  |  |
| 2 | Registration Charges |  |  |  |
| 3 | Others |  |  |  |
| TOTAL |  |  |  |
| in words : Signature of studentName:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Verified by accounts officer :  |
| Verified by Coordinator, (Finance) JEC-TEQIP |
| **OFFICE USE** |
| Forwarded to Principal for approvalCoordinator, JEC-TEQIP | Approved / Not ApprovedPrincipal, Jorhat Engineering College |
| **TERMS AND CONDITIONS FOR FINANCIAL ASSISTANCE** | Remarks |
| Eligibility | 1) SRA/ JRA under TEQIP- Phase-III2) BE/ M.Tech. Student3) Any other full time scholar enrolled/registered for PhD(Tech) under JEC affiliated university  |  |
| Travel Allowance | Not above AC-3 T rail fare | * *Only rail and bus travel is admissible*
* *Tickets to be produced for reimbursement*
 |
| Registration Charges | Not specified | *Receipt to be produced for reimbursement* |
| Total assistanceadmissible | Maximum Rs.10000/- including Registration charges |  |
| Documents to be provided with application forFinancial Assistance | 1. Completed Application form\*2. Paper acceptance letter for conference3. Endorsement of Supervisor | *Incomplete applications will not be processed* |
| Documents required forreimbursement | 1. Participation Certificate 2. Travel Tickets3. Accommodation receipts 4. Registration receipt5. Report, Brochure/Photograph of the event |  |

**Jorhat Engineering College**

TRAVELLING ALLOWANCE BILL FOR STUDENT

**PART-A (To be filled up by student)**

Name:

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Roll No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of Journey : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of Event: (From -- To)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Duration: Number of Days: \_\_\_\_\_\_\_

Details of Journey:

A) If travelled by Air/ Rail

|  |  |  |
| --- | --- | --- |
| Departure | Arrival | Fare Paid |
| Date & Time | From | Date & Time | To |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| TOTAL |  |

B) If travelled by Road :

|  |  |  |  |
| --- | --- | --- | --- |
| Departure | Arrival | Ticket No. | Fare Paid |
| Date & Time | From | Date & Time | To |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| TOTAL |  |

Amount of T.A. advance. If any, drawn. :

Certified that the information as given above, is true to the best of my knowledge and belief.

Date **Signature of the Govt. servant**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART-B (To be filled in the Bill Section)**

1. Details of expenditure entitled:

a) Railway/ air/ bus /steamer fare : Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

b) Road mileage for \_\_\_\_\_\_\_\_\_ Kms @ Rs. \_\_\_\_\_\_\_\_\_\_\_ Per/Km.: Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

c) Daily allowance

(i) \_\_\_\_\_\_\_\_\_\_\_Days @ Rs. \_\_\_\_\_\_\_\_\_\_\_ /Per Days : Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

d) Accomodation expenses : Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_

 Gross Amount Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_

e) Less amount of advance. If any, drawn vide

Voucher No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_ Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_

 Net amount Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_

Verified by:

Signature of Accounts Officer Signature of Finance Officer

Forwarded for approval Approved by:

Signature of TEQIP Coordinator Signature of Principal