(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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | Verified  Signature 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 student  Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | Verified by accounts officer : | | | |
| Verified by  Coordinator, (Finance)  JEC-TEQIP | | | |
| **OFFICE USE** | | | | | | | |
| Forwarded to Principal for approval  Coordinator, JEC-TEQIP | | | | Approved / Not Approved  Principal, Jorhat Engineering College | | | |
| **TERMS AND CONDITIONS FOR FINANCIAL ASSISTANCE** | | | | | | | Remarks |
| Eligibility | | | 1) SRA/ JRA under TEQIP- Phase-III  2) BE/ M.Tech. Student  3) 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 assistance  admissible | | | Maximum Rs.10000/- including Registration charges | | | |  |
| Documents to be provided with application for  Financial Assistance | | | 1. Completed Application form\*  2. Paper acceptance letter for conference  3. Endorsement of Supervisor | | | | *Incomplete applications will not be processed* |
| Documents required for  reimbursement | | | 1. Participation Certificate  2. Travel Tickets  3. Accommodation receipts  4. Registration receipt  5. 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