

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.		Verified	OFFICE USE	
Signature of student		Signature of HOD/HOC	Coordinator (Academic) JEC-TEQIP	
Name: _____		Name: _____		
Date: _____		Date: _____		
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 :		Verified by accounts officer :		
Signature of student		Verified by		
Name: _____		Coordinator, (Finance)		
Date: _____		JEC-TEQIP		
OFFICE USE				
Forwarded to Principal for approval		Approved / Not Approved		
Coordinator, JEC-TEQIP		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	➤ <i>Only rail and bus travel is admissible</i> ➤ <i>Tickets to be produced for reimbursement</i>
Registration Charges	Not specified	<i>Receipt to be produced for reimbursement</i>
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	<i>Incomplete applications will not be processed</i>
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