

# FORM 3

## Application for Temporary Advance to organize Event under TEQIP III

1. Nature of Event: \_\_\_\_\_

2. Name /Title of the Event : \_\_\_\_\_

3. Approval No. : \_\_\_\_\_

4. Duration in days : \_\_\_\_\_

Proposed Date: From: \_\_\_\_\_ to \_\_\_\_\_

### 5. Details of the Faculty Authorized to receive the amount :

Name: \_\_\_\_\_

Department: \_\_\_\_\_ Designation: \_\_\_\_\_

Employee ID: \_\_\_\_\_ Email ID: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

### 6. Temporary Advance to be Drawn (In ) ₹

1 Day Event	2 Days Event	3 Days Event	4 Days Event	5 Days Event

Note: The final settlement should be submitted within a period of **2weeks** from the date of completion of the TEQIP event.

Signature of Faculty/Staff  
Name): \_\_\_\_\_  
Date: \_\_\_\_\_

Signature of HOD/HOC  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature of Coordinator (Academic)  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_

OFFICE USE		
Forwarded to Principal for approval of temporary advance of Rs.		Approved / Not Approved
Coordinator, (Finance) JEC-TEQIP	Coordinator, JEC-TEQIP	Principal, Jorhat Engineering College