**JORHAT ENGINEERING COLLEGE, JORHAT-785007, ASSAM**

TEQIP-III **Internal Accounts Documents**

(Approval Number: JEC-TEQIP/ …….../……………..)

**FORM 4: FORMAT for Settlement of Accounts: TEQIP-III**

*Incomplete applications will not be processed*

***(To be prepared by Event coordinators after the event. All the forms have to be submitted to JEC-TEQIP office*.)**

**STATEMENT OF EXPENDITURE SUB HEADS under World Bank TEQIP-III**

Name of the Event/ Course:

Department / Centre:

Coordinator (s) :

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

Duration: Number of Days: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Including Interaction on arrival day & Closing - day )

Total No. of Participants Attended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please attach signature sheets of all participants including from within JEC who attend on walk-in basis. See Annexure AC1.):

Number of SC/ST/OBC Registrants: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Expenditure Overview Table**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SI No | Expenditure Head/Description | Total | Annexure | Annexure with details Attached Yes/No |
| 1 | Boarding & Lodging Expenses (including invited Resource Persons') |  | AC3 |  |
| 2 | TA/DA/ Field Trips (including Resource persons both National & International) |  | AC4 |  |
| 3 | Honorarium to Resource Persons / Experts: ( External) |  | AC2 |  |
| 4 | Course Material; Consumables; Kit, Publications; Digital Video /Photo/ ICT costs/ Etc |  | AC5 |  |
| 5 | Contingency (Local Transport, Management costs, computational charges, demo samples & lab materials used during TEQIP event etc. etc. |  | AC5 |  |
| 6 | Others : |  | AC6 |  |
|  | TOTAL |  |  |  |

(In words :

Page 2 **STATEMENT OF EXPENDITURE SUB HEADS Format after the Event Continued……**

**Total Advance Funds Received under JEC-TEQIP:**

Total funds Received as Advance Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expenditure incurred Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Balance Due to :

1.

2.

3.

4.

5.

6.

7.

9.

10.

Excess Amount / unspent amount (if any) Returned Via Cheque No & Date

Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cheque No\_\_\_\_\_\_\_\_\_\_ Bank\_\_\_\_\_\_\_\_ (Please attach a photo copy of the cheque)

***Certified that the Grants have been spent for the purpose for which it has been sanctioned & all bills / vouchers counter signed by me/us have been attached. I/We have also submitted Event Reports, Feedback Forms, Copy of Notes distributed, Photos /Video recordings etc.***

**Signature of Coordinator(s) with full name**

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| --- | --- | --- |
| **OFFICE USE** | | |
| Forwarded to Principal for approval | | Approved / Not Approved  Principal, Jorhat Engineering College |
| Coordinator, (Finance)  JEC-TEQIP | Coordinator, JEC-TEQIP |

**AC1** List of Registered Participants (Registration Sheet of Event)

**Attendance Sheet for Participants (STUDENTS)**

***(For In-house Programmes Organized by TEQIP-III Funded Institutions)***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| SI No. | Name of the student | Dept and year | Mobile No | e-mail id | Signature | |
| Forenoon | Afternoon |
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**Attendance Sheet for Participants (FACULTIES AND STAFF)**

***(For In-house Programmes Organized by TEQIP-III Funded Institutions)***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| SI No. | Name of Participant | Organisation | Designation | Mobile No | e-mail id | Signature | |
| Forenoon | Afternoon |
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**AC2 Honorarium List -** Resource Persons: (Outside JEC- Invited)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl.No | Name of Expert / Resource Person | Institution / Organisation  With address | Total Number of Hours of engagement | Honorarium Amount Total | Indicate if Voucher/ Receipt / incase of cash payment made is attached.  Bank A/C details with Banking codes - for transfer - are attached. |
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| **TOTAL** | | | |  |  |

The Event Schedule indicating slots / engagement hours of outside Resource Persons is attached for general reference.

**Signature of Coordinator(s) with full name**

**Checked and verified:** We have checked and countersigned all Bills / Receipts / Indents.

Accounts Officer Coordinator, (Finance)

JEC-TEQIP

Approved for Payment at JEC-TEQIP

**Signature of JEC- TEQIP Coordinator Signature of Principal, JEC**

**AC3: Boarding & Lodging expenditure / Bills / Payments**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Item Description | Name of Service provider &  Bill No/Indent No. | Amount | Instructions   * If Cash is already paid - attach receipt. * Mention if payment is to be made by JEC directly to party by Bank Transfer / Cheque against enclosed Bill / Indent |
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**Signature of Event Coordinator(s) with full name**

**Checked and verified:** We have checked and countersigned all Bills / Receipts / Indents.

Accounts Officer Coordinator, (Finance)

JEC-TEQIP

Approved for Payment at JEC-TEQIP

**Signature of JEC- TEQIP Coordinator Signature of Principal, JEC**

**AC4: TA Payments / Forms /Settlement**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No | Name | Amount of TA as approved by JEC account section in the TA Form. | Date / Number of JEC TA Form filled up by claimant & scrutinized by account section before payment. | * Indicate mode of Payment - Cash / Cheque /Bank Transfer. * Please mention if in case payment has yet to be Transferred through Bank / Cheque. Giving details of claimant’s bank code. |
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| TOTAL | |  |  |  |

**Signature of Event Coordinator(s) with full name**

**Checked and verified:** We have checked and countersigned all Bills / Receipts / Indents.

Accounts Officer Coordinator, (Finance)

JEC-TEQIP

Approved for Payment at JEC-TEQIP

**Signature of JEC- TEQIP Coordinator Signature of Principal, JEC**

**AC5: Contingency & Consumables Expenditure**

**Including payment to Student assistants, daily wagers**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.No | Description of Expenditure | Amount | * Bill No. / Voucher date/ Name of service provider etc. * Mention if Payment is expected to be made through Bank Transfer/ Cheque- giving details. |
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| TOTAL | |  |  |

**Signature of Event Coordinator(s) with full name**

**Checked and verified:** We have checked and countersigned all Bills / Receipts / Indents.

Accounts Officer Coordinator, (Finance)

JEC-TEQIP

Approved for Payment at JEC-TEQIP

**Signature of JEC- TEQIP Coordinator Signature of Principal, JEC**

**AC6: Others**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.No | Description of Expenditure | Amount | Bill No. / Voucher date/ Name of service provider etc. |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5. |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| TOTAL | |  |  |

**Signature of Coordinator(s) with full name :**

**Checked and verified:** We have checked and countersigned all Bills / Receipts / Indents.

Accounts Officer Coordinator, (Finance)

JEC-TEQIP

Approved for Payment at JEC-TEQIP

**Signature of JEC- TEQIP Coordinator Signature of Principal, JEC**

|  |
| --- |
| **FOR TEQIP OFFICE USE: Ref. No. Date :** |
| **Checked:** Report & Feedback has been submitted. Sample copy of Material /Notes given to Participants has been enclosed. Proceedings / Photographs / Video /Discussion Recordings etc if any have been received by JEC-TEQIP office. Account settlement documents are checked & found in order. Accounts have been entered in TEQIP office data base. Acknowledgement of this submission has been given to Event Coordinator.  Office of TEQIP: Signature of JEC -TEQIP Coordinator |

**ATTACHMENTS Check list: (Tick)**

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| --- |
| **AC1**: List of Registered Participants is attached as in Format.  **AC2 :** List of Honorarium Resource Persons- Faculty : ( Outside JEC- Invited)  **AC3**: Boarding & Lodging Bills Table countersigned by Course Coordinator  **AC4** : TA Receipts / Forms /Settlement copies Table  **AC5:**  Contingency including payment to Students assistants, daily wagers & Consumable Expenditure Table with bills / receipts/vouchers countersigned by Course Coordinator  Reports/ CDs/Notes /Photos/Feed -back Forms etc. have been submitted by Course coordinators & are retained by TEQIP office .  All Bills to be countersigned by Coordinator (s) |