

# 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 :

**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**

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





**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.
<b>TOTAL</b>					

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 <ul style="list-style-type: none"> <li>➤ If Cash is already paid - attach receipt.</li> <li>➤ Mention if payment is to be made by JEC directly to party by Bank Transfer / Cheque against enclosed Bill / Indent</li> </ul>

**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.	<ul style="list-style-type: none"> <li>➤ Indicate mode of Payment - Cash / Cheque /Bank Transfer.</li> <li>➤ Please mention if in case payment has yet to be Transferred through Bank / Cheque. Giving details of claimant's bank code.</li> </ul>
<b>TOTAL</b>				

**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 :
<p><b>Checked:</b> Report &amp; 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 &amp; found in order. Accounts have been entered in TEQIP office data base. Acknowledgement of this submission has been given to Event Coordinator.</p>		
Office of TEQIP:	Signature of JEC -TEQIP Coordinator	

**ATTACHMENTS Check list: (Tick)**

<p><b>AC1:</b> List of Registered Participants is attached as in Format.  <b>AC2 :</b> List of Honorarium Resource Persons- Faculty : ( Outside JEC- Invited)  <b>AC3:</b> Boarding &amp; Lodging Bills Table countersigned by Course Coordinator  <b>AC4 :</b> TA Receipts / Forms /Settlement copies Table  <b>AC5:</b> Contingency including payment to Students assistants, daily wagers &amp; 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 &amp; are retained by TEQIP office .  All Bills to be countersigned by Coordinator (s)</p>
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