

FORM 8: Application for Temporary Advance to Faculty/Staff under TEQIP-III to attend Conference / Workshop/ Short term course/ Seminar/Training Courses

- 1. Nature of Event: _____
- 2. Name /Title of the Event : _____
- 3. Department/Centre : _____
- 4. Duration in days : _____ From _____ To _____
- 5. Details of the Faculty/ Staff receive the amount :

Name: _____

Department: _____ Designation: _____

Grade Pay: _____ PAN: _____

Email ID: _____ Mobile Phone: _____

Bank account No. : _____ IFSC code : _____

Bank Name: _____ Branch name : _____

6. Details of Temporary Advance to be Drawn (In ₹):
Expected Expenditure

Sl. No.	Particulars	Amount (Rs.)	Note: The final settlement should be submitted within a period of 7 days from the date of completion of the TEQIP event (Conference / Workshop/ Short term course/ Seminar/Training Courses).
1	Travelling Allowance		
2	Accommodation		
3	Registration Charges		
Total			

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