

**Sanction Number:** JEC-TEQIP/ ...../.....) dt

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

TEQIP-III

Internal Accounts Documents

(Original Approval Number: JEC-TEQIP/ ...../.....) dt

**FORM 9 : FORMAT for Settlement of Accounts: TEQIP-III**

*Incomplete applications will not be processed*

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

Name of the Faculty/Staff:

Department / Centre:

Approval Number:

Name of the event:

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

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

**Expenditure Overview Table**

SI No	Expenditure Head/Description	Total	Documents to be produced
1	Travelling Allowance		1. Travelling Allowance Bill
2	Accommodation		2. Air/ Rail ticket with boarding pass
3	DA		3. Hotel bill
4	Registration Charges		4. Registration fees invoice
5	Any other		5. RC if travelled by own car
	TOTAL		6. Service provider bill if travelled by hired car
			7. Report, Brochure/Photograph of the event

(In words :

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

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

Balance Due to faculty/staff (if any) Rs. \_\_\_\_\_

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, Invitation letter etc.***

Signature with name & dates

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