**Form-XIII B**

**Form for submission of bills by M.Tech Student/Ph.D Scholar after attending Conference/Workshop/etc**

Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| 1. | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2. Roll No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 3. | Programme: (M.Tech/Ph.D) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_4. Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 5. | Duration of the Conference/Workshop/etc\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 6. | Name & Place of Conference/Workshop/etc: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 7. | Details of Bills attached: |  |  |
| **Sl. No.** | **Particulars** | **Amount** | **Bill/Receipt No. & Date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| In case space is insufficient separate sheet may be attached in this format) |
| 8. | Total amount claimed (Total of 7 above) (`)\_\_\_\_\_\_\_\_\_\_\_(Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
|  9. | Funded Source for Financial Assistance: (Institute/Project) |

***Ph no\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of the Student/Scholar***

***Signature of Faculty Advisor/Supervisor Signature of HoD***

***Enclosures:***

1. *All Bills (to be certified at the back of each bills).*
2. *Certificate copy of the* Conference/Workshop/etc attended.
3. *Bank Details of the student.*
4. *Email copy of approval from Academic Section.*
5. *TA form (Form ES14) available from the Institute’s website.*

 **For Office use:**

Any Remarks:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 JA(AA) AR(AA)

Forwarded to Dean (AA)/Dean (R&C):

Any Remarks\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean (AA)/Dean (R&C)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Forwarded to Account Section

 ***(Note: Financial Support for attending Conference/Workshop/etc will be as per Institute norms)***