**FORM XIII B**



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**NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA**

**बिजनी कॉम्‍पलेक्‍स, लैटमुख्‍्राह, शिलांग Bijni Complex, Laitumkhrah, Shillong-793003**

#####  **Reimbursement of Bills after attending Conference/Workshop/etc**

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

|  |  |  |
| --- | --- | --- |
| **1** | Name of Scholar\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **2.** Roll no \_\_\_\_\_\_\_\_\_\_\_\_ **3.** Department\_**\_\_\_\_\_\_\_\_\_\_** |
| **4** | Programme: (M.Tech/Ph.D/RA/PDF) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **5.** Phn no\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **6.**\_Email ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **7** | Name & Place of Conference/Workshop/etc \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **8** | Duration of the Conference/Workshop/etc \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **9** | Funded Source for Financial Assistance: (Institute/Project/Any other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |

**Details of bills submitted.**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Particulars | Amount | Bill/Receipt No. & Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total** |  |  |
| In case space is insufficient separate sheet may be attached in this format) |

Total amount claimed (₹)\_\_\_\_\_\_\_\_\_\_\_(Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Signature of the Scholar

Date:

**Enclosures to be submitted along with this form:**

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

**Signature of Co-Supervisor (if any) Signature of Supervisor**

**Date: Date:**

**Signature of HoD**

 **Date:**

**Forwarded to Academics Section**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For Office use:**

As per initial verification, ₹\_\_\_\_\_\_\_\_\_(Rupees in words\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is claimed by Mr/Ms\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for attending the aforementioned conference.

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

JA(AA) Supdt(AA) AR(AA)

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

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

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

Dean (AA)/ Dean (R&C)

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**Forwarded to Account Section**

AR(F&A):