Incentive form for Attending Conferences /STTP/FDP [6]

Instructions: 1) All entries should be computerized 2) Strikeout which is not applicable 3) Follow guidelines

**Academic Year**

1. Applicant’s Details:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Department:** | **ME** |  **EE** | **ET** | **CS**  | **EMT** | **FY** | **MBA** |
|  **Applicant's Name Bold (Surname First):**  |  **Mobile No:** |
|  **Designation:** |  **Student- Semester:**  |  **Email ID:** |
|  **No. of times Incentive is claimed under this category during current academic year?** | **00** | **01** | **02** |

2. Event particulars:

|  |  |
| --- | --- |
|  **Theme of Event** |  |
|  **Level of Event** |  **International Conference in India**  |  **STTP** |  **FDP** |  **Seminar** |  |  **Place of Event:** |
| **6.1**  |  **6.2**  |  **6.3** |  **No of Days:** |  **From-To:** |

3. Registration and Expenses:

|  |  |  |  |
| --- | --- | --- | --- |
| **Mode:**  | **HQ to Event place: Rs.** |  **Back to HQ: Rs.** | **Total Expenses: Rs**  |
| **Registration Fee Rs.** | **Permissible Rs.**  | **Total (Travel+ Fee) amount Claimed Rs.** |
| **Documents Attached**  |  **1. Fee payment receipt** |  **2.Atendance Certificate** |  **3.Prior Approval**  | **Fare Tickets**  |

 4. Declaration:

**1. Credits earned by me shall be assigned to the Institute.**

**2. If excess payment made to me is noticed, I will pay back.**

**3. The information furnished by me is correct.**

 **Signature of Applicant:**

 5. For office use:

|  |  |  |
| --- | --- | --- |
| **Authority** | **Comment**  | **Dated Signature**  |
| **Departmental Activity In-charge**  | **All details are filled in. Documents attached.** |  |
| **Head of the Department**  | **Claim may be please be approved**  |  |
| **Institute Level Activity In-charge** | **Verified details. Amount may be sanctioned.**  |  |
| **Principal** | **Approved**  |  |
| **CED** | **Recommended for payment of Rs** |  |

**6. For Accountant:**

 **Bank: Cheque No: Date: Amount:**

 **Seal**

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