



NATIONAL INSTITUTE OF TECHNOLOGY
 (Established by MHRD, Govt. Of India)
 Yupia, District Papum Pare, Arunachal Pradesh – 791112
 Fax: 0360 – 2284972, E-mail: nitarunachal@gmail.com

FORM A : Application form for conducting
Conference/Seminar/Symposium/Others _____ under TEQIP-III for faculty
members

(Faculty members to process through individual file)

File No:

Date

Personal Details

Name : _____ Emp. ID : _____

Department(s) : _____ Designation: _____

Event Details

Name of the event : _____

Date of event : From _____ to _____

Number of days : _____ No: of estimated Participants: _____

Number of experts : _____

Advance amount claimed

Fooding : _____ Travelling allowance : _____ Kits : _____

Any other

Total : _____ (.....in words)

Name of the Faculty		Emp ID	
Name of the Bank		Branch of the Bank	
Bank Account Number		IFSC Code	
Pan Number		Aadhaar Number	

Signature with Name and Date		
<u>TEQIP Coordinator, Department level</u>	<u>HOD/Section Head</u>	<u>TEQIP, Nodal Officer, Academic</u>
<u>TEQIP, Nodal Officer, Finance</u>	<u>Registrar</u>	<u>Director</u>



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File No:

Date

ADVANCE PAYMENT ORDER

FOR CONDUCTING WORKSHOP/SYMPOSIUM/SEMINAR UNDER TEQIP – III FOR FACULTY MEMBERS

(Completed form to be submitted to TEQIP-III, Nodal Officer, Finance atleast one week before departure to the event)

(To be uploaded in NPIU Portal pre-event)

Mr/Miss/Mrs..... (Name) with.....(Emp

ID) is hereby sanctioned an amount of Rs./-..Rupees.....

.....(in words) as

per the request and details given for conducting

..... from.....to.....

betweento

Registrar, NIT, AP

File No. _____

(Add sheets if needed)

1	Name:		2	Designation and Deptt.	
3	Present Basic Pay:		4	Headquarter: NIT, AP	
5	Purpose:		6	Office Order No. & Date:	
S. No.	Date	Details	Amount	Remarks	CP number
		Total amount spent			
		Advanced claimed			
		Balance amount claimed			

Balance amount claimed Rs.....

.....(in words)

Verified by (TEQIP, Nodal Officer, Academic) :

Signature of the Faculty/Staff



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ADVANCED SETTLEMENT ORDER

(To be uploaded in NPIU Portal post event)

It is certified that Mr/Miss/Mrs.....(Name)

with.....(Emp ID) has **completely spent** the advance of Rs...../-

Rupees.....

..... (in words) received for conducting

(Name of the event) betweento.....

Registrar, NIT, AP



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PAYMENT ORDER

(To be uploaded in NPIU Portal post event)

Mr/Miss/Mrs..... (Name) with.....(Emp

ID) is hereby sanctioned remaining amount of Rs.-/-

Rupees.....

..... (in words) as per the request and details given below for conducting

..... from.....to.....

between.....to.....

Details	Amount	Remarks/References
Total Amount		
Advanced Received		
Remaining Claim		

Registrar, NIT, AP