



# 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 D : Application form for attending

Conference/Seminar/Symposium/Others \_\_\_\_\_ under TEQIP-III for Staff (Non Teaching) members

(Staff members to process through individual file)

File No: .....

Date .....

### Personal Details

Name : \_\_\_\_\_ Emp ID : \_\_\_\_\_

Designation : \_\_\_\_\_ Section/Dept: \_\_\_\_\_

### Event Details

Name of the event : \_\_\_\_\_ Name of the Organization: \_\_\_\_\_

Place : \_\_\_\_\_ Date of event : From \_\_\_\_\_ to \_\_\_\_\_

### Advanced amount claimed

Registration fees : \_\_\_\_\_ Travelling allowance : \_\_\_\_\_

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 ATTENDING WORKSHOP/SYMPOSIUM/SEMINAR UNDER TEQIP – III FOR STAFF 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 and designation)

with.....(Emp ID) is hereby sanctioned an amount of Rs. ..../-

Rupees.....

.....(in words) as per the request for attending .....

.....

.....at.....

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

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:				
Departure			Arrival			Air/ rail/ road	Fare paid		Distance Travelle d For road mileage	Remarks	
Date	Time	From	Date	Time	To		Rs.	Ps.			
1	2	3	4	5	6	7	8	9	10	11	
A	Total (Traveling Allowance)										
B	Total Dearness Allowance	@Rs. ....	/day	.....	days						
C	<b>Registration Charges/Fees</b>										
D	<b>Boarding and Lodging Charges</b>										
E											
F											
G											
H											
I											
J	<b>Total Claim</b>										
K	<b>Advanced Received</b>										
L	<b>Remaining Claim (J - K)</b>										

Balance amount claimed Rs. ....

.....(in words)

Verified by (TEQIP, Nodal Officer, Academic) :

Signature of the Faculty/Staff



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File No: .....

Date .....

**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 attending .....

.....

(Name of the event) between .....to.....

Registrar, NIT, AP



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File No: .....

Date .....

## 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 for attending at .....

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

Details	Amount	Remarks/References
Total Amount		
Advanced Received		
Remaining Payment Claim		

Registrar, NIT, AP