GOVERNMENT COLLEGE OF ENGINEERING, KEONJHAR

(Formerly Orissa School of Mining Engineering [Degree Stream], Keonjhar)
At: Jamunalia, P.O.: Old Town, Dist., Keonjhar, Pin: 758002 (Odisha)
Tel: 06766-213180, 213181 (O)/ 254230 (Fax), Web: www.gcekjr.ac.in
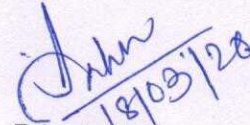
Letter No GCEK/TEQIP-3/2020/ 58

Date: 18.03.2020

TEQIP-III CELL
NOTICE

It is notified for the information of all students of various departments that they are required to submit the Internship program/Workshop/Conference/Tech Fest/others bills for reimbursement in the prescribed format available in the college website to the TEQIP-III cell forwarded by HOD & Principal. The last date for submission of bills is 06.04.2020 and no bill will be entertained after this date. The format for the submission of bills has been attached herewith.

The students are advised to follow the guidelines given below for the submission of bills:

❖ Students are advised to submit the bills individually. Group bill are not acceptable.
❖ Student should provide his/her personal account details for bill reimbursement otherwise bill will not passed for payment.
❖ Form should be filled correctly and properly.
❖ Form must be forwarded by HOD and Principal.
❖ Only To and Fro TA bills are acceptable for reimbursement.
❖ Maximum Registration fee permissible is Rs 4000 for attending internship/tech fest/workshop.
❖ DA & Accommodation bills are not permissible except accommodation bill shall be reimbursed for attending conference.
❖ Only original bills are acceptable. In case of group travel, signed Xerox copy of bill may be acceptable.
❖ Small bills must be affixed on plain paper in order to avoid missing of these bills.

Principal
Government College of Engineering
Keonjhar

Copy To:
Institution Notice board/Institution Web- site/HODs/TEQIP-III Coordinator/Nodal Officer (Finance)

BILL SUBMISSION FORMAT FOR ATTENDING INTERNSHIP PROGRAM/TECH FEST/WORKSHOP/CONFERENCE/MOOC

1. Student Name   :

2. Registration No   :

3. Branch & Sem   :

4. Fathers Name   :

5. Gender   :

6. Category   :

7. Contact No   :

8. E-mail Id   :

9. Account Holder Name   :

10. Account No   :

11. Branch   :

12. IFSC Code   :

13. Program Attended   :

Program Type	Title of Program	Place	Duration

14. Bill Submission Details

S. No.	Bill Type (TA/DA/Accommodation/Fees)	Bill Amount	Sanctioned Bill Amount

Forwarded by   Forwarded by
HOD   Principal   Signature of Student