N O T I C E

No: GCEK/TEQIP-III/2021/____12____/   Dated the __19 th__ January, 2021

It is hereby notified for information of all the Students of various Departments of Govt. College of Engineering, Keonjhar that a notice bearing No.58 dated 18-03-2020 was issued to collect the Internship Programme/ Workshop/ Conference/ Tech Fest/ others Bills for reimbursement by 06-04-2020. Due to pandemic covid-2019, the said process is not yet finalized.

So, all the Students are hereby informed again to submit their application forms (**Annexure-I enclosed**) in the TEQIP-III Office on or before 05-02-2021, duly forwarded by the concerned HOD & Principal for reimbursement of their Bills in respect of the above noted Programmes. Receipt of Applications after the scheduled date shall not be entertained. No application shall be entertained unless received in the prescribed format of **Annexure-I.**

The Students are advised to follow the following guidelines for submission of Bills.

- Students are advised to submit the bills individually. Group Bills are not acceptable.
- Students should provide his/her personal account details for reimbursement of bill, otherwise bill will not be passed for payment.
- Form must be filled correctly and properly.
- Form must be forwarded by the HOD and Principal.
- Only To & Fro TA bills are acceptable for reimbursement.
- Maximum Registration Fee is permissible for 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 photocopy of bill may be acceptable.
- Small bills must be affixed on plain paper in order to avoid missing of these bills.

Principal
Govt. College of Engineering
Keonjhar

No: GCEK/TEQIP-III/2021/____13____/   Dated the __19 th__ January, 2021

Copy along with copy of enclosure forwarded to HODs of all Departments/ College Notice Board / College website for wide circulation among the Students.

Copy to Mr. Sanjit Kumar Barik, Asst. Professor, CSE for information, with a request to upload the Notice in College website for wide circulation among the students.

Principal
Govt. College of Engineering
Keonjhar

(ANNEXURE-I)

GOVERNMENT COLLEGE OF ENGINEERING, KEONJHAR
Technical Education Quality Improvement Programme-III

APPLICATION FORM FOR REIMBURESEMT OF BILLS FOR ATTENDING INTERNSHIP PROGRAMME/TECH FEST/WORKSHOP/CONFERENCE/MOOC.

1. Name of the Student   :
2. Registration No.   :
3. Name of Department & Semester   :
4. Father's Name   :
5. Date of birth   :
6. Gender (Male / Female)   :
7. Category (ST/SC/OBC/General)   :
8. Email Id.   :
9. Mobile No.   :
10. Bank Account Holder Name   :
11. Bank Account Number   :
12. Bank Name   :
13. IFSC Code   :
14. Programme attended   :

Programme type	Title of Programme	Place	Duration

15. Bill submission details   :

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

Forwarded by HOD   Forwarded by Principal   Full Signature of Student