



Rajkiya Engineering College Ambedkar Nagar-224122 (U.P.)
राजकीय इंजीनियरिंग कॉलेज अम्बेडकर नगर, उत्तर प्रदेश (224122)
Technical Education Quality Improvement Program III

Proposal for - National / International

Proposal for Attending Conference / Workshop/Short term course/Seminar/Training Courses

Name of the Faculty / Staff:	Designation:	Type of leave applied for (attach copy of leave sanctioned)
Father/Husband Name:	Scale:	
D.O.B:	Basic Pay Rs:	
Qualification:	Aadhaar No:	
Department:	PAN No:	Name of the Conference / Training Course/Others
Mobile No.:	Address:	
E-mail:	State:	
Bank Name:	District:	How this is relevant to the project objective?
Account No:	City:	
IFSC Code:	Country:	
	Pin Code:	
Place (s) of the Conference / Training Course / Place of visit		
Date of Departure		
Duration with dates		
Date of arrival at institute		
Organizer of the Conference / Training Course / Place of visit with full address		
For Conference write the title paper / for Training Course (or other visit) write purpose for both give justification with special reference to New PG courses and research activities carried out at REC.		
Total Cost involved Rs. _____ (Rupees _____ only)		
Please give the details [Registration Fee, Travel cost within India, per day cost, others, if any (special)] of the total in Attachments. Whether entitled to travel by air: YES/ NO.		



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Details of the budget with breakup		[TA is admissible as per the eligibility depending on the basic of pay]			
Sr. No		Particulars		Amount (Rs.)	Remarks

ADVANCE

In view of the approval given by the competent authority sanction amounting to Rs. _____ as an advance may please be accorded.

Signature of the faculty/staff with date and designation

Coordinator (TEQIP-III)

Director

Please release the payment.

Nodal office (Finance)*

Received Rs. _____ as advance, vide Cheque No. _____ dated _____.
The advance will be adjusted within 15 working days from the return to the Institute.

Signature of the faculty/staff with date and designation

Place for necessary noting of the Finance Section of TEQIP - III

*Budgetary provision is checked

@ A brief report indicating the outcome of the training courses, conferences etc. should be submitted, through HOD, in duplicate [one for Nodal Officer Academic Activities (TEQIP – III) and another for Coordinator, TEQIP – III] at the time of submission of final bill