

Ref. No.: \_\_\_\_\_ (To be filled at TEQIP Office) Date: \_\_\_\_\_



**BIRLA VISHVAKARMA MAHAVIDYALAYA (BVM) ENGINEERING COLLEGE**  
**VALLABH VIDYANAGAR -388120,GUJARAT,INDIA**  
**TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME (TEQIP – III)**  
**Claim Form For Attending Workshops, Technology Exhibitions, Publications In**  
**National / International Conferences Held In India (for GIA Students)**

Name :		Year:	
Enrollment No./Student ID No :		Date of Birth (DD/MM/YYYY):	
PAN:		Aadhaar Number:	
Address :		City:	
District:		State:	
Mobile No:		Email:	
Bank Name:		Full Account No:	
Bank Branch and IFSC Code :			
Event Name (description in brief):			
Ref. No. and date of Approval of Proposal (attach a copy): Also attach a copy of office order			
Sr.	Particulars	Amount (INR)	Remarks (if any)
1	Total of TA (As per details overleaf)		
2	Registration Fees		
3	Dormitory /Hostel Charges		
4	Food Bills		
5			
	Total		

- I hereby submit a brief report (Hard Copy & Email / CD) indicating the outcomes of the above event.
- The full length paper for the above mentioned event is also enclosed. (where applicable)
- Photocopy of certificate of participation and paper presentation are attached herewith.

Signature of Applicant: \_\_\_\_\_ (Submit completed form to the TEQIP office.)

Approved by Department Faculty Counsellor (Name &amp; Sign) \_\_\_\_\_

Signature of HOD : \_\_\_\_\_, ( verified that the utilization of the fund is as per TEQIP-III norms &amp; approval taken)

-----X----- X ----- X -----

FSD and R&amp;D- Coordinator (Name &amp; Signature): \_\_\_\_\_

Nodal officer (Academics) (Name &amp; Signature): \_\_\_\_\_

-----X----- X ----- X -----

Passed for amount (INR): \_\_\_\_\_ (Rupees \_\_\_\_\_)

Sign of Head clerk/ Account, BVM Office: \_\_\_\_\_ Nodal Officer (Finance), TEQIP-III, BVM: \_\_\_\_\_

Principal, BVM: \_\_\_\_\_

Ref. No.: _____ (To be filled at TEQIP Office)	Date: _____
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**Details of TA & DA:**

<b>Details of Expenses</b>								
<b>A. Travel Expenses</b>								
Departure			Arrival			Kind of journey i.e. by Bus, Rail, etc.	Distance in km	Fare Paid (Rs.)
Station	Date	Hours	Station	Date	Hours			
<b>TOTAL (A)</b>								
<b>B. Food Bills</b>								
Sr. No.	Date		Bill No.	Amount (Rs.)		Remarks		
<b>Total (B)</b>								
<b>C. Dormitory /Hostel Charges</b>								
Sr. No.	Date		Bill No.	Amount (Rs.)		Remarks		
<b>Total (C)</b>								
<b>Total of Amount ( A + B + C )</b>								

**Note:**

1. Registration Fee Receipts (Original), Tickets (Including Train, Bus etc.), fare receipts of auto, and bill of dormitory /hostel charges & food charges are to be submitted along with this. All photocopies need to be self-attested by the applicant. All small sized bills/receipts to be pasted on a plain A4 size paper.
2. Travel Allowance (TA) ----- Second class sleeper in Trains or by Bus (for To & Fro one journey only) is admissible.

Dated signature of applicant: \_\_\_\_\_ Sign of Head clerk/ Account, BVM Office: \_\_\_\_\_