



**Form 6.3 Expenditure Settlement of International/National Conference under TEQIP-III**

**SECTION: A**

1. Title of conference: \_\_\_\_\_
2. International/National: \_\_\_\_\_
3. Date of the event: \_\_\_\_\_
4. Name of the organizer(s): \_\_\_\_\_

**SECTION: B**

1. Total Number of Participants attended the Conference as per "Form 4": \_\_\_\_\_
2. Expenditure Overview:

Sl. No.	Expenditure Heads		Total Amount (in Rs.)
1	Logistic cost	Accommodation Expenses	
		Food Expenses	
		Conference Material Cost	
		Contingency	
Total			

3. Attachment Check List:

Sl. No.	List of Enclosures	Course Coordinator(Y/N)	Department/Officer Coordinator(Y/N)	TEQIP Office(Y/N)*
1	A1: Logistic cost: Accommodation & Food Expenses, Conference Material Cost, Publications and Contingency (with supporting bills)			
2	Form 4 : Attendance Sheet of Participants (Docx file and Hard Copy both)			
3	Actual program details along with lecture hours of each experts/faculty is submitted			
4	Conference Report (Docx file and Hard Copy both)			
5	Both hard and soft copies of materials distributed to Participants			
6	Photographs of the conference			

**\*Note:** Field marked by asterisk (\*) is for KIT-Office use only. Please leave this column blank.

I/We hereby certify that:

- (i) The Grants have been spent for the purpose for which it was sanctioned and as per TEQIP III & IITG norms.
- (ii) All bills / vouchers / receipts are counter signed by coordinator(s) and department coordinator.
- (iii) Stock entry done (wherever applicable).



**Form 6.3 Expenditure Settlement of International/National Conference under TEQIP-III**

Forwarded:

Signature of Organizer(s)

Name (1): \_\_\_\_\_

Name (2): \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Dept./Officer coordinator

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature and seal of the Head,

Department/Center

**For use at KIT-TEQIP office**

**Checked:**

- ☐ Expenditure settlement form is checked, table in 'Attachment Check List' is verified and found in order.
- ☐ Expenditure have been entered in TEQIP office data base.
- ☐ Acknowledgement of this submission has been given to the Coordinator by CET Office.

Signature (KIT-TEQIP office)

Date: \_\_\_\_\_

Forwarded to Dean (R&D) with relevant attachments and recommended for settlement.

PI & Coordinator KIT-TEQIP (Head CET)

Date: \_\_\_\_\_

**For use at KIT-TEQIP office: Post Processing**

**Checked:**

- ☐ Information is sent to the Organizer that his/her form is processed from CET & sent to R&D for financial settlement.

Signature (KIT-TEQIP office)

Date: \_\_\_\_\_



## Form 6.3 Expenditure Settlement of International/National Conference under TEQIP-III

### A1: Logistic cost (Accommodation & Food Expenses, Course Material Cost and Contingency)

Sl. No.	Description of Expenditures	Name of Vendor/Service provider	Bill/Indent No. & Date	Amount to be paid by R&D section directly to the vendor
1	Accommodation Expenses			
2	Food Expenses			
3	Conference Materials Expenses			
4	Contingency			
Total				

Signature of Organizer(s)

Date: \_\_\_\_\_

Signature of Dept./Officer coordinator

Date: \_\_\_\_\_

### For KIT-TEQIP office use

S. No.	Description	Signature (KIT-TEQIP office)
1.	Checked and found in order. Put up for consideration.	
2.	Remarks (if any)	

☐

Approved

☐

Not approved

Forwarded to Dean (R&D), with a request to disburse the amount Rs. \_\_\_\_\_ to the vendor(s) as per the details mentioned above.

Signature of TEQIP Coordinator (Head CET)

Date: \_\_\_\_\_