

**DIBRUGARH UNIVERSITY INSTITUTE OF ENGINEERING AND TECHNOLOGY,  
DIBRUGARH-786004, ASSAM**

**TEQIP-III**

Internal Accounts Documents

(Approval Number: DUIET-TEQIP/ ...../.....)

**FORMAT for Settlement of Accounts: TEQIP-III**

Incomplete applications will not be processed

*(To be prepared by Event coordinators after the event. All the forms have to be submitted to DUIET-TEQIP office.)*

**STATEMENT OF EXPENDITURE SUB HEADS under World Bank TEQIP-III**

Name of the Event/ Course: \_\_\_\_\_

Department / Centre: \_\_\_\_\_

Coordinator (s): \_\_\_\_\_

Date(s) of Event: (From -- To) \_\_\_\_\_ Duration \_\_\_\_\_ (In Days)

Total No. of Participants Attended: \_\_\_\_\_

(Please attach signature sheets of all participants including from within DUIET who attend on walk-in basis. See Annexure AC1.):

**Expenditure Overview Table**

SI No	Expenditure Head/Description	Total	Annexure	Annexure with details Attached Yes/No
1	Boarding & Lodging Expenses (including invited Resource Persons')		AC3	
2	TA/DA/ Field Trips (including Resource persons both National & International)		AC4	
3	Honorarium to Resource Persons / Experts: ( External)		AC2	
4	Course Material; Consumables; Kit, Publications; Digital Video /Photo/ ICT costs/ Etc.		AC5	
5	Contingency (Local Transport, Management costs, computational charges, demo samples & lab materials used during TEQIP event etc. etc.		AC5	
	TOTAL			

(In words: \_\_\_\_\_)

**Total Advance Funds Received under DUIET-TEQIP:**

Total funds Received as Advance Rs. \_\_\_\_\_

Expenditure incurred Rs. \_\_\_\_\_

Balance Due to Coordinator of the event (if any) Rs. \_\_\_\_\_

Excess Amount / unspent amount (if any) Returned via Cheque No & Date (in the name of Principal)

Rs. \_\_\_\_\_ Cheque No \_\_\_\_\_ Bank \_\_\_\_\_ (Please attach a photo copy of the Cheque)

*Certified that the Grants have been spent for the purpose for which it has been sanctioned & all bills / vouchers counter signed by me/us have been attached. I/We have also submitted Event Reports, Feedback Forms, Copy of Notes distributed, Photos /Video recordings etc.*

Signature with name & dates

TEQIP Course Coordinato

**FOR TEQIP OFFICE USE**

**Checked:** Report & Feedback has been submitted. Sample copy of Material /Notes given to Participants has been enclosed. Proceedings / Photographs / Video /Discussion Recordings etc. if any have been received by DUIET-TEQIP office. Account settlement documents are checked & found in order. Accounts have been entered in TEQIP office data base. Acknowledgement of this submission has been given to Event Coordinator.

Project Officer

Coordinatro,TEQIP

**Check list: (Tick)**

1. **AC1:** List of Registered Participants
2. **AC2 :** List of Honorarium to Resource Persons
3. **AC3:** Boarding & Lodging Bills
4. **AC4 :** TA Receipts / Forms /Settlement copies
5. **AC5:** Contingency including payment to Students assistants, daily wagers & Consumable Expenditure etc.
6. Any Other: \_\_\_\_\_

Acknowledgement

\_\_\_\_\_ of DUIET, Dibrugarh University has submitted all the relevant documents to TEQIP-III office of Dibrugarh for

On \_\_\_\_\_.

From TEQIP-III Office



**AC2 Honorarium List - Resource Persons: (Outside DUIET- Invited)**

Sl.No	Name of Expert / Resource Person	Institution / Organization With address	Total Number of Hours of engagement	Honorarium Amount Total	Indicate if Voucher/ Receipt / In case of cash payment made is attached. Bank A/C details with Banking codes - for transfer - are attached.
<b>TOTAL</b>					

The Event Schedule indicating slots / engagement hours of outside Resource Persons is attached for general reference.

Signature of Event Coordinator(s) with full name

**AC3: Boarding & Lodging expenditure / Bills / Payments**

No.	Item Description	Name of Service provider & Bill No/Indent No.	Amount	Instructions ➤ If Cash is already paid - attach receipt. ➤ Mention if payment is to be made by DUIET directly to party by Bank Transfer / Cheque against enclosed Bill / Indent

We have checked and countersigned all Bills / Receipts / Indents.

Signature of Event Coordinator(s) with full name

### AC4: TA Payments / Forms /Settlement

Sl.No	Name	Amount of TA as approved By DUJET account section in the TA Form.	Date / Number of DUJET TA Form filled up by claimant & scrutinized by account section before payment.	<ul style="list-style-type: none"> <li>➤ Indicate mode of Payment - Cash / Cheque /Bank Transfer.</li> <li>➤ Please mention if in case payment has yet to be Transferred through Bank / Cheque. Giving details of claimant's bank code.</li> </ul>
<b>TOTAL</b>				

Signature of Event Coordinator(s) with full name:

### AC5: Contingency & Consumables Expenditure

Including payment to Student assistants, daily wagers

Sl. No	Description of Expenditure	Amount	<ul style="list-style-type: none"> <li>➤ Bill No. / Voucher date/ Name of service provider etc.</li> <li>➤ Mention if Payment is expected to be made through Bank Transfer/ Cheque- giving details.</li> </ul>
<b>TOTAL</b>			

We have checked and countersigned all Bills / Receipts / Indents.