

TEQIP-III
Indian Institute of Engineering Science & Technology, Shibpur

Expenditure incurred by the UG/PG students/Full Time PhD Research scholar to purchase Consumable Items for Research purpose

Following is the Statement of expenditure made by _____ (Name)
of _____ (Dept.) in _____ (UG/PG/PhD programme).

Sl. No.	Date	*Bill No./ *Invoice No.	Name of the firm etc. to whom paid	Amount		Remarks
				Rs.	P.	
Bills/Invoices attached			Total:			

Description of the items in brief: _____

Rupees (in words): _____

“Certified that the consumable items have been purchased at reasonable price for research purpose and has been used for which it was sanctioned.”

.....
Signature of the student/research scholar **Registration No.** **Year** **Contact No.**

Forwarded and recommended

.....
Countersigned by the supervisor **Professor & Head**
(with seal) **(with seal)**

Final bill amount will be reimbursed through PFMS (Public Financial Management System).
For payment the following BANK and personal details has to be provided (format is given in **Annexure - I**).

***All the bills/invoices must be signed by the student/research scholar with a statement that “Amount is paid by me in actual” and countersigned by the supervisor.**

ANNEXURE - I

Please provide the following BANK details

Name of Bank	
Name of Bank Branch	
Name of Account Holder (as in Bank Pass Book)	
Account Number	

Personal Details

Name	
Department	
Semester and Year	
Registration No.	
E-mail ID	
Mobile No.	
Date of Birth	
Father's Name	
Address with PIN code	
PAN Card Number*	
AADHAAR Card Number#	

* please submit a copy of PAN Card with self signature

please submit a copy of AADHAAR Card (for date of birth, father's name and address etc.) with self signature

Declaration: All information for bank and personal details given above is correct to the best of my knowledge.

(Signature of the student with date)



TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME (TEQIP – III)

Indian Institute of Engineering Science and Technology, Shibpur

(Formerly Bengal Engineering and Science University, Shibpur)

P.O. Botanic Garden, Howrah – 711 103, West Bengal, INDIA.

(Tel: 91-33-2668 4561 -63 Ext. 456; Tele- Fax: 91-33-2668 5186)

Guidelines for submission of consumable items purchased by the students (UG/PG/Research Scholar) for their research purposes only:-

- A. The following consumables items (seven) will be considered for reimbursement from TEQIP-III fund w.e.f. 23/05/2018 as decided by the members of Academic Committee meeting-
- 1) Chemicals and glasswares
 - 2) Fabrication of experimental set up
 - 3) Electronics items for research except computer/laptop peripherals
 - 4) Storage devices [pen drives -32 GB (max.)/hard disk drive - 1TB (max.)]
 - 5) Printing of thesis and binding
 - 6) Charges for data collection/sample collection
 - 7) Charges for sample analysis and characterization (not in-house)
- B. All tax invoice/bill/cash memo is to be generated/issued in the name of student only. Bill/cash memo other than claimant student will not be considered.
- C. Supporting payment documents (money receipt/e-mail from vendor for receipt of payment and others) is to be attached with every Tax Invoice/Bill generated for purchase of any consumable items. Tax Invoice/Bill/Cash memo is to be signed by the vendor with seal.
- D. Price Estimate/ Approval Slip will not be considered for bill processing.
- E. All submitted bills/cash memo is to be signed by the student himself/herself and countersigned by his/her supervisor and head of the department with office seal.
- F. Every Bill/Cash Memo No. shall have to be in a printed.
- G. Charges for thesis printing and binding will be reimbursed only for seven (07) copies of thesis.

Azoh Adhikari
23/05/2018

Nodal Officer Academic TEQIP-III
Indian Institute of Engineering Science
and Technology, Shibpur, Howrah-711 103