

PROFORMA TO BE FURNISHED BY STUDENTS WHILE APPLYING FOR TRAVEL
ADVANCE UNDER GARP

I _____ student (S.R.No. _____) in the Department of E.C.E have been sanctioned travel advance of Rs. _____ from the Institute under GARP funds to attend the _____ Conference/Seminar to be held at _____ during the period _____ to _____.

I hereby undertake to settle the Advance **within One month** from the date of completion of the conference/seminar by submitting the vouchers for the actual expenditure incurred (original vouchers only). In case, if I do not settle the advance within one month, the advance may please be recovered in five equal instalments from the Scholarships payable to me.

In case I do not/could not attend the conference, for any reasons, I undertake to return the full advance in one installment.

SIGNATURE

(SR No. _____)

Forwarded by

CHAIRMAN

SEAL