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

I \_(*name of student*)\_ student \_\_(*SR No*.)\_\_ in the Department of ECE has been sanctioned travel advance of Rs.\_(*sanctioned amount*)\_ from the Institute under GARP funds to attend the \_\_\_(*Name of the conf*.)\_\_\_ Conference/Seminar to be held at \_(*Place*)\_ during the period \_\_(*Start Date*)\_\_ to \_(*End Date*)\_\_.

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 instalment.

Signature, Name and SR number of the student

Forwarded,

Signature of the Faculty Advisor.

Signature and Seal of Department Chair