

**Motilal Nehru National Institute of Technology, Allahabad**  
**Application for Conference/Seminar/ Workshop Support Grant**  
**(To be filled in Duplicate)**

Voucher No. :    Cheque No. :    Amount Rs.

Date :    Date :

1. Treasurer:    Name:    Designation:    Deptt.

2. Purpose for which advance is needed:              Seed money/ Support money

3. Justification for release of Advance:

4. Amount eligible:

5. Head of Account:    Head of Account Code :

6. Particulars of the Conferences/ Seminars/ Workshops already held in the current year:

Name of the event:

Dates:

National/ International:

Financial support received:

Audited report submitted:

7. Particulars of proposed Conference/ Seminar/ Workshop:

Name of the event:

Date:

National/ International:

Budget Estimate (in detail):

Comment/Recommendation  
 (Chairman/ Convener)

Signature of the Treasurer  
 Date:

**Approved**

Signature of the officer-in-charge

**Signature of Director**

8. Processing by the Account Section (To be used by the Account Section)

Amount of advance	Head of Account Code/Name	Allotted Amount (Rs.)	Expended Amount (Rs.)	Adv. Trans. No.

**Dealing Asstt.**

**Supdt. Of Accounts**

**Dy. Registrar A/c**

**Registrar**

9. Received the amount of Rs. .... (in words .....) as an advance for the purpose mentioned above and I am aware of the fact that I am required to settle the advance within a month from the date of receipt of advance drawn. I have also noted the Advance Transaction No. .... for giving reference at the time of refund or submitting the adjustment of account.

**Date :**

**Signature of the Treasurer**