



NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR CONTINUING EDUCATION CELL

FORM CEC-04: SETTLEMENT OF REIMBURSEMENT OF EXPENDITURE

1. Programme ID : CEC/_____/_____/_____/_____
2. Programme Title : _____

3. Principal Co-ordinator : _____(EC _____)
4. Department / Centre : _____
5. Bill no. against which advance was _____ received
6. Total advance taken : Rs. _____ (Nil, if no advance taken)
7. Stock register serial number: From.....To..... covering this adjustment / reimbursement
(Xerox copy of appropriate pages of the procurement cum stock register enclosed here with).
8. Refund of unspent balance : Rs. _____ (Cheque or Bank deposit slip enclosed)
9. Expenditure details :
 - (a) Course expenditure :Rs. _____
 - (b) Board/lodging/travel of participants :Rs. _____
 - (c) Guest Lecturer :Rs. _____
 - (d) Refunds :Rs. _____ Total _____
10. Difference to be reimbursed: Rs. _____ (Item 9 – Item 6)

Date:

(Course co-ordinator)

Encl.: (a) _____ cash memos / receipts.

(b) Photocopies of the appropriate pages of the procurement cum stock register duly signed by the coordinator.

Reimbursement of Rs _____ (vide item 10) approved.

Chairman (CEC)
