**GRANTS FOR HOSTING SEMINARS, CONFERENCES AND WORKSHOPS**

Form for Adjustment/Release of Grant

**Event profile:**

|  |  |
| --- | --- |
| Title of event |  |
| Venue |  |
| Dates(s) |  |
| Name & address of Focal Person |  |
| HEC sanction letter No. and date |  |

**Budget Profile:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Budget sub-heads | Grant Allocated | Actual Expenditure | Difference (+/-) | Remarks |
| Remunerations |  |  |  |  |
| Accommodation |  |  |  |  |
| Travel |  |  |  |  |
| Entertainment |  |  |  |  |
| Stationary |  |  |  |  |
| Publications |  |  |  |  |
| Contingencies |  |  |  |  |
| **Total** |  |  |  |  |

Status of Grant: **Not Released by HEC**

Balance unspent:

Deposited vide cheque No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certified that above expenditure has been incurred, after completing the codal formalities, for hosting this conference and audited by the university auditor in due course. (please sign with dates and affix office stamp also)

PRINCIPAL ORGANIZER UNIVERSITY AUDITOR VICE CHANCELLOR

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please attach: hard and soft copies of proceedings with a set of published material of the event for reference and record.