

Guideline for Bill of Program

- (1) **Registration Details Verification** (Including Sponsored Amounts) immediate after **last Date of Registration** (Please take the proof of Payment of Registration fees from Participants)
- (2) After **Verified** Registration details, claim it's through **Covering letter** as per Format of CCE (**Intimation of Credit of Fund**).
- (3) **Required Documents for Honorarium**
 - Bill Certificate as per format of SVNIT
 - Honorarium statement as per format of CCE (Annexure – I)
 - Advanced Receipt as per format of CCE (with Sign of Coordinator/s)
 - Program Schedule with sign of Coordinator/s
 - Original Approval / Submitted if any special case for Honorarium
 - Complete Statement of Expenditure as per format of CCE
 - Original CCE Approval Note
- (4) **Required Documents for Hospitality / Accommodation / Travels Exp. / Course Material Kit / Party payment (Only Recurring items)**
 - Bill Certificate as per format of SVNIT
 - Company /Shop/ Party Bill in Original with coordinator/s Sign
 - Original Submitted / Approval for particular items & Expenses
 - Copy of Complete Statement of Expenditure as per format of CCE
 - Copy of CCE Approval Note
- (5) **Required Documents for Miscellanies Expenses (Only Recurring items)**
 - Bill Certificate as per format of SVNIT
 - Shop/Company/ Party Bill in Original With Coordinator/s sign
 - Original Submitted / Approval for particular items & Expenses
 - Copy of Complete Statement of Expenditure as per format of CCE
 - Copy of CCE Approval Note
- (6) **Required Documents for SVNIT Corpus Fund (011/33)**
 - Bill Certificate as per format of SVNIT
 - Copy of Complete Statement of Expenditure
 - Copy of CCE Approval Note
- (7) **Required Documents for CCE Administrative Overhead (011/35)**
 - Bill Certificate as per format of SVNIT
 - Copy of Complete Statement of Expenditure
 - Copy of CCE Approval Note
- (8) **Program Completion Report as per CCE Format**