Form - IM

BIRLA INSTITUE OF TECHNOLOGY, MESRA: RANCHI

Application form: for attending seminars/conferences/symposium/workshops etc. (Through Institute)

Ref:

1.	**Name and employee code:**			**Designation:**	
2.	**Name of the Department:**			**DOJ (BIT):**	
3.	**Name, place, period & Nature of S/C/Sym/WS etc.:**				
4.	**Exact period of leave required from institute** *(with justification for any extended period of stay, if so required):*				
5.	**Purpose of application: attending S/C/Sym/WS meeting of editorial boards/presenting paper or poster/chairing session/resource person/Invited talk/attending editorial board/as a member of technical committee etc.** *(attach acceptance letter/invitation letter/admission slip etc. as proof):*				
6.	**Title of the paper submitted*(with name of all the authors in case of multiple author papers)*:**				
7.	**List of national S/C/Sym/WS etc. attended during the Last year and in Current academic year** *(give details like **date,** place, institution's financial Assistance etc. in separate sheet, if required):*				
8.	**List of foreign S/C/Sym/WS etc. attended during the last three academic years***(give details like, place, institution's financial Assistance etc. in separate sheet, if required):*				
9.	**Whether sponsored by any organization other than the institute** *(give details regarding the financial assistance)*				
10.	**Details of financial assistance sought from other organizations***(details may be provided on a separate sheet, if required):*				
11.	**Approximate amount of Registration & TA/DA (in Rs.) required from Institute** *(DA should exclude any extended period of stay)*	***Registration Fee***	***Amount of TA***	***Amount of DA***	***Total Amount***
12.	**I hereby certify that I am not availing TA/DA from any other source.**				
	Date:	**Signature of applicant:**			

As per institute rules the maximum reimbursement is upto Rs. 30,000/- only for financial year. (*Registration Fee, TA, DA, Air-Fare etc.)*
Approximate one month prior approval is mandatory for air fare & Air-Ticket must be booked through BIT travel desk only.

Certification by the Head of the Department/Centre:

1. **Budget provision under the Head.....** *(mention the name of the budget head under which the approval is sought)*

Total amount under the budget head (in Rs.)	***Amount Spent (in Rs.)***	***Amount Remaining (in Rs.)***	***Amount provided for this faculty (in Rs.)***

2. In a paper with multiple authors, it is certified that this applicant is the only author recommended for attending the S/C/Sym. etc.

Recommendations:

(Head/In-charge of the Department)

Verified by:

(Fund Available/Not available) **Air-Fare Approval (If Applicable)** ***(Approved/ Not Approved)***

(Account Office) **Vice-Chancellor** **Dean (Faculty Affairs)**

*C= conference, S = Seminar, WS = workshop, Sym = Symposium

Note: *Approval of the Vice-chancellor will be required in case of any deviation from the institute policy*