

# BIRLA INSTITUTE OF TECHNOLOGY MESRA, RANCHI-835215

## PROFESSIONAL MEMBERSHIP APPLICATION FORM

<b>1</b>	<b>Name of Faculty Member with Employee Code</b>	
<b>2</b>	<b>Designation</b>	
<b>3</b>	<b>Department</b>	
<b>4</b>	<b>Campus / Unit</b>	
<b>5</b>	<b>Position Type: Regular/Contractual/Probation</b>	
<b>6</b>	<b>Membership Details (Name and Awarding Body)</b>	
<b>7</b>	<b>Type of Membership(annual/life/others)</b>	
<b>8</b>	<b>Membership Amount (Including GST)</b>	
<b>9</b>	<b>Benefits of Membership(Max 50 words)</b>	
<b>10</b>	<b>Signature of Faculty Members</b>  <b>Date:</b> <b>Mobile No.</b>	
<b>11</b>	Recommended/Not Recommended  <b>HoD</b>	Recommended/Not Recommended  <b>Director/ Incharge</b>
<b>12</b>	<b>Fund Source:</b>	Approval  <b>Dean of Faculty Affairs</b>
<p><b>Instructions:</b> Faculty Members are advised to submit this form and membership details as supporting documents. Upon approval, faculty members need to submit the membership details (No., Duration, Type, Transaction details, amount) to the DoFA office and claim for reimbursement of membership fees.</p> <p><b>Note:- Reimbursement Amount Up to Rs. 6,500/-</b></p>		
<b>13</b>	<p>To, Accounts Office- Kindly process for reimbursement of the Professional Membership to the faculty member as approved above:</p> <p>Encl.: <b>Certificate/ Card, Fee Receipt Attached</b></p> <p style="text-align: right;"><b>Dean of Faculty Affairs</b></p>	