

Form - M**BIRLA INSTITUTE OF TECHNOLOGY, MESRA, RANCHI***(Sponsored through: Institute /Sponsored Project)**(Applicant's Copy: To be attached with TA Bill)*

Ref. No: _____

Date: _____

Name : _____ Employee code: _____

Department : _____ Designation : _____

Purpose of Tour : _____

Date of Journey : _____ Destination: _____

Fare (To & Fro) : _____ Project code (if applicable) _____

Mode of Travel : _____ (Road/Rly/Air) _____ Halt (no. of days): _____

Daily Allowance per day : _____

Special Approval for Air fare: _____

*(Not Approved/Approved subjected to availability of fund)***(Signature of applicant)****Dean (Faculty Affairs)****Form - C****BIRLA INSTITUTE OF TECHNOLOGY, MESRA, RANCHI***(Sponsored through: Institute /Sponsored Project)**(Office copy)*

Ref. No: _____

Date: _____

Name : _____ Employee code: _____

Department : _____ Designation : _____

Purpose of Tour : _____

Date of Journey : _____ Destination: _____

Fare (To & Fro) : _____ Project code (if applicable) _____

Mode of Travel : _____ (Road/Rly/Air) _____ Halt (no. of days): _____

Daily Allowance per day : _____

Special Approval for Air fare: _____

*(Not Approved/Approved subjected to availability of fund)***(Signature of Head/In-charge of the Department)****Dean (Faculty Affairs)****Form - C****BIRLA INSTITUTE OF TECHNOLOGY, MESRA, RANCHI***(Sponsored through: Institute /Sponsored Project)**(Accounts copy)*

Ref. No. _____

Date _____

1. Name: _____ Empl. Code: _____ Dept. _____

Designation: _____ is required to go to _____ by _____ (Road/Rail/Air) sponsored by Institute/Sponsored project (code: _____). He/she will be paid T.A. and D.A. as per rules of the Institute.

2. Accounts Officer is being advised to pay him/her Rs. _____ (Rupees _____ only) as advance.

Dean (Faculty Affairs)