Form- IO

BIRLA INSTITUTE OF TECHNOLOGY, EXTENSION CENTRE - JAIPUR

Application form: for attending Seminars / Conferences / Symposium / Workshops etc.

(Through Institute)

Ref: Dir/ Dept./22-23/

1	**Name and Emplotee Code:**			
2	**Name of the Department :**			
3	**Name , place, period & Nature of S/C/Sym/WS etc.**			
4	**Exact period of leave required form institute**			
5	**Purpose of application: attending S/C/Sym/WS meeting of editorial bords/ preaenting paper or poster/ chairing session/ resourse person/ Invited talk/attending editorial board/as a member of technical committee etc.**			
6	**Title of Paper submitted with name of author**			
7	**List of national S/C/Sym/WS etc. attended during in current academic years**			Total Amount (Reg.+TA+DA)
		1		
		2		
		Grand Total of reimbursement (for April 2022 to March2023)=>		
8	**List of foreign S/C/Sym/WS etc. attended during last three current academic years**			
9	**Whether sponsored by any organization other than institute**			
10	**Details of financial assistance sought from other organizations**			

		Amount of Registration fee	Amount of TA	Amount of DA	Total Amount
11	**Approximate amount of Registration & TA/DA (in Rs.) required from Institute**				

12	**I hereby certify that I am not availing TA/DA from any other source.**
	Date: **Signature of applicant:**

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

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

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

Recommendations:

(Director / In-Charge, off Campus)

Verified by:

(Fund Available / Not available)   **(Approved / Not Approved)**

(Accounts In-Charge, Off Campus)   **(Account Office, BIT Mesra)**   **Dean (Faculty Affairs)**

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

*C= Conferencr, S= Seminar, WS= Workshop, Sym= Symposium