**MOVEMENT FORM**

**BIRLA INSTITUTE OF TECHNOLOGY, MESRA, RANCHI**

Application for attending Seminar / Conferences / Symposium / Workshops / Project Work/ experimental work/

field work / Project Visit etc.

**Ref: DRIE /**

**(UNDER SPONSORED Project)**

Name :

Designation:

Roll no:

Name of Department / Extension Centre

Project code

Title

Sponsoring agency

Name, place, period of visit

From :

To :

Purpose project visit under the purview of funding agency.

Exact period of leave required from institute ( With

justification for any extended period to stay , if so)

Title of the paper submitted ( with name of all the

authors in case of multiple author paper):

Whether sponsored by any organization other than project

(give details regarding the other financial assistance)

Approximate amount of Registration & TA ( in Rs)

required

Amount of

Amount

of TA

Registration

Fee

Mention the name of the budget head under which the

approval is sought for :

Date

Signature of Applicant :

Recommendation :

(Forwarding of Head / In charge of the Department)

To be filled by A/c office

Budget provision under travel or under the head the approval is sought for :

Fund available under

Travel grant( in Rs.)

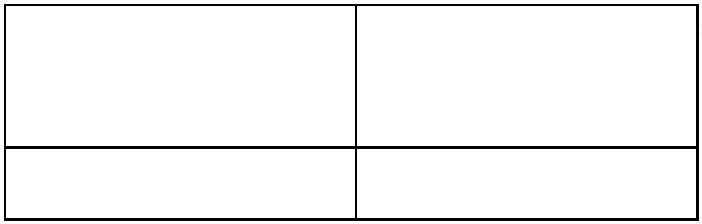
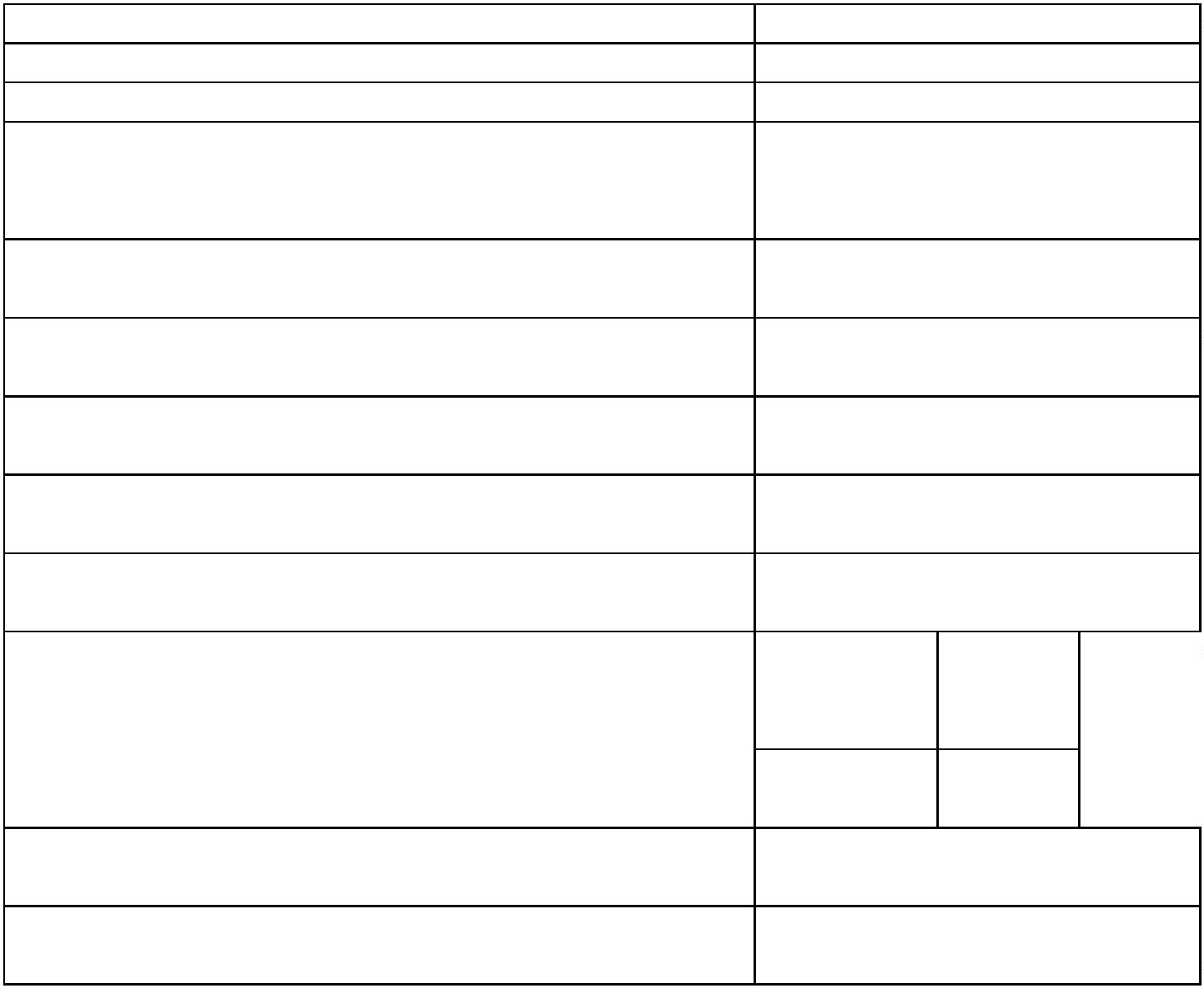
Amount required for visit

(in Rs.)

( Approved / Not Approved)

Dean (Research, Innovation Enterpreneurship)

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



Form - M

BIRLA INSTITUTE OF TECHNOLOGY , MESRA , RANCHI

(Sponsored through : Institute / Sponsored Project)

(Applicants's Copy: To be attached with TA Bill)

Ref. No.:

Name

Date:

:

Emp Code:

Department:

Designation :

Purpose of Tour :

Date of Journey :

Fare( To & Fro) :

Mode of Travel :

Destination :

Project code(if applicable)

Halt(no. of Days)

(Road/Rly/Air)

Special Approval for Air Fare:

(Not Approved/Approved subjected to availability of fund)

Dean (Research, Innovation Entrepreneurship)

(Signature of applicant)

Form - C

BIRLA INSTITUTE OF TECHNOLOGY , MESRA , RANCHI

(Sponsored through : In stitute / Sponsored Project)

(Applicants's Copy: To be attached with TA Bill)

Ref. No.:

Name

Date:

:

Emp Code:

Department:

Designation :

Purpose of Tour :

Date of Journey :

Fare( To & Fro) :

Mode of Travel :

Destination :

Project code(if applicable)

Halt (no. of Days)

(Road/Rly/Air)

Special Approval for Air Fare:

(Not Approved/Approved subjected to availability of fund)

(Signature of Head/In-charge of the Department)

Dean (Research, Innovation Entrepreneurship)

Form - C

BIRLA INSTITUTE OF TECHNOLOGY , MESRA , RANCHI

(Sponsored through : Institute / Sponsored Project)

(Account's copy)

Ref. No.:

Date:

Dept.

1. Name

Emp. Co

Designation :

is required to go to

(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.

. Accounts Officer is being advised to pay him/her Rs.

).

2

(Rupees

only) as advance.

Dean (Research, Innovation Entrepreneurship)



BIRLA INSTITUTE OF TECHNOLOGY , MESRA , RANCHI

Leave Application for Project Student

Name of Student : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Roll No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Code

:

Project Name :

Designation ( in project) :

Department :

Nature of Leave

:

Period of Leave :

From

To

Reason for Applying Leave :

Address While on Leave

:

Contact No.

Signature of Student:

Date :

Date :

Name of P.I.

Signature of P.I.

Signature of Head

Departmental Seal

**Leave Sanction Order**

Sanction of Leave by the sanctioning aurthority for \_\_\_\_\_\_\_\_\_\_\_\_ days of \_\_\_\_\_\_\_\_\_\_\_ Leave for the period

\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is hereby conveyed to the concerned applicant / department.

Department :

**Signature of DRIE**

