

Application for attending Seminair / Conferences / Symposium / Workshops / experimental work/ field work etc.

Ref: DRIE /

(Through R&D Project)

Name :	Designation:		
Emp. Code:			
Name of Department / Extension Centre			
Purpose of application attending conference/course/System/WS,Committee meeting/Paper or Poster/resurce Person /experimental work etc. under the purview of funding agency (attached acceptance letter / invtation letter as proff)			
Name, place, period & Nature of Con/Sym/WS etc.			
Details of the Project (Please mention Project code Title duration and name of sponsoring agency)			
Exact period of leave required from institute (With justification for any extended period to stay , if so Required)			
Title of the paper submitted (with name of all the authors in case of multiple author paper):			
Whether sponsored any organization other than project (give details regarding the other financial assistance)			
Approximate amount of Registration & TA / DA (in Rs) required (DA should exclude for extended period of saty (if any)	Amount of Registration Fee	Amount of TA	Amount of DA
List of foreign S/C Sym/WS, etc. attending during the last three academic years (give Details like, place Institution's financial Assistance etc in separate sheet if required):			
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 :

Total amount under Travel grant(in Rs.)	Amount Spent (in Rs.)	Amount remaining under Travel head (in Rs.)	Amoun t remaining under Travel head, the approval is sought for	Signature

(Approval / Not Approved)

Dean (Research, Innovation Entrepreneurship)

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.: _____ Date: _____

Name : _____ Emp. 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 (Research, Innovation Entrepreneurship)

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.: _____ Date: _____

Name : _____ Emp. 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 (Research, Innovation Entrepreneurship)

Form - C

BIRLA INSTITUTE OF TECHNOLOGY , MESRA , RANCHI

(Sponsored through : In stitute / Sponsored Project)

(Account's copy)

Ref. No.: _____ Date: _____

1. Name _____ Emp.Code _____ Dept. _____

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.

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

_____ only) as advance.

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