

**BIRLA INSTITUTE OF TECHNOLOGY, MESRA, RANCHI****Movement order form for UGC/CSIR**

Application for attending Seminar / Conferences / Symposium / Workshops / Project Work/ experimental work/ field work / Project Visit etc.

**Ref: DRIE /**

Name :	Designation:	
Roll no:		
Name of Department / Extension Centre		
Student ID of UGC / CSIR		
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 Registration Fee	Amount of TA
Date Signature of Applicant :		

Recommendation :

(Forwarding of Head / In charge of the Department)

Signature of supervisor

( Approved / Not Approved)

Dean (Research, Innovation Entrepreneurship)

D.R. (HR SRC)

**The Amount will be adjusted through Contingency grant of UGC / CSIR as Direct Benefit Transfer.**

Maker

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) \_\_\_\_\_

Special Approval for Air Fare: \_\_\_\_\_

(Not Approved/Approved subjected to availability of fund)

(Signature of applicant)

Dean (Research, Innovation Entrepreneurship)

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BIRLA INSTITUTE OF TECHNOLOGY , MESRA , RANCHI

Duty Leave for UGC / CSIR

Name of Student : \_\_\_\_\_ Roll No. \_\_\_\_\_

Student ID : \_\_\_\_\_ UGC/CSIR : \_\_\_\_\_

Designation ( in project ) : \_\_\_\_\_ Department : \_\_\_\_\_

Nature of Leave :Duty Leave Period of Leave : From \_\_\_\_\_ To \_\_\_\_\_

Reason for Applying Leave : \_\_\_\_\_

Address While on Leave : \_\_\_\_\_

Contact No. \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date : \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date : \_\_\_\_\_

Signature of Head

Departmental Seal

Office of DRIE use

**Leave Sanction Order**

Sanction of Leave by the sanctioning authority for \_\_\_\_\_ days of \_\_\_\_\_ Leave for the period \_\_\_\_\_ to \_\_\_\_\_ is hereby conveyed to the concerned applicant / department.

Department :

**Signature of DRIE**

Counter Signature :





