

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:		
Emp. Code:			
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 Registration Fee	Amount of TA	
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 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) _____
Special Approval for Air Fare: _____

(Not Approved/Approved subjected to availability of fund)

(Signature of applicant)

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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) _____
Special Approval for Air Fare: _____

(Not Approved/Approved subjected to availability of fund)

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

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Form - C

BIRLA INSTITUTE OF TECHNOLOGY , MESRA , RANCHI

(Sponsored through : Institute / Sponsored Project)

(Account's copy)

Ref. No.: _____ Date: _____
1. Name _____ Emp. Co _____ 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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