

**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 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)

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) \_\_\_\_\_  
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: \_\_\_\_\_  
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.

Dean (Research, Innovation Entrepreneurship)

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 : \_\_\_\_\_

Name of P.I. \_\_\_\_\_

Signature of P.I. \_\_\_\_\_ Date : \_\_\_\_\_

Signature of Head

Departmental Seal

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**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**