

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

Ref: DRIE /

(Through R&D Project)

Name :	Designation:		
Roll No:			
Name of Department / Extension Centre			
Name of Principal Investigator/Mentor/Supervisor			
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

( Approval / 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.: \_\_\_\_\_ Date: \_\_\_\_\_  
Name : \_\_\_\_\_ Roll No: \_\_\_\_\_  
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 : \_\_\_\_\_ Roll No: \_\_\_\_\_  
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 : Institute / Sponsored Project)

(Account's copy)

Ref. No.: \_\_\_\_\_ Date: \_\_\_\_\_  
1. Name \_\_\_\_\_ Roll no \_\_\_\_\_ 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)

BIRLA INSTITUTE OF TECHNOLOGY , MESRA , RANCHI

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

Please tick the Box (√)

CSIR /UGC / ICMR	<input type="checkbox"/>
Project	<input type="checkbox"/>

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

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.: \_\_\_\_\_ Date : \_\_\_\_\_

Signature of P.I. \_\_\_\_\_

For Department Office Use

Current Duty Leave \_\_\_\_\_

Signature of Head

Departmental Seal

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

Department Copy

**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.

Approved / Not Approved

Department :

**Signature of DRIE**