

**MOVEMENT FORM**  
**(UNDER SPONSORED PROJECT)**

Application for attending Seminar / Conferences / Symposium / Workshops / Project Work/ Experimental Work/ Field Work / Project Visit etc.

**Ref: DRIE /**

Name :	Designation:		
Emp. Code:			
Name of Department / Extension Centre			
Project Code : Title : Sponsoring Agency : Project End Date :			
Name of Place : Period of Visit : <b>Mode of Travel (Rly / Airfare / By Road)</b>	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 the 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	Amount Required for visit ( In Rs.)
Mention the name of the budget head under which the approval is sought for :			
Date:	Signature of Applicant :		

Signature of PI :

(Forwarding of Head / In charge of the Department)

**To be filled in by A/c office**

Budget provision under travel or under the head the approval is sought for the following:

Fund available under Travel Grant( in Rs.)	Project End Date ( Verified by )

( Approved / Not Approved)

## AR Finance

**AR( R&D Cell)**

**Dean of RIE**

**Vice Chancellor  
(In Case of Air Travel  
& Special Case)**

Note : Approval of the Vice Chancellor will be required in case of any deviation from the institute policy.

**Special Note: Air tickets should be booked only through Travel Desk/ Balmer Lawrie / IRCTC for the Government project Only.**

| Form - M |

**BIRLA INSTITUTE OF TECHNOLOGY , MESRA , RANCHI**  
**(Sponsored through : Institute / Sponsored Project)**  
**(Applicants' Copy: To be attached with TA Bill)**

Ref. No.:

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 AirFare: \_\_\_\_\_

(Not Approved/Approved subjected to availability of funds)

(Signature of applicant)

Dean (Research, Innovation & Entrepreneurship)

| Form - C |

**BIRLA INSTITUTE OF TECHNOLOGY , MESRA , RANCHI**  
**(Sponsored through : Institute / Sponsored Project)**  
**(Applicants' 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 AirFare: \_\_\_\_\_

(Not Approved/Approved subjected to availability of funds)

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

Dean (Research, Innovation & Entrepreneurship)

| Form -C |

**BIRLA INSTITUTR OF TECHNOLOGY, MESRA,RANCHI**  
**(Sponsored through : Institute / Sponsored Project)**  
**(Account's Copy)**

Ref. No.: \_\_\_\_\_

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

1. Name : \_\_\_\_\_

Designation: \_\_\_\_\_

Emp.Code: \_\_\_\_\_

Department: \_\_\_\_\_ is required to go to \_\_\_\_\_

\_\_\_\_\_ (Road/Rail/Air) sponsored by Institute/Sponsored Project Code:

\_\_\_\_\_. He / She will be paid TA / DA 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)