

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:		
Roll No :			
Name of Department / Extension Centre			
Project Code :			
Title :			
Sponsoring Agency :			
Project End Date :			
Name of Place :	From : To:		
Period of Visit :			
Mode of Travel (Rly / Airfare / By Road)			
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.: _____

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): _____

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 : _____

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): _____

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 INSTITUTE OF TECHNOLOGY, MESRA, RANCHI

(Sponsored through : Institute / Sponsored Project)

(Account's copy)

Ref. No.: _____

Date: _____

1. Name _____

Roll No.: _____

Department: _____

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 Project Student

Name of Student : _____ Roll No. _____

Project Code : _____ Project Name : _____

Designation (in project) : _____ Department : _____

Duty 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

Leave Sanction Order

Sanction of leave by the competent sanctioning authority for _____ **days** of Duty Leave for the period _____ **to** _____ is hereby conveyed to the concerned applicant / department.

Department :

Signature of DRIE