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| IIT Logo.wmf | **भारतीय प्रोद्योगिकी संस्थान भुवनेश्वर** **INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR** **Academic Section** |

**APPLICATION FORM FOR PERMISSION TO ATTEND DATA COLLECTION/FIELD WORK/ PURCHASE OF COMPUTER PERIPHERALS/REIMBURSEMENT OF PRINTING OF THESIS/ANY OTHER CONTINGENCY EXPENSES TOWARDS THESIS SUBMISSION**

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| --- | --- | --- |
| 1 |  Name of the Student/Scholar |  |
| 2 |  Roll No. & Programme  |  |
| 3 | Type (Institute/Sponsored/PMRF/Other) |  |
| 4 |  School  |  |
| 5 |  Date of Joining |  |
| 6 | CGPA (if applicable) |  |
| 7 |  Broad area of Research/Works of the applicant |  |
| 8  | Mobile No. |  |
| 9 | Email Id. |  |
| 10 |  Type of visit**/**claiming of reimbursement  |  **Data Collection / Field Work Printing of Thesis**  **Other Contingency expenses (towards thesis submission)****Purchase of Computer Peripherals**  |
| 11 | Place of Visit with address **(if applicable)** |  |
| 12 | Purpose of attending / Claiming |  |
| 13 | Duration of the Data Collection/Field Work |  |
| 14 | Permission letter form the concerned organization for field visit/Data collection is to be attached, **if applicable** |  |
| 15 | Justification for field visit /data collection to be attached, **if applicable** |  |
| 16 | Duration of the visit, if applicable | **From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 17 | No. of days to attend (Total No. of days= visit period+ travel time), **if applicable** |  |
| 18 | Total Expenses (Particulars and individual estimated cost is to be attached separately) |  |
| 19 | Registration Fee/ TA advance is required, **if applicable** |  **Yes No** |
| 20 | Particulars of TA/DA & Registration Fees drawn during the current year, **if applicable**(Calculated from the date of joining as a scholar) (Attach additional sheet, if necessary) |
| **Places Visited** | **Type of Visit** | **Period** | **Total Amount of TA/DA Registration fees drawn** |
| **From** | **To** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

 ***\* Economy class on fare for International travel is in direct route and tickets shall be purchased only from authorised agents as per GOI norms.***

 ***I do hereby state that I will adjust the advance within 15 days from the date of completion of Workshop/ Data Collection*** etc.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Date: Signature of the Applicant**

***Recommendation of-***

1. **Supervisor** **:-**
* Recommended for consideration of **Workshop / Data Collection / Purchase of Computer Peripherals / Printing of final thesis/Other contingency expenses towards final thesis Submission (strike out which is not applicable)** mentioned above is relevant to the Research work of the Scholar and participation will help him / her.
* Certified that the work/content reported in the paper is original to the best of my knowledge.
* Course work completed (in case of Research Scholar) Yes No

**Date :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of the Supervisor :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Forwarded and Recommended for Sanction.**

**Associate Head: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Approved / not approved***

**Head of the School**

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

**Check List of Enclosures:**

|  |  |
| --- | --- |
|  | Permission letter form the concerned organization for field Visit/data collectionJustification for field visit /data collection |

 Estimation of expenditure duly signed by the Student / Scholar

Bills for printing of thesis / Any other contingency towards thesis submission

 Bills towards Purchase of Computer Peripherals

**(To be submitted to Accounts Section)**

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**For Accounts Section use only**

Pay R................................. (Rupees. ..................... .)

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 **JAO/SO**

**Assistant Registrar (F & A)**