|  |  |
| --- | --- |
| 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**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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

**Contingency Grant available against the Research Scholar (₹)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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 collection  Justification 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)**

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**For Accounts Section use only**

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

only to……………………............................................................................................................................

**JAO/SO**

**Assistant Registrar (F & A)**