



भारतीय प्रौद्योगिकी 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 <input type="checkbox"/> Printing of Thesis <input type="checkbox"/> Other Contingency expenses (towards thesis submission) <input type="checkbox"/> Purchase of Computer Peripherals <input type="checkbox"/> | | |
| 11 | Place of Visit with address (if applicable) | | | |
| 12 | Purpose of attending / Claiming | | | |
| 13 | Duration of the Data Collection/Field Work | | | |
| 14 | Permission letter from 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 <input type="checkbox"/> No <input type="checkbox"/> | | |
| 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-

a) **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 ₹..... (Rupees.)

only to.....

IAO/SO

Assistant Registrar (F & A)