



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	
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

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)