

FORM A6

PROFORMA FOR SANCTION OF TA/DA/ REGISTRATION FEE FROM PROJECT FUNDS

CONSULTANCY	
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SPONSORED RESEARCH	
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PERSON VISITING: ☐ CO-ORDINATOR ☐ OTHER THAN THE CO-ORDINATOR

☐ SEMINAR

☐ SYMPOSIUM

☐ MEETING

☐ DISCUSSION

☐ CONFERENCE

☐ REGISTRATION FEE

Name:
(Capitals)

Basic Pay Rs.
Consolidated Pay Rs.
(In the case of Project Staff)

Designation:

Department:

Name of the Coordinator	Project Number	Title of the Project

Date & Time of		No. of Working Days	Place(s) of visit	Details of the Meeting/Programme
Leaving	Return			

I confirm that alternate arrangements have been made for my academic commitments during this absence.

Signature of Coordinator/Staff

<p>The visit of Mr/Dr/Prof. _____ is required and is in connection with the consultancy /project referred above and certified that provision exists and sufficient funds are available in the project for this travel under the head _____.</p> <p style="text-align: right;">Coordinator</p>	<p>Absence of the Faculty/ Staff member noted and forwarded to the Dean, IC&SR. (in case of Institute Staff only)</p> <p style="text-align: right;">Head of the Department</p>
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P.T.O

Amount of Regn. Fee	Cheque /DD to be drawn in favour of	Mode of Travel*	Class of Travel
		AIR/ TRAIN/ BUS	

*Justification to be given for Mode/Class of travel higher than the eligible limit.

Advance required [YES / NO]

SANCTION/RECOMMENDATION OF THE DEAN/DIRECTOR	
DEAN (IC&SR)	DIRECTOR

FOR USE IN ACCOUNTS SECTION

Commitment for the above journey		
Rs.	Comm. No.	Assist

Final settlement /adjustment

TA/DA advance drawn Rs.

Rs.

AR (Project Accounts)

AR (Project Accounts)