

**SPONSORED RESEARCH & CONSULTANCY CELL
NATIONAL INSTITUTE OF TECHNOLOG DURGAPUR**

TA / DA / ADVANCE APPLICATION FORM

- 1) Name of the applicant:
- 2) Designation:
- 3) Dept. / Centre:
- 4) Employee Code No. :
- 5) Basic Pay Rs.
- 6) Project Code:
- 7) Name of Principal Investigator:
- 8) Sponsor:
- 9) Place of visit:
- 10) Purpose of visit:
- 11) Duration: fromto
- 12) Amount of TA advance required, if any: Rs.
- 13) Whether previous advance has been adjusted: YES / NO

Declaration by the applicant: I have made necessary arrangements for my teaching and other duties during my period of absence as stated above (not necessary for project staff).

Signature of the applicant with date

Recommended / Not recommended

Signature of the Principal Investigator/Consultant

Signature of HOD/HOC *

* The signature of HOD / HOC is required only for faculty members / permanent staff of the Institute in the

Note: Please attach a break-up of estimated expenditures for which the advance is being sought. Advance is granted only to PI / Co-PIs and Co-Investigators

Recommended / Not recommended

Signature of the Principal Investigator/Consultant

Fund Position: Rs. _____

SRCC Staff

Asst. Registrar (SR & C)

Approved / Not approved

Dean (R & C)

Bill No. dated for Rs. (Rupees
.....) is being passed for payment from Account No.
to the above applicant.

SRCC Staff

Asst. Registrar (SR & C)

Intimation Slip

Journey for _____ (from _____ to _____) is approved / not approved.

Advance of Rs. _____ from _____ project is passed for payment
vide Bill No. _____ dated _____

Please attach this slip along with your TA claim.

Asst. Registrar (SR&C)