



National Institute of Science Education and Research, Bhubaneswar

(An autonomous Institution under Department of Atomic Energy, Govt. of India)

Research and Development Cell

PROPOSAL FOR NATIONAL/INTERNATIONAL TRAVEL*

(including local travel, please tick the appropriate one)

IMPORTANT: The proposal is to be submitted to R&D Cell directly for the travel as per their entitled norms along with the format for undertaking such travel in accordance with institute norms. In case any relaxation in entitled norms is desired or registration fee is required, the proposal is to be sent to the accounts section dealing with R&D Accounts for the approval of the competent authority before submission to the R&D Cell.

* International Travel: Subject to specific approval from Funding Agency.

• **Project No./Title:**

• **Project Duration:**

• **Principal Investigator:**

(with PF No.)

• **School/Dept.:**

1.

• **Co-Principal Investigator*:**

(with PF No.)

2.

• **Details of PI/Co-PI/Staff likely to Travel:**

#	Name of the PI/Co-PI	PF No.	Designation	Basic pay	School/Section

• **Institution/Country to be Visited**

#	Institution Name and Address	Duration of Visit		Country	Purpose
		From	To		

• **Approval Required for:**

Registration fee: Yes / No (if any)	Mode of Travel (please tick)	TA/DA (please tick)
Amount: Rs.	# Air	# TA
Cheque/DD to be drawn in favour of:	# Train	# DA*
	# Others (please specify)	# Others (please specify)

Temporary Advance required: Yes / No (if any)		
Amount: Rs.		

* For local travel no DA is permissible, only TA is admissible as per entitlement at actual

• **If relaxation in norms of entitled travel is desired** (please give justification) _____

• **P.I/Co-P.I's specific recommendations**
 (if any, for travel of other project staffs) _____

Signature of P.I/Co-P.I
 Date.....

Recommended/Not-recommended

Chairperson of the School

FOR OFFICE USE ONLY

The financial support is due/not due for the National/International Conference/
 Seminar/Workshop towards R&D Project No.....

Dealing Asst.

APO (R&D)

AO(R&D)

Dean (R&D)

DIRECTOR'S APPROVAL

Approved / Not Approved

Director

Forwarded to Accounts Section (R&D Accounts): For necessary action.