**BHARATHIAR UNIVERSITY: COIMBATORE -641 046**

**PROFORMA FOR PROJECT ON-DUTY INTIMATION / PERMISSION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **For Office Use** | | **Approval No. C3/CRTD/2022/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **Date:** |
| **S. No** | **Principal Investigator Details** | | | |
| 1. | Department | |  | |
| 2. | Name of the PI | |  | |
| 3. | Fund sponsored | |  | |
| 4. | Project Title | |  | |
| 5. | Fund sanction order No/Date | |  | |
| 6. | Total Sanction | |  | |
| 7. | BU Approval No & Date | |  | |
| **A.** | **Details of the On-Duty permission - (Prior to the scheduled intimation is compulsory)** | | | |
|  | Purpose  City  Number of days :  Accommodation :  Travel Mode : | | From:\_\_\_\_\_\_\_\_\_\_ To\_\_\_\_\_\_\_\_\_\_\_ Total\_\_\_\_\_\_\_\_\_\_  Air / Train/ Bus / Taxi & other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Need Advance Amount:  Travel Budget Allotted:  Requesting Amount : | | Yes / No | |
| Detailed travel plan to be attached | | Yes / No | |
| Note: Conference, Boucher, Invitation, Paper Abstract etc. to be enclosed. | | | | |

Principal Investigator A.S.O S.O D.R Dy.Director Director

**BHARATHIAR UNIVERSITY: COIMBATORE -641 046**

**PROFORMA FOR PROJECT ON-DUTY CLAIM**

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| --- | --- | --- | --- | --- |
| **For Office Use** | | **Approval No. C3/CRTD/2022/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **Date:** |
| **S. No** | **Principal Investigator Details** | | | |
| 1. | Department | |  | |
| 2. | Name of the PI | |  | |
| 3. | Fund sponsored | |  | |
| 4. | Project Title | |  | |
| 5. | Fund sanction order No/Date | |  | |
| 6. | Total Sanction | |  | |
| 7. | BU Approval No & Date | |  | |
| **A.** | **After completion of the on-duty programme** | | | |
|  | 1. Travel Budget Allotted :  2. Current Expenditure :  3. Balance Available : | |  | |
| Amount to be reimbursed A/c No. | |  | |
| Details of the On-Duty | | Enclosed / Not Enclosed | |
| Note: TA / DA forms & Certified original Bill must be enclosed | | | | |

Principal Investigator A.S.O S.O D.R Dy.Director Director

VC