


ANNAMALAI UNIVERSITY

PIN:

Sub: Application for TA./D.A./financial assistance out of project funds

Principal Investigator **Co-Investigator** **Project Staff** **Subject Expert/Visiting Member**

PURPOSE OF VISIT (Letter of Invitation /announcement details to be attached)

Seminar/Conference/Workshop/Field visit Project Meeting/Discussion Registration Fee

Name & Designation:

Department

Basic Pay Rs. /Consolidated Pay Rs.

Name of the Principal Investigator	Project Number	Title of the Project

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

For Faculty

I certify that alternate arrangements have been made for academic commitments during my absence from the department.

Signature of PI

Signature of Head of the Department

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] to be settled within 30 days of completion of the visit

FOR OFFICE USE

Certified that required funds are available / not available for the purpose.

A.R.

D.R.

FO

Registrar

V.C*

*(in case of air travel)