

**CENTER FOR TECHNOLOGY DEVELOPMENT AND TRASFER  
ANNA UNIVERSITY: CHENNAI 25.**

**REQUEST FOR SANCTION OF TA/DA/REGISTRATION FEE FROM PROJECT FUNDS**

**VISITING MEMBER**     **INVISTIGATOR(S)**     **OTHER THAN CONSULTANT**

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

**SEMINAR**                       **SYMPOSIUM**             **MEETING / DISCUSSION**  
 **CONFERENCE**               **REGISTRATION FEE**

**Name & Designation:**

**Department**

**Basic Pay Rs.**                                      **/ Consolidated Pay Rs.**

Name of the coordination	Project Number	Title of the Project

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

**The faculty member has to certify about alternate arrangement made for academic commitments during the absence from university.**

**Alternate arrangement made ( ) Not made ( )**

**Signature of Coordinator / Staff**

<p><b>The visit of Mr/Dr/Prof._____</b>  <b>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_____.</b>   <p align="right"><b>consultant</b></p> </p>	<p><b>Forwarded</b>   <b>Head of the Department/Director</b></p>
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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.

SANCTION/RECOMMENDATION OF THE DIRECTOR/REGISTRAR/VICECHANCELLOR (as the case may be)

**DIRECTOR, CTD**

**Registrar**

**Vice-Chancellor**

**FOR USE IN CTD OFFICE**

**Commitment for the above journey**

**Rs.  
Assistant**

**Comm. No.**

**TA/DA advance drawn Rs.                      and handed over on .....(date) to**

**Dr./Thiru.....**

**Assistance/Superintendent**

**Final settlement / adjustment              Rs.              made on .....(date)**

**DIRECTOR**