

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

**REQUEST FOR SANCTION OF TA/DA/REGISTRATION FEE FROM  
Project/Consultancy/CTDT FUNDS**

**VISITING MEMBER**  **CONSULTANT**  **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.

<b>SANCTION/RECOMMENDATION OF THE DIRECTOR/REGISTRAR/VICECHANCELLOR (as the case may be)</b>		
<b>DIRECTOR, CTD</b>	<b>Registrar</b>	<b>Vice-Chancellor</b>

**FOR USE IN CTD OFFICE**

<b>Commitment for the above journey</b>	
<b>Rs. Assistant</b>	<b>Comm. No.</b>

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

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

**Assistance/Superintendent**

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

**DIRECTOR**