



अधिष्ठाता (शोध एवं परामर्श) कार्यालय
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज — 211004 (भारत)

OFFICE OF THE DEAN (RESEARCH AND CONSULTANCY)
MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY ALLAHABAD
PRAYAGRAJ-211 004 (India)
Website: <http://www.mnnit.ac.in>

Application for Advance for Testing/Consultancy/Research Projects

- Voucher No.: _____ Cheque No.: _____ Amount Rs. _____
Date: _____ Date: _____
1. Employee Code: _____ Name: _____ Design. _____ Deptt. _____
2. Project no. & date: CP/ _____ Project amount received: Rs _____
3. Purpose for which advance is needed: _____
4. Justification for release of Advance: _____
5. Estimate for the amount required: _____

(Should not exceed 90% of the total Estimated Cost Incl. Taxes)

6. Head of Account: _____
7. Particulars of advances for which the P.I. yet to settle: _____

Adv. Trans. No.	Date	Head of account	Purpose for which adv. drawn	Amount (Rs.)

Recommendation H.O.D.

**Signature of the P.I.
Date:**

To be used by the office of the Dean (R&C)

Head of Account Consultancy/ Project No.	Current Balance (Rs.)	Amount of advance (Rs.)	Balance Amount (Rs.)

Dealing Assistant

Superintendent

Internal Auditor

DR/AR(R&C)

Signature of Dean (R&C)

Signature of Director



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Name of Department
MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY ALLAHABAD
Prayagraj – 211 004 (India)
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Project Staff Selection Proforma

Request for Dean (R&C)'s Nominee in Selection Committee for the Appointment of the Project Staff

Dean (R&C)

Through- Head of Department

Sub: Request for nominating members of the Selection committee for the appointment of the Project Staff

Title of the Project:

Name of Funding Agency:

Name, Designation and Department of the PI:

Details of the Post:

The constitution of the Selection Committee will be as under:

- | | |
|-------------------------|--|
| 1. Head of Department | Chairperson |
| 2. | Dean (R&C) Nominee Member (Concern
Department from MNNIT Allahabad) |
| 3. | Dean (R&C) Nominee Member (From Other Institute) |
| 4. PI | Convener |
| 5. Co-PI (if any) | Member |

(Name and Signature of PI)

Forwarded

Signature of HOD with date and seal

Approval of selection committee

Signature of Dean (R&C) with date and seal

Details of External Faculty Members (Only Professor or Associate Professor)

Sr. No.	Name	Designation	Name of the Institute	Department	Expertise
1.					
2.					
3.					
4.					
5.					

Signature of PI



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NAME OF DEPARTMENT
MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY
Prayagraj – 211 004 (India)
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Project Staff Renewal Evaluation Proforma

Request for Dean (R&C)'s Nominee in Evaluation Committee for the Renewal of the Project Staff

Through- Head of the Department

Sub: Request for nominating members of the evaluation committee for the renewal of the Project Staff

Title of the Project:

Name of Funding Agency:

Name, Designation and Department of the PI:

Name of the Project Staff and Position.....

Details of the Post:

- | | |
|-------------------------|--|
| 1. Head of Department | Chairperson |
| 2. | Dean (R&C) Nominee Member (May please be nominated from the Institute) |
| 3. PI | Convener |
| 4. Co-PI (if any) | Member |

Signature of PI with date
(PI)

Forwarded

Signature of HOD with date and seal

Approval of evaluation committee

Signature of Dean (R&C) with date and seal

Signature of the claimant

I certify that:

1. No concession was available.
2. Journey was actually performed in the class for which claim has been made/performed.
3. Journey was performed by the shortest route (if not the reason) and in the interest of the Institute.
4. Journeys by road were performed in hired conveyance/borrowed conveyance for which proper charges have been paid by me.
5. TA for the above journeys has not been drawn from any other sources.
6. Ticket booking was done from authorized agency i.e. IRCTC, Ashoka Travels and Balmer Lawrie and Toll Tax deduction related message/documents is provided with this claim form in case of Own/Hired Taxi Travel.
7. Prior approval for this travel was taken by competent authority before Actual date of travel.

I certify that the information as given above are true and to best of my knowledge and belief.

(Signature of the claimant with date)

Name

Address:

Certified that Mr./Ms./Dr.....was required to travel for the reason as specified in the interest of the Institute and his/stay from to.....was necessary.

(Signature of HOD with date and seal)



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PRAYAGRAJ-211 004 (India)

Application for Project Staff Leave Proforma

Name of the Project Staff and Designation _____
Name of the Project _____
Name of the Principal Investigator and Department _____
Date of Joining _____ End Date of Project _____

Sr. No.	Date Applied For	Reason For Leave	Leave Detail		Signature of PI/Mentor	Recommendation with Date	
			Taken	Balance		Head of Department	Dean(R&C)/Sanctioning Authority
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30.							

Signature & Stamp by HoD

Signature and Stamp by PI/Co-PI



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PRAYAGRAJ-211 004 (India)

Special Leave for Attending Conferences/Workshop/Seminar etc.

Sr. No.	Date Applied For	Reason For Leave	Leave Detail		Signature of PI/Mentor	Recommendation with Date	
						Head of Department	Dean(R&C)/Sanctioning Authority
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Signature & Stamp by HoD

Signature and Stamp by PI/Co-PI



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Project Staff Screening Committee Proforma
Request for Dean (R&C)'s Nominee in Screening Committee for the Selection of Project Staff

Through- Head of the Department

Sub: Request for nominating members of the screening committee for the selection of the Project Staff

Title of the Project:

Name of Funding Agency:

Name, Designation and Department of the PI:

Advertisement No. and Last date of Advertisement

Details of the Post:

- | | |
|---------------------------|---|
| 1. Principal Investigator | Chairperson |
| 2. | Dean (R&C) Nominee [Member]
(Member may please be nominated from the Department) |
| 3. Co-PI (if any) | Member |

Signature of PI with date
(PI)

Forwarded

Signature of HOD with date and seal

Approval of evaluation committee

Signature of Dean (R&C) with date and seal



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