

BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES

53, University Road, Lucknow – 226 007

No. BSIP/Registrar/2017/L-153

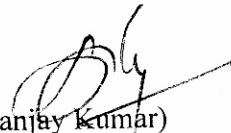
May 17, 2017

OFFICE MEMORANDUM

It has been observed that many of the applications for foreign visit/movement order are submitted by the Institute Staff shortly before their departure. This leaves very little time for processing of applications by the administration.

All are requested to kindly submit the application for foreign visit atleast one month before the date of journey. In the case of movement order, applications must be submitted atleast five working days before the date of actual departure so that applications are always processed on time.

This issues with the approval of the Competent Authority.


(Sanjay Kumar)
Registrar

Copy to:

1. Director's Office
2. RDCC
3. Registrar's Office
4. Accounts Officer, BSIP
5. SO(Scientific & Activities)/Incharge-Sponsored Project
6. Convener, Website Committee-with a request to email on everyone@bsip.res.in