



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर
हमीरपुर (हि.प्र.) – 177 005 (भारत)
NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR
HAMIRPUR (H.P.) - 177 005 (INDIA)
(An Institute of National Importance under Ministry of HRD)

[Application for Prior Administrative/Financial Approval]

Application for attending International/ National Conference/ Workshop/ Symposium/ Special Training in India & Abroad under the head “A” of Cumulative Professional Development Allowance (CPDA)

[To be applied at least 21 (Twenty One) days prior. In case of conference within country and 45 days prior to the conference/outside country]

My paper titled

.....
has been accepted for presentation in the International Conference (outside/within country)/ National Conference / Seminar/ Symposia/ Workshop to be held atfrom.....to.....

Details:

1. Date of proceeding to attend the above from H.Q.
2. Date of return to resume duties to H.Q.
3. I request you to kindly permit me to attend the above Conference/ Seminar/ Workshop/ Summer school/ Symposia/ Short term Course (strike out which is not applicable) and sanction me on reimbursable basis.
- (a) An amount of Rs..... to attend the above, details of which is as follows:-

Sl. No.	Particulars	Estimated Amount	
		Rs.	\$
1.	Registration Fees		
2.	(a) Visa Charges		
	(b) Insurance charges		
3.	Accommodation charges		
	(a) Within India		
	(b) Outside India		
4.	Food charges		
	(a) Within India fordays@ Rs.		
	(b) Per Diem (outside India) fordays @ \$ @ Conversion rate at: \$1 (USD) = Rs.....		
5.	Travelling Expenditure		
	(a) Within India		
	(i) Train / Air / Bus		
	(ii) Road (Only local travel within city)		
	(b) Outside India		
	(i) Train / Air / Bus		
(ii) Road (Only local travel within city)			
Total Rs.			

b) Period of absence:days from.....to.....

4. Detail of CPDA utilization and balance

Sl. No.	Amount claimed /submitted/utilized under activities listed under CPDA for the current year of the current block . Rs.	Amount claimed /submitted/utilized under activates listed under CPDA for the current block till date. Rs.	Current claim Rs.
1.			

5. I hereby declare that I have not received any amount from any other source for this activity. In case, I receive any amount for the activity from other source the same will be submitted with proof for adjustment.

6. For National/**International Conference**:

Whether NOC for visa is required (outside country)

YES		NO	
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Enclosures: (Self Attested)

- (i) Proof of acceptance of the research paper to be presented.
- (ii) Copy of research paper to be presented.
- (iii) Conference Brochure/Letter from organizers or from conference website having details of amount of Registration fee to be paid.
- (iv) Notice regarding Seminar in the Institute (attach copy of attendees and copy of presentation).
- (v) Specific recommendation of Departmental Committee (constituted vide O/o No..... dated.....) on point 6 (v) (a) to (c) on a separate sheet.
 - a) Quality of the Conference :
 - b) Quality of the research paper:
 - c) How participation in the above mentioned event will be beneficial to the Institute :

(Signature)

Name of faculty:
 Designation:.....
 Department:
 Mobile No:
 e-mail ID:

Dated: _____

Specific Observations of HOD:

Recommended / Not Recommended

.....

(Note: HOD should give a detailed recommendation)

Dated:

Seal

(Signature of HOD)

(Recommended/Not Recommended)

Concerned HOD

AR (Accounts & Finance)

**Associate Dean
(Faculty Activities and Supports)**

Dean (Faculty Welfare)

Dean (Planning and Development)

Submitted for approval please.

Director