



**NATIONAL INSTITUTE OF TECHNOLOGY, RAIPUR**  
**APPLICATION FOR APPROVAL/REIMBURSEMENT UNDER CPDA**  
(FOR ATTENDING EVENT/CONFERENCE (NATIONAL/INTERNATIONAL)/SEMINAR/WORKSHOP/TRAINING PROGRAMME)

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**PART A: GENERAL INFORMATION**

1. Name and Designation of the applicant:
2. Name of the Department :
3. Nature of Appointment : Permanent/On Probation
4. Sex : Male/Female
5. (a) Block year of CPDA : 2012-2015  
(b) CPDA allocated for the current year : 1 Lac.  
(c) CPDA carried over from last year :  
(d) Total CPDA available (b+c) :  
(e) Amount already claimed/approved/obtained  
from the CPDA in the current financial year:  
(f) Net CPDA available (d-e) :
6. Amount requested in this application :

**PART B: GENERAL INFORMATION**

7. (a) Name of event/conference/seminar/workshop/training programme.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b) Theme : \_\_\_\_\_

(c) Venue : \_\_\_\_\_

City : \_\_\_\_\_

Country : \_\_\_\_\_

(d) Dates from \_\_\_\_\_ to \_\_\_\_\_

(e) Nature of conference/symposium/seminar

National  International

(f) Details of organizer  
\_\_\_\_\_  
\_\_\_\_\_

8. Purpose of visit  
(a) Chairing the session  
(b) Invited talk/delivering plenary lecture/keynote speech  
(c) Oral presentation  
(d) Poster presentation  
(e) Any other
9. Have you attended any conference/event in the past and  
current semester funded by NIT Raipur Yes/No  
(If yes, provide details) : \_\_\_\_\_  
\_\_\_\_\_

10. Details of paper  
 (a) Number of papers to be presented : \_\_\_\_\_  
 (b) Title of paper to be presented (attach copy of paper)

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- (c) Nature of the paper (Single/co-authored) : \_\_\_\_\_  
 (d) Co-authors name, address, designation and highest qualification.

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(e) NOC from co-author obtained (Yes/No) \_\_\_\_\_

11. Travel Plan (from the place of work to the conference and back)

Date	Time	From	To	Mode

12. Details of financial assistance acquired/being acquired from other funding agencies and/or event organizer: \_\_\_\_\_

13. Details of expected expenditure -

S.No.	HEAD	AMOUNT
1	Airfare (excursion economy class only) / Train Fare	
2	Registration Fees	
3	Per diem Allowances	
4	Overseas Allowances	
5	Visa Fees	
	<b>Total Expected Expenditure</b>	

Note:- Approval/Permission for requested visit does not mean approval of requested amount. Expenditure will be reimbursed as per institute rules/norms.

Please note that per diem allowance of 120\$ is allowed against Boarding, Lodging, Transportation and all other expenses for US/UK and 100\$ for other countries.

14. Alternate arrangements made for academic/administrative work during the absence from NIT, Raipur \_\_\_\_\_  
 15. Nature and days of leave requested for stay (CL/Special Leave/EL/Vacation)

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## **CERTIFICATE**

I certify that :-

- (a) The details given above are correct.
- (b) I am a regular faculty of this Institute.
- (c) If the information supplied is found to be incorrect; I will refund the entire money to NIT Raipur
- (d) The money received will be used for the purpose for which it is sanctioned.
- (e) I will present the paper and share conference experience with NIT Raipur after attending the event.

(Signature of Applicant)

Recommended/Not Recommended  
**(Head of the Department)**

**Deputy Registrar (Admin.)**

**Dean (Faculty Welfare)**

Recommended/Not Recommended  
**(Director)**

Approved/Not Approved  
**(Chairman)**

**NOTE: -**

- 1) The candidate has to make a presentation before Head of the Department and all invited faculty members of the institute to share the conference/seminar/workshop/training programme experiences. A certificate to this effect signed by Head of the Department should be submitted at the time of making a claim for the reimbursement of travel support. The claim will be settled only when such certificate is enclosed.
- 2) Leave details and work load adjustment should be verified by Head of the Department before recommendation.

**Enclosures:**

- (i) Announcement of the event.
- (ii) Invitation letter from the event organizer.
- (iii) Copy of accepted paper.
- (iv) NOC from co-author (if any)



# राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर

NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR

(INSTITUTE OF NATIONAL IMPORTANCE)

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## TO WHOM SO EVER IT MAY CONCERN

Certified that \_\_\_\_\_ has presented his paper and shared event experience before invited faculty members on \_\_\_\_\_ at \_\_\_\_\_

This is with reference of his visit in the event \_\_\_\_\_ held on \_\_\_\_\_ at \_\_\_\_\_.

(Head of the Department)

## NO OBJECTION FROM CO-AUTHOR

(Required only if Co-Author is an employee of NIT Raipur)

I, \_\_\_\_\_ (name of co-author) am a co-author of the paper \_\_\_\_\_ (title of paper), I have no objection for the visit of \_\_\_\_\_ (name of applicant) in the conference scheduled to be held at \_\_\_\_\_ on \_\_\_\_\_ and present the above paper.

(Signature of the Co-Author)