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

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   :   2015-2018

    (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) : _____
   _____

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

   (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

Sr. No.	Head	Amount
1	Airfare (excursion economy class only) / Train Fare	
2	Registration Fees	
3	Per diem Allowances(Including a day before and after international conference)	
4	Overseas Allowances	
5	Visa Fees (including travel to Embassy for Visa)	
	Total Expected Expenditure	

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

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.

<div align="right">(Signature of Applicant)</div>

<div align="right">Recommended/Not Recommended
(Head of the Department)</div>

Deputy Registrar (Admin.)

Dean (Faculty Welfare)

Special Casual Leave Available…………………..

    (Sanctioned/Not Sanctioned)

<div align="right">Recommended/Not Recommended
(Director)</div>

Approved/Not Approved
    (Chairman)

In case of international travel and if the CPDA application is approved, then how much amount is requested as advance, Rs…………………..
(Maximum permissible amount is 75% of the approved amount)

<div align="right">(Signature of Applicant)</div>

Outstanding advance in the name of applicant Rs………………….

Deputy Registrar (F & A)

Advance amount of Rs. …………………… is approved.

<div align="right">Approved/Not Approved
(Director)</div>

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)