**NATIONAL INSTITUTE OF TECHNOLOGY, RAIPUR**

 **APPLICATION FOR APPROVAL 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

1. Sex : Male/Female
2. (a) Block year of CPDA : 2024-2027
	1. CPDA allocated for the current year : 1 Lac.
	2. CPDA carried over from last year :
	3. Total CPDA available (b+c) :
	4. Amount already claimed/approved/obtained from the CPDA in the current financial year:
	5. Net CPDA available (d-e) :
3. Amount requested in this application :

**PART B: GENERAL INFORMATION**

1. (a) Name of event/conference/seminar/workshop/training programme.
	1. Theme :
	2. Venue : City : Country :
	3. Dates from

to

* 1. Nature of conference/symposium/seminar National ฀ International ฀
	2. Details of organizer
1. Purpose of visit
2. Chairing the session
3. Invited talk/delivering plenary lecture/keynote speech
4. Oral presentation
5. Poster presentation
6. Any other
7. Have you attended any conference/event in the past and current semester funded by NIT Raipur Yes/No.

(If yes, provide details) :

\_ Contd..2..

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| --- | --- | --- |
| 10. | Details of paper |  |
|  | 1. Number of papers to be presented
2. Title of paper to be presented (attach copy of paper)
 | : :  |

1. Nature of the paper (Single/co-authored) :
2. Co-authors name, address, designation and highest qualification.
3. NOC from co-author obtained (Yes/No)
4. Travel Plan (from the place of work to the conference and back)



1. Details of financial assistance acquired/being acquired from other funding agencies and/or event organizer:
2. Details of 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.

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

Contd…3

I certify that:-

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**CERTIFICATE**

1. The details given above are correct.
2. I am a regular faculty of this institute.
3. If the information supplied is found to be incorrect; I will refund the entire money to NIT Raipur.
4. The money received will be used for the purpose for which it is sanctioned.
5. I will present the paper and share conference experience with NIT Raipur after attending the event.

# (Signature of Applicant)

## Joint Registrar Dean (Faculty Welfare)

Special Casual Leave Available……………………. (Sanctioned/Not Sanctioned)

# Recommended/Not Recommended

## (Head of the Department)

Recommended/Not Recommended

## (Director)

Approved/Not Approved

##  (Chairman/Director)

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)

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

## Deputy Registrar (F & A)

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

# (Signature of Applicant)

## NOTE:

Approved/Not Approved

## (Director)

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:

1. Announcement of the event.
2. Invitation letter from the event organizer.
3. Copy of accepted paper.
4. NOC from co-author (if any)