



**APPLICATION FOR APPROVAL/REIMBURSEMENT UNDER CPDA**  
(FOR ATTENDING EVENT/CONFERENCE (NATIONAL/INTERNATIONAL)/SEMINAR/WORKSHOP/TRAINING PROGRAMME/MEMBERSHIP OF PROFESSIONAL BODIES/PURCHASE OF BOOKS/CONTINGENT EXPENDITURE)

To: The Dean, Faculty Affairs

Part - A : General Information			
1.	Personal File No.: (For office use only)		3. Designation :
2.	Name :		4. Department :
			5. Sex: (M/F):
			Phone No.:
6.	(a) Block year of CPDA:		(b) CPDA grant allocated for the current year:
	(d) Total CPDA grant available (b+c):		(c) CPDA carried over from last year:
	(e) Amount already claimed/approved/obtained from the CPDA in the current financial year:		(f) Net CPDA grant available (d-e)
7.	Amount requested in this application (Estimated):		

Part - B : General Information			
	Category	Detail(s)	Amount (Rs.)
8.	Membership of Professional bodies: (Within the limit of Rs.15000/-p.a. Membership for two professional bodies per year can be availed)		
9.	Purchase of Books: (Bills pertaining to purchase of books should be sent with due certification by faculty while sending for reimbursement Amount is restricted to Rs.10000/-).  (For purchase of books of more than the limit, prior approval of Director is required.)		
10.	Contingent Expenditure (Limited to Rs.80000/-p.a):  (a) Equipment related to professional activities such as PC, Laptop, Tab, Printer, Scanner, Internet Charges and Computer Peripherals etc. However, for any other items, explicit permission may be sought.  (b) Internet usage charges, procurement of broadband connection including USB Wireless USB, Broadband charges - (In each financial year upto Rs.15000/-)		

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**Part - C : General Information**

11.	(a) Name of event/conference/seminar/workshop/training programme/Host Institute/Collaborator: ↓			
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12.	Venue:			
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13.	From:		To:		14.	Nature of Event (National/ International:
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15.	Details of Organizer:			
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16.	Pupose of Visit: (√ sign may be used)	(a) Chairing the session	(b) Invited talk/delivering plenary lecture/keynote speech
		(c) Oral presentation	(d) Poster presentation
		(e) Laboratory Visit:	
		(f) Visit for Collaborative Research:	
		(g) Any other:	

17.	Have you attended any conference/event in the past and current semester funded by IESTS ? (Yes / No) (If yes, provide details) →		
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18.	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):		

19.	Travel Plan (from the place of work to the conference and back)				
	DATE	TIME	FROM (Place)	TO (Place)	MODE

20.	Amount of Advance required (Rs.) :		Rupees	amount In Words
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21.	Details of financial assistance acquired/being acquired from other funding agencies and/or event organizer:			

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22.	Details of expected expenditure :		
	Sl. No.	HEAD	AMOUNT

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

23	Alternate arrangements made for academic/administrative work during the absence from IESTS :	
24	Nature and days of leave requested for stay (CL/Special Leave/EL/Vacation):	

**CERTIFICATE**

I certify that:-

- (a) The details given in this application 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 the Institute.
- (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 the Institute after attending the event.

Recommended/Not Recommended

\_\_\_\_\_  
Signature of the Applicant

\_\_\_\_\_  
(Signature of the Head of the Department)

\_\_\_\_\_  
(Signature of the Concerned Dean  
with comments)

Approved / Not Approved

\_\_\_\_\_  
Signature of the Director

NOTE: -

- 1) The candidate has to report to Head of the Department about the outcome of the visit .
- 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/Host Institute/Collaborator
- (iii) Copy of accepted paper.
- (iv) NOC from co-author (if any)