**NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR**

## Application for Approval/Reimbursement under CPDA

**(Block year out of block period )**

**Part A. Applicant’s details:**

|  |  |
| --- | --- |
| Name: | Employee code: |
| Designation: | Pay level: |
| Department: | Contact no. |
| e-mail id: |  |

**Part B. Programme details:**

**B 1.** Purpose of visit (please tick the appropriate option):

**(Annexure 1**: Invitation/acceptance letter, **Annexure 2**: objective of the visit)

1. Chairing a session
2. Invited talk/delivering plenary lecture/keynote speech/presenting paper in seminar/conference/symposium
3. Collaborative research visit/Research interaction
4. Presenting in a workshop/course/special training program as a resource person/expert

**B 2:** Nature of the programme:National / Abroad

**B 3.** Mode of the programme:Online/offline

**B 4.** Name of the programme:(**Annexure 3**: Brochure indicating registration fee**)**

**B 5.** Title of the paper (if applicable):

**(Annexure 4:** Full paper which is accepted for presentation)

**B 6: NOC** from Co- authors obtained: (Yes/NA) (**Annexure 5): B 7.** Venue of the programme:

**B 8.** Period of the programme: **From to B 9.** Registration fee for the programme:

**B 10.** Date of leaving the station:

**B 11.** Date of return to the station:

**Part C: Details of the pre-foreign visit seminar held at the department:**

**C 1:** Date and time of the seminar held in the department before the foreign visit:

(**Annexure 6** : Notice and attendance sheets of the seminar)

**C 2:** Resolution of the DAC on the pre-foreign visit seminar attached:Yes/No (**Annexure 7**)

**Part D: Details of leave applied for:**

|  |  |
| --- | --- |
| 1. Special Casual Leave (SCL) \* | Date of programme: From \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_  SCL applied for: From\_\_\_\_\_\_\_ to \_\_\_\_\_ |
| 2. Nature of leave requested for an extended stay (CL/EL/vacation) | Provide Leave Application (**Annexure 8)** |

**Part E: Details of expected expenditure:**

**For visits within India:**

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Head** | **Approx. Amount (₹)** |
| 1. | Local Travel (Car/Bus) |  |
| 2. | Airfare /Train fare |  |
| 3. | Registration fee |  |
| 4. | Fooding and lodging as per Institute rule \*  (to be reimbursed on actual basis and as per entitlement) |  |
| 5. | Any other |  |
|  | **TOTAL** |  |

**For visits Abroad:**

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Head** | **Approx. Amount (₹)** |
| 1. | Local Travel within India (Car/Bus/Train) |  |
| 2. | Airfare /Train fare (including taxes and charges) |  |
| 3. | Registration fee (including bank charges and taxes thereon) |  |
| 4. | Per diem allowances as per GoI rule \* |  |
| 5. | Visa fees, Insurance fees  (Including travel to Embassy/consulate/office of service provider for Visa) |  |
| 6. | Govt fees/taxes abroad, if applicable |  |
| 7. | Any other |  |
|  | **TOTAL** |  |

\*Days for the proposed programme with one day each before and after

*[to be printed overleaf]*

**Part F: Details of the expenditure under CPDA fund for the running block period**

*For the use of the office of the Head of the Department*

*Entry has been made in the Dept. CPDA register at Page No. ……… Sl. No. ……*

***i)* Expenditure details under CPDA*:***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Grant Code*** | ***Limit per block period*** | ***Fund spent***  ***Year 1 Year 2 Year 3*** | | | ***Total Fund spent*** | ***Fund available*** | ***Fund sought*** |
| *NITD/CPDA/01* | *Rs 2.1 lakh*  */ 70% in a block year* |  |  |  |  |  |  |

**Total fund sought (in words):**

***Declaration by the applicant***

1. *I am a faculty member at NIT Durgapur in regular scale.*
2. *Total expenditure till date in CPDA in the present block period is****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** *& the balance fund available is*

*,*

1. ***Under CPDA/01,*** *total amount expended in the present block period till date is;\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the balance fund is* ***\_\_\_\_\_\_\_\_\_\_\_\_,***
2. *I hereby certify that the conference is of Tier I level in the related field. Also certify that the paper presented is related to the work carried at NIT Durgapur. (****ANNEXURE 9****)*
3. *I shall submit the TA bill with necessary documents within 7 days from my date of return to station.*
4. *I shall submit the certificate for the said programme with the TA bill.*

*.*

***Date: Signature of the Applicant***

**Certificate from the Head of the Department:**

* 1. *Verified and recommended for further processing.*
  2. *The applicant delivered the seminar before the foreign visit*
  3. *Certify that the conference is of Tier I level in the related field.*

**Date: Head of the Department**

***Office of the Jt Registrar (F&A)***

**Expenditure details under CPDA** (Grant code: *NITD/CPDA/01)****:***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| CPDA grant admissible  Year 1 Year 2 Year 3 | | | Total CPDA  grant admissible | Total  expenditure | Balance fund  available | Fund sought (Rs.) |
|  |  |  |  |  |  |  |

**Head: [36.02.05 (CPDA)]**

***Verified and checked***

**Jt. Registrar (F & A)**

**Recommendation from the Dean:**

**Dean (FW)**

Total amount approved: **Head: [36.02.05 (CPDA)]**

**(Registrar)**

**Director**

## NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

**Application for Approval/Reimbursement under CPDA**

**(Block year out of block period ) Part A. Applicant’s details:**

|  |  |
| --- | --- |
| **Name:** | **Employee code:** |
| **Designation:** | **Pay level:** |
| **Department:** | **Contact no.** |
| **e-mail id:** |  |

1. **Items to be procured with estimated price, specifications & purpose:**
   * Consumables and charges for synthesis & analysis of samples
   * Stationary items& Books
   * Additional page charges
   * Academic contingencies

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Item** | **No.** | **Brief specifications** | **Estimated Price (Rs)** | **Purpose/Justification** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total Estimated Price (Rs)** | | | |  | |

1. **Membership fee of professional bodies/Societies, both National and International***: (Max 3 in one block year*)

**(***NITD/CPDA/02***)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.**  **no.** | **Name of the professional body** | **Membership period** | **Membership fee (INR)** |
|  |  |  |  |
|  |  |  |  |

**Total fund sought:**

***Declaration by the applicant***

1. *Total expenditure approved till date in CPDA in the present block period is & the balance fund available is*

*.*

***Date: Signature of the Applicant***

***Mandatory documents to be enclosed:***

* 1. Information on the membership fee (from the website of the professional body)

***[to be printed overleaf]***

*For the use of the office of the Head of the Department Entry has been made in the Dept. CPDA register at Page No. ……, sl no………*

***Membership fee and contingent expenses :*** *Total Rs. 90,000/- in a block period* ***:*:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Grant Code*** | ***Limit*** | ***Fund spent***  ***Year 1 Year 2 Year 3*** | | | ***Total fund Spent*** | ***Fund available*** | ***Fund sought for*** |
| *NITD/CPDA/02* | Rs. 90,000/- in a block period (pro-rata basis) |  |  |  |  |  |  |
| ***NET:*** | |  |  |  |  |  |  |

***Signature of the Applicant***

***Verified and recommended for further processing.***

**Head of the Department**

***Office of the Jt Registrar (F&A)***

***(For Membership fee and contingent expenses)*** *Total Rs. 90,000/- in a block period*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| CPDA grant admissible Year 1 Year 2 Year 3 | | | Total CPDA grant  admissible | Total expenditure | Balance fund available | Fund sought |
|  |  |  |  |  |  |  |

**Head: [36.02.05 (CPDA)]**

***Verified and checked***

**Jt. Registrar (F & A)**

**Recommendation from the Dean:**

**Dean (FW)**

Total amount approved by NIT Durgapur: **Head: [36.02.05 (CPDA)]**

**(Registrar)**

**Director**