**National Institute of Technology Durgapur**

**PRFORMA FOR FACULTY RESEARCH VISTIS UNDER CPDA / NON-OFFICIAL VISIT ABROAD**

**(Presentation of papers in conferences / collaborative research visits in India/abroad & workshop/courses in India / Non-Official Visit abroad)**

**Name of the Applicant:**

**Designation:**

**Department:**

**Email Id:**

**Mobile No.:**

**1. Presentation of papers in conferences / collaborative research visits in India/abroad & workshop/ Course in India / Non-Official Visit abroad (Please tick the appropriate option; Write N. A. below, if not applicable)**

**Title of the paper accepted for presentation (if applicable):**

**Name of the conference/ workshop:**

**Place of visit:**

**Duration of the conference/ workshop/ program:**

**Date of leaving station:**

**Date of return to station:**

**Registration Fee for the conference/ workshop:**

**Date & time of the seminar held before the visit (for foreign visits):**

**Total fund sought:**

***Declaration by the applicant***

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

*2. I shall submit the TA bill with necessary documents within 7 days from my date of return to station.*

*3. I shall submit the certificate for conference/workshop presentation along with the TA bill.*

*4. I shall refund the excess advance drawn for the purpose, if any, within 15 days from the date of adjustment of bills by the Accounts section.*

*5. I shall be liable to pay back the excess expenditure to the Institute. In case I fail to do so, Institute has the right to recover the excess expenditure out of the payment due to me in any of the accounts, through HOD.*

*6. This visit is personal in nature and all expenses shall be borne by the undersigned (for Non-Official Visit).*

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

***Mandatory Enclosure (for official visits only)***

1. Paper acceptance document (if applicable)

2. Brochure indicating the registration fee

3. An abstract of the accepted paper (if applicable)

4. Detailed budget

5. Notice for the seminar (for foreign visit)

6. Attendance sheet at the seminar (for foreign visit)

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

***For Official Visits only***

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

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

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| --- | --- | --- | --- | --- |
| ***Grant Code*** | ***Maximum Limits*** | ***Fund spent in the Year / Period, as applicable*** | ***Fund available in the Year / Period, as applicable*** | ***Fund sought for*** |
| *NITD/CPDA/01* | *Research visits (Rs 2.1 lakhs in a block period)* |  |  |  |

1. ***Verified and forwarded for further processing.***
2. ***The applicant delivered the seminar before the foreign visit (if applicable)***

**Head of the Department**

***For Official Visits only***

Total fund available: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Head: [36.02.05 (CPDA)]**

***Checked the Balance***

Deputy Registrar (F & A)

**Recommendation of the Foreign Visit Committee, if applicable (Recommended / Not Recommended)**

**Prof. P. Pal HoD** **Dean (R & C)** **Dean (FW)**

**Recommendation of the CPDA Committee (Recommended / Not Recommended)**

**PIC (CPDA) Prof. S. Banerjee** **Dean (R & C)** **Dean (FW)**

***For Office use***

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

Director

**National Institute of Technology Durgapur**

**PRFORMA FOR REIMBURSEMENT UNDER CPDA (MEMBERSHIP FEE/ CONTINGENT EXPENSES)**

**Name of the Applicant:**

**Designation:**

**Department:**

**Email Id:**

**Mobile No.:**

**1. Items to be procured with estimated price, specifications & purpose:**

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

**2. Membership fee of professional bodies:**

|  |  |  |
| --- | --- | --- |
| **Sl. no.** | **Name of the professional body** | **Membership fee** |
|  |  |  |
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**Total fund sought:**

***Declaration by the applicant***

*1. Total expenditure approved till date in CPDA in the present block till date is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_& the balance fund available is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Details are as follows.*

*2. I shall refund the excess advance drawn for the purpose, if any, within 15 days from the date of adjustment of bills by the Accounts section.*

*3. I shall be liable to pay back the excess expenditure to the Institute, if any. In case I fail to do so, Institute has the right to recover the excess expenditure out of the payment due to me in any of the accounts, through HOD.*

***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. ………………*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Grant Code*** | ***Maximum Limits*** | ***Fund spent in the Year / Period, as applicable*** | ***Fund available in the grant code in the Year / Period, as applicable*** | ***Fund sought for*** |
| *NITD/CPDA/02* | *Max 3 in a block period* |  |  |  |
| *NITD/CPDA/03* | *Rs 20,000* |  |  |  |
| *NITD/CPDA/04* | *Rs 25,000* |  |  |  |
| *NITD/CPDA/05* | *Balance fund* |  |  |  |

***Verified and forwarded for further processing.***

**Head of the Department**

Total fund available: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Head: [36.02.05 (CPDA)]**

***Checked the Balance***

Deputy Registrar (F & A)

**Recommendation of the CPDA Committee (Recommended / Not Recommended)**

**PIC (CPDA) Prof. S. Banerjee** **Dean (R & C)** **Dean (FW)**

***For office use***

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

Registrar