|  |  |
| --- | --- |
|  | NATIONAL INSTITUTE OF TECHNOLOGY DURGAPURApplication for Approval for Attending Conference, Seminar, Laboratory Visits under IRS **IRS/Form - 2** |

**Part A. Applicant’s details:**

|  |  |
| --- | --- |
| Name: | Roll No.: |
| Department / Center: | Contact no.: |
| e-mail id: | Name of the Supervisor: |

**Part B. Programme details:**

**B 1.** Name of the programme: (**Annexure 1**: Brochure indicating registration fee**)**

**B 2.** Title of the paper (if applicable):

**(Annexure 2**: Invitation/acceptance letter) & **(Annexure 3:** Full paper which is accepted for presentation)

**B 3.** Venue of the programme:

**B 4.** Period of the programme: **From to**

**B 5.** Date of leaving the station:

**B 6.** Date of return to the station:

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

|  |  |
| --- | --- |
| 1. Special Leave (SL) \* | From\_\_\_\_\_\_\_ to \_\_\_\_\_ |
| 2. Nature of leave requested for an extended stay | Provide Leave Application (**Annexure 4)** |

**Part D: Details of expected expenditure (**as per PhD Regulations Clause 18.0**):**

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Head\*\*** | **Approx. Amount (₹)** |
| 1. | Local Travel (Taxi/Bus) (up to ₹150/- per day on production of bills / self-certification) |  |
| 2. | Airfare /Train fare (AC-3Tier) |  |
| 3. | Registration fee (Maximum up to ₹10,000/-) |  |
| 4. | Lodging as per Institute rule \*  (to be reimbursed on actual basis, Maximum up to ₹1,500/- per day) |  |
| 5. | Per Diem (₹250/- per day, self-certification) |  |
|  | **TOTAL** |  |

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

\*\* **vide office order no.** NITD/Estt./O/O/2025, dated 30.04.2025

**Part E: Details of the expenditure made till date**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Total Fund spent*** | ***Purpose*** | ***Fund available*** | ***Fund sought*** |
|  |  |  |  |

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

*.*

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

**Certificate from the Supervisor:** *Verified and recommended for further processing.*

***Date: Signature of the PhD Supervisor***

**Recommended / Not Recommended**

**Date: Head of the Department**

**Recommendation from the office of Dean (Academic):**

**Approved / Not Approved**

**Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dean (Academic)**

|  |  |
| --- | --- |
|  | NATIONAL INSTITUTE OF TECHNOLOGY DURGAPURApplication for Approval for Purchasing of Contingent Items under IRS **IRS/Form - 1** |

**Part A: Applicant’s details:**

|  |  |
| --- | --- |
| Name: | Roll No.: |
| Department: | Contact no.: |
| e-mail id: | Name of the Supervisor: |

**Part B: Items to be procured with estimated price, specifications & purpose:**

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

**\***Budgetary Quotations against each item shall be submitted and only the permitted Items as per PhD regulations Clause No. 18.0

**Part C: Details of the expenditure made till date**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Total Fund spent*** | ***Purpose*** | ***Fund available*** | ***Fund sought*** |
|  |  |  |  |

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

*.*

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

**Certificate from the Supervisor:** *Verified and recommended for further processing.*

***Date: Signature of the PhD Supervisor***

**Recommended / Not Recommended**

**Date: Head of the Department**

**Recommendation from the office of Dean (Academic):**

**Approved / Not Approved**

**Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dean (Academic)**