

**राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड**  
**NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND**

Ref. No. \_\_\_\_\_

Date: \_\_\_\_\_

**FORM-I**

**CPDA form for National/International (Conferences/Workshops/Symposia/Special Training in India & abroad)**

1. Name of the Employee : \_\_\_\_\_
2. Employee Code, Pay Matrix & Level : \_\_\_\_\_ & \_\_\_\_\_
3. Designation of the Employee : \_\_\_\_\_
4. Department of the Employee : \_\_\_\_\_
5. Nature of appointment (Regular/Temporary/Contract) : \_\_\_\_\_
6. (a) Nature of Conference/Workshop/Symposia/Special Training in India & Abroad : \_\_\_\_\_
- (b) Name of Conference/Workshop/Symposia/Special Training (strike out which is not applicable) : \_\_\_\_\_
- (c) Theme : \_\_\_\_\_
- (d) Venue : \_\_\_\_\_
- (e) City, State, Country : \_\_\_\_\_
- (f) Dates : From \_\_\_\_\_ To \_\_\_\_\_
- (g) Details of organizer : \_\_\_\_\_
7. Purpose of visit : \_\_\_\_\_
- (a) Chairing the session : \_\_\_\_\_
- (b) Invited talk/delivering plenary lecture/ keynote speech : \_\_\_\_\_
- (c) Presentation : Oral ( ) Poster ( )
- (d) Any other : \_\_\_\_\_
8. Have you attended any conference/event in the past and current semester funded by NIT, Uttarakhand (If yes, provide details) : \_\_\_\_\_

9. Details of paper (enclose copy of invitation and accepted paper) : \_\_\_\_\_

10. Travel Plan : (from the place of work to the conference and back)

Date	Time	From	To	Mode

11. Details of financial assistance acquired/being acquired from other funding agencies and/or event organizer: \_\_\_\_\_

12. **Details of expected expenditure:**

S. No.	HEAD	AMOUNT (in ₹)
1.	Air India Airfare (economy class only) / Train Fare / Taxi Fare / Bus Fare	₹
2.	Registration Fees (as per actuals)	₹
3.	TA/DA (as per actuals)	₹
4.	Visa Fees Charges (as per actuals)	₹
5.	Travel Insurance charges (as per actuals)	₹
6.	Any other expenses, if any, please specify _____	₹
<b>TOTAL EXPECTED EXPENDITURE</b>		₹

Note: TA/DA claim under CPDA has to be put up in CPDA TA/DA claim form (enclosed). Approval/Permission for requested visit does not mean approval of requested amount. Expenditure will be reimbursed as per Institute rules/norms.

13. Alternate arrangements made for academic/administrative work during the absence from NIT Uttarakhand

Date	Name of the employee	Assigned duties	Signature

14. Nature and days of leave requested for stay: \_\_\_\_\_

**CERTIFICATE**

I certify that the details given above are correct. If the information supplied is found to be incorrect; I will refund the entire reimbursed amount to NIT Uttarakhand.

Forwarded  Not Forwarded

Signature of Applicant

Counter Signature of HoD

Recommended  Not Recommended  
Place before Committee of the Deans and HoDs

Recommended  Not Recommended

Dean (Faculty Welfare)

Assistant/Deputy Registrar (Estt.)

Recommended  Not Recommended

Recommended  Not Recommended

Assistant/Deputy Registrar (Accounts)

Registrar

Approved  Not Approved

Director

To  
Asstt./Dy. Registrar (Establishment)

**NOTE:**

- 1) *Participating in National / International Conferences / Workshops / Symposia / special training programmes requires prior approval.*
- 2) *Prior approval must be taken for any expenditure.*
- 3) *Normally, participation should be restricted to selected quality events and the Screening Committee shall ensure that participation in the event will be beneficial to the institute.*
- 4) *A Committee of the Deans and HoDs shall scrutinize the applications submitted to ensure that the conference is of Tier-I level, the paper presented is related to the work carried in the respective institute and the claims made are in order. The Institute may co-opt an external member(s).*
- 5) *Foreign travel for attending conferences shall be strictly limited to the period of conference and shall be entertained during vacation period ensuring teaching is not affected. Visits outside the Institution to be restricted to vacation period only.*
- 6) *It is mandatory on the part of the faculty member to deliver a seminar in the Institute prior to participation in any international conference and submit a report of activities carried out before making claim for reimbursement of expenditure incurred for participating in National / International Conferences / Workshops / Symposia.*
- 7) *The faculty shall be responsible for submitting the accounts and claiming reimbursement within a month after participation in the conference / expenditure incurred under various categories.*
- 8) *Admissible expenditure shall include actual travel expenditure by economy class by shortest route following extant Government of India instructions.*
- 9) *Institute norms will be applicable for TA/DA. The total expenditure towards all items under the Category such as TA/DA, registration fee, visa fee, etc. for participating in National/International Conferences/Workshops/Symposia and visits for research interactions shall be up to a maximum of 70% of the CPDA (i.e., ₹2,10,000/- Lakhs) for the three years period.*
- 10) *Any expenditure incurred towards participation in a conference including registration fee paid shall not be reimbursable if the faculty fails to attend the conference for any reason.*
- 11) *The faculty members who are on deputation/QIP/leave (beyond 30 days) are NOT entitled for claiming reimbursement under the CPDA funds- during their absence from the institute.*
- 12) *The Director shall be responsible for encouraging all the faculty to utilize the budget sanctioned under CPDA to each of them in an effective way so as to promote their academic performance.*
- 13) *All regular faculty members who have cleared their probation period shall be eligible for the grant. If a faculty member joins the institute or retires from the institute service/leaves the institute (resignation or deputation or any other reason) in between a block period, the faculty member shall be entitled for this allowance on pro-rata basis*
- 14) *The amount sanctioned shall be sanctioned on reimbursable basis.*
- 15) *Only one third of the amount sanctioned over a block period shall be made available during the first year of the block period of 3 years. Any unutilized amount shall be rolled over to the second year and the remaining amount sanctioned during the third year.*
- 16) *Amount set aside for each year of the block period shall not be paid in advance.*
- 17) *The actual amount received during a block period shall be equally earmarked for all eligible faculty members.*
- 18) *The details of all traveling abroad shall be placed on the website of the Institute.*
- 19) *Enclose participation certificate received from the organizers at the time of reimbursement of claim.*
- 20) *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 organizers
- (iii) Copy of accepted paper

**TO WHOM SO EVER IT MAY CONCERN**

Certified that Prof./Mr./Ms./Mrs./Dr. \_\_\_\_\_ has delivered a seminar in the Department of \_\_\_\_\_ prior to participation in \_\_\_\_\_ on \_\_\_\_\_.

This is with reference of his/her visit to the event \_\_\_\_\_ will be held on \_\_\_\_\_ at \_\_\_\_\_.

(Head of the Department)

**NO OBJECTION FROM CO-AUTHOR**

(Required only if Co-Author is an employee of NIT Uttarakhand)

I, \_\_\_\_\_ (name of co-author) am a co-author of the paper \_\_\_\_\_ (title of paper), I have no objection for the visit of \_\_\_\_\_ (name of applicant) in the conference scheduled to be held at \_\_\_\_\_ on \_\_\_\_\_ and present the above paper.

(Signature of the Co-Author)

**TA/ DA & OTHER EXPENSES CLAIM FOR CPDA**

1. Name of the employee: \_\_\_\_\_ 2. Employee Code: \_\_\_\_\_  
 3. Designation : \_\_\_\_\_ 4. Matrix/Level: \_\_\_\_\_  
 5. Department.: \_\_\_\_\_ 6. Basic: ₹ \_\_\_\_\_

<b>A. TRAVELLING DETAILS (AIR/TRAIN/ROAD at India &amp; Abroad) – Airfare is admissible only by Air India (Economic Class)</b>									
PARTICULARS OF JOURNEY						Mode of journey (Air/Train/ /Bus/Taxi etc.)	Distance (in km)	Fare (in ₹)	Ticket Nos./ Bill No./ Remarks
Departure			Arrival						
Station	Date	Time	Station	Date	Time				
<b>Total (A)</b>								₹	

(If travelled by Air, boarding pass should be enclosed)

<b>B. PARTICULARS OF LOCAL TRAVEL</b>			Mode of journey (Taxi/Auto/ Bus etc.)	Vehicle No.	Distance (in km)	Fare (in ₹)	Ticket Nos./ Bill No./ Remarks
Date	From	To					
<b>Total (B)</b>						₹	

<b>C. OTHER CHARGES</b>	Period		Bill No	No. of Days	Rate per day including GST	Amount (in ₹)	Remarks
	From	To					
Accommodation Charges*							
Daily Allowance*							
Other Charges (if any)							
<b>Total (C)</b>						₹	

\* Accommodation/DA shall be eligible as per the entitlement of the faculty.

**D) REGISTRATION FEES** ₹ \_\_\_\_\_ **E) TRAVEL INSURANCE CHARGES** (as per actuals) ₹ \_\_\_\_\_  
**F) VISA FEES** (as per actuals) ₹ \_\_\_\_\_ **G) ANY OTHER EXPENSES** ₹ \_\_\_\_\_

**Grand Total (A+B+C+D+E+F+G)** ₹ \_\_\_\_\_

1. Free Boarding Provided: YES  NO       2. Free Lodging Provided: YES  NO

*I am aware that, if at any stage the information/documents furnished above is found to be false, I am liable for disciplinary action under CCS (Conduct) Rules, 1964.*

**Forwarded to Establishment Section**

Date: \_\_\_/\_\_\_/20\_\_\_      Signature of the claimant      Counter Signature of HoD

**NOTE: Account Section shall forward photocopy of this form to Establishment Section for keeping the record in Personal file & CPDA file.**

**FOR ESTABLISHMENT SECTION USE ONLY**

Application received on \_\_\_\_\_

From Prof./Dr./Mrs./Ms./Mr. \_\_\_\_\_

1. **a)** Total ceiling limit **b)** balance available : a) ₹ \_\_\_\_\_ : b) ₹ \_\_\_\_\_
2. Total expenditure incurred on TA/DA, registration fee, visa fee, etc. so far : \_\_\_\_\_
3. Present claim : \_\_\_\_\_
4. Claim admissible : \_\_\_\_\_
5. Balance available (1b-4) : \_\_\_\_\_

Claim entered in CPDA register

Particulars checked and verified

**Junior Assistant (Estt.)**

**Superintendent (Estt.)**

**Asstt./Dy. Registrar (Estt.)**

**FOR ACCOUNTS SECTION USE ONLY**

S.No.	Particulars	Amount admissible
1.	Air India Airfare (economy class only) / Train Fare / Taxi Fare / Bus Fare	₹
2.	Registration Fees (as per actuals)	₹
3.	Daily Allowances (as per the entitlement of faculty)	₹
4.	Accommodation (as per the entitlement of faculty)	₹
5.	Visa Fees Charges (as per actuals)	₹
6.	Travel Insurance charges (as per actuals)	₹
7.	Any other expenses, if any	₹
<b>TOTAL AMOUNT PAYABLE</b>		₹

Bills checked

Bills checked & verified

**अभ्यासाध्यरयेतः विद्या**

**Jr. Assistant (A/cs.)**

**Superintendent (A/cs.)**

**Asstt./Dy. Registrar (A/cs.)**

**Asstt. Registrar/Dy. Registrar**

**Registrar**

**Dean (FW)**

**Director**

To  
Asstt./Dy. Registrar (Accounts)