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NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref. No. _____

Date: _____

FORM-I

Permission for attending Conferences under Professional Development Fund (PDF) for Trainee Teachers

1. Name of the Trainee Teacher : _____
2. Employee Code & Basic Pay : _____ & ₹ _____
3. Department of the Trainee Teacher : _____
4. (a) Nature of Conference/publication of papers : _____
- (b) Name of Conference/publication of papers : _____
(**strike out which is not applicable**)
- (c) Theme : _____
- (d) Venue : _____
- (e) City, State, Country : _____
- (f) Dates : From _____ To _____
- (g) Details of organizer : _____
5. Purpose of visit : _____
- (a) Chairing the session : _____
- (b) Invited talk/delivering plenary lecture/
keynote speech : _____
- (c) Presentation : Oral () Poster ()
- (d) Any other : _____
6. Have you attended any conference/event in the past and : _____
current semester funded by NIT, Uttarakhand
(If yes, provide details) _____
7. Details of paper : _____
(enclose copy of invitation and accepted paper)
8. Travel Plan : (**from the place of work to the conference and back**)

Date	Time	From	To	Mode
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9. Details of financial assistance acquired/being acquired from other funding agencies and/or event organizer: _____

10. **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 _____	₹
TOTAL EXPECTED EXPENDITURE		₹

Note: TA/DA claim under PDF has to be put up in PDF 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.

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

Date	Name of the employee	Assigned duties	Signature

12. 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

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Director

To
Asstt./Dy. Registrar (Establishment)

NOTE:

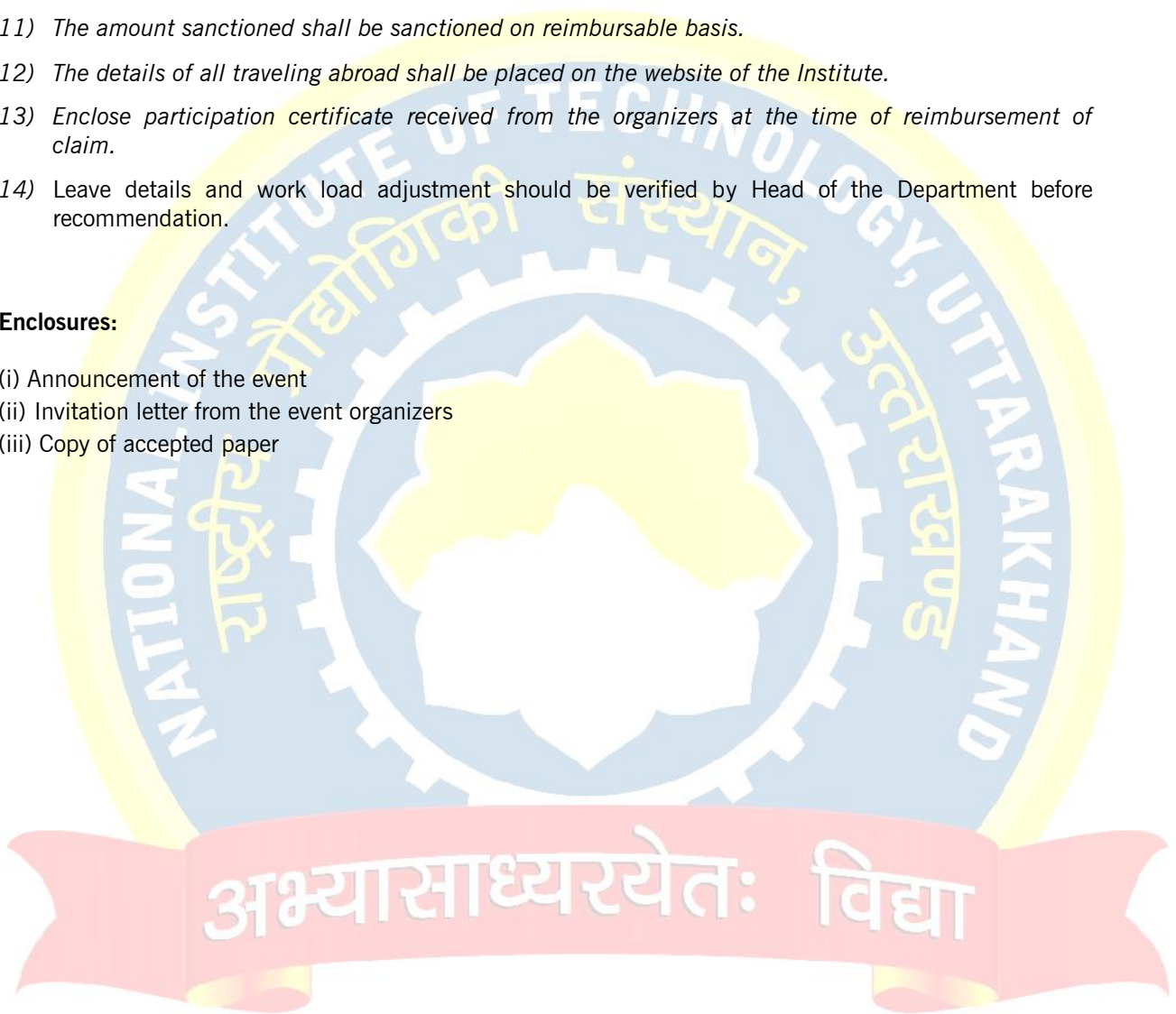
- 1) Prior approval must be taken for any expenditure.
- 2) Normally, participation should be restricted to selected quality events and the Screening Committee shall ensure that participation in the event will be beneficial to the institute.
- 3) A Committee of the Deans and HoDs shall scrutinize the 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).
- 4) 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.
- 5) It is mandatory on the part of the Trainee Teachers 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 Conferences.

- 6) The Trainee Teacher shall be responsible for submitting the accounts and claiming reimbursement within a month after participation in the conference / expenditure incurred under various categories.
- 7) Admissible expenditure shall include actual travel expenditure by economy class by shortest route following extant Government of India instructions.
- 8) 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 Conferences shall be up to an individual limit under PDF.
- 9) Any expenditure incurred towards participation in a conference including registration fee paid shall not be reimbursable if the Trainee Teacher fails to attend the conference for any reason.
- 10) The Trainee Teachers who are on deputation/QIP/leave (beyond 30 days) are NOT entitled for claiming reimbursement under the PDF during their absence from the institute.
- 11) The amount sanctioned shall be sanctioned on reimbursable basis.
- 12) The details of all traveling abroad shall be placed on the website of the Institute.
- 13) Enclose participation certificate received from the organizers at the time of reimbursement of claim.
- 14) 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 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 PDF

1. Name of the Trainee Teacher: _____
2. Designation : _____ 3. Employee Code: _____
4. Department : _____ 5. Basic: ₹ _____

A. TRAVELLING DETAILS (AIR/TRAIN/ROAD at India & Abroad) – Airfare is admissible only by Air India (Economic Class)

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				
Total (A)								₹	

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

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

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

* Accommodation/DA shall be eligible as per the entitlement of the Trainee Teacher.

- 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 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 PDF 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	₹
TOTAL AMOUNT PAYABLE		₹

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)

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