



Indian Institute of Information Technology, Allahabad

Deoghat, Jhalwa, Allahabad 211012

Performa of Financial Assistance for Attending National/International Conference/Seminar/Workshop under

Cumulative Professional Development Allowance Scheme

1.	Name of Applicant				
2.	Designation				
3.	Division				
4.					
a.	Full Title of the Event National/International Conference/(Attach copy of Announcement as Ann.1)				
b.	Country/Location at which the Event is Organized				
c.	Nature of Participation (tick) (Pl. attach a copy of the Invite as Ann. 2)	Oral Presentation	Poster Presentation	Chairing/Organizing a session	Professional Development (**)
d.	Title of the Paper/Talk				
e.	Status of Applicant in above:Author/Co-author	Corresponding Author			
5.	a. Programme of Travel (tentative)	From...	To...		
	b. Duration of National/International Conference				
Any other, pl specify					
6.	Category/Duration of Leave applied for	Category of Leave	From	To	
	a) Conference				
	b) Any Other				
7.	Financial Outlay (Each item to be supported by relevant documents- Approx)	Total (Rs.)	From Other Sources (Rs.)	Request Through CPDA (Rs.)	
	a) Air fare/Train fare				
	b) Registration Fee				
	c) Per Diem (in case of International Conference/etc. Period+2 days) DA (for National Conference/etc.)				
	d) Boarding Charges (Hotel)				
	e) Visa Fee (International Travel)				
	f) Travel Insurance (for International Travel only)				
	Misc				
	Total				
Advance Requested (in Rs.)					
8	Alternative arrangements made for academic / research / Project Activities of the Faculty Member during the above period of leave	Yes	Not required vacation period [√]		
I have read the rules of CPDA Scheme and undertake to abide by them					
Date:		Signature of Applicant Faculty :			
8.	The proposal is concurred with.				
					Signature of Divisional Head

For Official Use**Remarks of the Finance and Accounts sections**

Funds so far availed for the CPDA block period from.....to

By Dr.is Rs.

Balance funds available (excluding this proposal)is Rs.

No bill under CPDA in respect of this applicant is pending parallelly.

Dealing Asstt.

A. R. (F)

Remarks of the Deputy Registrar (E) on Eligible leave for the current event

Category of Leave	Eligibility for Current Calendar Year	Availed during current calendar year	Present Request			Leave Sanctioned
			From	To	Duration	
On Duty						
Special Casual Leave						
Vacation						
Earned Leave						
Half Pay Leave						
Extra-Ordinary Leave						
Prefix/Suffix Days						

Dealing Asstt.

D. R. (E)

Remarks of the Deputy Registrar (A) on Eligible financial commitment for current request

1) Air Fare/Train Fare	
2) Registration Fee	
3) Per Diem (Conference Duration +2 days) (DA for National Conference) As per approved rates	
4) Boarding Charges (Hotel) expenses	
5) Visa Fee (International Travel) expenses	
6) Travel Insurance (International Travel) expenses	
7) Total estimate thus approved for Rs.	
8) Advance allowed for Rs.	

(Note:- To be reimbursed as per actuals based upon original Bills etc. submitted by the respective faculty member after having completed the journey, as per above).

The request of the faculty member to attend the above event may be approved as per Scheme norms and subject to availability of funds under CPDA

Accountant/Deal. Asstt.

I. A.O.

A.R.(F)

D.R.(Admin.)

Director

Paid an advance of Rs. through Cheque No..... dated.....
drawn onBank

Cashier/Accountant

Cheque as above Received.

Signature of Applicant with Date