



# Indian Institute of Information Technology, Allahabad

Deoghat, Jhalwa, Allahabad 211015

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)			
	<b>Misc</b>			
	<b>Total</b>			
<b>Advance Requested (in Rs.)</b>				
8.	Alternative arrangements made for academic / research / Project Activities of the Faculty Member during the above period of leave	Yes	Not required vacation period <sup>v</sup>	
I have read the rules of CPDA Scheme and undertake to abide by them				
<b>Date:</b>		<b>Signature of Applicant Faculty :</b>		
9.	The proposal is concurred with.			
	Signature of Divisional Head			
	Dean (FA)	DIRECTOR		