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|  | **पूर्वोत्तर क्षेत्रीय विज्ञान एवं प्रौद्योगिकी संस्थान**  **North Eastern Regional Institute of Science and Technology  Deemed-to-be-University under MHRD, Govt. of India Nirjuli - 791109, Arunachal Pradesh** |

**Application for attending National / International Conference (within the country and abroad) /Seminar / Symposia / Short Term Training Programme (STTP) under the CPDA**

**1. Name of the Applicant** :

**2. Designation** :

**3. Department** :

**4. DETAILS OF THE CONFERENCE/SEMINAR/SYMPOSIA**

1. Nature : (International/National)
2. Name of the organizing body :
3. Title of the Conference/Seminar :
4. Title of the Paper :
5. Date :
6. Venue :

**5. DETAILS OF THE SHORT-TERM TRAINING PROGRAMME (STTP)**

1. Title :
2. Name of the Organizer :
3. Venue :
4. Date :

**6. DETAILS OF THE JOURNEY AND FINANCIAL ASSISTANCE SOUGHT UNDER THE CPDA**

1. Date of proceeding to attend the above :
2. Date of return to resume duties :
3. An amount of ₹.............................. may be sanctioned for reimbursement from the CPDA to attend the above, details of which are as follows:

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Particulars** | **Amount, ₹** |
| 1 | Registration Fees (wherever applicable) |  |
| 2 | 1. Visa fee (for Conferences held abroad) |  |
| 1. Insurance charges (wherever applicable) |  |
| 3 | ***Accommodation charges*** |  |
| 1. Within India |  |
| 1. Outside India |  |
| 4 | ***Daily Allowance*** |  |
| 1. Within India for .....................days @ ₹……………………… |  |
| 1. Per Diem (outside India) for ..............days @ $...................   @ Conversion rate at: …………...= ₹………………………… |  |
| 5 | ***Travelling Expenditure***   1. **Within India** 2. Train / Air / Bus |  |
| 1. Road (only local travel within city) |  |
| 1. **Outside India** 2. Train / Air / Bus |  |
| 1. Road (only local travel within city) |  |
|  | **Total ₹** |  |
| 6 | **Advance applied for (in Rupees)** |  |

**7. In case of International Conference/Seminar/Symposia organized abroad:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Whether NOC for visa is required | YES |  | NO |  |

\* *Application for SCL/DL may be submitted separately.*

**DECLARATION BY THE APPLICANT**

1. I hereby declare that I have not received any amount from any other source for this activity. Further, I understand that in case I receive any amount for the activity from other source(s), the same will be deducted at the time of final settlement.
2. I hereby declare that I will submit a copy of the certificate of the presentation of the paper, all bills, boarding passes and tickets in original for the settlement/adjustment of the TA advance/ reimbursement.

Enclosures:

1. Acceptance letter of the paper to be presented.
2. Copy of paper to be presented.
3. Copy of the Conference brochure/letter received from the organizers or Conference website mentioning the amount of registration fee to be paid.

(Signature of the applicant)

Name: …………….................................................

**Observations of the Head of the Department:** RECOMMENDED / NOT RECOMMENDED

(Signature of the HoD)

**Observations of the Screening Committee:** RECOMMENDED / NOT RECOMMENDED

(The minutes of the meeting of the Screening Committee may be enclosed separately)

(Signature of the Chairperson of the Screening Committee)

**DIRECTOR**

**TO BE FILLED IN BY THE FINANCE BRANCH**

**Details of CPDA utilization and Balance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No. | Amount claimed /submitted under activities listed under CPDA for the current year of the current block. | Current Claim | Available balance under the PDA | Admissible amount |
| 1. |  |  |  |  |