

Permission to attend national and international conference/workshop/symposium etc. by faculty members under the CPDA allowance

(All the fields are mandatory)

1.	Name of the faculty member and designation			
2.	Name of the Department			
3.	Date of joining the institute			
4.	Nature and days of leave requested for the proposed visit			
5.	Leave of the above nature (refer to 4) already availed during the current academic year			
6.	Period of current CPDA block of 3 years			
7.	Period of current year of CPDA Block of 3 Years			
9.	Details of International Conference/Symposium/Workshop etc. attended abroad during the current CPDA Block of 3 years			
	SN	Dates	Name of International Conference	Name of the Organizer and Venue
	(1)			
	(2)			
	(3)			
10.	Details of National/International Conference/Symposium/Workshop etc. attended in India during the current year of CPDA block of 3 years			
	SN	Dates	Name of International Conf.	Name of the Organizer and Venue
	(1)			
	(2)			
	(3)			
11.	Title of National/International Conference/Symposium/Workshop etc. proposed to be attended (Please refer Office Order of CPDA guidelines listed at A1/A2/A3/A4)			
	Name of Event			
	Theme			
	Period			
	Name of the Organizers			
	Venue			
	Journey Schedule			
	Purpose of Visit			
	Title of the Paper (attach copy)			
	Mode of the paper presentation (Oral/Poster)			
	Whether NOC is required for applying Visa for the purpose?			Yes/No
12.	Details of expenditure (Tentative amount required)			
	Registration Fee			
	T.A. (Journey + Local Travel) (to and fro)			
	D.A. (Activity duration + Travel Days)			
	Visa Fee			
	Any other expenses (give details)			
	Total (Rs.)			
13.	Fund Position			
	a) CPDA allocated for the current year			
	b) CPDA carried over from last year			
	c) Total CPDA (b+c)			
	d) Amount already claimed/approved/obtained from the CPDA during current block of three years			
	e) Net CPDA available (d-e)			
14.	Does the period of Course/Conference falls during teaching period?			
15.	How the teaching and other duties are proposed to be adjusted during the period of course/ conference?			Attach duty adjustment details.

16.	<u>CERTIFICATE</u> I (Prof./Dr.).....working as in the Department of on regular basis certify that (a) The money received under CPDA will be used for the purpose for which it is sanctioned. (b) I will present the paper and share conference experience with ABV-IIITM Gwalior after attending the event. (c) If it is discovered subsequently at any stage that I was not entitled to attend the same, I hereby undertake to refund the amount and render myself liable for any disciplinary action under the CCS CCA Rules (1965). (d) I will claim as per guidelines notified for 20__ - __ under head A1/A2/A3/A4. (e) It is my original research work and free from any kind of plagiarism (copy of my research paper generated through the software is enclosed). (f) If any of the information supplied is found to be incorrect, I will refund the entire money to ABV-IIITM Gwalior without prejudice to any disciplinary action. (g) I, hereby, undertake that financial sanction to attend national / international conference / workshop / symposium etc. in CPDA duringis as per the existing CPDA scheme together with the present guidelines. I am aware that this financial approval is subject to decision of the Director, ABV-IIITM Gwalior.
17.	Following documents are to be attached with the application form. (a) Information brochure (b) Invitation letter from the organizer, mentioning therein title of the research paper accepted for presentation and mode of presentation (oral/poster) (c) Copy of Full paper accepted for presentation duly signed on all pages (generated through software) (d) Details of airfare (e) Details of visa fee. (f) NOC from the co-author that he/she will not present the same paper in the same event (g) Undertaking/Agreement for proceeding on Leave Ex-India (h) Performa for taking prior permission by Government Servants for private/official visits abroad. (i) Details of duty adjustment during the event.

Signature of the Applicant

Recommendation of the concerned HOD	
-------------------------------------	--

Signature of the HOD

Signature of Deputy Registrar (F&A)

Recommendation of the Dean of Faculty Affairs

--

Signature of the Dean (FA)

To,
The Director

Block Period:

Application form for seeking approval for purchase under "Contingency Head" (B – B1 and B2) of CPDA guidelines**(All columns are mandatory)**

1.	Name of the faculty member	
2.	Designation	
3.	Name of the Department	
4.	Date of joining the institute	
5.	Details of Item(s) indented to purchase under CPDA with specifications	
	a) Membership fee of professional bodies / societies	
	b) Any consumables for research or for UG / PG / PhD projects like chemicals, fabrication, add on controller boards, preparation of lab models etc.	
	c) Stationery items, e.g., Bond Paper, Covers, Files, Folders, Xerox, Posters, Binding etc.	
	d) Computer consumables, e.g., Connectors, USB hubs, Cables, Port Converters, Pen Drives, External HDDs, Cartridges and refilling etc. Repair of Printers / Scanners / Laptops / Desktops Purchase of Antivirus, Internal access	
	e) Purchase of Books / Periodicals, analysis work, Publication fees in web of science etc. suitable for professional development	
	f) Fees of filing patents, fee for over/extra pages in journals etc.	
7.	When the said item(s) last purchased under CPDA (as per record maintained in the concerned Department)	
8.	Period of Current CPDA Block of 3 years	
9.	Period of current year of CPDA Block of 3 Years	
10.	Amount available under CPDA (as on date)	
11.	Approximate Rate (Rs.) supported with relevant quotations.	
12.	Net amount to be available after said Purchase	
13.	Details of the Purchase Committee Members for the said purchase.	
	Name	Designation
14.	I. I, hereby, undertake that financial sanction for "Contingency Head" of CPDA during is as per the existing CPDA Scheme together with the present guidelines. I am aware that this financial approval is subject to decision of the Director, ABV-IIIITM Gwalior. II. I, hereby, certify that the above indented item(s) are available/not available on GeM Portal.	

Encls: Supporting quotation(s)/ document (in original).

Signature of the applicant

Verified as per CPDA Account maintained in the Department of the concerned faculty member and hereby recommends purchase of indented item(s) under CPDA.

Signature of the HoD

Signature of Deputy Registrar (F&A)

Recommendations of Dean (FA):.....

Dean (FA)

To,
The Director