



# भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर

## Indian Institute of Technology Bhubaneswar

### APPLICATION FOR PERMISSION TO FACULTY MEMBERS TO ATTEND CONFERENCE / SYMPOSIUM/ WORKSHOP ETC., AND DRAWAL OF ADVANCE

1.	Name:	2.	Employee Code:	
3.	Designation:	4.	School:	
5.	Details of the Conference / Seminar/Symposium/ Workshop:	Duration:		
6.	Title of the paper:			
7.	Type of Presentation :	Oral/ Poster/ Paper/ any other, please specify.		
8.	Mode of Presentation:	ONLINE/IN-PERSON		
9.	Place of visit:			
10.	Period of absence including journey period:	days, From:	To:	
11.	a) Details of Leave on Duty or any Other Leave required: b) Station Leaving permission: Yes / No; If Yes, please mention the duration:			
12.	Number of Conference/ Seminar / Symposium / Workshop already attended, if any, and source of TA/DA, registration fee etc. Details may be given-	a) During the current academic year:		
		b) During the previous academic year:		
13.	Estimated Expenditure to be claimed (Give break up) :			
	a) Registration Fee	: Rs.	b) Air / Rail Fare	: Rs.
	c) Accommodation	: Rs.	d) Local Travel	: Rs.
	e) Other expenses	: Rs.	f) Total	: Rs.
14.	Partial support from external agencies, if any:			
15.	Advance required, if any	: Yes/No		
16.	State whether any advance is pending adjustment (Give details)	:		
17.	NOC required for travel/VISA	: Yes / No; If Yes, please mention Passport No.:		

I do hereby state that I will submit details of utilization against the advance within 10 days of the drawal and adjust the same within 15 days from the date of completion of Conference / Seminar / Symposium/ Workshop etc.

Supporting documents to be attached for perusal of Head of School/ PDA Monitoring Committee:

1. Invitation Letter
2. Acceptance of paper/Oral/ Poster to be presented
3. Abstract of the Paper
4. Supporting document for claiming Registration fees
5. Travel Itinerary
6. Details of financial support if any as paid by the hosting organization
7. Separate justification duly recommended and forwarded by HOS for estimated expenditure exceeds Rs. 1 Lakh as per PDA Rules

*Signature of the Applicant*

**Recommendation of Head of the School**

(For Office Use)

CPDA balance for the block period .....is Rs...../-  
(Rupees.....).

(Accountant)

DR/AR (F&A)

- (A) Number of Days of Leave on Duty /SCL/Vacation admissible during the year: ..... is ..... days.
- (B) Number of days of Leave on Duty /SCL/ Vacation availed during the year: ..... , ..... days.
- (C) Number of days of Leave on Duty /SCL/Vacation requested: ..... Days, From .....To .....
- (D) Station leave details: ..... Days, From .....To .....
- (E) Estimated Expenditure: .....
- (F) Details of fund support from the Sponsored/ host organization: .....  
.....
- (G) The details of the breakup of the entitlement is as under:

Details	Estimated Expenditure (INR)	Admissible Rate	Advance Amount (INR)
Registration Fee			
Travel (Airfare/Rail fare)			
DA (Accommodation + Food Charges)			
Other Expenditure			
<b>Total (in Rs.)</b>			

- (H) Advance Admissible: .....
- (I) Advance Recommended: .....

JS/SO

DR/AR (Estt.)

Registrar

Dean (FA)

Director