

भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर | Indian Institute of Technology Bhubaneswar

ADMINISTRATIVE-CUM-FINANCIAL APPROVAL

Application for Permission to Faculty Members to Attend Conference / Symposium/ Workshop/Training Programs/Visits for Collaborative Research Programs/Field trips/Visits for data collection etc., and Drawal of Advance

1.	Name:					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	ey period: days, From: To:							
11.	 a) Details of Leave on Duty or any Other Leave required: In case of Vacation Leave, please specify the number of VL availed in the current academic year: b) Station Leaving permission: Yes / No; If Yes, please mention the duration: 								
12.	Estimated Expenditure excluding the support from any external sources to be claimed and details of advance required:								
	tails	Estim	ated Expenditure (INR)	Admissible		, ,	Adva	ance Amount (INR)	
Registration Fee					100% 90%				
Travel (Airfare/Rail fare)									
DA (Accommodation + Food Charges) Local Travel				50 ¹ Ni					
Other Expenditure				Ni		+			
	Total (in Rs.)			14.					
13.	Details of partial support from any sources:								
14.	Advance required, if any : Yes/No								
15.	State whether any advance is pending adjustment (Give details) :								
16.	NOC required for travel/VISA : Yes / No; If Yes, please mention Passport No.:								
17.	Details of alternative arrangement for Academic / Research / Administrative responsibilities during the period of absence								

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/ Dean FA/Director:

- 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. Details of visits for collaborative research programs/training programs/ field trips/visits for data collection

Signature of the Applicant

			<u> </u>						
Details of CPDA utiliza	ation and balance:								
Block Year	From:	То:							
Opening Balance (Carried Forward from previous block)	Current Block Amount	Total Fund Available	Amount claimed/ submitted for the Current Block	Balance Amount	Current Claim				
		1		1					
				Dooling Assistant	/IA /IS /EQ A Soction				
AR / SO (F&A)				Dealing Assistant	/JA/JS (F&A Section				
		(For Faculty Affairs	Section Use)						
(A) Number of I	Days of Leave on Duty	/SCL/Vacation admis	ssible during the year	:is	days.				
(B) Number of o	days of Leave on Duty	/SCL/ Vacation availe	ed during the year:		days.				
	days of Leave on Duty				•				
	•	•	, .						
	e details:Days,								
(E) Estimated a	mount to be sanctione	ed:							
(F) Advance Re	commended:								
Submitted for approv	al.								
				Dealing Ass	istant/JA/JS/SO (FA				
AR (FA)									
Dean FA									
Diagram .									
<u>Director</u>									
	(For Faculty Affair	s Section Use to issu	ue approval order in t	the following tem	olate)				
		Approval							
For intimation to the Faculty Member and	Name	Purpose:							
Faculty Member and official records in case	1 · · · · · · · · · · · · · · · · · · ·	Advance details: Terms & Conditions:	Particular	<u> </u>	Amount (Rs.)				
of Approval	Approved (iii its.).	The said advance is to be		tion Fee (100% of Rs.)	Amount (NS.)				
For the issue of NOC		• The amount would be		fare (90% of Rs.)					
for VISA, if required		rules on the submission	on of bills and iii) Per Die	em (50% of Rs.)					
 For updating the leave account 	Approved Leave and other	reports.		Total Advance	(Rs):				

To:

Finance and Accounts Section for processing of payment/advance and settlement of bills as per the approval.

JA/JS/SO (F&A Section)

AR (FA)

DR /AR (F&A)