



राष्ट्रीय प्रौद्योगिकी संस्थान सिक्किम

NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

(An Institute of National Importance, Ministry of Education, Govt. of India)

ADMINISTRATIVE AND FINANCIAL APPROVAL FOR NATIONAL/INTERNATIONAL CONFERENCES / WORKSHOPS / SYMPOSIA /SPECIAL TRAINING IN INDIA & ABROAD/ PRESENTING RESEARCH PROPOSAL / RESEARCH VISIT / INDUSTRIAL VISIT IN INDIA
(Upto a maximum of 70% of the CPDA, i.e. Rs 2,10,000 for a three years Block Period)

1.	Name of the Faculty Member	
2.	Pay Level	
3.	Designation & Department of the Employee	
4.	Nature of appointment (Regular/Temporary/Contract)	
5.	Nature of Activity (tick the appropriate)	National Conference / International Conference / Workshop / Symposium / Special training in India / Abroad Presenting research proposal / Research visit / Industrial visit in India
6.	Nature of Participation (tick the appropriate)	Chairing a Session / Plenary talk / Invited Talk / poster presentation / Paper presentation / Participating in workshop, Symposium and special training.
7.	Details of the Program	
	(a) Title of the Program	
	(b) Venue, Name of the City, State, Country	
	(c) Dates of the Program	
	(d) Organizers / Host Institution	
8.	Details of the Acceptance (Attach Acceptance Letter)	
	(a) Title	
	(b) Authors (as appear in the Paper) if paper is to be presented (<i>Tick the appropriate</i>)	First / Second / Third / Fourth
9.	Details of financial assistance acquired / being acquired from other funding agencies and / or event organizer, if any:	

10.Details of expected expenditure:

S. No.	Head	Amount claimed	Amount Admissible
a)	Airfare Economy Class		
b)	Train Fare / Taxi Fare / Bus Fare		
c)	Local transport		
d)	Registration Fees		
e)	DA		
f)	Accommodation expenses (Hotel/Guesthouse/Lodging & Boarding etc.)		
g)	Visa Fees		
h)	Travel Insurance charges (as per actuals)		
i)	Any other expenses, please specify _____		
	Total Expected Expenditure		

11. List of Enclosures to be submitted:

- a) Copy of the full-length paper (submitted)
- b) Copy of the Acceptance / Invitation letter
- c) Copy of the Brochure of the programme
- d) Copy of Letter of financial assistance acquired/being acquired from other funding agencies and/or event organizer, if any.

CERTIFICATE

I certify that the details given above are correct. If the information supplied is found to be incorrect, I will refund the entire reimbursed amount to NIT Sikkim.

Signature of Applicant

The Teaching/other workload is arranged, and the applicant is recommended to attend the program applied for.

Signature of HoD

(For Office Use Only)

A. Particulars of Fund Availability

1	Total ceiling limit for the block period for given activity	:	Rs 2,10,000
2	Total CPDA allocated for the current year	:	Rs
3	CPDA amount carried over from previous year	:	Rs
4	Total CPDA fund available for the current year	:	Rs
5	Present Claim	:	Rs
6	Claim admissible	:	Rs

Dealing Assistant

Asst Registrar (Accounts)

Registrar

(Approved / Not Approved)

Director

Chairman

Note: Approval of Chairman is required in case of foreign travel