**Application for Approval through CPDA**

(Under Category A1/ A2/ A3/ A4 of Guidelines for utilization of CPDA)

Indent No. NITANP/Dept. Code/202\_-2 / Date:

**Submitted:**

**1.** Name of Faculty Member:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2.** Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Level \_\_\_\_\_\_\_\_

**3.** Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year of Entry into Service: \_\_\_\_\_\_\_\_\_\_\_\_

**4.** Leave applied (CL/ Sp.CL): From \_\_\_\_\_\_\_\_\_\_\_ To\_\_\_\_\_\_\_\_\_\_\_\_ /On \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **A** | **National Conference**  **International Conference (**Annexure -1) | : |  |
| A.1 | Conference Organizers (Enclose documents) | : |  |
| A.2 | Title of Paper  (Enclose paper, Acceptance Letter) | : |  |
| A.3 | Venue of the Conference | : |  |
| A.4 | Date of the Conference | : |  |
| A.5 | Whether proceedings will be published under  Web of Science / Scopus | : |  |
| A.6 | Seminar date in the Department | : |  |
| A.7 | Registration Fees | : | Rs. |
| **B** | **Any Other Purpose** | : |  |
| B.1 | Purpose | : |  |
| B.2 | Justification (enclosed documents, if any) | : |  |
| B.3 | Duration | : |  |
| **5.** | Alternate arrangement made for academic /  administrative work during the absence from | : |  |
| **6.** | Cost of air travel out of India (including all  taxes) (Attach estimate as Proof) | : | Rs. |
| **7.** | Cost of Travel within India | : | Rs. |
| **8.** | Accommodation / Hotel Charges | : | Rs. |
| **9.** | **Total Financial Requirement excluding DA** | : | Rs. |

**Date: Signature of the Faculty**

**FINANCIAL CONCURRENECE** (obtained by the claimant):

|  |  |  |  |
| --- | --- | --- | --- |
| Budget Under Head | Expenditure till date | Balance available | Remarks |
|  |  |  |  |

Unspent balance verified as per books Accounts

**Jt./ Dy./Asst. Registrar, SPAC**

**Annexure-1**

**(To be filled in case of International Conference/ Travel)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | List of Previous International Conferences attended/ papers presented [ Brief description  with dates, nature of leave, financial source & amount (while in NIT Andhra Pradesh)]: | | | | | |
|  | Title | Venue | Date | Grant Name | |
| i |  |  |  |  | |
| ii |  |  |  |  | |
| iii |  |  |  |  | |
| 2. | Is this paper a part of own research / supervised research | | |  | | |
| 3. | State whether first/ second/.......... Author | | |  | | |
| 4. | Alternate arrangements were made for academic/ administrative work during the absence from NIT Andhra Pradesh | | |  | | |
| 5. | Nature of Leave Requested for an extended stay,  if any (CL/ SPCL/ EL/ Vacation) | | |  | | |
| 6. | Balance Leave Details  (Balance of EL will be filled by Estt. Section) | | | **CL** | **SCL** | **EL** |
|  |  |  |
| 7. | If the period of absence is more than two weeks  An alternate arrangement for R&D Projects | | |  | | |
| 8. | Concurrence of the person who will shoulder the responsibility during the absence of the Faculty Member | | |  | | |
| 9. | Please give the justification of your visit abroad for specified period (on attached separate page). | | |  | | |

**Date: Signature of the Faculty**

**Financial Approval No & Date:** ……………………………….……………………………….

*(Will be issued by the office of approval Authority after A/A and E/S)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | **For Office Use** | **Signature** |
| 1. | Remarks by HoD | : | Recommended / Not Recommended |  |
| 2. | Comments by Dean (R&C) | : | Recommended / Not Recommended |  |
| 3. | Comments by Dean (P&D) | : | Recommended / Not Recommended |  |
| 4. | Comments by Dean (FW)  (Approval Authority up to Rs.25,000/-) | : | Recommended / Not Recommended  Approved / Not Approved |  |
| 5. | Recommendation by the Director | : | Recommended / Not Recommended Approved / Not Approved / Discuss |  |
| 6. | Permission of BoG Chairperson  (In case of International Travel involving Training) | : | Approved / Not Approved / Discuss |  |
| 7. | To Office of Establishment | : | To issue Office Order if Approved by the Dean(FA)/ Director / Chairperson | |