|  |  |
| --- | --- |
|  | **ANNEXURE-A** |
|  | **dqylfpo dk;kZy;****Ekksrhyky usg: jk”Vªh; izkS|ksfxdh laLFkku bykgkckn**bykgkckn&**211004** ¼Hkkjr½**Office of the Registrar****Motilal Nehru National Institute of Technology Allahabad****Allahabad-211004 [India]** |

**Application for attending International / National Conference / Seminar / Workshop / Winter /**

**Summer School / Symposium / Short term Course (outside as well as within Country)**

[To be applied at least 21 (Twenty One) days prior, in case of conference within country and two

months prior to the International conference]

**Assistant Registrar [Estt.]**

Through: Head of the Department

My paper titled :................................................................................................................................................................

..........................................................................................................................................................................................

has been accepted for presentation in the International Conference (outside/within country)/ National Conference/ Seminar/ Symposia/ Workshop to be held at .............................. from........................... to .............................................

OR

I want to attend the Short term Course / Winter / Summer School / International / National Conference (with in country)/ without paper on theme ……………………………………………………………………………………………….

.......................................................................................................................................................................................to

be held at ……...............................from .....................................to .................................................

Details:

1. Date of proceeding to attend the above ............................................................................................................
2. Date of return to resume duties .........................................................................................................................
3. I request you to kindly permit me to attend the above Conference/Seminar/Workshop/ Winter/Summer school/Symposia/Short term Course (strike out which is not applicable) and sanction me.

(a) An amount of `.............................. to attend the above, details of which is as follows:-

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Particulars**  | **Estimated Amount**  |
|  | Registration Fees |  |
|  | (a) Visa Charges  |  |
| (b) Insurance charges |  |
|  | ***Accommodation charges***  |  |
| (a) With in India  |  |
| (b) Outside India  |  |
|  | ***Food Charges*** (a) Within India for .....................days @ `…………………………. |  |
| (b)Per Diem (outside India) for ..............days @ $.......................... @ Conversion rate at : $1 (USD)=`…………………………………. |  |
|  | ***Travelling Expenditure*** **(a) Within India** (i) Train / Air / Bus  |  |
| (ii) Road (only local travel within city) |  |
| **(b) Outside India** (i) Train / Air / Bus  |  |
| (ii) Road (only local travel within city) |  |
| **Total `** |  |

1. Special Casual Leave : ..................days from ..................to ................[Special Casual Leave is admissible for the days of conference plus one day before and one day after the conference plus travel days in India].
2. **Detail of CPDA utilization and Balance**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Amount claimed /submitted under activities listed under CPDA for the current year of the current block. | Amount submitted / claimed under activities listed under CPDA for the current block till date. | Current claim |
| 1. |  |  |  |

1. I hereby declare that I have not received any amount from any other source for this activity. In case, I receive any amount for the activity from other source the same will be submitted for adjustment.
2. I hereby also declare that I will submit a copy of my research paper in the library, write up to the department and make a presentation in the department before submitting the adjustment of TA advance.
3. **In case of International Conference (outside country).**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Whether NOC for visa is required  | YES |  | NO |  |

Enclosures :

1. Acceptance letter of the paper to be presented/ Invitation for chairing a technical session.
2. Copy of paper to be presented.
3. Conference Brochure/Letter from organizers or from conference website having mention of amount of Registration fee to be paid.

Date :

**(Signature)**

Name : ...................................................

Designation : .................................……..

Department : .................................……..

Tel. No. : .......................................……..

**Observations of HOD :**

*Recommended / Not Recommend*

..........................................................................................................................................................................................

(Signature of HOD)