



राष्ट्रीय प्रौद्योगिकी संस्थान आंध्रप्रदेश
NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

Near National Highway No. 16, Kadakatla, Tadepalligudem – 534101

West Godavari District, Andhra Pradesh, India

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 CONCURRENCE (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



राष्ट्रीय प्रौद्योगिकी संस्थान आंध्रप्रदेश
NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

Near National Highway No. 16, Kadakatla, Tadepalligudem – 534101

West Godavari District, Andhra Pradesh, India

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