



सूचना प्रौद्योगिकी, अभिकल्पना एवं विनिर्माण संस्थान, कांचीपुरम
**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN
AND MANUFACTURING, KANCHEEPURAM**
Melakottaiyur, Vandalur-Kelambakkam Road, Chennai-600 127

**REQUISITION FOR ATTENDING SEMINAR / SYMPOSIUM / CONFERENCE WITHIN THE COUNTRY
(under CPDA)**

1. Details of the Employee

- (a) Name :
(b) Designation :
(c) Department / Centre / Section :
(d) Basic Pay & Pay Matrix Level :

2. Details of the Seminar / Symposium

- (a) Title :
(b) Organized by :
(c) Duration :
(d) Venue :

3. Details of the Paper

- (a) Whether accepted for presentation? :
(b) Name(s) of Co-author(s) with designation(s) :
(c) Whether Co-author(s) is/are attending? :

- 4. Whether any conference visits made during the calendar year?** ☐ Yes ☐ No
If yes, details :
:

- 5. Duration** :

Details of vacation proposed to be availed during this period : From To

6. Registration Fee :

7. TA / DA as per rule
Bus / Train / Air Fare (approx) :

Total :

Signature with date

Recommended / Not Recommended

Signature of the HoD with date

(For Office Use)

I. CPDA Block period :

II. CPDA year :

III. Fund available as on :

IV. Availing amount :

AR / DR (Admn.)

IAO

Registrar

Approved / Not Approved

Director