



भारतीय सूचनाप्रौद्योगिकी, अभिकल्पना एवंविनिर्माणसंस्थान, कांचीपुरम
**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN
AND MANUFACTURING, KANCHEEPURAM**
Melakottaiyur, Vandalur-Kelambakkam Road, Chennai-600 127

Application for Institute Financial Support under CPDA

(To be submitted to Admin Section)

CONFERENCE, SYMPOSIA, WORKSHOP – PROFORMA FOR DEPUTATION ABROAD

Part A : General Information

1. Name :
2. Designation & Dept. :
3. Pay & Pay Matrix Level :
4. Date of joining :
5. Area of specialization :

Part B : Information about the Conference/Symposium/Workshop

1. Title of the Conference/Symposium/Workshop

a) Venue :
b) Purpose of visit :
Chairman / Keynote Speaker/ Presenting a Paper as (i) Author / Co-Author (ii) Oral / Poster /Any other (Specify)
c) Period of conference :
d) Period of the Journey:
(Journey start date & time and Journey end date & time)
2. Visits abroad during last 3 years
(use additional sheets, if necessary) :

Countries visited	Period	Purpose
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3. Whether the reports on the above
Visits were submitted? :
4. Whether all the supporting documents referred
in the Check list(Part – D) are enclosed? :

Note: Per diem (Food allowance) and Room rent are admissible maximum for conference days plus 2 days (1 day prior and 1 day after) or at actuals whichever is less. Overstay, if any, is not permitted unless otherwise approved by the competent authority as a special case.

Part C : Funding Arrangement

Particulars	Requested from IIITDM	Sponsored by Host/Project/Others
I. International Air fare (Rs.)		
II. Internal Travel (provide details)		
III. Visa fee		
IV. Travel Insurance		
V. Registration fee		
VI. Cash allowance / Per diem @US\$_____for____(Days)=		
VII. Accommodation charges @US\$_____for____Days=		
VIII. Other charges (if any)		
IX. Total in US \$ _____ * _____ (dollar rate approx)		
X. Total in INR		

Date:

Signature of the applicant

Forwarded / Not Forwarded (remarks if any)

Signature of the HoD with date

Part D: SUPPORTING DOCUMENTS: (Attach the following)

- | | |
|---|----------------|
| 1. Justification to attend the conference / workshop | Attachment - A |
| 2. Letter of Invitation | Attachment - B |
| 3. Acceptance of the Paper & Review comments | Attachment - C |
| 4. Conference brochure and Registration fee details | Attachment - D |
| 5. Supporting documents for Airfare | Attachment - E |
| 6. Accommodation cost / details with supporting documents | Attachment - F |
| 7. Details of external funding, if any | Attachment - G |
| 8. Copy of the full paper | Attachment – H |
| 9. List of publications with institute affiliation
(Published / Accepted only) | Attachment – I |

To
Administration Section