



संत लौंगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान

लौंगोवाल, संगरूर, पंजाब- 148 106

(शिक्षा मंत्रालय, भारत सरकार के अधीन सम विश्वविद्यालय)

Sant Longowal Institute of Engineering and Technology

Longowal, Sangrur, Punjab – 148 106

(Deemed to be University under MoE, Govt. of India)

CPDA ANNEXURE-I (A-INDUSTRIAL TRAINING)

PERMISSION TO ATTEND INDUSTRIAL TRAINING BY FACULTY MEMBERS UNDER CUMULATIVE PROFESSIONAL DEVELOPMENT ALLOWANCE (CPDA).

(THE ENTIRE COLUMNS ARE MANDATORY TO FILL)

1.	Name of the employee & designation	:	
2.	Name of the Department	:	
3.	Date of joining the institute	:	
4.	Date of probation period completion on the present post	:	
5.	Special Casual Leave/Academic Leave already availed during the current academic year	:	
6.	Nature and days of leave requested required for the proposed Industrial Training	:	
7.	Period of Current PDA Block of 3 years	:	
8.	Period of current year of PDA Block of 3 Years	:	
9.	Details of Industrial Trainings attended during the current CPDA Block of 3 years:		
	S.No.	Period	Name of Industrial Training Training held at
	(I)		
	(II)		
	(III)		
10.	Details of Industrial Training proposed to be attended: (Please refer relevant norms notified vide Office Order No.SLIET/Admn./A1/4402-05 dated 13/10/2022 on Industrial Training)		
	➤ Name of the Event	:	
	➤ Period	:	
	➤ Venue (with complete address, contact Numbers & e-mail)	:	
		:	
		:	
		:	
		:	
	Nature of Industry (please mention clearly): Public Sector Organisations/Public Limited Companies/State Government Bodies including Boards and Corporations.	:	
	➤ Journey Schedule	:	Departure SLIET : _____ (FN / AN) Arrival SLIET : _____ (FN / AN)

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12.	Details of expenditure (Tentative amount required):	
	➤ T.A. (Journey + Local Travel) (to and fro)	: _____
	➤ D.A. (Activity duration + Travel Days)	: _____
	➤ Total (Rs.)	: _____
13.	Fund Position:-	
	a) CPDA allocated for the current year	: Rs. _____
	b) CPDA carried over from last year	: Rs. _____
	c) Total CPDA (a+b)	: Rs. _____
	d) Amount already claimed/approved/ obtained from the CPDA during current block of three years	: Rs. _____
	e) Net CPDA available (c-d)	: Rs. _____
14.	Does the period of event falls during teaching period?	: _____
15.	How the teaching and other duties are proposed to be adjusted during the period of course/ conference?	: Attach duty adjustment details.
16.	<u>CERTIFICATE</u>	
	I (Dr./Mr./Ms.) _____ working as _____ in the Department of _____ on regular basis certify that:-	
	(a) The money received under CPDA will be used for the purpose for which it is sanctioned.	
	(b) In case at any stage subsequently it is discovered that I was not entitled to attend the same, I hereby undertake to refund the amount sanctioned out of CPDA for attending the said Industrial Training and render myself liable for any disciplinary action under the CCS CCA Rules (1965).	
	(c) I will claim as per guidelines notified for 2021-24 under relevant head.	
	(d) If the information supplied is found to be incorrect; I will refund the entire money to SLIET, Longowal without prejudice to any disciplinary action.	
17.	Documents to be attached with the application form (please ✓):	
	I. Information brochure.	
	II. Details of duty adjustment during the event duly verified by Head of the Department, before recommendation.	

Signature of the Applicant

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18.	Documents required to submit after attending Industrial Training:-
	<ul style="list-style-type: none"> I. Training Completion Certificate from industry. II. Training Report III. A "Performance Appraisal" form to be filled up by the industry in which the faculty members underwent industrial training. IV. To give a seminar on the outcome of training programme at Institute level.

Signature of the Applicant

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Specific recommendation of the HOD Concerned regarding relevancy of the Industrial Training in question with the field of applicant.	:	
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Signature of the HOD

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Specific recommendation Dean (R & C)	:	
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Signature of Dean (R & C)

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Dy. Registrar (Admn.) : To process the case for approval of the Director, SLIET.