



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

PERMISSION TO ATTEND NATIONAL & INTERNATIONAL CONFERENCE BY FACULTY MEMBERS UNDER CUMULATIVE PROFESSIONAL DEVELOPMENT ALLOWANCE (CPDA).

(THE ENTIRE COLUMNS ARE MANDATORY TO FILL)

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| 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 visit | : | |
| 7. | Period of Current PDA Block of 3 years | : | |
| 8. | Period of current year of PDA Block of 3 Years | : | |
| 9. | Details of International Conf./Symposium/Workshop etc. (abroad) attended during the current CPDA Block of 3 years: | | |
| | S.No. | Dates | Name of International Conf. Name of the Organizer & Venue |
| | (I) | | |
| | (II) | | |
| | (III) | | |
| 10. | Details of National Conference/Symposium etc. (In India) attended during the current year of CPDA Block of 3 years: | | |
| | S.No. | Dates | Name of the event Name of the Organizer & Venue |
| | (I) | | |
| | (II) | | |
| | (III) | | |
| 11. | Title of International Conference/ Conference/ Workshop/Symposium proposed to be attended (Please refer Office Order of CPDA guidelines listed at A1/A2/A3/A4) | | |
| | ➤ Name of the Event | : | |
| | ➤ Theme | : | |
| | ➤ Period | : | |
| | ➤ Name of the organizers | : | |
| | ➤ Venue | : | |
| | ➤ Journey Schedule | : | Departure SLIET : _____ (FN / AN) Arrival SLIET : _____ (FN / AN) |
| | ➤ Purpose of visit | : | |
| | ➤ Title of the paper (attach copy) | : | |
| | ➤ Mode of paper presentation (Oral/Poster) | : | |
| | ➤ Whether N.O.C. for applying Visa for the purpose is required? | : | Yes/No |

(Signature of the Applicant)

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| 12. | Details of expenditure (Tentative amount required): | |
| | ➤ Registration Fee | : |
| | ➤ T.A. (Journey + Local Travel) (to and fro) | : |
| | ➤ D.A. (Activity duration + Travel Days) | : |
| | ➤ Visa Fee | : |
| | ➤ Any other expenses (give details) | : |
| | ➤ Total (Rs.) | : |
| 13. | Fund Position:- | |
| | a) CPDA allocated for the current year | : Rs. |
| | b) CPDA carried over from last year | : Rs. |
| | c) Total CPDA (b+c) | : Rs. |
| | d) Amount already claimed/approved/ obtained from the CPDA during current block of three years | : Rs. |
| | e) Net CPDA available (d-e) | : Rs. |
| 14. | Does the period of Course/Conference 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. | <p style="text-align: center;"><u>CERTIFICATE</u></p> <p>I (Dr./Mr./Ms.) _____ working as _____ in the Department of _____ on regular basis certify that:-</p> <p>(a) The money received under CPDA will be used for the purpose for which it is sanctioned.</p> <p>(b) I will present the paper and share conference experience with SLIET, Longowal after attending the event.</p> <p>(c) 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 Conference (National/International) /Workshop/Symposium etc. and render myself liable for any disciplinary action under the CCS CCA Rules (1965).</p> <p>(d) I will claim as per guidelines notified for 2018-21 under head A1/A2/A3/A4.</p> <p>(e) It is my original Research Work and free from any kind of plagiarism (copy of my research paper generated through the software is enclosed).</p> <p>(f) If the information supplied is found to be incorrect; I will refund the entire money to SLIET, Longowal without prejudice to any disciplinary action.</p> | |
| 17. | Documents to be attached with the application form (please ✓): | |
| | <p>I. Information brochure.</p> <p>II. Invitation letter from the organizer, mentioning therein title of the research paper accepted for presentation and mode of presentation (oral/poster).</p> <p>III. Copy of Full paper accepted for presentation duly signed on all pages (generated through software).</p> <p>IV. Details of Air Fare.</p> <p>V. Details of Visa Fee.</p> <p>VI. N.O.C. from the co-author that he/she will not present the same paper in the same event.</p> <p>VII. Undertaking/Agreement for proceeding on Leave Ex-India.</p> <p>VIII. Proforma for taking prior permission by Government Servants for private/official visits abroad.</p> <p>IX. Details of duty adjustment during the event.</p> | |

(Signature of the Applicant)

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| | <p>NOTE:-</p> <ol style="list-style-type: none"> 1) Permission to attend next International Conference abroad (after previous one) will be subject to publication/acceptance of one paper in SCOPUS indexed journal, after the date of attending previous International conference abroad. 2) Faculty members are required to submit the application at least two months before the scheduled date. 3) The candidate has to make a presentation before Head of the Department and all invited faculty members of the Institute to share the experience of attended event. A certificate to this effect signed by Head of the Department should be submitted at the time of making a claim for the reimbursement of travel support. The claim will be settled only when such certificate is enclosed. 4) Leave details and work load adjustment should be verified by Head of the Department before recommendation. |
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Signature of the Applicant

-----X-----

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

-----X-----

| | | |
|--|---|--|
| Specific recommendation of the following Committee | : | |
| Date: _____ | | |

HOD Concerned

Subject Expert
{Among the Professor or AsP from SLIET, nominated by Dean (R & C)}

Dean (FSW)

Dean (R & C)

Dean (Academics)

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