



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 Matrix Level & Pay :
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
-------------------	--------	---------

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)		
<b>IX. Total in US \$ _____ * _____ (dollar rate approx)</b>		
<b>X. Total in INR</b>		

Date:

Signature of the applicant

Forwarded / Not Forwarded (remarks if any)

- Certified that the above conference is the flagship conference in the field.

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 |
| 10. Source of Flagship conference  | Attachment - J |

To  
Administration Section