



**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 Conference / Seminar / Symposium

- (a) Title :
(b) Paper title :
(c) Organized by :
(d) Duration :
(e) 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 leave 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 (Admin.)

Dean (FA)

IAO

Registrar

Approved / Not Approved

Director