



**कुलसचिव कार्यालय**  
**मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद**  
 इलाहाबाद-211004 (भारत)  
**Office of the Registrar**  
**Motilal Nehru National Institute of Technology Allahabad**  
 Allahabad-211004 (India)

**Application for attending International / National Conference / Seminar / Workshop / Winter / Summer School / Symposium / Short term Course (outside as well as within Country)**

[To be applied at least 21 (Twenty One) days prior, in case of conference within country and two months prior to the International conference]

**Director**

Through: Head of the Department

May paper titled : .....

.....  
 has been accepted for presentation in the International Conference (outside/within country) / Seminar / Symposia / Workshop to be held at ..... from ..... to .....

OR

I want to attend the Short term Course / Winter / Summer School / International / National Conference (with in country) without paper on theme .....

..... to be held at .....from .....to .....

**Details:**

1. Date of proceeding to attend the above .....
2. Date of return to resume duties .....
3. I request you to kindly permit me to attend the above Conference/Seminar/Workshop/ Winter/Summer School/Symposia/Short term Course (strike out which is not applicable) and sanction me.

(a) An amount of ₹ ..... to attend the above, details of which is as follows :-

Sl. No.	Particulars	Estimated Amount
1.	Registration Fees	
2.	(a) Visa Charges	
	(b) Insurance charges	
3.	<u>Accommodation charges</u>	
	(a) With in India	
	(b) Outside India	
4.	<u>Food Charges</u>	
	(a) Within India for .....days @ ₹.....	
	(b) Per Diem (outside India) for .....days @ \$..... @ conversion rate at : \$1 (USD)=₹.....	
5.	<u>Travelling Expenditure</u>	
	<b>(a) Within India</b>	
	(i) Train / Air / Bus	
	(ii) Road (only local travel within city)	
	<b>(b) Outside India</b>	
	(i) Train / Air / Bus	
	(ii) Road (only local travel within city)	
<b>Total ₹</b>		

(b) Special Casual Leave : .....days from .....to .....[Special Casual Leave is admissible for the days of conference plus one day before and one day after the conference plus travel days in India].

**4. Detail of CPDA utilization and Balance**

Sl. No.	Amount claimed /submitted under activities listed under CPDA for the current year of the current block.	Amount submitted / claimed under activities listed under CPDA for the current block till date.	Current claim

- 5. I hereby tender may declare that I have not received any amount from any other source for this activity. In case, I receive any amount for the activity for other source the same will be submitted for adjustment.
- 6. I hereby also declare that I will submit a copy of my research paper in the library, write up to the department and make a presentation in the department before submitting the adjustment of TA advance.

**Enclosures :**

- (i) Acceptance letter of the paper to be presented/ Invitation for chairing a technical session.
- (ii) Copy of paper to be presented.
- (iii) Conference Brochure/Letter from organizers or from conference website having mention of amount of Registration fee to be paid.

Date :

**(Signature)**

Name : .....  
 Designation : .....  
 Department : .....  
 Tel. No. : .....

**Observations of HOD :**

Recommended / Not Recommend

.....

**(Signature of HOD)**