



राष्ट्रीय प्रौद्योगिकी संस्थान, दिल्ली  
NATIONAL INSTITUTE OF TECHNOLOGY DELHI

sector A-7, Institutional Area, IAMR Campus, Narela, Delhi-110040, India

Website: nitdelhi.ac.in

COMBINED TRAVEL & LEAVE SANCTION FORM  
NATIONAL & INTERNATIONAL TRAVEL (s)  
(CUMMULATIVE PROFESSIONAL DEVELOPMENT ALLOWANCE)  
(Block Period \_\_\_\_\_ to \_\_\_\_\_)

Name		Employee Code	
Designation		Dept./Centre	
Proposed Visit details (attach invitation/ acceptance letter)	Conference/Symp./ Workshop Name		
	Event Dates		
	Venue (including country)		
	Purpose of visit	Presenting paper/Poster/Chairing session(s)/Any other (Please specify):	
Leave Details (In case the visit is for multiple purposes, attach a sheet with the detailed schedule)	Leave period (with No. of days)		
	Semester working days involved		
	Arrangement for Teaching/Academic assignment(s)		
	Type of leave	Special Casual Leave/Casual/ Earned/ Vacation	
Estimate of Expenditure proposed to be met from CPDA	Item (s)	Details	Amount (in Rs.)
	Registration fee		
	Airfare		
	Hotel		
	Daily allowance/ Food charges etc.		
	Misc. incl. visa, insurance, local travel etc.		
	Total estimated amount		
Advance amount required			
National/International conferences attended with month and year in this block period			
Certificates & Signature of the applicant	I am not superannuating during the current 3 year block period or I am superannuating on .....		
	I certify that the above to be true to the best of my knowledge		
	Signature		

HOD/Coordinator	Recommended & Forwarded with Remarks, if any					Signature
<b>FOR USE BY THE ACCOUNTS SECTION</b>					<b>Date Received:</b>	
i) CPDA Funds allocated for this block period					Rs. _____	
ii) CPDA funds already utilized in this block period					Rs. _____	
iii) CPDA funds available as on Date					Rs. _____	
iv) Advance entitled to (80% of the estimated amount)					Rs. _____	
Dealing Assistant		Assistant Registrar			Deputy Registrar	
<b>For use by Establishment-1 Section Only</b>					<b>Date Received:</b>	
Title of leave Applied For	Leave Due	Leave already availed	Balance Leave	Leave Applied For	Remarks (If any)	
i) Additional days ..... are Holidays and can be used in conjunction with this travel. ii) Certified that he has attended _____ National and _____ International conferences prior to this request. iii) As per CPDA Rules, he is entitled to attend _____ National and _____ International conferences in a block of three years.						
Dealing Assistant		Jr. Supdt.		Assistant Registrar		Deputy Registrar
Deputy Registrar	Recommended for CPDA Sanction & leave approval please. (Remarks, if any)					Signature with date
Professor I/C (Academic & Research)	Recommended & Forwarded please. (Remarks, if any)					Signature with date
Director	Approved/Not Approved Remarks, (if any)					Signature

Deputy Registrar (E1)