



SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY,  
SURAT PIN - 395 007, GUJARAT

[FORM-A1]

ADMINISTRATIVE AND FINANCIAL APPROVAL FOR NATIONAL/INTERNATIONAL  
CONFERENCES / WORKSHOPS / SYMPOSIA / SPECIAL TRAINING IN INDIA & ABROAD  
(Upto a maximum of 70% of the CPDA, i.e. Rs 2,10,000 for a three years Block Period)

1.	Name of the Faculty Member	
2.	Employee Code, Pay Matrix & Level	
3.	Designation & Department of the Employee	
4.	Nature of appointment (Regular/Temporary/Contract)	
5.	Nature of Activity (tick the appropriate)	National Conference / International Conference/ Workshop/ Symposium / Special training in India / Abroad
6.	Nature of Participation (tick the appropriate)	Chairing a Session / Plenary talk / Invited Talk/ poster presentation / Paper presentation / Participating in workshop, Symposium and special training.
7.	<b>Details of the Program</b>	
	(a) Title of the Program	
	(b) Venue, Name of the City, State, Country	
	(c) Dates of the Program	
	(d) Organizers / Host Institution	
8.	<b>Details of the Acceptance (Attach Acceptance Letter)</b>	
	(a) Title (as per Serial No. 6)	
	(b) Authors (as appear in the Paper) if paper presented (Tick the appropriate)	First / Second / Third / Fourth
9.	<b>Have you attended such activity during the CPDA Block Period (Current)</b>	Yes / No (if Yes, please provide the following details for each activity)
	<b>Activity</b> (Details of activities are to be given with following details)	
	(a) Name of the Activity	
	(b) Dates of Activity	
	(c) Venue of Activity	
11.	Details of financial assistance acquired/being acquired from other funding agencies and/or event organizer, if any:	

12. Details of expected expenditure:

S. No.	Head	Amount (in Rs)
a)	Air India Airfare / Other than Air India*	Rs
b)	Train Fare / Taxi Fare / Bus Fare	Rs
c)	Locale transport	Rs
d)	Registration Fees	Rs
e)	DA / Food Expenses	Rs
f)	Accommodation expenses (Hotel/Guesthouse/Lodging & Boarding etc.)	Rs
g)	Visa Fees Charges	Rs
h)	Travel Insurance charges (as per actuals)	Rs
i)	Any other expenses, please specify	Rs
<b>Total Expected Expenditure</b>		Rs

\*Prior approval is required for travel through private airline in the prescribed form available on Institute's Website

13. Alternate arrangements made for academic/administrative work during the absence from SVNIT Surat

Date	Name of the employee	Assigned duties	Signature of the assigned faculty

14. Nature and days of leave requested: \_\_\_\_\_

15. List of Enclosures to be submitted:

- a) Copy of the abstract of the paper
- b) Copy of the full length paper (submitted)
- c) Copy of the Acceptance / Invitation letter
- d) Copy of the Brochure of the programme
- e) Copy of Letter of financial assistance acquired/being acquired from other funding agencies and/or event organizer, if any.
- f) Hotel Tariff as indicated by the organizers, if any

**CERTIFICATE**

*I certify that the details given above are correct. If the information supplied is found to be incorrect, I will refund the entire reimbursed amount to SVNIT Surat.*

**Signature of Applicant**

*The Leave details and work load adjustment has been verified (as per Column-13) and he / she is hereby recommended to participate in the program as per Column 6&7. The paper to be presented, if applicable, is related to the work carried in the institute and the claims made are in order*

**Signature of HoD  
Welfare)**

**Dean (Faculty  
Welfare)**

**(For Office Use Only)**

*(The information furnished in Col.1 to 12 has been verified as per Office record)*

A. Application received on : \_\_\_ / \_\_\_ /20\_\_

B. Particulars of Fund Availability

b1	Total ceiling limit for the block period	:	Rs 2,10,000
b2	Total CPDA allocated for the current year	:	Rs
b3	CPDA amount carried over from previous year	:	Rs
b4	Total CPDA fund available for the current year	:	Rs
b5	Present Claim	:	Rs
b6	Claim admissible	:	Rs
b7	Balance available after reimbursement for the current year, i.e. (b4 – b6)	:	Rs
b8	Net CPDA ceiling available during the Block Period, i.e. (b1-b6)	:	Rs

C. Amount Payable to the Claimant

Sl. No.	Particulars	Amount admissible (in Rs)
d1	Air India Airfare / Other than Air India	Rs
d2	Train Fare / Taxi Fare / Bus Fare	Rs
d3	Locale transport	Rs
d4	Registration Fees (as per actuals)	Rs
d5	Daily Allowances (as per the entitlement of faculty)	Rs
d6	Accommodation (as per the entitlement of faculty)	Rs
d7	Visa Fees Charges (as per actuals)	Rs
d8	Travel Insurance charges (as per actuals)	Rs
d9	Any Other expenses	Rs
<b>Total Amount Payable</b>		Rs

**Dealing Assistant**

**Asst./Deputy Registrar (Accounts)**

**Registrar**

*(Approved / Not Approved)*

**Dean (SW)**

**Director**

Copy to: Asst./Deputy Registrar (Establishment)

- for issuing Office Order



SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY  
SURAT – 395 007, GUJARAT

Ref. No. \_\_\_\_\_

Date:

**TO WHOM SO EVER IT MAY CONCERN**  
*(for International Conferences abroad only)*

Certified that Prof./Mr./Ms./Mrs./Dr. \_\_\_\_\_  
has delivered a seminar in the Department of \_\_\_\_\_  
prior to participation in  
\_\_\_\_\_ on  
\_\_\_\_\_.

This is with reference of his/her visit to the event \_\_\_\_\_  
\_\_\_\_\_ which will be held on \_\_\_\_\_ at  
\_\_\_\_\_.

(Head of the Department)

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