राजीव गांधी पेट्रोलियम प्रौद्योगिकी संस्थान,
Rajiv Gandhi Institute of Petroleum Technology, JAIS
Office of the dean FACULTY Affairs

Application for Availing CPDA Grant

NPS No:

1. Name:

2. Department:

3. Date of Joining the Institute: Day   Month   Year

4. Period of Pervious Travel:
(A). Domestic

Domestic	Day	Month	Year		Day	Month	Year	Total no of days
From				To				

(B). International

International	Day	Month	Year		Day	Month	Year	Total no of days
From				To				

5. Sources (s) & Extent of Support for Previous Travel:

Support Head	Source	Extent of Support Full / Half /Amount
Registration Fee		
Tuition Fee / Training		
Travel (Air Fare)		
Stay		
Others (Specify)		

6. Nature of Proposed Travel (*Please enclose original brochure, if any, indication fee etc*)

a) Name of the Conference, Seminar/ Workshop/Other:_____

b) Venue - (Name of Organisation and Place) :

c) Period: **From _____to _____** (*No of Days*) : _____Days

7. Nature of Participation: N.A

[ ] Presenting invited paper (*no. of paper*)=	[ ] Presenting contributed paper (*no. of paper*)=	[ ] Participating as a Visitor
[ ] Others (please specify)		

8. Title & Author(s) of the paper(s) to be presented:_____
_____
(*Enclose copy of acceptance letter*)

9. Is the paper essentially based on the work done at RGIPT?_____

10. Extent of support required_____
    (*Enclose relevant documents wherever applicable*)

Support Head	INR	Computation of currency exchange *(In case of foreign trip)*
Registration Fee		
Tuition Fee / Training Fee		
Travel (Air/Train Fare)		
Local Transport		
Food Expenses (as per entitlement)		
DA (For Foreign trip only)		
Stay (hotel- as per entitlement)		
Others (Specify)		

Total: Rs. _____ (Issued this from my CPDA grant from the block year_____.

11. Extent of outside support available / Not Available. If available fill following details:

    For Travel:_____Rs_____ Source_____

    Others:_____Rs_____ Source_____
    (*Hospitalities etc*)

12. Please attach a separate sheet listing papers published in National/International Research Journals since joining RGIPT/Since last National/International Conferences attended with RGIPT support (*token support not to be counted*)

Date: _____   Signature of applicant_____

HEAD OF DEPARTMENT

DOFA OFFICE   AR (ACCOUNTS)   AR (AUDIT)

DEAN, FACULTY AFFAIRS

DIRECTOR / APPROVING AUTHORITY