



**NATIONAL INSTITUTE OF TECHNOLOGY  
ROURKELA**

**FORM – ES / 03**

**APPLICATION FOR PROFESSIONAL / FACULTY DEVELOPMENT PROG.**

No. – NITR/.....

Date – ..... /..... /20.....

Name – Dr./Mr./Ms.

Emp. Code–

Department Code –

Designation –

AGP/GP – ₹

Conference / Symposium/Work-shop  
Inside INDIA

Short-term Course / Training Program  
FOREIGN Country -

1. Name of the Programme -
2. Name of Organizing Body -
3. Venue (City & Country) -
4. In what capacity will you be attending? -
5. If presenting a Paper, nature of presentation - ORAL / POSTER /  
Title of the Paper -  
Name of Co-authors, if any -
6. Intend to visit any other Organization en-route / same venue as above - YES / NO  
**(Note – Additional fund to be met from FDF / Sponsored Project / External Agency only)**  
Details, If YES -
7. Duration of the main Program - From - To -
8. Duration of visiting other organization - From - To -
9. Personal leave, if any (prefix/suffix) - From - To -  
**(For information only, appropriate Leave Application to be submitted separately)**
10. Period of absence including journey - From - To -
11. Travel for Visa Required - NO / YES (If Yes, Place\* - )  
**(Note – Maximum 2 days for Kolkata and 3 days for other places is permissible including journey time)**
12. Programs attended in India during the current financial year:

Month/Year	Name of the Programme	Venue	Expenditure	
			Sources	Total Amount

13. Overseas programs attended during past 3 financial years including the current financial year:  
**[Mandatorily required to be filled for overseas program requests]**

Month/Year	Name of the Programme	Venue	Expenditure	
			Sources	Total Amount

14. Supporting Documents enclosed (please tick as applicable):
  - Program Brochure
  - Letter of acceptance & Abstract of paper
  - List of publications and sponsored R & D projects handled during past 3 years
  - Any other document -

15. Estimated Expenditure in INR (₹): (please make appropriate conversion wherever required)

Particulars of Expenditure	Visa Related	Main Program	Other Visit*
Processing Fee / Registration Fee			N/A
2-way return fare (India plus international)			N/A
Daily Allowance and/or Per Diem (abroad)			
Any other expenses -			
<b>TOTAL Estimated Expenditure in INR (₹)</b>			

(\* No support from Institute / PDA for making the other visits; to be met from FDF / Sponsored Project / External Agency)

16. Source(s) of Funds (please tick as applicable):

PDA (Institute)                      FDF (SRICCE)                      Sponsored Project (                      )  
 Institute Fund                      Any Other -

17. Advance requested:                      -                      NO /                      YES (If Yes, amount - ₹                      )

18. Justification (if any) for - (A) registration fee in excess of Rs. 5000/- in India and Rs. 40000/- overseas, (B) over stay (beyond program period + one day on both sides), (C) excess fare over the minimum, (D) for missing classes, or (E) any other matter –

19. **Declaration** - I will adjust the advance drawn, if any, within 15 days from the date of completion of the Program. I will present a seminar in the Department and also put my publication/paper on the Institute's Open Access Archive before submitting the TA bill.

.....  
**Signature of the Employee**

20. Recommendation of HOD/HOC

- (a) Importance to Department: .....
- (b) Other faculty members who are likely to attend the event: .....
- (c) No. of class-days to be lost and mode of compensation: .....
- (d) Recommended / Not Recommended (with reason): .....

**To – Establishment Office**

.....  
**HOD / HOC**

**FOR OFFICIAL USE ONLY**

Conference / Workshop     Short-term Course / Training                       India                       Abroad  
Sources of Fund     PDA     Institute Fund     FDF     Project     Other .....

Information provided under items 12 – 17 verified. Corrections/Suggestions entered against respective entries. Advance recommended – ₹ ..... and submitted for kind perusal.

.....  
**Verified by**

.....  
**Office Superintendent**

.....  
**Asst. Registrar (Estt.)**

Recommended to Director.

Training overseas; recommended to Chairman, BoG.

Approved as above.

Approved as recommended.

.....  
**Dean (FW)**

.....  
**DIRECTOR**