

राजीव गांधी पेट्रोलियम प्रौद्योगिकी संस्थान  
**RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS**  
 OFFICE OF THE DEAN FACULTY AFFAIRS

Application for **SETTLEMENT** of CPDA Grant  
 (To be Submitted Along With Part-A)

NPS No:

1. Name:
2. Department:
3. Date of Joining the Institute: Day      Month      Year
- a. Name of the Conference, Seminar/  
Workshop/Other: \_\_\_\_\_
- b. Venue - (Name of Organisation and Place) :
- c. Period: **From** \_\_\_\_\_ **to** \_\_\_\_\_ (No of Days) : \_\_\_\_\_ Days
- d. Nature of Participation: N.A

<input type="checkbox"/> Presenting invited paper (no. of paper)=	<input type="checkbox"/> Presenting contributed paper (no. of paper)=	<input type="checkbox"/> Participating as a Visitor
		<input type="checkbox"/> Others (please specify)

- e. Title & Author(s) of the paper(s) presented: \_\_\_\_\_  
\_\_\_\_\_
- f. Attach a brief write up on current visit. \_\_\_\_\_
- g. Fill the data in following table with respect to support granted and Excess / Additional expenditure incurred

Support Head	Granted In INR	Computation of currency exchange (In case of foreign trip)	Excess Amount Spent
Registration Fee			
Tuition Fee / Training Fee			
Travel (Air Fare)			

Local Transport			
Food Expenses (as per entitlement)			
DA (For Foreign trip only)			
Stay (hotel- as per entitlement)			
Others (Specify)			

Amount initially granted: Rs. \_\_\_\_\_

Difference of amount if any (at the time of settlement) required to be granted: Rs.

\_\_\_\_\_

**Date:** \_\_\_\_\_

Signature of applicant \_\_\_\_\_

**HEAD OF DEPARTMENT**

**DOFA OFFICE**

**AR (ACCOUNTS)**

**AR (AUDIT)**

**DEAN, FACULTY AFFAIRS**

**DIRECTOR / APPROVING AUTHORITY**