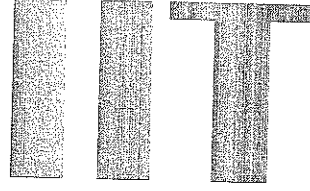




भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
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अधिष्ठाता कार्यालय
संकाय कार्य

No. IIT(BHU)/FA/CPDA/1535

Office of the Dean
Faculty Affairs

Date: 30.08.2018

To

All the Heads of the Departments
All the Coordinators of the Schools
IIT(BHU) Varanasi

Sub: Utilisation of CPDA.

Sir,

This has reference to our earlier letter No. IIT(BHU)/FA/CPDA/16063, dated 24.02.2016 regarding revised guidelines for utilisation of CPDA.

In this context, I am directed to communicate the following regarding utilisation of CPDA for attending Conference/Seminar etc. by faculty members:

After returning from Conference/Seminar etc. using CPDA the concerned faculty member has to make a presentation before faculty members and research students of the Department/School about the paper presented by him/her in the Conference/Seminar etc. The TA bill adjustment must be accompanied with a certificate by the HoD/CoS that the presentation was held.

This practice will be effective from immediate effect.

Yours faithfully,

Assistant Registrar (Faculty Affairs)

No. IIT(BHU)/FA/CPDA/1536

Date: 30.08.2018

Copy forwarded to the following for information and necessary action:

1. All the Deans
2. The Chairman, Web Management & E-mail Services Committee
3. The Joint Registrar (Admin)
4. The Deputy Registrar (Accounts) ---with the request to instruct the dealing section to invariably check the desired certificate before passing the bills of TA/DA for attending Conference/Seminar etc. using CPDA.
5. All Assistant Registrars
6. PS to the Director
7. PA to the Registrar
8. All Faculty members of the Institute through e-mail

Assistant Registrar (Faculty Affairs)