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,  

[Signature]  
Assistant Registrar (Faculty Affairs)  

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

[Signature]  
Assistant Registrar (Faculty Affairs)