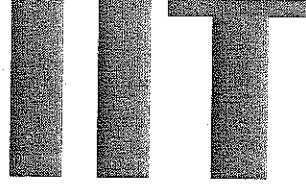




भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
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अधिष्ठाता कार्यालय
संकाय कार्य

Office of the Dean
Faculty Affairs

No. IIT(BHU)/FA/CPDA/ 1966

Date: 19.09.2018

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/1535, dated 30.08.2018 regarding utilisation of CPDA for attending conference/seminar etc.

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 the International Conference/Seminar etc. using CPDA, the concerned faculty member has to circulate a notice (mentioning details like scheduled date, time and venue) to all the faculty members and research scholars of the Department/School to discuss/share his/her learning experiences, collaborative opportunities explored there and the major outcomes of the Conference/Seminar. Further, the TA bill must be accompanied with the same notice with the endorsement by the concerned faculty member.

This letter will supersede our earlier letter dated 30.08.2018 cited above.

Yours faithfully,

Assistant Registrar (Faculty Affairs)

Date: 19.09.2018

No. IIT(BHU)/FA/CPDA/ 1966

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 notice before passing the bills of TA/DA for attending International 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)