



B. P. PODDAR INSTITUTE OF MANAGEMENT & TECHNOLOGY

PODDAR VIHAR : 137, VIP Road, Kolkata - 700 052

Ref. No. BPP/Notice/Reg./284/11

Date : 16th November, 2011

NOTICE

Sub. : Deputation Leave and financial incentives

All concerned HOD/Section In-charge may kindly note that in case of any permanent faculty or staff member seeking any benefit **including financial incentives** for academic pursuit which may enhance the Institute's standing may forward the application through prescribed format **well in advance** to the office of the undersigned for forwarding to the Deputation Committee for further action.

Deserving students of this Institute are encouraged for achieving excellence in their field of choice and may apply on above through thier respective HODs.

Dr. Sandip Ghosh

Registrar & Convener, Deputation Committee

Copy to : (1) PA to Director & Principal
(2) All HOD's and Section In-Charge
(3) Notice Boards

Enclosed : Copy of format



APPLICATION FOR DEPUTATION LEAVE AND FINANCIAL INCENTIVE

General Information:

1. Name:
2. Department:
3. Designation:
4. Mobile No:
5. email ID:
6. Highest Qualification & University:
7. Date of joining to the present post:
8. Date of first affiliation to the Institute:

Program Information:

9. Title of the Program the candidate desires to participate in:
10. Duration :
11. Venue :
12. Nature of participation :
(Presenting papers/chairing session/attending meeting of organizing/editorial committee)

Travel Plan:

13. Leave required :
14. Mode of travel :

Already availed incentives at BPPIMT :

15. When did you avail yourself of this incentive the last time:
16. Nature of participation :
17. Amount granted at BPPIMT :

Present financial requirement :

18. Participation fee :
(Registration fee etc.)
19. Travelling expenses:
(as per your eligibility)
20. Others :
21. Total assistance required:

Signature with date

For Office Use Only:

No. of working days (last academic session):

No of days Present(last academic session):

Recommendation of HOD:

Remarks of Deputation committee:

Signature with date

Decision of Principal:

Signature with date

Signature with date