

(For Finance and Accounts Section Use)

Details of CPDA utilization and balance:

Block Year From: To:

Opening Balance (Carried Forward from previous block)	Current Block Amount	Total Fund Available	Amount claimed/ submitted for the Current Block	Balance Amount	Current Claim

Dealing Assistant/JA/JS (F&A Section)

AR / SO (F&A)

(For Faculty Affairs Section Use)

- (A) Number of Days of Leave on Duty /SCL/Vacation admissible during the year: is days.
- (B) Number of days of Leave on Duty /SCL/ Vacation availed during the year: ,days.
- (C) Number of days of Leave on Duty /SCL/Vacation requested:Days, FromTo
- (D) Station leave details:Days, FromTo
- (E) Estimated amount to be sanctioned:
- (F) Advance Recommended:

Submitted for approval.

Dealing Assistant/JA/JS/SO (FA)

AR (FA)

Dean FA

Director

(For Faculty Affairs Section Use to issue approval order in the following template)

Approval Order				
<ul style="list-style-type: none"> • For intimation to the Faculty Member and official records in case of Approval • For the issue of NOC for VISA, if required • For updating the leave account 	Name	Purpose:		
	Total Expenditure Approved (in Rs.):	Advance details:		
		Terms & Conditions:	Particulars	Amount (Rs.)
			<ul style="list-style-type: none"> • The said advance is to be paid on: • The amount would be settled as per rules on the submission of bills and reports. 	
	Approved Leave and other details:			Total Advance (Rs):

AR (FA)

To:

Finance and Accounts Section for processing of payment/advance and settlement of bills as per the approval.

JA/JS/SO (F&A Section)

DR /AR (F&A)

Registrar