



CPDA Reimbursement Claim/ Approval Form for Contingency Expenses

Name of the Faculty & School: Employee ID:

Total CPDA Balance available as on date:

(To be filled by the faculty members by consulting Finance & Accounts Section through email. A copy of the email communication must be attached)

Separate application form should be submitted for claims mentioned at Part-A / Part-B.
(Strike out whichever part is not applicable)

Part-A

Category of Expenses	Bill No.	Date	Description of item (s) procured	Amount in INR
(i) Academic/research books/e-books/e-journals/ books for the popular reading section in Central Library.				
(ii) Memberships of professional societies				
(iii) Software/ Cloud storage/ Computer peripherals and accessories, projector and printers/ Laboratory Consumables/ Laboratory usage charges or Specimen testing charges (if the facility is not available in the Institute)/ minor repairs and maintenance of existing equipment/ Fabrication cost related student projects.				
(iv) Patent Application charges				

This is to certify that the above claims are being made (with bills attached herewith) for the professional development i.e. related to research and teaching and may be reimbursed from the balance fund available in my CPDA account for the block year _____ to _____.

Date: _____ Signature of the Faculty Member: _____

Encl:

Approved / Forwarded by

Head of School/ Department

(Note: For the above please obtain prior approval from the HoS over email for the purchase and the subsequent claim shall be submitted directly to the F&A section through of HoS/ HoD.)

Part-B

Category of Expenses	Name of the Journal	Journal Rank (Q1/Q2), Details attached	Price Negotiation Details with publisher, attached (Yes/No)	Justification for pertinent charges, , attached (Yes/No)	Initial Price (INR)	Negotiated Price (INR)
Publication charges/ Journal over-length page charges/ Journal subscription charges/ Purchase of journal article/ Production charges for cover image/ Proofreading charges.						

This is to certify that the above claims will be made for the professional development i.e. related to research and teaching and may be reimbursed from the balance fund available in my CPDA account for the block year _____ to _____.

Date: _____ Signature of the Faculty Member: _____

Encl:

Approved / Forwarded by

Head of School/ Department

(Note: To be submitted to Dean FA through HoS for prior Approval of the Competent Authority)

Dean (Faculty Affairs) office Use

Dealing Assistant/JA/JS/SO (FA)

AR (FA)

Dean FA

Director

Part-C

(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

Amount to be sanctioned for reimbursement from CPDA: Rs.....

JA/JS (F&A Section)

DR /AR (F&A)

Registrar