



**CPDA Reimbursement Claim Form for Contingency Expenses**

[Please obtain prior approval from the HoS over email for the purchase of Sl. No. (i) - (iv)]

Name of the Faculty & School: ..... Employee ID: .....

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				
(v) Publication charges/ Journal over-length page charges/ Journal subscription charges/ Purchase of journal article/ Production charges for cover image/ Proofreading charges. <b>(Note: To be submitted to Dean FA through HoS for Director's Approval with proper justification for pertinent charges)</b>				
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)				

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 (For Sl. (i) - (iv), to be submitted directly to the F&A section after approval of HoS)

**Head of School**

(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. ....

JAJS (F&A Section)

DR /AR (F&A)

Registrar