



**राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर**  
हमीरपुर (हि.प्र.) – 177 005 (भारत)  
**NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR**  
HAMIRPUR (H.P.) - 177 005 (INDIA)  
(An Institute of National Importance under Ministry of HRD)

**[Application for Prior Administrative/Financial Approval]**

**Application for incurring expenditure up to Rs. 25,000/- (Rupees Twenty five thousand only) under the head(s) “B” & “C” of Cumulative Professional Development Allowance (CPDA)**

I wish to purchase/incur expenditure items under CPDA:

Sl. No.	Items/Activity	Estimated Amount (Rs.)	List of activities (please mention B (i), C (i), (ii), (iii) as applicable)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
<b>Total</b>			

**List of activities:**

**B. Membership Fee for Professional Bodies:**

- (i) Acquiring Membership of Professional Bodies/ Societies, both National and International. Maximum memberships of three professional bodies/ societies from CPDA grant in one block year.

**C. Contingent Expenses:**

- (i) Consumables such as chemicals, laboratory glassware, charges for synthesis & analysis of samples for pursuing research.
- (ii) Purchase of stationary, books & related items.
- (iii) Computer related consumables such as external storage devices, cartridges.

(Signature)

Name of faculty .....  
Designation:.....  
Department: .....  
Mobile No: .....  
e-mail ID: .....

Dated: \_\_\_\_\_

Approved / Not Approved\*.

Dated: \_\_\_\_\_

(Signature of HOD)  
Seal

\*Note:- If not approved, the HOD is required to return back the same to concerned faculty member **with reasons.**