**(From 1-A)**



\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**HOD/HOC**

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.** |  |  |  |
| **Total** | |  |  |

**List of activities:**

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

1. Acquiring Membership of Professional Bodies/ Societies, both National and Informational. Maximum memberships of three professional bodies/ societies from CPDA grant in one block period.

**C. Contingent Expenses:**

1. Consumables such as chemicals, laboratory glassware, charges for synthesis & analysis of samples for pursuing research.
2. Purchase of stationary, books & related items.
3. Computer related consumables such as external storage devices, cartridges.

(Signature)

Name of faculty …………:………..…

Designation:……..………………….

Department/Centre: ……………......

Mobile No: ………………………..….

Dated: \_\_\_\_\_\_\_\_\_\_ e-mail ID: ………………………..……

Approved / Not Approved\*.

Dated: \_\_\_\_\_\_\_\_ **(Signature of HOD/HOC) Seal**

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