**(From 2-A)**



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

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

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

**Director**

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:**

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

**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: ………………………..….

 e-mail ID: ………………………..……

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

P.T.O

Specific Observations of HOD/HOC:

I agree/ do not agree with the proposal of the above faculty member.

………………………………………………………………………………………………………………………

Recommended / Not Recommend.

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

**Registrar**

**Director**