



**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)

SBI A/c \_\_\_\_\_

**[Format for Reimbursement]**

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

Period from.....To.....YEAR I/II/III (Strike out the non-application of the current Block Year **2021-2024**.)

Balance Available for current year.....

Name of Faculty : .....Designation.....

Department/Centre : .....

Sl. No.	List of Activities	Current Claim (Rs.)	Claims already settled/ submitted for settlement		Total (Rs.)
			Current Year	Current block	
1.	<b>Membership Fee for Professional Bodies:</b>				
	➤ Acquiring Membership of Professional Bodies/ Societies, both National and International. Maximum Memberships of three professional bodies/ societies for CPDA grant in one block year.				
2.	<b>Contingent expenses:</b>				
	➤ Consumables such as chemical, laboratory glassware, charges for synthesis & analysis of samples for pursuing research.				
	➤ Purchase of stationary, book & related items.				
	➤ Computer related consumables such as external storage devices, cartridges.				
<b>Total `</b>					

In words `.....

**Certificate**

I certify that the amount has been utilized (as per the list of activities) indicated above. I take full responsibility for any clarification required on the expenditure as and when required.

Enclosures. 1..... 2.....  
3..... 4.....  
5..... 6.....

Signature  
(Name of the Faculty)

Note:

- Prior administrative/ financial approval is required to be attached for any re-imburement of any expenditure under CPDA.
- Each Voucher, Bill, Participation Certificate is required to be signed at the back side with date, by concerned faculty member.
- Reimbursement claim must be verified/ checked and forwarded by the concerned HOD/HOC.

Recommended and forwarded for the Sanction of Rs. \_\_\_\_\_ please.

(Signature of HOD/HOC)

Sanctioned for Rs. \_\_\_\_\_

**Registrar**

**Assistant Registrar (Accounts & Finance)**