**CLAIM FOR REIMBURSEMENT UNDER CPDA**

Name of the Claimant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: ……………………………………………………………… Pay level:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- |
| **S No.** | **Expenditure Head** | **Admissible amount** | **Balance Brought fwd** | **Current Claim** | **Balance Carried fwd** |
| 01 | National / International conferences/ workshops  **(Prior approval to be enclosed)** | **Rs.2.1 lakhs in 3 year block**  **Max Rs.0.7 lakh in first year of block** |  |  |  |
| 02 | **A) Membership fees for Professional Bodies**  **(Prior approval to be enclosed for new membership. Prior approval deemed to be granted for renewal of Max 3 memberships in one year)** | **Total Rs. 90,000/- in three year block**  [Max. Rs.10,000 /- per year towards  Purchase of books/ periodicals, publication fees in web of science etc. suitable for professional development] |  |  |  |
| **B) Contingent Expenses:**  **(Prior approval deemed to be granted for items listed below)** |  |  |  |
| a) Any consumables for research- consumables for UG/PG/Ph.D projects like chemicals, fabrication, add on controller boards, preparation of lab models etc. |  |  |  |
| b) Stationery items like bond papers, covers, files, folders, Xerox, posters, binding etc. |  |  |  |
| c) Computer consumables like connectors, USB hubs, cables, port converters, pen drives, external HDDs, cartridges and refilling thereof, repairs of printer/ scanner/ laptops/ desktops, Antivirus. |  |  |  |
| d) Purchase of books/ periodicals, publication fees in web of science etc. suitable for professional development |  |  |  |
| e) Fees for filing patents, extra pages in journals etc. |  |  |  |
| f) Any other item **(with Prior approval)** |  |  |  |
|  | **TOTAL** | **Rs.3.00 lakhs in 3 year block** |  |  |  |

**CERTIFICATE**

**I hereby certify that the amount has been utilized under the heads indicated above. The purchases are made from reliable supplier at reasonable prices. I take full responsibility for maintenance of proper records and any clarification required on the expenditure as and when sought. I will produce records of non-consumable items purchased under CPDA to stock verification officers during stock verification of the Department. I have enclosed copy of approval(s) wherever required and each voucher/ bill/ participation certificate is duly signed by me at the back side with date.**

(Signature of HoD) (Signature of claimant)

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| --- | --- |
| 1. Block Year | 6. Dealing staff |
| 2. Opening balance | 7. AR (Accts)/ IAO |
| 3. Current claim admitted | 8. DR (Accts) |
| 4. Sub-Total | 9. Dean (P&D) |
| 5. Balance available (2-3) | 10. Director |