



राष्ट्रीय प्रौद्योगिकी संस्थान आंध्रप्रदेश  
**NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH**

Near National Highway No. 16, Kadakatla, Tadepalligudem – 534101

West Godavari District, Andhra Pradesh, India

**Application form for Purchase of Various Items under CPDA**  
(Under Part-B of Guidelines for Utilization of CPDA)

Indent No. NITANP/Dept. Code/202\_-2 /

Date:

**SECTION A:**

Name of Faculty Member: \_\_\_\_\_

Designation: \_\_\_\_\_ Level \_\_\_\_\_

Department: \_\_\_\_\_ Year of Entry in to Service: \_\_\_\_\_

**1. Consumable items to be procured with estimated price, specification & purpose:**

S.No.	Item	Brief Specification	No.s	Estimated Price (Rs)	Purpose
<b>Total estimated price (Rs.)</b>					

**2. Non-Consumable items to be procured with estimated price, specifications & purpose:**

S.No.	Item	Brief Specification	No.s	Estimated Price (Rs)	Purpose
<b>Total estimated price (Rs.)</b>					

**If any of the above Non-Consumable items procured earlier, provide the following:**

S.No.	Item	Nos.	Date of purchase	Present status	Returned <sup>a</sup>	Owned by paying book value <sup>b</sup>

<sup>a</sup> If yes attach the duly filled up the following format:

S.No.	Item	Brief Specification	Received by		
			Dept./Section	Name & Designation	Signature

<sup>b</sup> if yes, attach the duly filled up the following format:

S.No.	Item	Brief Specification	Amount Paid (in Rs.)	Receipt details



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**3.Membership Fee of Professional bodies:**

S.No.	Name of the Professional body	Membership fee (Rs.)
<b>TOTAL (Rs)</b>		

Total Fund Sought:

Declaration by the Applicant

- 1.Total expenditure approved till date in PDA in the present Block is \_\_\_\_\_  
& the balance fund available is \_\_\_\_\_.
- 2.The application satisfies all approved norms of PDA
3. I shall purchase the items as pre institute Purchase Rules.

**Date:**

**Signature of the Applicant**

Forwarded by:

**Signature of the Head of Department**

**SECTION B:**

**FINANCIAL CONCURRENCE** (obtained by the claimant):

Budget Under Head	Expenditure till date	Balance available	Remarks

Unspent balance verified as per books Accounts

Jt./Dy./Asst. Registrar, SPAC

**Approved / Not approved**

Dean (FA)\*/Director

**Financial Approval No & Date:** .....

(Will be issued by the office of approval Authority after A/A and E/S)

**Note:**

1. \* Up to Rs.25,000/- approval authority is Dean(FA) and above Rs.25,000/- the approval authority is Director.
2. It is mandatory to submit this (approved/ sanctioned) administrative filled in format at the time of reimbursement.
3. It is essential to fill up the points in all respect before obtaining financial concurrence under SECTION A & B.