



राष्ट्रीय प्रौद्योगिकी संस्थान सिक्किम NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

(An Institute of National Importance, Ministry of Education, Govt. of India)

ADMINISTRATIVE & FINANCIAL APPROVAL FOR CPDA CLAIM FOR THE REIMBURSEMENT OF CONTINGENT EXPENSES/ ACQUIRING THE MEMBERSHIP OF PROFESSIONAL BODIES / SOCIETIES, BOTH NATIONAL AND INTERNATIONAL

Department Name: _____	
File No.: _____	Date: _____

1. Particulars of the Faculty Member:

a	Name of the Faculty Member	:	
b	Designation	:	
c	Nature of appointment (Regular/Temporary/Contract)	:	

2. Administrative and Financial approval for reimbursement of Contingent expenses under CPDA

Sl. No.	Name of the Contingent item(s) as per CPDA Guidelines of the Institute	Quantity	Unit Cost (Rs.)	Total Cost of Item(s) (Rs.)
a				
b				
c				
d				
e				
Total Estimated Amount including GST(Rs.)				

3. Administrative and Financial approval to be accorded for acquiring the membership of following professional bodies / societies

Sl. No.	Name of professional bodies / societies	Year of Establishment	Type of Body (Govt./Semi Govt./Trust/Any Other)	Category of Membership (Half Yearly / Annual/Life/Fellow/Associate)	Membership Subscription Fees (Rs)	Total Cost (Rs.)
1.						
2.						
3.						
Total Estimated Cost (Rs)						

Certificate

I certify that the details given above are correct. If the information supplied is found to be incorrect, I will refund the entire reimbursed amount to NIT Sikkim.

Date ____/____/20____

Signature of Applicant

(Recommended / Not Recommended)

(It is recommended that the faculty member may be permitted for claim of expenses for the Items)

Comments (If any):

Head of the Department

(For Office Use Only)

• **Particulars of Fund Availability**

1	Total ceiling limit for the block period (if any)	:	
2	Total CPDA allocated for the current year	:	Rs
3	CPDA amount carried over from previous year	:	Rs
4	Total CPDA fund available for the current year	:	Rs
5	Present Claim	:	Rs
6	Claim admissible	:	Rs

Comments (If any):

Dealing Assistant/Sr Sup Finance

Asst. /Deputy Registrar (Accounts)

Comments (If any):

Registrar