



राष्ट्रीय प्रौद्योगिकी संस्थान सिक्किम

NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

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

CPDA CLAIM FOR OF CONTINGENT EXPENSES REIMBURSEMENT OF MEMBERSHIP FEE FOR PROFESSIONAL BODIES / SOCIETIES

1. Particulars of the Faculty Member for CPDA claim for reimbursement:

2a	Name of the Faculty Member	
2b	Pay Matrix & Level	
2c	Designation & Department of the Faculty Member	
2d	Nature of appointment (Regular/Temporary/Contract)	

2. Particulars of Contingent Expense for the Items mentioned: The following is the statement of account for the purchase of contingencies. The relevant cash memos/bills/vouchers are duly verified and enclosed herewith:

S. No.	Items	Invoice No.	Date	Vendor	Amount	Remarks
1						
2						
3						
4						

N.B.: This form is to be deposited to the Accounts Section along with the bills/vouchers etc. and the administrative approval of the competent authority.

3. The following is the statement of account for the Membership Fee of Professional Bodies / Societies:

S. No.	Items	Invoice No.	Date	Professional Body / Society	Amount	Remarks
1						
2						
3						

Note: - This form is to be deposited to the Accounts Section along with the bills/vouchers etc. and the administrative approval of the competent authority.

List of Enclosures to be submitted:

- Original invoice/relevant cash memos/bills/vouchers
- Administrative approval from the Competent Authority
- Any Other, please specify _____

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.
- Rs. _____ (Rupees _____ only) may be reimbursed.

Date / /20

Signature of Applicant _____

(Forwarded / Not Forwarded)

The claim is verified and the Invoice and/or payment receipt is duly signed by the concerned faculty.

Date / /20

Signature of HoD

Sl No	Head of Expenditure	Amount Reimbursable
1	Contingent Expenses	
2	Membership	

Amount checked & verified and found correct Rs.

(Rupees) may be reimbursed.

Dealing Assistant/Sr Sup Accounts

Asst./Deputy Registrar (Accounts)

(Recommended for reimbursement of expenses claimed)

Registrar
