



NATIONAL INSTITUTE OF TECHNOLOGY, RAIPUR APPLICATION FOR APPROVAL/REIMBURSEMENT UNDER CPDA

PART A: GENERAL INFORMATION

1. Name and Designation of the applicant :
2. Name of the Department :
3. Nature of Appointment : Permanent/On Probation
4. Sex : Male/Female
5. (a) Block year of CPDA : 2012-2015
(b) CPDA allocated for the current year : 1 Lac.
(c) CPDA carried over from last year :
(d) Total CPDA available (b+c) :
(e) Amount already claimed/approved/obtained from the CPDA in the current financial year:
(f) Net CPDA available (d-e) :
6. Amount requested in this application :

PART B: GENERAL INFORMATION

Note: You are to fill up information only against which approval is requested in this application.

7. Publishing in National/International Journals. Provide details of expenditure with justifications.
8. Membership of Professional society
(i) Maximum limit available in this financial year : Rs. 15,000/-
(ii) Amount already spent in the last financial year 2012-2013 : _____
(iii) Balance amount available in the current financial year 2013-2014 : _____
(iv) Amount requested in this application : _____

Provide following details

- a. Name of Society :
- b. Status of Society : National/International
- c. Membership requested : Annual/life
- d. Membership fee :
- e. How membership is useful for academic development (attach separate sheet)
9. Purchase of books/subscription of journals/research paper reprints.
(i) Maximum limit available in this financial year : Rs. 10,000/-
(ii) Amount already spent in the last financial year 2012-2013 : _____
(iii) Balance amount available in the current financial year 2013-2014 : _____
(iv) Amount requested in this application : _____

Note : Enclose list of books/journals/research papers along with justification.

10. Items like CD, DVD, pen drive, repairing of computer, printer and purchase of anti-virus software* etc.
(i) Maximum limit available in this financial year : Rs. 5,000/-
(ii) Amount already spent in the last financial year 2012-2013 : _____
(iii) Balance amount available in the current financial year 2013-2014 : _____
(iv) Amount requested in this application : _____

11. Purchase of Stationary, material for course preparation, teaching aids & books writing.
- (i) Maximum limit available in this financial year : Rs. 1,000/-
 - (ii) Amount already spent in the last financial year 2012-2013 : _____
 - (iii) Balance amount available in the current financial year 2013-2014 : _____
 - (iv) Amount requested in this application : _____

Note : Enclose list of material for course preparation, teaching aids & books writing along with justification.

❖ **Amount requested in this application: Rs.....**

CERTIFICATE

I certify that:-

- (a) The particulars given above are correct.....**
- (b) I am a regular faculty of the institute.**
- (c) If information supplied is found to be incorrect; I will refund the entire amount to NIT Raipur.**
- (d) The money received will be used for the purpose for which it is sanctioned.**
- (e) NIT, Raipur has never provided me any financial support for the non-consumable items requested above in the current block of years.**
- (f) I will handover all non-consumable items to the institute if I leave the job within two years from the date of purchase.**
- (g) I will be responsible for answering audit queries related to my purchase.**

(Signature of Applicant)

Recommended/Not Recommended
(Head of the Department)

Certificate from Deputy Registrar (Admin.)

I have personally verified that the applicant is entitled for the items for which sanction is being sought.

Deputy Registrar (Admin.)

Dean (Faculty Welfare)

Approved/Not Approved
(Director)

Note: Approval is subject to CPDA balance available in the credit of applicant and also subject to prescribed ceiling for requested activity.

***The ceiling can be raised upto Rs.10,000 in deserved cases.**