

INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR

FORM - I

Ref. No. _____

Date : _____

CPDA Claim for reimbursement/payment

I. <u>Membership for Professional Bodies</u> Within the limit of Rs.15,000/- p.a., membership for two professional bodies per year can be availed.	Enclosed prior approval of the Dean, Faculty Affairs.
II. <u>Registration Fees (for attending Seminar/Conference)</u>	Enclosed necessary approval of the Dean, Faculty Affairs. Actual with a maximum limit of US\$ 800 – for International
II. <u>Purchase of Books</u>	Bills pertaining to purchase of books should be sent with due certification by Faculty while sending for reimbursement. Amount is restricted to Rs.10,000/-. For purchase of books of more than the limit, prior approval of Director is required.
III. <u>Contingent Expenditure (Limited to Rs.80,000/- p.a.)</u> Equipment related to professional activities such as PC, Laptop Tab, Printer, Scanner, Internet Charges and Computer Peripherals : Etc. However, for any other items, explicit permission may be sought. Internet usage charges, procurement of broadband connection including USB Wireless USB, Broadband charges :	Reimbursement must have certifications by Faculty that the items are procured for Professional Development. Prior approval of Director is necessary for reimbursement and any item which is not explicatory mentioned in the list of Contingent expenditure Only one Laptop in a block of 3 years. There is no cap on amount that can be spent on contingent purchases within the CPDA. Rs.15,000/- in one financial year .

Name : _____
 Designation : _____
 Department : _____

The following is the statement of account for the Membership of Professional Bodies, purchase of stationery/books, computers and related items/electronic devices and any other contingent items for professional development vide Office Order No..... dated The relevant cash memos/bills/vouchers are enclosed herewith :-

S. No.	Items	Invoice No.	Date	Vendor/ Professional Body	Amount (in Rs.)	Justification
01.						
02.						
03.						
04.						
05.						
06.						
07.						

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S. No.	Items	Invoice No.	Date	Vendor/ Professional Body	Amount (in Rs.)	Justification
08.						
09.						
10.						
11.						
12.						
13.						
14.						
TOTAL						

Stock entry has been done at Sl. No. _____ of page No. _____ of Department CPDA stock register and also back side of the original bill with certification.

Rs. _____ (Rupees _____ only) may be reimbursed / paid directly to the vendor.

Date : _____

Signature of Applicant

Head of the Department

N.B. : *This form is to be deposited to the Accounts Section alongwith the bills/vouchers etc. and the office order issued by the Dean, Faculty Affairs.*

For Office Use (Accounts Section)

Allotment Head : _____

Token No. : _____

Expenditure Head : _____

Date : _____

Amount checked & verified and found correct Rs. _____

(Rupees _____) may be reimbursed / paid to the vendor.

Dealing Asstt. (Accounts)

Signature of the Accounts Officer

Signature of the Finance Officer