



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 current financial year 2012-2013 : _____
 - (iii) Balance amount available in the current financial year 2012-2013: _____
 - (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 current financial year 2012-2013 : _____
 - (iii) Balance amount available in the current financial year 2012-2013: _____
 - (iv) Amount requested in this application : _____

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

10. Computer peripherals/Printer
 - (i) Maximum limit available in this financial year : Rs. 15,000/-
 - (ii) Amount already spent in the current financial year 2012-2013 : _____
 - (iii) Balance amount available in the current financial year 2012-2013: _____
 - (iv) Amount requested in this application : _____

Note : Enclose list of computer peripherals along with justification.

11. Purchase of Stationary, material for course preparation, teaching aids & books writing.
- (i) Maximum limit available in this financial year : Rs. 15,000/-
 - (ii) Amount already spent in the current financial year 2012-2013 : _____
 - (iii) Balance amount available in the current financial year 2012-2013 : _____
 - (iv) Amount requested in this application : _____

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

12. Laptop
- (i) Amount requested for the above purpose. : _____
 - (ii) Date of purchase of existing Laptop, if any : _____

Note : Purchase of Laptop will be allowed only once in five years.

CERTIFICATE

I certify that:-

- (a) The 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)

Deputy Registrar (Admin.)

Dean (F/W)

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.