



**NATIONAL INSTITUTE OF TECHNOLOGY PUDUCHERRY,
KARAIKAL**

FORM-1: Prior Approval for utilizing CPDA for Activity - B

1. Name:
2. Emp. No: Mobile No.:
3. Designation:
4. Department:
5. Financial Year:
6. Block Year:
7. Amount spent in Activities so far:

Activity	Amount spent in First year of the Block (I)	Amount spent in Second year of the Block (II)	Amount spent in Third year of the Block (III)	Total * (I)+(II)+(III)	Amount available for the current year ** 20_- 20
Activity - A					
Activity - B					
Journal Subscription					
Membership of Professional Societies					
Purchase of Books & Software					
Internet / Mobile Connectivity					
Purchase of Consumable Items					
Maintenance and upgrade of Computer & Accessories					
Purchase of consumable materials					
Total					

	(not exceeding one lakh)	(not exceeding two lakh for first and Second year)			
Grand Total					

** : One lakh minus (*) for the first year/two lakhs minus (*) for the second year/3 lakhs minus (*) for third year

8. Details of the proposed Activity - B: (Enclose separate sheet, if required)

Activity	Limit as per norms	Proposed expenditure for the present year of the Block	Amount (Rs.)
Activity - B			
Total (The total should not exceed the amount in S.No.7)			

Certificate:

I certify that the above proposal is as per the guidelines of the CPDA norms. I take full responsibility for any clarification, refund or deduction from my salary if it necessary as per the guidelines.

Signature of Faculty with date

**Recommended & Forwarded
Head of the Department**

Associate Dean (Faculty Welfare)

PART-C

Verified and found in order. Necessary entries made in the PDA Register – ACCOUNTS SECTION	
Recommended – Assoc. Dean (Faculty Welfare)	
REGISTRAR	
Approved - DIRECTOR	