



मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान भोपाल-462003
(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)
MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY, BHOPAL- 462003
(An Institution of National importance under Ministry of Education, Govt. of India)

No. : -

Date:

Application for Availing CPDA for the F.Y. (2024-25)/(2025-26)/(2026-27) of 3 Years Block Period from 1st April 2024 to 31st March 2027

Name:.....Designation:.....DoJ:.....

Employee ID:.....Department:.....

SBI Bank Account no:.....Mobile:.....

S. No.	CPDA Expenditure Head & Fund Allocation	Previous Reimbursed Amount in Rs.	Balance Amount in Rs.	Proposed Amount in Rs.
1.	A. Presenting of Papers & Attend Rs.2,10,000/- For 3 Years Block. (Only Rs.70,000/- Per Financial Year Available For Use) Presenting papers in National International Conference/workshop/Symposia/Special Training in India and Abroad.			
2.	B. Membership Fee Rs.30,000/- For 3 Years Block. Acquiring Membership of Professional Bodies/Societies National/International (Maximum memberships of three Professional Bodies/Societies grant in one Block Year).			
3.	C. Contingent Expenses Rs.60,000- For 3 Year Block. (Only Rs.20,000/- Per Financial Year Available For Use). A- Rs.10,000/- For Books Only B-Rs.10,000/-For Below Items. For Consumables, Lab Materials, Sample Charges, Stationery, Computer consumables such as storage device, cartridges.			
	Total in Rs.>>>>			

- Note:-**
1. Unutilized Balance of CPDA may carry forward for next financial year up to end of 3 years block.
 2. Advance utilization of CPDA balance of next financial year shall **not** be allowed except for **Sl. No-02**.
 3. Bills have to be submitted for the same financial year of which CPDA belongs.
 4. The last deadline of submission of bills are 10th March of the financial year & only GST bills are to be considered.
 5. Kindly mention the details of items to be procured under Sl. No-3-B (i.e. Name, Qty, Price) at back side of this application form. Keep proper stock register for audit purposes.

Applicant Sign:_____

HOD Sign:_____Dean(FW) Sign:_____

For Office Use:-

Dy./Asst. Registrar (Estt.):_____Dy./Asst. Registrar (Accts.):_____

Registrar Sign:_____Director Sign:_____

Procurement Details Under Sl.No.3-B (Contingency Head Rs.10,000/-)

Sr. No	Name of Items	Quantity	Price Per Unit	Total Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Total Amount Rs.				

Note:-Only For Consumables, Lab Materials, Sample Charges, Stationery, Computer consumables such as storage device, cartridges.

Applicant Sign:_____