



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद  
प्रयागराज-211004 [भारत]  
Motilal Nehru National Institute of Technology Allahabad  
Prayagraj-211004 [India]



**Format for reimbursement under Cumulative Professional Development Allowance**

Period from.....To..... YEAR I/II/III (strike out the non application of the current

Block year -----

Balance Available for current year.....

Name of Faculty.....

Designation.....

Employee Code.....

Department .....

Sl. No.	List of Activities	Current Claim (₹)	Claims already settled/ submitted for settlement		Total (₹)
			Current year	Current block	
1.	<b>Presenting Papers and attending National &amp; International Conferences/ Workshops:</b>				
	(a) Presenting of Papers and attending National and International Conferences/ Workshops/ Symposia /special training in India & abroad.				
2.	<b>Membership Fee for Professional Bodies:</b>				
	(a) Acquiring Membership of Professional Bodies/ Societies, both National and International. Maximum memberships of three professional bodies/ societies from CPDA grant in one block year.				
3.	<b>Contingent expenses:</b>				
	(a) Consumables such as chemicals, laboratory glassware, charges for synthesis & analysis of samples for pursuing research.				
	(b) Purchase of stationary, books & related items.				
	(c) Computer related consumables such as external storage devices, cartridges.				
<b>Total ₹</b>					

In words ₹.....

**Certificate**

I certify that the amount has been utilized (as per the list of activities) indicated above. I take full responsibility for any clarification required on the expenditure as and when required.

Enclosures: 1..... 2.....  
3..... 4.....  
5..... 6.....

Signature  
(Name of the Faculty)

Note:

1. Prior administrative/ financial approval is required for any expenditure under CPDA.
2. Each Voucher Bill Participation Certificate is required to be signed at the back side date, by concerned faculty members.
3. It is expected from the concerned faculty member to ensure the entry of all items in a stock register (preferably hard bound) and the same will be under custody of the concerned faculty member and will liable to be produced before the Competent Authority, if some unwarranted conditioned arise in future.
4. All the payment should be preferably in online mode.