|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Name of the Faculty Member | : |  |
| 2. | Employee Number | : |  |
| 3. | Designation | : |  |
| 4. | Department | : |  |

5. Three Year Block is : From: To:

6. Present Financial Year is :

|  |  |  |  |
| --- | --- | --- | --- |
| **Details of Claim** | | | |
| **Sl. No.** | **Category of Expenses** | **Total No. of**  **Bills/ Receipts** | **Amount**  **(in Rupees)** |
| (i) | Membership of Professional Bodies |  |  |
| (ii) | Registration fee for E-conference |  |  |
| (iii) | Payment for Publication Chargesfor pages & color photographs in open access journals, conferences |  |  |
| (iv) | Books and Journals |  |  |
| (v) | Contingency (stationery, consumables, etc) |  |  |
| (vi) | Chemicals |  |  |
| (vii) | Other Items (Please specify) |  |  |
|  | Total = | |  |

This is to certify that

* The above mentioned purchased items and/or incurred expenses for professional activities are permissible for reimbursement from PDA as per the revised PDA rules approved in the 78th meeting of the BOG.
* The institute purchase procedure (Reference: Institute Purchase Manual available at the intranet webpage of Faculty Affairs Section) was followed while purchasing the above items mentioned in Sl. Nos. (iv) to (vii)
* The stock entries are made for the items mentioned in Sl. No.(vii) in a stock register at the department.
* All these items are only for my professional development (academic, teaching and research) activities.

Date: **Signature of the Claimant**

Enclosures:\_\_\_\_\_\_\_\_ original bills/ invoices/ receipts/ proof of payments certified (signed) by the claimant

The necessary stock entries are made in a stock register maintained in the department. The above mentioned claim is permissible for reimbursement from PDA as per the revised rules approved in the 78th meeting of the BOG. Recommended for reimbursement from PDA.

Date: **Signature of the HOD**

\* Proof of Payment/Money Receipt/Credit Card or Bank Statement.

\*\* Receipt of delivery for online purchases

**\*\*\* Cash and Online purchases are restricted upto Rs.15,000/- only.**

|  |
| --- |
| ***(For official use of Faculty Affairs Section)*** |
|  |
| Name of the Claimant: Dr./Mr./Ms……………………………………………………………………………………, Department of ………………………………………………. |
|  |
| Verified the claimas per the revised PDA rules approved in the 78th meeting of the BOGand it isfound to be in order / not order.  Dealing Staff  Faculty Affairs Section |
| Forwarded to Finance & Accounts Section for further processing.  **Assistant Registrar (Faculty Affairs)DOFA/ ADOFA** |

***(For official use of Finance & Accounts Section)***

Account Head:PDA

|  |  |  |
| --- | --- | --- |
| Fund Available | Present Claim Amount | Balance |
|  |  |  |

Checked and Passed for an amount of Rs. ………………….(Rupees……………………………………………………….only)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dealing Staff  Finance & Accounts Section | |  | **HOS (F & A)** | |
|  | | **Approved** |  | |
|  | **Dean, Faculty Affairs** | | |  |