



SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY,
SURAT PIN - 395 007, GUJARAT

[FORM-C1]

ADMINISTRATIVE & FINANCIAL APPROVAL FOR CPDA CLAIM FOR THE
REIMBURSEMENT OF CONTINGENT EXPENSES

(Maximum of 50% of the CPDA, i.e. Rs 1,50,000 is admissible for a block period)

Department Name: _____	
File No.: SVNIT/Department/20__-20__ /CPDA/Outward No.*	Date: _____

*to be filled by the department

1. CPDA Claim for reimbursement of the following:

Contingent Expenses

- Consumables such as chemicals, laboratory glassware, charges for synthesis & analysis of samples for pursuing research, minor consumables like thermocouples, ICs, transducers, strain gauges and sensors.
- Purchase of stationery, books & related items like photocopy of teaching and research materials, calculators and e-books
- Computer related consumables such as external storage devices, cartridges, antivirus, digital-pen, head phones, battery and RAM.

2. Particulars of the Faculty Member:

a	Name of the Faculty Member & Designation	:	
b	Employee Code	:	
c	Nature of appointment (Regular/Temporary/Contract)	:	

3. Administrative and Financial approval for reimbursement of Contingent expenses under CPDA

Sr. No.	Name of the Contingent item(s) as per CPDA Guidelines of the Institute	Quantity	Unit Cost (Rs.)	Total Cost of Item(s) (Rs.)
a				
b				
c				
d				
e				
Total Estimated Amount including GST (Rs.)				

Certificate

I certify that the details given above are correct. If the information supplied is found to be incorrect, I will refund the entire reimbursed amount to SVNIT Surat.

Date ___/___/20___

Signature of Applicant

(Recommended / Not Recommended)

(It is recommended that the faculty member may be permitted for claim of expenses for the Items)

Comments (If any):

Head of the Department

Dean (Faculty Welfare)

(For Office Use Only)

- d) Application received on : ___ / ___ /20__
e) From Prof./Dr./Mrs./Ms./Mr. : _____
f) **Particulars of Fund Availability**

c1	Total ceiling limit for the block period	:	Rs 1,50,000
c2	Total CPDA allocated for the current year	:	Rs
c3	CPDA amount carried over from previous year	:	Rs
c4	Total CPDA fund available for the current year	:	Rs
c5	Present Claim	:	Rs
c6	Claim admissible	:	Rs
c7	Balance available after reimbursement for the current year, i.e. (c4 – c6)	:	Rs
c8	Net CPDA ceiling available during the Block Period, i.e. (c1-c6)	:	Rs

(The information furnished in Sec. 1-3 has been verified as per Office record)

Comments (If any):

**Dealing Assistant
Registrar**

Asst. /Deputy Registrar (Accounts)

(Approved / Not Approved)

Comments (If any):

Dean (SW)

Director

To: the concerned faculty member
Copy to: Asst./ Deputy Registrar (Establishment / Accounts)

Note: The petty contingent expenses upto Rs 5000 in a quarter period may be allowed without seeking prior administrative approval. However, duly-signed Invoice and/or payment receipt is to be submitted by the concerned staff to the Accounts Section with the prescribed forms for reimbursement.