INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

EXPENSES TOWARDS CONTINGENCY UNDER CUMMULATIVE PROFESSIONAL DEVELOPMENT ALLOWANCE (CPDA) OUT OF MHRD-FUNDS

Date:

NAME:

DESIGNATION:

DEPARTMENT:

EMPLOYEE CODE:

To,
The Registrar,

ITT Bombay,

The following is the statement of account for the purchase of stationary/books/travel related to professional work/secretarial/office expenses/computers and related items/electronic devices for professional use. The relevant cash memo are enclosed herewith for your perusal.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Date</th>
<th>Bill/Invoice No.</th>
<th>Vendor/Supplier</th>
<th>Particulars, with Justification</th>
<th>Amount (Rs.)</th>
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Total:

The amount of Rs. ___________________( Rupees ___________________) may be reimbursed. The expenditure may be debited to MHRD funds towards contingency from Cummulative Professional Development Allowance (CPDA),

Encl: As above.

Administration Section (For Office use only)

Forwarded to Dy.Registrar (F&A) for settlement of claim of Prof. ________________________ as per rules.

Signature of the Applicant

Asstt.Registrar (Admn.)

To,

Dy.Registrar (F&A)

Accounts Section.