

**INDIAN INSTITUTE OF TECHNOLOGY, BOMBAY**  
EXPENSES TOWARDS CONTINGENCY under CUMULATIVE PROFESSIONAL  
DEVELOPMENT ALLOWANCE (CPDA) OUT OF MHRD FUNDS

Date: \_\_\_\_\_

NAME: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

EMPLOYEE CODE: \_\_\_\_\_

To,  
The Registrar,  
IIT Bombay

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

<i>Sr. No.</i>	<i>Date</i>	<i>Bill/Invoice No.</i>	<i>Vendor/Supplier</i>	<i>Particulars, with Justification</i>	<i>Amount (Rs.)</i>

**Total:**

The amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) may be reimbursed. The expenditure may be debited to MHRD funds towards contingency from Cumulative Professional Development Allowance (CPDA).

Encl : As above

Signature of Applicant

**Administration Section (For office use only)**

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

Asst. Registrar (Admin)

To,  
Dy. Registrar (F&A)  
Accounts Section

## Checklist for providing Justification of Contingency Expenses from the Cumulative Professional Development Allowance

In addition to the mandatory documents such as invoices, bills, cash memos and receipts etc, the following information must be provided, along with the claim:

**Membership of Professional Bodies:** Please provide name of professional body, affiliation, address and contact details.

**Stationary and Books:** No justification required.

**Travel related to Professional Work:** Please provide destination, purpose and duration of visit. Attach copy of permission to travel/sanction of leave from any one of HOD/ Dean/ Director.

**Secretarial/Office Expenses:** Please provide precise name and brand of item.

**Electronic Items for Professional Use:** Please provide precise name and brand of items, and a few lines indicating how it is of professional use.