**NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA**

**HARYANA**

**No./ Date:**

**FORM - C**

**Procurement of items under CPDA from List**- **B (upto Rs.25,000/-)**

**Block Year………. …Financial Year for which the CPDA is required.............................**

1. Name of the Faculty: …………………………………………………………………

2. Designation and Department: ...........................................................................................

3. Nature of appointment: ………………………………………..

4. Purchase of approved items/activities ***as per List - B*** with justification

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Item/Activity** | **Qty.** | **Approx. cost (Rs.)** | **Justification** |
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|  |  |  | **Total=** |  |

5. Total amount already incurred under CPDA ......................................................................

6. Amount incurred under contingency ........................................................................

**(Through HOD/ Coordinator)** **(Signature of the Applicant)**

 **Date: Date:**

**Funds Available / Not available**

*Remarks, if any*

 **Prof. I/C (Accounts)/AR(Accounts)**

 **Date:**

Items/activities are **Allowed / Not Allowed** as per norms

*Remarks, if Any:*

**HOD/Coordinator of School**

**Date:**

To

Faculty........................................................................................