



## CPDA Adjustment/Reimbursement Form

Name:

Designation:

PF No.:

Purpose:

Advance taken:

Adjustment/Reimbursement submitted for Rs.:

I hereby declare that I have uploaded & updated all my achievements (including publications, visits, projects etc.) on **Institute's website and EIS module on DD/MM/YYYY.**

Signature of Applicant

Date

Recommended & Forwarded by HOD:

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### Internal Audit

Bill checked in Audit for Rs. ....

Dealing Asstt. (IA)

AR/DR (IA)

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### Establishment

Balance available as on date: .....

Adjustment/Reimbursement amount entered in PDA Register on Page no. ....

Dealing Asstt. (Estt.)

AR/DR (Estt.)

Sanctioned / Not Sanctioned

**Director**

**AR (F&A)** for adjustment of advance / reimbursement of expenses