



CPDA Advance Form

Name:

Designation:

PF No.:

Purpose:

Amount required:

Advance (PDA) due for adjustment, if any:

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:

1. Recommended & Forwarded by HOD: _____

2. Date of entry on EIS Module is verified: (Dean RSPC) _____

Estt. Section

Balance available as on date:

Advance amount entered in PDA Register Page no.

Dealing Asstt. (Estt.)

AR/DR (Estt.)

Internal Audit

Entry checked in PDA Register for Rs.

Dealing Asstt. (IA)

AR/DR (IA)

Sanctioned / Not Sanctioned

Director

AR (F&A) for payment of advance

Copy to: _____ for records.