



**संत लौंगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान,  
लौंगोवाल, संगरूर, पंजाब - १४८ १०६  
(मानव संसाधन विकास मंत्रालय के अधीन समविश्वविद्यालय)  
**Sant Longowal Institute of Engineering and Technology,  
Longowal, Dist. Sangrur, Punjab – 148106  
(Deemed to be University under MHRD)****

**CPDA ANNEXURE-II**

Block Period : \_\_\_\_\_

**APPLICATION FORM SEEKING APPROVAL FOR PURCHASE UNDER “CONTINGENCY HEAD” B, B1 & B2 OF CPDA GUIDELINES.**

(THE ENTIRE COLUMNS ARE MANDATORY TO FILL)

1.	Name of the employee	:	
2.	Designation	:	
3.	Name of the Department	:	
4.	Date of joining the institute	:	
5.	Date of probation period completion on the present post	:	
6.	Details of Item (s) indented to purchase under PDA with specifications:		
	a) Membership Fee of Professional bodies/Societies, both National and International.	:	
	b) Any consumables for research-consumables for UG/PG/Ph.D projects like chemicals, fabrication, add on controller boards, preparation of lab models etc.	:	
	c) Stationery items like Bond Paper, Covers, Files, Folders, Xerox, Posters, Binding etc.	:	
	d) Computer consumables like Connectors, USB hubs, Cables, Port Converters, Pen Drives, External HDDs, Cartridges and refilling thereof, repairs of Printers/Scanners/Laptops/ Desktops, purchase of Antivirus, Internet access.	:	
	e) Purchase of Books/Periodicals, analysis work, Publication fees in web of science etc. suitable for professional development.	:	
	f) Fees of filing patents, fee for over/extra pages in journals etc.	:	

7.	When the said item (s) last purchased under PDA (as per record maintained in the concerned Department)	:	
8.	Period of Current CPDA Block of 3 years	:	
9.	Period of current year of CPDA Block of 3 Years	:	
10.	Amount available under CPDA (as on date)	:	
11.	Approximate Rate (Rs.) supported with relevant quotations.	:	
12.	Net amount to be available after said Purchase	:	
13.	Details of the Purchase Committee Members for the said purchase:		
	<u>Name</u>	<u>Designation</u>	
14.	<p>I. I, hereby, undertake that financial sanction for “<b>Contingency Head</b>” of CPDA during _____ is as per the existing CPDA Scheme together with the present guidelines. I am aware that this financial approval is subject to decision of the Director, SLIET, Longowal.</p> <p>II. I, hereby, certify that the above indented item(s) are available/not available on GeM Portal.</p>		

**Encls: Supporting quotation(s)/ document (in original).**

**SIGNATURE OF THE APPLICANT**

Verified as per CPDA Account maintained in the Department of the concerned faculty member and hereby **recommend / approve** (as the case may be), the purchase of indented item(s) under CPDA.

**SIGNATURE OF THE HOD**

**Dean (R & C)/ Dean (P & D)**