

**काशी हिन्दू विश्वविद्यालय Banaras Hindu University**  
 प्रायोजित शोध एवं औद्योगिक परामर्श प्रकोष्ठ Sponsored Research and Industrial Consultancy Cell

**PRIOR INTIMATION FOR PARTIAL UTILISATION OF PROFESSIONAL DEVELOPMENT FUND**  
 (for purchase by self; under para \_\_\_\_\_ of the Notification dated \_\_\_\_\_ from SRICC)

<b>1. Applicant Details</b>	
(a) Name	(b) Employee No.
(c) Designation	(d) Department
(e) Faculty	(f) Institute
<b>2. Balance available under PDF of the Applicant</b> (Rs.1,20,000/- minus expenditure already incurred/ committed)	
<b>Balance available under PDF of the Applicant allowed for purchase by self</b> (Rs.25,000/- minus expenditure already incurred/ committed)	
<b>3. Proposal</b>	
(a) <input type="checkbox"/> Purchase of Books (Books/e-Books/Journals/stationary)	<b>Anticipated Expenditure</b>
(b) <input type="checkbox"/> Purchase of Device (Laptop/Tablet/Printers/Scanners etc)	
(c) <input type="checkbox"/> Meeting contingency expenses (related with teaching and research)	
Note: Ceiling for total purchase(s) under the aforesaid heads, directly by the faculty member under provisions of para _____ of notification dated _____, is Rs.25000/- for the entire duration of PDF scheme (upto 31.03.2024)	
Enclosures: For 3(a)- <input type="checkbox"/> -List of items with estimated cost (Books/eBooks/Stationary).	For 3(b)- <input type="checkbox"/> - List of items with estimated cost under purchase of device

Date:

Signature of Applicant

<b>4. For use by the Department's Office</b>	
(a)	AR 37 in respect of Item 3(a) may be drawn and sent to SRICC along with required enclosures for reimbursement to the faculty member
(c)	On delivery of items ordered the faculty members, items may be physically verified, entered in the Department's appropriate stock book and issued to the aforesaid faculty member. Thereafter, Bill for Payment may be drawn on Form AR 37 and sent to SRICC for reimbursement.

Date:

Head/Coordinator  
Department/School/Centre

Section Officer