

**Note for Approval – (NFA) for PROFESSIONAL DEVELOPMENT ALLOWANCE (PDA)
- 3 lakhs earlier known as Faculty Contingency**

(To be filled by Faculty and submitted to HOD)

Budget Head: OPEX / CAPEX

Date:

We want to procure the following items from the available PDA amount (Block: April 2023-March 2026) . The listed Items are needed for my research.

S. No	Item Description (Short-max 26 characters)	Qty	Tax or Customs (5, 12, 18 or 30 %)	Amount incl Tax (INR)	PO No. (ERP)
1.					
2.					
3.					
Total amount (INR) to be approved					

Justification & Technical write-up (3-4 lines):

Budget Details	
Budget Head:	PROFESSIONAL DEVELOPMENT ALLOWANCE (PDA)
Budget Code*:	
Sanctioned amount under PDA budget (Block: April 2023- March 2026):	3,00,000 (max. of 2 lakhs is available for CAPEX)
Budget amount utilized till date under PDA budget:	
<i>Balance Budget Amount (available amount under PDA)</i>	
<i>Budget amount to be approved:</i>	
Faculty E-mail Address:	@hyderabad.bits-pilani.ac.in

*For all CAPEX items, NFA signed by HOD, Dean, Director is mandatory.

* In case of OPEX items, HOD signature is sufficient .

* Adding CAPEX budget amount in ERP will be done after the approval of Head, Accounts & Finance.

*CAPEX budget code: PDAH????CX;

*OPEX budget code: PPDH????OX

* Account Code:

*Analysis Code:

(Faculty Name & Signature)

Faculty PSRN- Number

Dept. Name & Code
(see the next page)

CCIT Approval
For IT- Purchases

(HOD)
(above Rs5000- CAPEX & OPEX)

Head, Accounts & Finance
(above Rs 25,000 CAPEX)

Dean, Administration

Director
(above Rs 1 lakh CAPEX)

Note:

1. Chemicals/Consumables/analytical charges/Repairs/Catridges and other stationery items can be purchased from PDA-OPEX (faculty contingency).
2. Under PDA-CAPEX, faculty can purchase equipment (max. of 50,000 Rs), computers and furniture (maximum of 2 lakhs in 3 years Block period).
3. After receiving materials, invoices need to submitted to Central stores for processing the payment. Faculty signature and date on front side and Gate entry on backside are mandatory to process any kind of bill.
4. In case of advance payments done by Faculty, Central stores will process the bill by mentioning <<reimbursement to faculty>>. Make sure Bill/invoice should **not** contain BITS GST number and Vendor GST numbers in case of reimbursement to faculty.
5. In case of payment to the vendor we need an **official invoice wherein Vendor GST and BITS GST numbers are entered correctly** (BITS HYDERABAD GST No:**36AAATB2599R1Z0 (ZERO)**).
6. For all CAPEX items including Online purchases, Prior NFA signed by HOD and Dean is mandatory as per the information given in page 1.

Dept Codes (ERP) and Dept. Name:

Department	Description
88	Dept. of Biological Sciences
89	Dept. of Civil Engineering
90	Dept. of Chemical Engineering
91	Dept. of Chemistry
92	Dept. of Comp. Science & IS
93	Dept. of Economics
94	Dept. of Elec. & Electro. Engg
95	Dept. of Mathematics
96	Dept. of Mechanical Engg.
97	Dept. of Pharmacy
98	Dept. of Physics

Item codes, Asset profile IDs and Account codes (please tick any one)

Tick one item code only	Item code description	Asset Profile ID	Account Code	Analysis Code
PDA_CAPEX_EQUIPMEN	PDA CAPEX EQUIPMENT	I-INS-EQPT	101105	101105-03
PDA_C_COMPT_HARDW	PDA CAPEX Computer Hardware	I-ICT-HWNW	101108	101108-01 Desktop; -02 Laptop; -05 Hardware peripherals; -14-Tablet;- 11 Projector; -06 Printer& Scanner;
PDA_CAPEX_SOFTWARE	PDA CAPEX SOFTWARE	I-ICT-SW	101202	101202-01
PDA_CAPEX_FURNITUR	PDA CAPEX FURNITURE	I-INS-FURN	101111	101111-03
00035252	PDA-OPEX (Faculty Contingency)	-----	402114	402114-04: Chemicals/Consumables &Glassware; 402114-05: Postage, Printing & Stationery; 402114-06: Repairs & Amc 402114-09: Sample Testing Analysis Charges; 402114-13: Computer Peripherals; 402114-14: Software Tools