

Original ~~was~~ guidelines of ~~6<sup>th</sup> CPC~~ <sup>NIT</sup> council

REVISED NORMS/ GUIDELINES FOR UTILIZATION OF CUMULATIVE PROFESSIONAL DEVELOPMENT ALLOWANCE (CPDA) IN NITS AND IIST SHIBPUR AS A PART OF IMPLEMENTATION OF THE RECOMMENDATIONS OF 6<sup>TH</sup> CPC AND GOVERNMENT OF INDIA, MINISTRY OF HRD LETTER F.NO. 23-1/2008-TS-II DATED 18<sup>TH</sup> AUGUST 2009 ON REIMBURSEMENT BASIS:-

- Block Period : (a) Duration of Block Period is Three Years.  
(b) One financial year shall be considered one year.
- Grant Allocation : (a) Rs. 3.00 Lacs for a block period of three years.  
(b) If a faculty member joins the Institute or retires from the Institute service in between a block period, he/ she shall be entitled to this allowance on pro-rata basis.

**Note:** The first block period, is an extended block period of three years & seven months (01.09.2008 to 31.03.2012)

Second Block Period: 01.04.2012 to 31.03.2015  
Present Block Period: 01.04.2016 to 31.03.2019

LIST OF ACTIVITIES AND THE NORMS FOR INCURRING EXPENDITURE UNDER CUMULATIVE PROFESSIONAL DEVELOPMENT ALLOWANCE (CPDA):

**A. Presenting of Papers and attending National & International Conferences/workshops:**

- Presenting National/International Conferences/Workshops/Symposium.
- Attending workshops and training Programmes.
- Publishing in National/International Conferences/Journals/Acquiring Patents.
- Visiting Indian/Foreign University/Institution/Organization for the purpose of research interaction, technical discussions, technical exhibitions, for carrying out experimental work/procured services at other institutions.

**B. Membership Fee for Professional Bodies:**

- Acquiring Membership of Professional Bodies/Societies, both National and International. Memberships of maximum three professional bodies/societies from CPDA in one block year.

**C. contingent expenses:**

- Consumables such as chemicals, laboratory glassware, charges for synthesis & analysis of samples for pursuing research.
- Purchase of software, databases, stationary, Books & Subscription to Research Journals.
- Acquiring Patents.
- Computer related consumables such as external storage devices.
- Expenses related to course material preparation, teaching aids.
- Reimbursement of internet connection and telephone bills up to monthly ceiling of Rs. 1500/- respectively for both (only for those staff members who are not provided the facility by the Institute at their residences).

**GUIDELINES FOR PERMISSION OF ACTIVITIES/ ITEMS SPECIFIED ABOVE:**

1. Attending National/International Conferences/Workshops/Symposium requires prior approval.
2. Period of visit outside the Institution not to exceed 10 working days in an academic year. This does not apply to visits during vacation. However, the Director can deny permission in case of exigencies.
3. It is mandatory on the part of faculty member to submit a report of activities carried out, and deliver a seminar in the department (whichever applicable) before making claim for reimbursement of expenditure incurred.
4. Institute norms will be applicable for TA/DA. Expenditure towards TA/DA, registration fee, visa fee, etc. for National/International Conferences/Workshops/Symposia and visits for research

interaction will be upto a maximum of 75% of the Cumulative Professional Development Allowance (i.e., Rs.2.25 Lakhs) for the period of three years. If the funds are not utilised for activity A than balance amount can be utilised for activities mentioned in C.

5. Expenditure towards purchase of books not to exceed Rs.10000/- per financial year.
6. Purchase of books costing more than Rs.10000/- requires prior approval of the Director.
7. Reimbursement of expenditure towards net connectivity and telephone bills not to exceed Rs. 18,000/- per financial year. The reimbursement to all faculty members shall be against the telephone and/or mobile and broadband connection, which are installed in the claimant's name and are available at the official or residential address/have been obtained against the official/residential address will be made in the following manner:
  - a. Original bills/receipts including e-receipt must be submitted while seeking reimbursement for registered phone numbers. At the time of submission of original bills, the claimant is required to state the telephone/mobile nos., the period of bill (if it is Postpaid), duly verified with Employee ID number, for facilitating maintenance of records.
  - b. The reimbursement, however, will be made once in two months. The claims should normally be submitted in the account section in the month of April (for February & March), June (for April & May), August (for June July), October (for August & September), December (for October & November) and in February (for December & January). The claim must be submitted in account section on or before 10th respective month. In exceptional cases, such claims be submitted within six months.
  - c. Faculty on any kind of long leave (more than one month) within India or abroad, will not be entitled for reimbursement for the period they are on such leave.
8. The reimbursement made in this regard shall be subject to Audit/ MHRD observation if excess or not permissible, will be recovered as a lump sum from the individual concerned.
9. In case, if any faculty leaves the institute before three years, the reimbursed amount shall be recovered in lump sum at the time of his/her relieving from the Institute.
10. The faculty members who are on deputation/QIP/sabbatical are NOT entitled for claiming reimbursement under the CPDA funds- during their absence from institute.

#### OTHER CONDITIONS FOR REIMBURSEMENT OF CPDA:

- All regular faculty members who gave cleared their probation period shall be eligible for the grant. If a faculty member joins the institute or retires from the institute service/leaves the institute (resignation or deputation or any other reason) in between a block period, the faculty member shall be entitled for this allowance on pro-rata basis.
- The amount sanctioned shall be sanctioned on reimbursable basis.
- Only one third of the amount sanctioned over a block period shall be made available during the first year of the block period of 3 years. Any unutilised amount shall be rolled over to the second year and the remaining amount sanctioned during the third year.
- Amount set aside for each year of the block period shall not be paid in advance.
- The amount shall not be utilized for:
  - Purchase of laptops, printers, Mobiles and other such accessories
  - Publication in paid journals. However journals of repute to print additional pages or for coloured figs shall be allowed.
- Prior approval shall be taken for any expenditure under this grant.
- For attending international conferences, there shall be a prescribed proforma seeking all details connected with participation. A committee of the Deans) and HoDs shall scrutinize the applications submitted to ensure that the conference of Tier I level, the paper presented is related to the work carried in the respective institute and the claims made are in order. The institute may co-opt the external member (s).
- Every institute shall prescribe a proforma seeking all details regarding participation in the conference (Sample attached as Annexure(s)).
- Admissible expenditure shall include actual travel expenditure by economy class by shortest route, (National carrier to be used wherever available), registration fee and admissible per-diem for covering food and accommodation, visa fee, travel connected with procuring Visa.
- Central Government rules shall apply for sanction of funds for travel, per-diem, and sanction of leave.

- Foreign travel for attending conferences shall be strictly limited to the period of conference and shall be entertained during vacation period ensuring teaching is not affected.
- Any expenditure incurred towards participation in a conference including registration fee paid shall not be reimbursable if the faculty fails to attend the conference for any reason.
- The faculty shall be responsible for submitting the accounts and claiming reimbursement within a month after participation in the conference/expenditure incurred under various categories.
- Dean (Faculty Welfare) shall maintain the record of published papers to be presented at National and International Conferences etc.

#### Operating Procedure for CPDA

The following procedure shall be adopted to recommend the cases of the faculty for approval of the competent authority.

S.No.	Particulars/Purposes	Procedure
1	To attend National/International conferences (being held within India) preferably on the average of one per year	<p>For attending International conferences, the interested faculty member should apply on prescribed proforma (Annexure-I) (through Head of the concerned Dept./Centre to Dean (FW) at least one month in advance along with a copy of the letter of invitation/acceptance, conference brochure and estimated expenses on account of travel including local travel, registration fee, Visa fee, Medical Insurance, Boarding &amp; lodging charges. Head of the concerned Dept./Centre shall maintain such record in respect of each faculty member in appropriate register. The faculty member will also be required to fill a proforma giving details of his/her participation in any of such events during the current block of PDA. The following committee shall scrutinize the cases and recommend the same to the competent authority for according necessary approval:</p> <p>Dean (FW) - Chairman            Concerned HOD - member            Dean Academic - member</p> <p>The faculty member will be required to claim reimbursement/settle account using prescribed proforma (Annexure-II) within one month after his/her return from such participation failing which his/her claim might lapse.</p>

2	To attend international conferences preferably on the average of one per year	<p>For attending international conferences, the interested faculty member should apply on prescribed proforma (Annexure III) (through Head of the concerned Dept./Centre to Dean (FW) atleast one month in advance along with a copy of the letter of invitation/acceptance, conference brochure and estimated expenses on account of travel including local travel, registration fee, Visa fee, Medical Insurance, Boarding &amp; lodging charges. Head of the concerned Dept./Centre shall maintain such record in respect of each faculty member in appropriate register. The faculty member will also be required to fill a proforma giving details of his/her participation in any of such events during the current block of PDA. The following committee shall scrutinize the cases and recommend the same to the competent authority for according necessary approval:</p> <p>Dean (FW) - Chairman  Concerned HOD - member  Dean Academic - member</p> <p>The faculty member will be required to claim reimbursement/settle account using prescribed proforma (Annexure-IV) within one month after his/her return from such participation failing which his/her claim might lapse.</p>
3	To take memberships of professional societies	<p>For obtaining memberships of professional bodies a prior administrative/financial approval is not required. The interested faculty member can apply on prescribed proforma (Annexure-V) to Dean (FW) with payment details/transaction receipt and claim reimbursement within allocated budget limit under this head. Head of the concerned Dept./Centre shall maintain such record in respect of each faculty member in appropriate register. Dean (FW) will decide &amp; recommend the case.</p>
4	Contingency expenses	<p>For purchasing items/incurred expenditure under this head a prior administrative/financial approval is not required. The interested faculty member can apply on prescribed proforma (Annexure-V) to Dean (FW) with payment details/transaction receipts and claim reimbursement within allocated budget limit under this head. Head of the concerned Dept./Centre shall maintain such record in respect of each faculty member in appropriate register. Dean (FW) will decide &amp; recommend the case.</p>