



No.RDO/29/18

Dated: 15/06/2018

Order

Institute shall henceforth implement the norms/guidelines for utilization of CPDA as per the resolution of the Council of National Institute of Technology, Science Education and Research (NITSER) in its 10th meeting held on 26th May, 2017 vide Item No.10.8. The revised norms/guidelines are attached in Annexure-1.

This is issued with the approval of the competent authority and order issued earlier in regard to CPDA norms/guidelines is superseded.

Sd/-
(Biman Bandyopadhyay)
Registrar

Copy forwarded for information and necessary action to:-

- 1) All Deans/Heads of the Departments/Heads of Schools/Heads of the Centres
- 2) All Officers
- 3) PS to Director
- 4) Institute Website

15/06/2018
Registrar
IEST, Shibpur

Annexure-I

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 6TH CPC AND GOVERNMENT OF INDIA, MINISTRY OF HRD LETTER F.NO.23-1/2008-TS-II DATED 18TH 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.

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 papers in National / International Conferences / Workshops / Symposia / special training in India and abroad.
- B. Membership Fee for Professional Bodies:
- Acquiring Membership of Professional Bodies/Societies, both National and International. Maximum memberships of three professional bodies/societies from CPDA grant in one block year.
- C. Contingent expenses:
- Consumables such as chemicals, laboratory glassware, charges for synthesis & analysis of samples for pursuing research.
 - Purchase of stationary, books & related items.
 - Computer related consumables such as external storage devices, cartridges.

GUIDELINES

1. Participating in National / International Conferences / Workshops / Symposia / special training programmes requires prior approval.
2. Normally, participation should be restricted to selected quality events and the Screening Committee shall ensure that participation in the event will be beneficial to the institute.
3. Visits outside the Institution to be restricted to vacation period only.
4. It is mandatory on the part of the faculty member to deliver a seminar in the Institute prior to participation in any international conference and submit a

- report of activities carried out before making claim for reimbursement of expenditure incurred for participating in National / International Conferences / Workshops / Symposia.
5. Institute norms will be applicable for TA/DA. The total expenditure towards all items under the Category A such as TA/DA, registration fee, visa fee, etc. for participating in National/International Conferences/Workshops/Symposia and visits for research interactions shall be up to a maximum of 70% of the CPDA (i.e., Rs.2.1 Lakhs) for the three year period.
 6. The faculty members who are on deputation/QIP/leave (beyond 30 days) are NOT entitled for claiming reimbursement under the CPDA funds- during their absence from the institute.
 7. The Director shall be responsible for encouraging all the faculty to utilize the budget sanctioned under CPDA to each of them in an effective way so as to promote their academic performance.
 8. All regular faculty members who have 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
 9. The amount sanctioned shall be sanctioned on reimbursable basis.
 10. 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 unutilized amount shall be rolled over to the second year and the remaining amount sanctioned during the third year.
 11. Amount set aside for each year of the block period shall not be paid in advance.
 12. The actual amount received during a block period shall be equally earmarked for all eligible faculty members.
 13. Prior approval shall be taken for any expenditure under this grant.
 14. A Committee of the Deans and HoDs shall scrutinize the applications submitted to ensure that the conference is 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 an external member (s).
 15. Admissible expenditure shall include actual travel expenditure by economy class by shortest route following extant Government of India instructions.
 16. 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.
 17. 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.
 18. 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.
 19. The Director of concerned NIT will ensure that the entire process of CPDA and its implementation is fair and transparent. The details of all traveling abroad should be placed on the website of the Institute.

All expenditure must be strictly as per Government of India norms

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