

Sub: Cumulative Professional Development Allowance (CPDA) rules

OFFICE ORDER

1. A Cumulative Professional Development Allowance (CPDA) of Rs.3,00,000/- (Rupees Three Lakhs) for every block period of 3 years is made available to every permanent faculty member of the institute on a reimbursable basis to meet the expenses related to various academic activities as outlined by the MoE and the Institute from time to time.

(A) Allocation of Grant:

- a) Rs. 3 lakhs for a block period of three years
- b) One financial year shall be considered as one year of the block.
- c) If a faculty member joins the Institute or retires in between a block period, the allowance shall be admissible on pro-rata basis.
- d) The expenditure for reasons other than conference travel should not exceed Rs.1.5 lakh (50% of the CPDA) including contingent expenses also.
- e) 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 amount left unspent in the CPDA account at the end of the block period shall be completely carried forward to the next block period, subject to the condition that at any instant of time, a maximum of 6 lakhs shall be available as CPDA at the beginning of any block period. (A maximum of unspent 3 lakhs from the preceding block period and 3 lakhs from the current block period).
- f) Once exhausted, one needs to wait for the next block grant and shall not be permitted to use it in advance from the next block grant.

(B) Eligibility:

All the regular faculty appointed in regular pay scales shall be eligible for CPDA. However, the allowance shall be granted on a pro-rata basis from the day of their joining.

CPDA is not allowed when the faculty members are on deputation outside/long leave (beyond 30 days) including sabbatical leave. However, when the faculty is on academic visit/exchange/fellowship etc. and availing on-duty leave, the faculty shall be allowed to attend the conference and the expenses incurred can be covered from CPDA. This needs to be approved by the Director.

(C) Approving Authority:

- a) The Dean (Faculty) will be the approving authority for CPDA, except in special cases such as mentioned in (B). The application for CPDA should be forwarded with recommendations from the HoD of the respective department, along with the relevant documents to the DOFA prior to the event/expenditure.

In case of non-travel expenses also, faculty are expected to take prior approval from HoD and Dean (Faculty) before the expenditure.

- b) For Author publication charges, the HoD is requested to confirm that the said journal is non-predatory, before recommending the same (A list of allowed journals can be maintained at the department level).

(D) Guidelines for Utilization of CPDA

Attending National/International Conferences, Workshops, Symposia, Training Programs:

- a) It is emphasized that travel requests should be accompanied by a formal letter of invitation/acceptance and travel plan with justification. In case of contributed oral/poster presentations, acceptance of the paper needs to be attached.
- b) CPDA can be used for paper presentation (contributory oral/poster, invited, keynote, plenary) or Chairing a Session or member of a panel discussion. It can be used for participating in discussion forums, which should be justified by a letter of invitation. It cannot be used for participation alone.
- c) CPDA can be used for attending film/photo/art/design festival or getting invited to an exhibition. However, there should be an acceptance of their work pertaining to the event and should be accompanied by the invitation letter for presenting their work in the event.
- d) CPDA can be used for attending Workshops/Symposia and training programs - which shall be justified by the faculty and endorsed by the Heads of the departments.
- e) ~~CPDA cannot be used for visiting institutes/organizations.~~ (Please see (n) below)
- f) There is no restriction on the number of events within a block period.
- g) TA/DA as per rules.
- h) DA/Per diem is allowed (inclusive of accommodation) for conference days plus 2 days. In the case of international travel to very long distances such as visits to countries in South America, on-duty-leave as well as DA per diem are allowed up to 2+2 days in addition to conference days in exceptional cases, based on justification.
- i) Visa fees as per actuals.
- j) Travel insurance charges as per actuals.
- k) Air travel by economy fare.
- l) Research visits to R&D labs (India/Abroad) or collaborative visits to CFTI/Private Universities/Institutes.
- m) Project proposal Presentation/review (Any agency).
- n) Institute led delegations - to R&D labs/Any institutes (CFTI/Private).
- o) As a member in all national level committees

(E) Leave for attending the conferences/workshops/symposia:

On-duty leave is allowed for attending national and international conferences, workshops/seminars, symposia, etc., up to a maximum of 30 days per annum as per the latest institute (BOG) norms. However, for any conference/workshop, the on-duty leave is limited to the conference period plus two days. DA/Per diem is allowed (inclusive of accommodation) for conference days plus 2 days. In the case of international travel to very long distances such as visits to countries in South America, on-duty-leave as well as DA per diem are allowed up to 2+2 days in addition to conference days in exceptional cases, based on justification.

(F) Admissible Contingent expenditure (up to a total of Rs. 1 lakh)

- a) Purchase of Books, Electronic Books (E-Books), Monographs, Journal-subscriptions.
- b) Purchase of Software, Licenses, Databases.
- c) Journal page charges (publication charges), any other Publication related charges.
- d) Payment of Patent fee.
- e) Purchase of stationery.

- f) Professional association membership charges.
- g) Lab consumables laboratory glassware, expenditure related to synthesis & analysis of samples and other services (includes computational Services like buying computer time in NSM, cloud services) related to research.
- h) Computer related consumables such as storage devices (both internal drives and external), printer cartridges, Antivirus, digital pen, headphone, battery & RAM.

(G) Non admissible Contingent expenditure:

- a) Hiring of staff.
- b) Non consumable items (asset items).
- c) Purchase of PCs/laptop/tablet or Computer peripherals such as scanners, printers, recording equipment such as cameras, audio/video recorders, etc.
- d) Reimbursement of telephone/mobile charges.
- e) Mobile phones and similar devices are not allowed.

(H) Additional Guidelines:

- a) The settlement of contingency expenses will be on reimbursement basis.
 - b) No advance from CPDA shall be allowed.
 - c) As a special case, the faculties are allowed to take advance from their RDF for the conference travel, registration, accommodation booking purposes. After attending the conference when they reimburse the same from the CPDA grants, the amount shall be credited back to the RDF accounts.
 - d) All purchases should follow Institute purchase procedures
 - e) All claims on reimbursement or placing of purchase order by Institute must have certification by Faculty that the items are procured for Professional Development.
 - f) The rules of Government of India for travel apply to CPDA.
 - g) 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.
 - h) No request for grant of CPDA shall be entertained from a faculty member who has tendered his/her resignation on personal grounds. However, if the faculty has tendered a technical resignation to take up another appointment in a Central/State Govt., department/organization/Autonomous Body/PSU etc., his/her request for grant of CPDA may be considered subject to the condition that the conference/event/occasion for which the CPDA has been sought takes place, and the claim for reimbursement of the expenditure is submitted before the faculty's relief from the Institute.
 - i) Requests for grant of CPDA for any other academic activity (E.g. Training Programs in India or abroad), not included in the CPDA guidelines, may be considered and approved by the Director on a case-to-case basis on the specific recommendations of the HoD concerned and the Dean (Faculty).
2. The faculty shall be responsible for submitting the accounts and claiming reimbursement within a month after participation in the conference or contingency expenditure.
 3. The order shall come into force with immediate effect and shall supersede all other previous orders on the subject.



Director