



NATIONAL INSTITUTE OF TECHNOLOGY SRINAGAR
HAZRATBAL, KASHMIR -190006



CIRCULAR
Dated: 22/07/2020

As approved by the Competent Authority, the Institute has adopted Revised Norms/Guidelines for utilization of Cumulative Professional Development Allowance (CPDA). The approval/bills on account of CPDA shall be granted /finalized as per these guidelines (copy enclosed).

NV: NIT/PO/1193/20

Dt: 22-07-20

Copy to:


22/7/20
Registrar

22/7/20

01. All Deans/ HOD's with the request to circulate it among their faculty members.
02. Dy. Registrar Accounts
03. P.A. to Director for information of the Director, please.
04. Guard File



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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:-

References: 8th meeting of the Standing Committee of the Council held on 20.04.2017
10th meeting of Council held on 26.05. 2017
11th meeting of Council held on 18.07.2018

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 Lakhs 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.

Block Period:

S. No	Notified by the NITs Council	Followed in NIT Srinagar	Period
01.	01.09.2008 to 31.03.2012		3 years 7 months (extended)
02.	01.04.2012 to 31.03.2015	01.09.2011 to 30.08.2014	3 Years
03.	01.04.2015 to 31.03.2018	01.09.2014 to 30.08.2017	3 Years
04.	01.04.2018 to 31.03.2021	01.09.2017 to 30.08.2020 Extended till 31.03.2021	3 years 7 months (extended)
05.	01.04.2021 to 31.03.2024	01.04.2021 to 31.03.2024	3 Years

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:

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- 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.
(Consumables does not include fixed assets like External Hard Disks etc.)

GUIDELINES

1. Participating in National/ International Conferences/ Workshops/ Symposia/Special training programs 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. (Amended as per Item No. 11.7 of 11th meeting of Council held on 18.07.2018, to the extent that **"the visit outside the Institution should not only 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. (Amended as per Item No. 11.7 of 11th meeting of Council held on 18.07.2018, to the extent **"extend the CPDA grant to the faculty appointed in regular scale on probation / contract basis in the NITs and IEST."**)
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.

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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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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 of Purpose	Procedure
A.	To attend international and National conferences preferably on an 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 Department/Centre to Dean (FW) at least two months in advance if outside the country and one month in advance if within the country along with a copy of the letter of invitation/acceptance, conference brochure, copy of the abstract and estimated expenses on account of travel including local travel, registration fee, Visa fee, Medical Insurance, Boarding & lodging charges. Head of the concerned Dept/Centre shall maintain such record in respect of each faculty member in an appropriate register.</p> <p>The following committee shall scrutinize the cases ensuring that (a) the conference is of Tier 1 category, (b) the work carried in the respective institute by the applicant is being presented and that the same has not been presented in such conferences before (c) the claim made for financial support is appropriate (d) that the participation would benefit teaching and research in the respective department to which the teacher belongs (e) that the academic program of the department is not affected due to the absence of the faculty member and such other relevant information and recommend the same to the competent authority for according necessary approval:</p> <ol style="list-style-type: none">1. Dean (FW) - Chairman2. Concerned HOD - Member3. Dean, Academic - Member4. Dean, R&C - Member <p>One subject Expert if found necessary to be nominated by the HoD.</p>

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		The faculty member will be required to claim reimbursement/settle accounts using prescribed proforma (Annexure-II) within one month after his/her return from such participation failing which his/her claim might lapse.
B.	To take memberships of professional societies	For obtaining memberships of professional bodies, prior administrative/financial approval may be taken. The interested faculty member can claim on the prescribed proforma (Annexure III) to the competent authority with all relevant details. Head of the concerned Dept./Centre shall maintain such record in respect of each faculty member in an appropriate register
C.	Contingency expenses	<p>The interested faculty member may apply on the prescribed proforma (Annexure III) and submit to the Head of the Department who will examine the matter, ensure the claims are just and forward the same with his/her recommendations to the Dean (FW) who in turn will forward to the Director for sanction.</p> <p>Head of the concerned Department/Centre shall maintain-such record in respect of each faculty member in appropriate register. All this expenditure as well as expenditure under the categories A and B shall be subjected to Audit.</p>

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