



परिपत्र/ Circular

दिनांकित/ Dated: 13.11.2024

Based on recommendations of the Committee constituted vide Order No. 252 of 2024 dated 08-02-2024 and pursuant to approval of the Competent Authority, the revised guidelines for utilization of Cumulative Professional Development Allowance (CPDA) by the faculty members are hereby circulated as **Annexure-I** for information of all the concerned. Henceforth, the requests under CPDA shall be processed as per norms / procedures detailed in revised guidelines.

Handwritten signature and date: 13/11/24
कुलसचिव (प्रभारी)
Registrar (I/C) *13.11.2024*
13.11.2024

सं./No.: एनआईटीएस/NITS/एडीएम/ADM/2024/604

दिनांक/Date: 13 / 11 /2024

प्रतिलिपि/Copy to:

1. Dean Faculty Welfare.
2. All Heads of Departments for information and circulation.
3. DRs/ARs/other Controlling Officers for information.
4. Assistant Registrar(s) to Director's Office for kind information of the Director.
5. O/o Registrar for information of Registrar.
6. Web Developer for uploading on Institute Website.
7. Personnel Department for uploading on Partav Portal.
8. Concerned File

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NATIONAL INSTITUTE OF TECHNOLOGY SRINAGAR

(An autonomous Institute of National Importance under the aegis of Ministry of Education, Govt. of India)

हजरतबल, श्रीनगर, जम्मू-कश्मीर, 190006, भारत

Hazratbal, Srinagar Jammu and Kashmir, 190006, INDIA



REVISED NORMS/GUIDELINES FOR UTILIZATION OF CUMULATIVE PROFESSIONAL DEVELOPMENT ALLOWANCE (CPDA) IN NITs AND IEST 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) The duration of the 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 during a block period, he/she is entitled to this allowance on a 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
06.	01.04.2024 to 31.03.2027	01-04-2024 to 31-03-2027	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 and Patent filing – up to a maximum of 70% of the CPDA:

- Presenting papers at National and International Conferences, Workshops, Symposia, Special training.
- Patent filling.

B. Membership Fee for Professional Bodies:

- Acquiring / Renewal of 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:

(Purchase of Fixed Asset is not allowed under CPDA grant)

- Consumables such as chemicals, laboratory glassware, and charges for synthesis & analysis of samples for pursuing Research;
- Purchase of stationery [Rs. 5000/- per Year (Max)], books;
- Computer-related consumables (cartridges, cloud usage charges for simulation purposes, port-converters & cables, repair of computers & peripherals)

GUIDELINES

1. Participating in National/ International Conferences/ Workshops/ Symposia/ Special training programs requires **prior approval**.
2. Participation should normally be restricted to selected Tier-I quality events. The Screening Committee shall ensure that participation in the event will benefit the Institute. Tier-I shall be events conducted by the Centrally Funded Technical Institutions (CFTIs), the Country's top Universities, Research and Development Labs/Institutes, and National Institutions of foreign Countries. For events conducted by other Institutions, the Screening Committee shall examine the proposals and recommend cases on merit basis.
3. The faculty member must deliver a seminar in the Institute prior to participating in any International Conference and submit a report of activities carried out

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- before claiming reimbursement of expenditures incurred for participating in National / International Conferences / Workshops / Symposia duly certified by Concerned HoD.
4. The Institute norms will be applicable for TA/DA. The total expenditure towards all items under 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.
 5. Faculty members on deputation/QIP/leave (beyond 30 days) are NOT entitled to claim reimbursement under the CPDA funds during their absence from the Institute.
 6. The Director shall encourage all the faculty to utilize the budget sanctioned under CPDA effectively to promote their academic performance.
 7. All regular faculty members appointed on a regular scale on a probation/contract basis 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 to this allowance on a pro-rata basis. (Amended as per Item No. 11.7 of the 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.")
 8. The amount sanctioned shall be sanctioned on a reimbursable basis.
 9. 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 shall be sanctioned during the third year.
 10. Amount set aside for each year of the block period shall not be paid in advance.
 11. The actual amount received during a block period shall be equally earmarked for all eligible faculty members.
 12. Faculty must get prior approval for any expenditure under this grant. Expenditure must be made as per the norms of the Government of India. Proper bills/vouchers/receipts must be submitted to claim reimbursement under CPDA.
 13. A Committee of the Deans and HoDs shall scrutinize the applications (Annexure-B) submitted to ensure that the conference is at the Tier I level, the paper presented is related to the work in the respective Institute, and the claims made are in order. The Institute may co-opt an external member(s).
 14. Admissible expenditures shall include actual travel expenditures by economy class by shortest route following extant Government of India instructions.

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Further, booking details such as onward and return journey dates, including itinerary, shall be submitted for approval.

15. Foreign travel to attend conferences shall be strictly limited to the conference period and encouraged during the vacation period, ensuring teaching is not affected.
16. Any expenditure incurred for participation in a conference, including the registration fee paid, shall not be reimbursable if the faculty fails to attend the conference for any reason.
17. The CPDA grant is for faculty professional development; expenses for students' presentations and participation shall not be reimbursed under this grant.
18. The faculty shall be responsible for submitting the accounts and claiming reimbursement within a month after participating in the conference and incurring expenditures under various categories.
19. The Director of the Institute will ensure that the entire process of CPDA and its implementation is fair and transparent. The details of all travel abroad should be posted on the Institute's website.

All expenditure must be strictly as per the Government of India norms

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Operating Procedure for CPDA

The following procedure shall be adopted to recommend the faculty cases for the Competent Authority's approval.

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 one month in advance if outside the Country and three weeks 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. The head of the concerned Dept/Centre shall maintain such record for each faculty member in an appropriate register.</p> <p>The following committee shall scrutinize the cases, ensuring that:</p> <ol style="list-style-type: none"> the conference is of Tier 1 category; the work carried in the respective institute by the applicant is being presented and that the same has not been presented in any conferences before; the claim made for financial support is appropriate; that the participation would benefit teaching and research in the respective department to which the teacher belongs; 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 necessary approval;

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		<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> <p>The faculty member will be required to claim reimbursement/settle accounts using proforma prescribed by Accounts Section within one month after his/her return from such participation, failing which his/her claim might lapse.</p>
B.	To obtain / renew memberships in professional societies	Prior administrative/financial approval may be obtained to obtain / renew professional body memberships. The interested faculty member can claim on the prescribed proforma (Annexure II) to the competent authority with all relevant details. The 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 it to the Head of the Department, who will examine the matter, ensure the claims are in order, and forward the same with his/her recommendations to the Dean (FW), who in turn will forward it to the Director for sanction.</p> <p>The Head of the concerned Department/Centre shall maintain such records with respect to each faculty member in the appropriate register. All these expenditures, as well as expenditures under categories A and B, shall be subject to Audit.</p>



Annexure-I

(To be printed on green legal sheets only)

Application for availing CPDA for Presenting Papers & Attending National/International Conferences/ workshops/Symposia/Special training programs/ Research Interactions for the CPDA Block Year 20__ - 20__ of 03-year Block Period 2024-2027

Name: _____ Designation: _____

DoJ: _____ DoR: _____ Department: _____

➤ **Maximum Expenditure 70% of the CPDA Fund (2.1 Lac for 3-year Block Period)**

- Expenditure already made / approved under this Head _____
- Carry forward from previous block year _____

1. Particulars of Conference / Workshop

a) Name of the conference/workshop/Symposia/Special training programs/Research Interactions: _____

b) Venue: _____

c) Title of paper accepted for presentation (if applicable): _____

d) Conference / Workshop Dates: _____

e) Date of leaving station: _____ f) Date of return to station: _____

(Note: Supporting documents such as invitation letter, brochure, acceptance email, first page of paper accepted etc.) be mandatorily attached.

2. Estimate of Financial Assistance:

Registration fee: _____ Visa Travel Charges _____

TA/DA: _____ Travel Insurance: _____

Visa Fee: _____ Other financial assistance required: _____

3. Arrangement for Academic/Administrative Assignments:

Declaration by the applicant:

1. Above participation is for professional development and will be beneficial for teaching and research in the Institute.
2. I shall bear the excess expenses, if any.
3. I have not availed more than 30 days of leave during the current block year. (if availed, then specify the details).

[Leave period – From _____ to _____
From _____ to _____]

Applicant Sign: _____

Recommendations of HOD: It is certified that details have been recorded in CPDA Register at S.No. _____ Page No. _____. Signature of HoD	<u>Dispatch No:</u> <u>Date</u>
	Recommendations of Dean Faculty Welfare: (Note: Certificate and Minutes of the Meeting of CPDA Committee to be attached) Signature of DFW

For Office Use: -

Remarks of Personnel Department _____

Dealing Assistant

Section Head

Assistant Registrar (Admin)

Deputy Registrar (Admin)

Registrar

Remarks of the Competent Authority:

Director/Chairman BoG



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Annexure-II

(To be printed on green legal sheets only)

Application for availing CPDA for Obtaining / Renewal of Memberships of Professional Bodies for the CPDA Block Year 20__ - 20__ of 03-year Block Period 2024-2027

Name: _____ Designation: _____

DoJ: _____ DoR: _____ Department: _____

Details of membership acquired / proposed for the CPDA Block Year 20__ - 20__	Status (Acquired / Proposed)	Total Membership Fee
1.		
2.		
3.		
Total Amount		Rs.

Declaration by the applicant:

- Total reimbursement received under CPDA for availing memberships in the present block is _____.
- I shall bear the excess expenses, if any.
- I have not availed more than 30 days of leave during the current block year. (if availed, then specify the details).
[Leave period – From _____ to _____
From _____ to _____]

Applicant Sign: _____

Recommendations of HOD: It is certified that details have been recorded in CPDA Register at S.No. _____ Page No. _____. Signature of HoD	<u>Dispatch No:</u> <u>Date</u>
	<u>Dispatch No:</u> <u>Date</u>
Recommendations of Dean Faculty Welfare: Signature of DFW	<u>Dispatch No:</u> <u>Date</u>

For Office Use: -

Remarks of Personnel Department _____

Dealing Assistant

Section Head

Assistant Registrar (Admin)

Deputy Registrar (Admin)

Registrar

Remarks of the Competent Authority:

Director



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Annexure-III

(To be printed on green legal sheets only)

Application for availing CPDA for Contingent Expenses for the CPDA Block Year 20__ - 20__ of 03-year Block Period 2024-2027

Name: _____ Designation: _____

DoJ: _____ DoR: _____ Department: _____

Details of the Contingent items required: Appendix-A

Note: Assets shall not be purchased under CPDA fund.

Purchase of stationery items is restricted to Rs. 5,000/- per block year.

Declaration by the applicant:

1. Total reimbursement received under CPDA in the present block for contingent expenses is _____.
2. I shall bear the excess expenses, if any.
3. I have not availed more than 30 days of leave during the current block year. (if availed, then specify the details).

[Leave period – From _____ to _____
From _____ to _____]

Applicant Sign: _____

Recommendations of HOD: It is certified that details have been recorded in CPDA Register at S.No. _____ Page No. _____. Signature of HoD	<u>Dispatch No:</u>
	<u>Date</u>
Recommendations of Dean Faculty Welfare: Signature of DFW	<u>Dispatch No:</u>
	<u>Date</u>

For Office Use: -

Remarks of Personnel Department _____

Dealing Assistant

Section Head

Assistant Registrar (Admin)

Deputy Registrar (Admin)

Registrar

Remarks of the Competent Authority:

Director



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Appendix-A

Contingent expenses required under CPDA

Sr. No	Name of Items	Type*	Quantity	Price Per Unit	Total Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
Total Amount Rs.					

* Type – Lab consumables, Stationery, Books, Computer related consumables etc.

(Note: The soft copy of the Annexure-I be mailed to personnel.department@nitsri.ac.in)

Applicant Sign:_____



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Annexure-B

CERTIFICATE

Name of the concerned faculty member: _____

Presentation details (Title of the paper): _____

We, the members of the CPDA committee, do hereby certify the following:

1. The work carried out by the faculty member is being presented and that the same has not been presented in any conferences before,
2. The claim made for financial support is appropriate,
3. That the participation would benefit teaching and research in the respective department to which the teacher belongs,
4. That the academic program of the department is not affected due to the absence of the faculty member.

Recommended for approval of the Competent Authority.

Concerned HOD
(Member)

Dean, Academic
(Member)

Dean, R&C
(Member)

*Subject Expert nominated by the HoD,
if necessary
(Member)*

Dean (FW)
(Chairman)