Sub. : Guidelines for Use of Cumulative Professional Development Allowance (CPDA)

Pursuant to the provisional approval by the Council in its meeting held on 17th July 2011, Cumulative Professional Development Allowance (CPDA) of Rs 3 lakhs for a block period of 3 years was provided to the Professors, the Associate Professors and the Assistant Professors of the Institute on a reimbursable basis as per Clause 8(iii) of F. No.23-1/2008-TS.II dated 18th August 2009 from MHRD, Govt of India, vide Office Order No. D.O./19103 dated 16th August 2011.

The allowance may be used as per the following guidelines:

1. **Account Number**: Each faculty member is allotted a separate account number for the use of the CPDA. The Basic Account Number is 111 and Individual Account Number will be 111 (Roll No. of the faculty), e.g. in case of Roll No. 7236 the A/c No. will be 111(7236).

2. **Block Periods**: Each faculty member will be entitled to a sum of Rs 3 lakhs for a block period of 3 years. Except for the first block, when it will begin on 17th July 2011, the block periods will begin on 1st April of the years 2014, 2017, 2020 and so on and will end on 31st March of the years 2014, 2017, 2020, 2023 and so on. An amount of Rs 1 lakh will be deposited to the account of each faculty member for the first time on 17th July 2011 and then on 1st April every year beginning from 2012. Any amount remaining unspent in the account of a faculty member on 31st March of the first two years within a block will be carried forward to the next year, but the amount remaining unspent at the end of a block period of three years will lapse. The expenditure for any particular year, however, will be restricted to Rs.1,00,000 plus the unspent balance of previous year, if any, duly carried forward.

3. **New Appointments**: For any newly appointed Assistant Professor, Associate Professor or Professor, the block period will start from the day of his/her appointment, but will end as defined in Clause 2 above, namely on 31st March of the years 2014, 2017, 2020, 2023 and so on. For the first year, the newly appointed faculty member will be given an amount of Rs 1 lakh while the rules will be as in Clause 2 from the following year.

4. **Retirement and Resignation**: For a faculty member, the allowance will end with his/her retirement or resignation. Any unused amount at the time of retirement or resignation will lapse.

5. **Uses of CPDA Fund**: The fund available under CPDA can be used under the following heads:
   a. Participation in Conferences and Workshops: The fund can be used to meet the expenses (registration fee, visa fee, insurance fee, air or ground travel, local travel, and daily allowances for board and lodging) for participating in national and international conferences and workshops.
   b. Research Collaboration: The fund can be used for collaborative research, both nationally and internationally. However, the fund can be used for visa fee, insurance fee, air or ground travel and local travel, only when the local hospitality is arranged for the faculty member by his/her collaborator. The fund can also be used by a faculty member to invite his/her international collaborator as well, but in this case only the cost involved in air or ground travel and local travel will be covered. The fund should not be used for activities supported by other funds available with the units, for example, research collaboration with colleagues from different centres of the Institute or inviting collaborators from other Indian universities or institutes.
   c. Membership Fees of Various Professional Bodies: The fund can be used for paying the membership fees of at most 4 professional bodies a year, no more than 3 of which will be national or International. Life subscription of membership is allowed.

Contd. 2/
d. Page Charges for Publication in Journals

e. Purchase of Books and Journals: The fund can be used for purchasing books (both paper and
electronic versions) and subscribing (including life subscription) journals (both paper and electronic
versions), which will exclusively be for the personal use of the faculty member concerned.

f. Purchase of Stationery, Computer Hardware, Software and Consumables: The fund can be used to
pay for stationery, computer hardware, software and consumables. However, it should not be used to
purchase stationery, computer hardware and software normally provided by the Institute to the
faculty members. Such restricted items will include, for example, paper, ink cartridges, notebooks,
pen, and the desktop and the laptop given by the Institute at regular intervals.

g. Data Card, Internet connection charges.

6. Sanctioning Authority: The faculty member will be the sanctioning authority for an expenditure up to
Rs.10,000. For an expenditure between Rs.10,001 to Rs.50,000, the Professor In Charge of the Division if in
station or the Head of the Centre will be the sanctioning authority and for any expenditure beyond Rs
50,000, the Director or the Head of the Centre will be sanctioning authority. However, see Clause 7 below.
The budget details and upto date expenditure relating to this head has to be maintained by the respective
faculty member.

7. Restrictions for Travel: For any foreign travel, prior approval from the Director or the Head of the Centre will
be required. The mode and the class of travel, as well as any DA (daily allowance) should be as per the usual
entitlement of the faculty member. The faculty member should apply to and receive sanction from the
appropriate authorities as per the rules for leave to travel. However he/she will not be required to submit
prior tour plan for any travel within India for which he/she is the sanctioning authority.

8. Claim for Reimbursement: Any reimbursement under CPDA as per Clauses 5a and 5b should be claimed
within one month of the completion of the tour and any other reimbursement should be claimed within one
month of such expenditure. However, the claims must be made within the financial year during which the
tour was completed for expenditures under Clauses 5a and 5b or during which expenditures were incurred in
other cases.

(Bimal K. Roy)
Director

Copy to:
1. All faculty members
2. All Professors-in-Charge/Head, SQC & OR Division
3. Heads of Centres
4. All Heads of Departments/Sections/Units including outlying centres/branches
5. Dy. Chief Executive (Finance)
6. Sr. Accounts Officers
7. Council Section
8. Director's Office.