



राष्ट्रीय प्रौद्योगिकी संस्थान मणिपुर  
NATIONAL INSTITUTE OF TECHNOLOGY MANIPUR

Imphal, Manipur, Ph. (0385) 2058566 / 2445812

E-mail:- [director@nitmanipur.ac.in](mailto:director@nitmanipur.ac.in) , Website : [www.nitmanipur.ac.in](http://www.nitmanipur.ac.in)

An Autonomous Institute under MHRD, Govt. of India.

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Imphal, the 7<sup>th</sup> April, 2021

ORDER

**Subject: Limit of expenditure from PDA for Research visits, Conference participation (India and Abroad) and for Contingent grant- purchase of chemicals, books and membership fees etc.**

The Board of Governors of NIT Manipur has accorded its approval to the proposal for adoption of a Standard Operating procedure for availing CPDA by the regular faculty members of the institute. The SOP has been prepared after thorough examination of relevant documents, Ministry order and SOP followed in other NIT's.

2. For registration fees, Visa (if applicable), TA/DA (Institute norms will be applicable for TA/DA), presentation of papers in Conferences/Workshops and attending National and International Conference (both in India and Abroad), Research visits/interactions, **a maximum of 70% of the CPDA (i.e. 2.1 lakhs) for the three year period (for a block period) can be utilized. Hence, the remaining 30% of the CPDA grant can be utilized for Contingent Expenses and Membership fees for Professional Bodies i.e. (Rs 90,000 for the three year period).** [Reference: Ministry of Human Resource Development, Govt. of India letter no.F.No.35-6/2016-TS.III dated 08/06/2017 regarding actionable points arising out of the minutes of the 10<sup>th</sup> meeting of the Council of the National Institutes of Technology, Science Education and Research (NITSER) held on 26<sup>th</sup> May, 2017 at IIAS, Shimla. Recommendations of Standing Committee of NITs for proper utilization of CPDA by faculty of NITs which are revised as enclosed in **Annexure - A**.]
3. The steps and procedures for claiming financial support for activities covered under Section-A and Section -B for attending (i) National and International activities in India & abroad and (ii) Procurement activities under CPDA. In addition, guidelines for the applications to be submitted by the faculty under national & international activities. Section A-2(a), 2(b) for attending International activities aboard is provided in **Annexure-B**.
4. Further an institute level CPDA committee has been constituted along with necessary guidelines for file management. **Annexure-C**.
5. Additional step by step procedure is provided as flow diagram in **Annexure-D**.
6. For every PDA related application, the relevant forms, **Form-A** (as in **Annexure-1**) and **Form-B** (as in **Annexure-6**) should be used by all faculty.

This order will come into effect from 1<sup>st</sup> April, 2021.

(Prof. Kh. Manglem Singh)  
Registrar (i/c), NIT Manipur

Copy to:

1. P.S. to Director, NIT Manipur.
2. Dean (Academic), NIT Manipur.
3. Dean (Faculty Welfare), NIT Manipur.
4. All Sections/Department, NIT Manipur.
5. Technical Officer: for uploading in the institute's website.
6. CF/GF



#### ANNEXURE-A

For **Contingent Expenses**- purchase of chemicals, books and membership fees, the following will be followed:-

Items	BLOCK PERIOD: 3 Year [ Rs 3,00,000]			Maximum Limits (as per rules)
	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	
For registration fees, Visa (if applicable), TA/DA presentation of papers in Conferences/Workshops and attending National and International Conference (both in India and Abroad), Research visits/interactions	100000	100000	10000	2,10,000
Contingent Expenses	30000	30000	30000	90000

#### Contingent Expenses Limit:

Purchase of Books, Stationary, Research Publication page charges etc	Rs 10,000 per Year
For Purchase of Chemicals, Glasswares for Laboratory	Rs 20,000 per Year
For purchase of Computer accessories, peripherals and repairing as per CPDA rules	Rs 20,000 per Year

#### Note:

- i) The concerned department must ensure that chemicals to be purchased from PDA are not available and purchased in the department.
- ii) In exceptional cases, the above amount/limit may be raised with the approval of the Director.