

**Effective File Management of CPDA by concerned department and the Formation of a CPDA committee at Institute level for the smooth functioning and proper utilization of CPDA funds ( w.e.f. 1<sup>st</sup> April 2021 for new block period)**

To streamline and for proper maintenance and record keeping of PDA files, the following points as outlined will be implemented starting new block period from 1<sup>st</sup> April 2021:

1. Individual PDA file for each of the regular faculty of the institute will be created by the respective department. Any PDA related activities application of the faculty will be initiated from the department side with this file only. The file will be at the custody of respective head of the department. A separate register is required to be maintained by each department to record the applications received from the faculty and corresponding expenditure incurred for each financial year and block period.
2. The responsibilities of the record keeping and maintenance of the file will be at the departmental level since every applications related to **Section-A and Section-B** of CPDA grant has to be initiated from the department through HoD/Coordinator. From time to time, as when required and deemed necessary, the department is responsible to provide the details on the expenditure incurred from PDA by a particular faculty for a particular financial year or block period with consultation from Account officer/ Cashier i/c, Account section of the institute.
3. At the institute level, CPDA committee with the following members will look after for the smooth functioning, monitoring and proper utilization of CPDA funds for the welfare and benefits of our faculty at NIT Manipur.
  - a) Dean (FW) - Chairman
  - b) Dean (R&C) - Member
  - c) Head of the Department (concerned)/Department coordinator - Member
  - d) Account Officer (AO), Account section - Member
4. Record of expenditures (Sanction order, settlement records and any financial related documents verification) by every faculty of the institute under PDA grant will also be monitored and kept under the custody of Ms. Robita, Cashier i/c, Account section, NITM. A combined register will be maintained for record keeping and tracking of expenditures from PDA grant by every faculty for every year within a block period.
5. The CPDA committee will only consider and scrutiny those applications received through the respective departmental head and any observations, if present, will be put forward by the CPDA committee to the Director, NIT Manipur for his approval and directions, depending on the application.
6. The final decision to approve an application under the Section-A and Section-B lies with the Director, NIT Manipur with the recommendation and observations, if any, put forwarded by the CPDA committee.