



Gram: Technology
Director: 0657-2373407(O)
: 2373392 (O)



Email: director_nitjsr@yahoo.com
FAX: 0657-2373246

NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR – 831014

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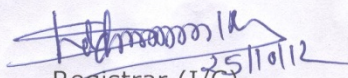
Date: 25/10/2012

NOTICE

Fresh guidelines for entitlement/reimbursement claim under CPDA have been prepared after detailed discussion with all Deans, HODs and Faculty Members which have been subsequently approved by the Chairman, BOG.

Above guidelines are being circulated for the ready reference and to avoid any types of communication gap.

General Finance Rule (GFR) will be followed in all types of purchase and approval of competent authority will be mandatory before proceeding for any conference/workshop/symposia/seminar/short term course.


Registrar (I/C)

Copy to:

1. O. O. the Director for kind information
2. All HODs with a request to circulate among the faculty members of his department.



**NATIONAL INSTITUTE OF TECHNOLOGY
JAMSHEDPUR-831014**

Guidelines for Implementation of CPDA

As a part of implementation of the recommendation of 6th pay commission every faculty member is entitled for Cumulative Professional Development Allowance (CPDA) of **Rs. 3.00 Lakhs for a block period of 3 years (1.00 Lakh per financial year) on reimbursable basis**. The duration of present block period is Three Years. i.e., w. e. f. 01st April, 2012 to 31st March, 2015.

The list of items / activities and the guidelines for incurring expenditure under Cumulative Professional Development Allowance (CPDA) are given below:

List of Items / Activities:

1. Attending National / International Workshops / Technical Discussions / Faculty Development Programmes / Visit to Technical Exhibitions at Institutes which are of NIT's level or above.
2. Presenting papers / Posters in National/International Conference / Symposia / Workshops / Seminars, which are of NITs level or above.
3. Journal additional page charges.
4. Membership of professional societies (National & International).
5. Purchase of chemicals / glassware / components / Knowledge learning resources (books, magazines, video films, teaching aids, subscriptions of Journals etc).
6. Preparation / development / writing of knowledge resources (books, patents etc).
7. Application cost for patents and contingency
8. Purchase of computer (Laptop/Desktop), other computer peripherals such as scanner, pen drive, external hard disk, printer, cartridge, internet modem, bag and software.
9. Purchasing of communication devices (tablet devices/ mobile phones) for effective instruction dissemination.
10. Internet and mobile phone usage charges.
11. Up-gradation of computers and maintenance of computers, printers, scanner etc.

John
25/10/12

The Following are the guidelines for reimbursement of CPDA.

Guidelines:

1. The details of expenditure incurred under CPDA for each faculty member is entered in the CPDA register for each block period and maintained in the Department.
2. If a faculty member joins the institute or retires from the Institute service in between a block period, he / she shall be entitled this allowance on pro-rata basis.
3. Purchase of computers (Laptop / Desktop) and their peripherals such as printer, and scanner is allowed once in 3 years.
4. Internet and mobile phone usage charges are allowed up to Rs. 24000/- per financial year.
5. Purchasing of communication devices (tablet devices/ mobile phones/smart phones) is allowed once in 3 years.
6. If a faculty member resigns for his post and leaves the institute during block period, faculty member has to return Laptop / Desktop to the institute, if faculty member purchased Laptop / Desktop during block period.
7. Expenditure of the items / activities listed above is auditable and the faculty member will be responsible for clarifying audit objection if any, on later date.
8. Any unspent balance in a financial year will be carried over to the next financial year within the same block period.
9. Total number of special casual leave for attending Conferences / Workshops and Faculty Development Programmes etc., is limited to 15 days in a calendar year. Special casual leave for attending the conferences/workshops/symposia/training programmes held either in India or abroad are limited to 7 days during one academic semester.
10. It is a mandatory on the part of the faculty member to present a report of activities / deliver a seminar in the department (which ever is applicable) before making claim for reimbursement of expenditure incurred in attending Conferences / Workshops / Faculty Development Programmes.
11. Reimbursement of TA/DA shall be as per the Institute norms.
12. If any faculty member has not attended the Conference/Seminar/Symposia's (National/International) in-person because of unforeseen reasons, only registration fee is reimbursed.
13. All items purchased under CPDA are consumables or obsolete.

Procedure for reimbursement:

1. The CDPA register will move from the concerned department office to accounts section through HOD and Dean (Faculty Welfare) during first two weeks of June, September, December and March of the financial year.

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25/10/18