

This circular supersedes previous circular of norms for CPDA.

VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR
Norms for CPDA

Date:20.01.2015

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

List of Activities:

1. Attending National/International Workshops/Symposium at Institutes which are of NITs level & above and Professional bodies.
2. Publishing paper(s) in National/ International Journals.
3. Participating in National/ International Conferences at Institute which are of NITs level & above and Professional bodies.
4. Visit to Indian / Foreign University for technical discussion.
5. Acquiring membership of Professional Societies, National / International.
6. Purchasing of books and subscription to Journals.
7. Visit to technical exhibitions.
8. Purchasing computer, laptop, desktop, Akash or similar tablet devices for effective instruction dissemination, other computer peripherals and software.
9. Preparation of course material preparation / teaching aids.
10. Book writing.
11. Use of Internet connection.
12. Purchase of chemicals, small equipments/items, fabrication of models for R & D work when sufficient funds are not available in DoE.
13. Ph.D related activities such as examination fee, thesis preparation, publication fee etc.
14. Any other item with prior approval of the authorities.

Norms :

1. Attending National / International Conference or Workshop / Symposium, or visit to Indian / Foreign University / Industry requires approval of authorities.
2. Period of deputation not to exceed 5 working days during academic session, and no cap during vacation as long as the period does not exceed the duration of vacation. However, Director can deny the permission in case of exigencies.
3. It is mandatory on the part of faculty member to submit a report of activities carried out to the Director, and deliver a seminar in the department (wherever applicable) before making claim for reimbursement of expenditure incurred.
4. Reimbursement will be made quarterly in a financial year as per the following schedule.
 - i) 1st quarter from 1st June to 15th June
 - ii) 2nd quarter from 1st September to 15th September
 - iii) 3rd quarter from 1st December to 15th December
 - iv) 4th quarter from 1st March to 15th March
5. Unspent balance will be carried over to the next financial year within the same block period.

6. No prior financial approval is required for expenditure on the activities listed above, but the prevailing Institutes rules will be applicable for reimbursement of expenditure.
7. Each bill shall have Sales tax/Service tax/VAT/LBT No. (as applicable) preferably.
8. Item covered under Sr. No. 12 shall not exceed 25000/- per annum.
9. Item covered under Sr. No. 13 shall not exceed 50,000/- for a block period.
10. Purchasing computer, laptop, desktop. Akash or Similar tablet devices for effective instruction dissemination, other computer peripherals shall be after five year from the date of purchase of the same items(s) procured earlier. However faculty member is allowed to purchase one desktop + one laptop OR two desktop OR two laptop in span of 5 years.
11. Each faculty shall maintain the record of all items purchased under CPDA in register before submission of reimbursement claim w.e.f. 1st October, 2013.
12. Each faculty member shall certify the bill as per format mentioned below.

"Certified that I _____ am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price".

13. Reimbursement for TA/DA shall be as per Institute norms.
14. This block starts from 1st April, 2012 and will be ending n 31st March, 2015.
15. Expenditure on the activities listed above is auditable and faculty members will be responsible for clarifying audit objection if any.
16. Non consumable items may be verified by Stock Verification Officer during the financial year. Faculty shall produce the record book of CPDA during the Stock Verification of the department every year.
17. Faculty members who are due for retirement will be entitled for CPDA allowance on proportionate basis in that block year. No asset/items shall be allowed to purchase in last year of retirement.

L.M. Gupta
Dr. L.M. Gupta
Chairman

S.R. Sathe
Dr. S.R. Sathe
Member

V.K. Deshpande
Dr. V.K. Deshpande
Member

R.R. Yerpude
Dr. R.R. Yerpude
Member

P.S. Deshpande
Dr. P.S. Deshpande
Member

Behadani
22/JAN/201