

CPDA

CUMULATIVE PROFESSIONAL DEVELOPMENT ALLOWANCE

The MHRD in their letter [No.23-1/2008-TS11](#), Dated 18.08.2009 has provided for the grant of CPDA to Faculty Members of this Institute to meet the expenses for participating in National / International Conferences/Workshop/Symposia/ Training Programmes, paying membership fees to professional bodies and contingent expenses. Accordingly, the BOG in its meeting held on 23.12.2009 has approved for sanctioning the CPDA to every faculty member @ Rs.3 lakhs for every block period of 3 years (Rs.1 lakh per year) on reimbursable basis as already communicated vide No.F.Admn.I/A3/2010/260 dated 26-02-2010. The guidelines are applicable w.e.f. 1-5-2010. Past cases need not be reopened.

The BSC at its 153rd Meeting held on 6 -5-2010, has approved the following guidelines for the operation of CPDA:

I International Conference/Workshop/Symposia/Training Programmes

- No paper credit system is followed for CPDA.
- Faculty member should present a paper, chair a session or deliver an invited talk.
- In case of only participation without paper presentation or session chairing, the Head of Department should give specific recommendation for the usefulness of the event to the Department.
- No restriction on the number of events.
- Per diem – [No.Q/FD/695/3/2000 dated 21.09.2010](#)
- Accommodation charges (Room Rent) maximum US \$ 120 or actual whichever is less (for all countries) against submission of bills.
- Number of days of eligibility for Per diem and Accommodation charges : Conference days + 2 days.
- Actual registration fee subject to a maximum of USD 1000.
- Visa fees as per actuals
- Travel insurance charges as per actuals
- The air travel on Government account both Domestic (including LTC) and International travel can be made by private airlines (excursion/economy fare) and that in all cases of air travel where the Government of India bears the cost of air passage, air tickets shall be purchased from the three Authorized Travel Agents viz.,
 - a) M/s Balmer Lawrie & Company Limited (BLCL)
 - b) M/s Ashok Travels & Tours (ATT)
 - c) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC)

II Conferences / Workshop /Symposia / Training Programme held in India

- Registration fee restricted to Rs.20,000/-
- No restriction on the number of events.
- TA/DA as per rules.
- DA is allowed (inclusive of accommodation) for conference days plus 2 days.

III Leave will be regulated as follows:

- Total number of days on duty for attending conference / workshop / symposia / training programme for all events held either in India or abroad is limited to 6 days in a calendar year.
- Total number of special casual leave for attending conferences and all other permitted purposes is limited to 15 days in a calendar year.

IV Membership for Professional Societies

- Professional Societies Membership fee Reimbursement 100%.
- No restriction on number of Professional Society Memberships.

V Purchase of Books

- Bills pertaining to purchase of books should be sent with due certification by Faculty while sending for reimbursement.

VI Contingent expenditure

Contingent expenses generally include items such as Purchase of books. Equipment related to professional activities such as PC, Printer, electronic equipment etc are not allowed vide our Circular No: F.Admn.I/A3/CPDA/2020/509 dated 05.08.2020.

This does not include consumables, mobile phones and similar devices.

- The settlement will be on reimbursement basis.
- All purchases should follow Institute purchase procedures
- All equipment should be taken to stock (SRB of Department)
- Department may open a new stock register for CPDA contingency purchases with individual pages for each faculty.
- All claims on reimbursement or placing of purchase order by Institute and must have certification by Faculty that the items are procured for Professional Development.
- There is no cap on amount that can be spent on contingent purchases within the CPDA.