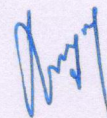



NOTIFICATION

In supersession of earlier Notification No. 466 dated 25th March 2010, the Cumulative Professional Development Allowance (PDA) guidelines are as follows:

1. Guidelines for implementation of CPDA Scheme:
 - a. Every faculty member of IIITM, Gwalior will be entitled to a CPDA of Rs.1,00,000/- every financial year on reimbursable basis.
 - b. Unspent amount at the end of a year will be carried over to the next year up to a block of three years.
 - c. For faculty members joining the Institute in the middle of a year, the amount of CPDA credited for that financial year will be calculated on a pro-rata basis based on the number of months left in the year, including the month of joining. The year of joining will be the first year in the block of three years for that faculty member.
- 2- Finance and Accounts (F&A) Section will maintain individual accounts for each faculty member to monitor the expenditure on account of the CPDA. All expenses incurred by the faculty member under CPDA will be booked against this account. At the end of the third year of the block, balance if any will lapse. This cycle will be repeated after every 3 year block w.e.f. 2010-11 or the date of joining.
- 3- The CPDA accounts will be maintained under a separate earmarked fund named CPDA Fund, to be created for this purpose. At the beginning of every financial year, and on the joining of any faculty in the middle of a year, the CPDA amounts of the faculty will be transferred from the Institute Salary Account to the CPDA Fund.



- 4- The CPDA will be available on reimbursement basis, to meet expenses for participating in both national and international conferences paying membership fees for professional bodies and buying books.
- 5- Reimbursement of Contingency grant up to Rs. 6000/- for Books, Stationery, equipments related to professional activities such as PC, Printer, electronic equipment etc. this does not include mobile phones and similar devices. All purchase should follow Institute purchase procedures.
- 6- Reimbursement of 75% Membership fee for International Professional Societies .
- 7- The number of days on duty for attending Conferences/Workshop/Symposia/Training Programme for all events held either in India or abroad is limited to 6 days in a calendar Year.
- 8- Per diem allowances are regulated as follows:
 - US\$ 100 for USA, UK, Canada, Australia, France, Belguim, Hongkong and
 - US\$ 75 for other countries
- 9- Accommodation Charges (Room Rent) maximum US\$ 120 or actual whichever is less (for all countries) against submission of actual bills.
- 10- Actual registration fee for conference/ seminars/ workshops subject to maximum of US\$ 1000 for abroad and Rs. 20,000/- for India.



5/2.15

11- Air travel by Air India or Indian Airlines excursion/economy fare.

12- The Finance & Accounts Section will prepare an annual Statement for information to each Faculty incorporating corresponding particulars under CPDA at the end of each Financial Year.

This will be effective from the Financial Year 2015-16.

This is issued with the approval of the Director.



5/2.15

Registrar

Copy to :

- 1- PS to Director
- 2- All Faculty Members-By E-mail
- 3- Dy. Registrar F&A
- 4- Dy. Registrar A&A

S. F. A.