

NOTIFICATION

In supersession of earlier Notification No. ABV-IIITM/G/Reg/2014-15/345 dated 05th February 2015, the Cumulative Professional Development Allowance (PDA) guidelines as per the MHRD letter F.No. 35-6/2016-TS.III dated 08th June 2017 are as follows:

- | | |
|------------------|---|
| Block Period | (a) Duration of Block Period is Three Years.
(b) One financial year shall be considered one year. |
| Grant Allocation | (a) Rs.3.00 Lacs for a block period of three years.
(b) If a faculty member joins the Institute or retires from the Institute service in between a block period, he/she shall be entitled to this allowance on pro-rata basis. |

LIST OF ACTIVITIES AND THE NORMS FOR INCURRING EXPENDITURE UNDER CUMULATIVE PROFESSIONAL DEVELOPMENT ALLOWANCE (CPDA):

A. Presenting of Paper and attending National & International Conferences/Workshops

- | | |
|---|----------------------|
| Total maximum allowable expenditure for the above purpose | : Rs.2.1 Lacs |
| Maximum reimbursement in the first year of block | : Rs.1.0 Lacs |

The unclaimed amount allocated for a year in a three-year block will roll over to the next year in the block. Additionally, the unspent CPDA amount of the previous three-year block may be allowed to carry forward for one extended year in the next three-year block (refer to 29th Finance Committee Meeting of ABV-IIITM Gwalior held on 11th July 2016).

Reimbursement will be admissible if ...

- A1.** Conference proceedings are published in journal, proceedings in Scopus/Web of Science.
OR
- A2.** Conferences hosted by IIT/IIIT/NIT/CFTI/CU/Central Funded Research Institute, International / National Professional Bodies of respective subject domain.
OR
- A3.** Workshop/Symposia/Special Training Programme which has affiliation to the entities described in (A1) or (A2)
OR
- A4.** Research interaction visit with top 100 Universities/institutes listed in QS/Times ranking / having MOU with ABV-IIITM Gwalior / national Institutes (IIT / IIIT / NIT / CFTI / CU / Central Funded Research Institutes). However, a suitable justification and evidence in terms of collaboration, research and scientific exchanges and discussions are to be furnished.

B. Membership Fee for Professional Bodies/Contingent Expenses:

The ceiling limit in respect of "Membership Fees for Professional bodies/Contingent Expenses" is Rs. 90,000/- for a block period of three years, which cannot be spent in one go. Out of maximum allocation of Rs. 90,000/-, amount up to Rs. 30,000 plus unutilized amount of first year in second year and entire unspent balance out of the total allocation may be permitted in the last year.

- B1.** Acquiring Membership of Professional bodies/societies, both National and International. Maximum memberships of two Professional bodies/societies in a year is permissible from the CPDA grant.
- B2.** The following items which can be procured under "Contingency" Head of CPDA for which prior approval is required.

SN	Items Description	Individual Ceiling
01	Any consumables for research-consumables for UG / PG / Ph.D projects like chemicals, fabrication, add on controller boards, preparation of lab models etc.	---
02.	Stationery items like Bond Paper, Covers, Files, Folders, Xerox, Posters, Binding etc.	Rs.5,000/- P.A.
03	Computer consumables like connectors, USB hubs, Cables, Port Converters, Pen Drives, External HDDs, Cartridges and refilling, repairs of Printers / Scanners / Laptops / Desktops, purchase of Antivirus, Internal access.	Rs.15,000/- P.A.
04	Purchase of Books / Periodicals, analysis work, Fees of filing patents, fee for over/extra pages in journals etc. suitable for professional development.	---
	Total	Not exceeding Rs.90,000/- in a three Year Block.

Note:

- 1) Maximum ceiling of Rs. 90,000/- is for (B), i.e., (B1) and (B2) combined, in a block period of three years.
- 2) Notebook / laptop or devices of similar category are not allowed out of CPDA as per the government directives (refer to MHRD letter F.No. 35-5/2020-TS.III dated 28 July 2020). However, repair of such devices is permissible (refer to item 03 in (B2)).
- 3) Further, for procurement of items not covered under above four sub-categories (i.e., B2(1) – B2(4)) and deviation in individual ceiling limits will require prior approval from Director and no post facto approval would be considered, in such cases.

GUIDELINES

C) General Guidelines: -

1. Participation in National/International Conferences / Workshops / Symposia / Special Training Programmes requires prior approval.
2. Normally, participation should be restricted to selected quality events. The Director, ABV-IIITM Gwalior, may refer an application to a Screening Committee to ensure that participation in the event will be beneficial to the Institute.
3. Visits outside the Institution should be preferably entertained during vacation period ensuring the academic activities are not affected. The amount of CPDA under Conference head can be used for the following.
 - a) International/domestic air travel (economy class) including taxi charges (as per their entitlement) between the place of residence and the airport, visa fees and airport tax.
 - b) Registration fee for the conference.

- c) Boarding and lodging for the period of the conference days plus two days, i.e., one day prior to the conference and the other day after the conference.
 - d) Local travel at the place of the conference.
 - e) Expenses for attending one workshop or tutorial up to two days associated with the conference, and
 - f) Medical insurance connected with the International travel.
4. It is mandatory to submit a report of activities carried out in any International/National Conference / Workshop / Symposia etc. before making a claim for reimbursement of expenditure incurred. However, Director, ABV-IIITM Gwalior, may ask to deliver a seminar too.
 5. Institute norms will be applicable for TA/DA. The total expenditure towards all items under Category A such as TA/DA, Registration Fee, Visa Fee etc. for participating in National/International Conference / Workshop / Symposia and visits for research interactions shall be up to a maximum of 70% of the CPDA (i.e. Rs. 2.1 Lakhs) for the three years period.
 6. The faculty members who are on deputation / Lien / Sabbatical / Long leave (beyond 30 days) / Suspension / Disciplinary proceedings are NOT entitled for claiming reimbursement under the CPDA funds-during their absence from the Institute.
 7. The Director shall be responsible for encouraging all the faculty members to utilize the budget sanctioned under CPDA to each of them in an effective way to promote their academic development.
 8. All the faculty members shall be eligible for the CPDA grant from the date of joining. If a faculty member joins the Institute or retires from the Institute services/leaves the Institute (resignation or deputation or any other reason) in between a block period, the faculty member shall be entitled for this allowance on pro-rata basis.
 9. The amount sanctioned shall be sanctioned on reimbursable basis. However, an advance may be drawn and settled as per the institute rules.
 10. Only one third of the amount sanctioned over a block period shall be made available during the first year of the block period of 3 years. Any unutilized amount shall be rolled over to the second year and the remaining amount sanctioned during the third year.
 11. Amount set aside for each year of the block period shall not be paid in advance.
 12. The actual amount received during a block period shall be equally earmarked for all eligible faculty members.
 13. Prior approval shall be taken for any expenditure under this grant.
 14. The Director, ABV-IIITM Gwalior, may form a committee to scrutinize the applications submitted to ensure that the conference satisfies the conditions (A1) / (A2) / (A3) / (A4), the paper presented is related to the work carried in the respective Institute and the claims made are in order. The institute may co-opt external member(s).
 15. Admissible expenditure shall include actual travel expenditure by economy class by shortest route following extant Government of India instructions.
 16. Any expenditure incurred towards participation in a conference including registration fee paid shall not be reimbursable if the faculty fails to present the paper in the conferences for any reason.
 17. The faculty shall be responsible for submitting the accounts and claiming reimbursement within a month after participation in the conference/expenditure incurred under various categories. In case of advance, it should be settled as per the institute rules.

18. Director, ABV-IIITM Gwalior, will ensure that the entire process of CPDA and its implementation is fair and transparent. The details of all traveling abroad should be reported to the BoG meeting.

D) Procurement Guidelines:

The procurement is to be executed as per prevailing rules of GFR-2017 as amended from time to time. Relevant rules are reproduced as under for reference.

Rule-149 of GFR-2017: Government e-Market place (GeM): The procurement of Goods and Services by Ministries or Departments will be mandatory for Goods or Services available on GeM.

The procuring authorities will certify the reasonability of rates. The GeM Portal shall be utilized by the Government buyers for direct on-line purchases as under:

- i. Upto Rs. 25,000/- through any of the available suppliers on the Gem, meeting the requisite quality, specification and delivery period.
- ii. Above Rs. 25,000/- and up to Rs. 5,00,000/- through the GeM Seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period.

Rule-154 of GFR-2017: Purchase of goods without quotation — Purchase of goods upto the value of Rs.25,000/- (Rs. Twenty-Five Thousand Only) on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded in following format:

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

Rule-155 of GFR-2017: Purchase of Goods by Purchase Committee — Purchase of goods costing above Rs. 25,000/- (Rs. Twenty Five Thousand only) and up to Rs. 2,50,000/- (Rs. Two Lakh and Fifty Thousand Only) on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Head of the Department. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending place of the purchase order, the members of the committee will jointly record a certificate as under:

"Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/Department concerned".

All expenditure must be strictly as per Government of India norms.

Copies of relevant Performa are enclosed herewith.

Permission to attend national and international conference/workshop/symposium etc. by faculty members under the CPDA allowance

(All the columns are mandatory)

1.	Name of the faculty member and designation			
2.	Name of the Department			
3.	Date of joining the institute			
4.	Nature and days of leave requested for the proposed visit			
5.	Leave of the above nature (refer to 4) already availed during the current academic year			
6.	Period of current CPDA block of 3 years			
7.	Period of current year of CPDA Block of 3 Years			
9.	Details of International Conference/Symposium/Workshop etc. attended abroad during the current CPDA Block of 3 years			
	SN	Dates	Name of International Conference	Name of the Organizer and Venue
	(1)			
	(2)			
	(3)			
10.	Details of National/International Conference/Symposium/Workshop etc. attended in India during the current year of CPDA block of 3 years			
	SN	Dates	Name of International Conf.	Name of the Organizer and Venue
	(1)			
	(2)			
	(3)			
11.	Title of National/International Conference/Symposium/Workshop etc. proposed to be attended (Please refer Office Order of CPDA guidelines listed at A1/A2/A3/A4)			
	Name of Event			
	Theme			
	Period			
	Name of the Organizers			
	Venue			
	Journey Schedule			
	Purpose of Visit			
	Title of the Paper (attach copy)			
	Mode of the paper presentation (Oral/Poster)			
	Whether NOC is required for applying Visa for the purpose?			Yes/No
12.	Details of expenditure (Tentative amount required)			
	Registration Fee			
	T.A. (Journey + Local Travel) (to and fro)			
	D.A. (Activity duration + Travel Days)			
	Visa Fee			
	Any other expenses (give details)			
	Total (Rs.)			
13.	Fund Position			
	a) CPDA allocated for the current year			
	b) CPDA carried over from last year			
	c) Total CPDA (b+c)			
	d) Amount already claimed/approved/obtained from the CPDA during current block of three years			
	e) Net CPDA available (d-e)			
14.	Does the period of Course/Conference falls during teaching period?			

15.	How the teaching and other duties are proposed to be adjusted during the period of course/ conference?	Attach duty adjustment details.
16.	<p>CERTIFICATE</p> <p>I (Prof./Dr.).....working as in the Department of on regular basis certify that</p> <p>(a) The money received under CPDA will be used for the purpose for which it is sanctioned.</p> <p>(b) I will present the paper and share conference experience with ABV-IIITM Gwalior after attending the event.</p> <p>(c) If it is discovered subsequently at any stage that I was not entitled to attend the same, I hereby undertake to refund the amount and render myself liable for any disciplinary action under the CCS CCA Rules (1965).</p> <p>(d) I will claim as per guidelines notified for 20XX-YY under head A1/A2/A3/A4.</p> <p>(e) It is my original research work and free from any kind of plagiarism (copy of my research paper generated through the software is enclosed).</p> <p>(f) If any of the information supplied is found to be incorrect, I will refund the entire money to ABV-IIITM Gwalior without prejudice to any disciplinary action.</p> <p>(g) I, hereby, undertake that financial sanction to attend national / international conference / workshop / symposium etc. in CPDA during is as per the existing CPDA scheme together with the present guidelines. I am aware that this financial approval is subject to decision of the Director, ABV-IIITM Gwalior.</p>	
17.	<p>Following documents are to be attached with the application form.</p> <p>(a) Information brochure</p> <p>(b) Invitation letter from the organizer, mentioning therein title of the research paper accepted for presentation and mode of presentation (oral/poster)</p> <p>(c) Copy of Full paper accepted for presentation duly signed on all pages (generated through software)</p> <p>(d) Details of air fare</p> <p>(e) Details of visa fee.</p> <p>(f) NOC from the co-author that he/she will not present the same paper in the same event</p> <p>(g) Undertaking/Agreement for proceeding on Leave Ex-India</p> <p>(h) Performa for taking prior permission by Government Servants for private/official visits abroad.</p> <p>(i) Details of duty adjustment during the event.</p>	

Signature of the Applicant

Recommendation of the concerned HOD	
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Signature of the HOD

Recommendation of the Dean (FA)	
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Signature of the Dean (FA)

To,
The Director

Block Period:

Application form for seeking approval for purchase under "Contingency Head" (B – B1 and B2) of CPDA guidelines**(All columns are mandatory)**

1.	Name of the faculty member	
2.	Designation	
3.	Name of the Department	
4.	Date of joining the institute	
5.	Details of Item(s) indented to purchase under CPDA with specifications	
	a) Membership fee of professional bodies / societies	
	b) Any consumables for research or for UG / PG / PhD projects like chemicals, fabrication, add on controller boards, preparation of lab models etc.	
	c) Stationery items, e.g., Bond Paper, Covers, Files, Folders, Xerox, Posters, Binding etc.	
	d) Computer consumables, e.g., Connectors, USB hubs, Cables, Port Converters, Pen Drives, External HDDs, Cartridges and refilling etc. Repair of Printers / Scanners / Laptops / Desktops Purchase of Antivirus, Internal access	
	e) Purchase of Books / Periodicals, analysis work, Publication fees in web of science etc. suitable for professional development	
	f) Fees of filing patents, fee for over/extra pages in journals etc.	
7.	When the said item(s) last purchased under CPDA (as per record maintained in the concerned Department)	
8.	Period of Current CPDA Block of 3 years	
9.	Period of current year of CPDA Block of 3 Years	
10.	Amount available under CPDA (as on date)	
11.	Approximate Rate (Rs.) supported with relevant quotations.	
12.	Net amount to be available after said Purchase	
13.	Details of the Purchase Committee Members for the said purchase.	
	Name	Designation
14.	<p>I. I, hereby, undertake that financial sanction for "Contingency Head" of CPDA during _____ is as per the existing CPDA Scheme together with the present guidelines. I am aware that this financial approval is subject to decision of the Director, ABV-IIIITM Gwalior.</p> <p>II. I, hereby, certify that the above indented item(s) are available/not available on GeM Portal.</p>	

Encls: Supporting quotation(s)/ document (in original).

Signature of the applicant

Verified as per CPDA Account maintained in the Department of the concerned faculty member and hereby recommends purchase of indented item(s) under CPDA.

Signature of the HoD

Recommendations of Dean (FA)

Dean (FA)

To,
The Director

Performa for taking prior permission by government servants for private/official visits abroad

(To be filled by the faculty member applying for visit abroad)

1.	Name of the faculty member				
2.	Designation				
3.	Basic Pay and Pay Table				
4.	Name of the Department				
5.	Passport Number				
6.	Details of private/official foreign travels to be undertaken:				
	Period of Travel	Name of foreign countries to be visited	Purpose	Estimated expenditure (travel, boarding, lodging, visa etc.)	Source of funds
6.	Details of private/official foreign travel undertaken during the last four years:				
	Period of travel	Name of foreign countries visited	Purpose		

Date:

Signature
Name and Designation