

MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY BHOPAL

No. R-17/2009/5766

Date: 8.12.2009

CIRCULAR:

As a part of implementation of the recommendation of sixth pay commission every faculty member is entitled for Cumulative Professional Development Allowance of Rs. 3.0 lakh for a block period of three years (1 lakh/per year) on reimbursement basis.

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 Workshop/Symposium/Special Training in India/Abroad.
2. Publishing in National/International Conferences/Journals.
3. Participation in National / International Conferences.
4. Visit to Indian/Foreign University for technical discussion.
5. Acquiring members of Professional Societies, both National as well as International.
6. Purchasing of books and subscription of Journals.
7. Visit to technical exhibition.
8. Purchasing lap-top and other peripherals, printing paper, certige.
9. Participating in course material preparation/teaching aids, purchase of component, materials equipment for research and consultancy work.
10. Book writing.
11. Use of Internet connection
12. Any other item with prior approval of the authorities.

Norms:

1. Attending National/International Conference or Workshop/Symposium
Specialized training in India or abroad or visit to Indian/Foreign University/Industry requires approval of authorities.
2. Period of deputation not to exceed 2 weeks during academic sessions, and no gap 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, and deliver a seminar in the department before making claim for reimbursement of expenditure incurred.
4. Reimbursement will be made twice in a financial year as per the following Schedule:
 - i. July (1 October - 31st March)
 - ii. December (1st April to 30th September)
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. Expenditure towards the purchase of books, not to exceed Rs. 10,000/- in a financial year. Purchase of books costing more than 10,000/- shall require prior approval of the Director.
8. Reimbursement for TA/DA is as per the actual bill of the Hotel, Food, and Local travel shall be as per Institute Norms.
9. Expenditure towards use of Net connectivity not exceed Rs. 15,000/- in a financial year.
10. The First Block starts from 1st October 2009, and will be ending on 31st March 2012, and hence the amount available to a faculty member for this block is proportionately Rs. 3.0 lakhs. Next Block will be of complete three years.
11. Expenditure on the activities is listed above is auditable and the faculty member will be responsible for clarifying audit objection if any.

The claims for reimbursement are required to be submitted in the proforma enclosed herewith.
Encl: Format for submission of bills for reimbursement.(Pages 1 &2).

Savita Rajee
(SAVITA RAJE)
REGISTRAR

- Copy to: (1) All HODs – with a request to circulate amongst all faculty members.
(2) Dean (FW)- with a request to upload on Institute website.
(3) Director for information.