

Govt. of India has prescribed revised norms/ guidelines for utilization of cumulative professional development allowance (CPDA) in Nits and IEST SHIBPUR as a part of implementation of the recommendations of 6th CPC and Government of India, Ministry of HRD letter f.no.23-1/2008-ts-ii dated 18th August 2009 on reimbursement basis:-

- Block Period :
- (a) Duration of Block Period is Three Years.
 - (b) One financial year shall be considered for 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.

Two meetings were called up on 20-03-2026 and 26-03-2026 to discuss the revision of existing CPDA guidelines of MANIT. The committee considered the above-mentioned GoI guidelines and subsequent amendments. Based on discussion Committee has proposed following revised MANIT CPDA guidelines:

MANIT CPDA Norms and Guidelines

April 2026

A. Presenting papers in National / International Conferences / Workshops / Symposia / special training in India and abroad.

- Maximum reimbursement in the first year of block period: Rs. 1.0 Lac (**if not spent in category 'B' and 'C'**)
- Maximum reimbursement in the second year of block of period: Rs. 1.0 Lacs+ Unspent balance of first year. (**if not spent in category 'B' and 'C'**)
- Maximum reimbursement in the third year of block of period: Rs. 1.0 Lacs+ Unspent balance of first and second year. **Total not exceeding Rs. 2.1 lacs in block period.**

<p>A1. Conference organized by State Funded Technical Institute /IITs/NITs/CFTIs/Centrally Funded Research Institute OR Conference organized by top 500 universities listed in QS/THE ranking. OR Any other Conference organized by Institutes within NIRF 200 where Conference proceedings are published in journal/proceedings in Scopus/Web of Science.</p> <p>A2. Workshop/Symposia/ organized by the entities described in A1.</p> <p>A3: Special training Program/Research/Collaboration visit - International Research interaction visits to Top 500 universities listed in QS/THE ranking. Govt. funded Research Lab./Institute excluding UN list of least developed countries. Private lab. of fortune 500 listed companies OR National Research interaction visits to any centrally funded technical Institute/Labs/Public Sector Lab. OR Presentation for externally funded research projects, submitted to any Govt funding agencies/ Public Sector.</p>	<p>2.1 Lacs Per block period</p>
--	---

B.	Membership Fee for Professional Bodies	Acquiring Membership of Professional Bodies / Societies, both National and International. Maximum memberships of three professional bodies/societies from CPDA grant.	<p>Rs. 15,000/- Per year of the block period unspent will be carried over.</p>
C.	Contingency Expenses	C1. Any consumable for research - consumable for UG/PG/Ph.D. students	<p>Rs. 15,000/- Per year of the</p>

		projects like chemicals, fabrication, add on control boards, preparation of lab models, components etc.	block period unspent will be carried over.
		C2. Stationary items	Rs. 5,000/- Per year of the block period unspent will be carried over.
		C3. Computer consumables like connectors, USB hubs, cables, port converters, pen drives, external HDDs, UPS battery, antivirus, cartridges and cartridges refilling, repairs of printer/scanner/laptops/desktop/UPS.	Rs. 15,000/- Per year of the block period unspent will be carried over.
		C4. Purchase of books/periodicals suitable for academic/professional development Note: The purchased books shall be physically stamped by department store and verified by respective HoD.	Rs. 15,000/- Per year of the block period unspent will be carried over.
		C5. Fees for filling patents, extra pages in SCIE/SSCI indexed Q1 and Q2 Journals only.	Rs. 30,000/- Per year of the block period unspent will be carried over.
		C6. Open Access charges SCIE/SSCI indexed Q1 and Q2 Journals.	Rs. 30,000/- Per year of the block period unspent will be carried over.
		Total (B+C)	90,000/- per block period

GUIDELINES

1. Participating in National / International Conferences / Workshops / Symposia / special training programmes requires prior approval.
2. Normally, participation should be restricted to selected quality events and the Screening Committee shall ensure that participation in the event will be beneficial to the institute.
3. Outside Institute/National/International travel related to CPDA activities to be undertaken preferably during vacation period only. However, short duration visits with period up to maximum of 7 days may be allowed during running semester subject to the condition that proper arrangements are made by the faculty members to execute teaching and other allied works in his/her absence. Leave shall be granted as per Institute norms only. (as amended in 11th meeting of the council of NIT held on 18-07-2018.

4.

A. It is mandatory on the part of the faculty to deliver a seminar in the Institute prior to participation in any international conference and submit a report of activities carried out before making claim for reimbursement of expenditure incurred for participating in National / International Conferences / Workshops / Symposia.

B. Post event presentation is to be made in the department and submit a report (from participating in National / International Conferences/ Workshops / Symposia) along with the bills for account settlement.
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 Conferences/Workshops/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-year period.
6. The faculty members who are on deputation/QIP/leave (beyond 30 days) are NOT entitled to claim reimbursement under the CPDA funds- during their absence from the institute.
7. The Director shall be responsible for encouraging all the faculty to utilize the budget sanctioned under CPDA to each of them in an effective way so as to promote their academic performance.
8. All regular faculty members appointed on a regular scale on probation /contract basis shall be eligible for the grant (as amended in 11th meeting of the council of NIT held on 18-07-2018). If a faculty member joins the institute or retires from the institute service/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.
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. A Committee chaired by dean (FW) having members Dean academic and R&C and respective Head shall scrutinize the submitted applications to ensure the quality of conference, the paper presented is related to the work carried out in the respective institute and the claims made are in order. The institute may co-opt an external member (s).
15. Admissible expenditure shall include actual travel expenditure by economy class by shortest route following extant Government of India instructions.
16. Foreign travel for attending conferences shall be strictly limited to the period of conference and shall be entertained during vacation period ensuring teaching is not affected. However, short duration visits with period up to maximum of 7 days may be allowed during running semester subject to the condition that proper arrangements are made by the faculty members to execute teaching and other allied works in his/her absence. Leave shall be granted as per Institute norms only. (as amended in 11th meeting of the council of NIT held on 18-07-2018).
17. Any expenditure incurred towards participation in a conference including registration fee paid shall not be reimbursable if the faculty fails to attend the conference for any reason.
18. The faculty shall be responsible for submitting the accounts and claiming

reimbursement within a month after participating in the conference / expenditure incurred under various categories.

19. It will be ensured that the entire proves of CPDA and its implementation is fair and transparent. The details of all traveling abroad should be placed on the website of the Institute.

All expenditure must be strictly as per Government of India norms

*_*_*_*_*



No. : -

Date:

**Application for Availing CPDA for the F.Y. (2024-25)/(2025-26)/(2026-27) of
3 Years Block Period from 1st April 2024 to 31st March 2027**

Name:.....Designation:.....:DoJoining.....

EmployeeID.....Department:/Center.....Mobile:.....

S. No.	CPDA Expenditure Head (As per MANIT CPDA Guidelines approved by BOG dated 09/04/2026)	Previously Used Amount (Rs)	Balance Amount (Rs)	Proposed Amount (Rs)
1.	To Present papers in National/International Conferences/Workshops/Symposia/Special Training in India and Abroad (A1/A2/A3) (Please fill Form-1) Rs.2,10,000/- For 3 Years Block.			
2.	B. Membership Fee (Please fill Form-2) (Table B) Acquiring Membership of Professional Bodies/Societies National/International (Maximum memberships of three Professional Bodies/Societies grant in one Block Year. (Attach the proof of membership charges)			
3.	C. Contingent Expenses (Please fill Form-2) a. Mention the details (In Table C1-C3) for Consumables, stationery, Computer Consumables. b. Mention the details in Table- C4 for books/Periodicals c. Mention details of Patent in Table C5.1. d. Extra page charges in Table C5.2. e. Mention details of Open Access_charges in Table -C6			
Total in Rs.>>>>				

- Note:-**
1. Unutilized Balance of CPDA may be carry forward for next financial year up to end of 3 years block Period.
 2. All purchases should be done as per institute norms and bills to be submitted in the same FY.
 3. The deadline of submission of bills are 20th March of the last financial year of block perios & only GST bills are to be considered.
 4. Kindly mention the details of items in the prescribed table in this application form. Keep proper stock register for audit purposes (Only for **Contingent Expenses**)
 5. Permission must be obtained **at least one month** prior to the commencement of a conference within India and **at least three months** prior for conferences held outside India.

Applicant Sign: _____

HOD Sign: _____

Dy./Asst. Registrar (A/cs.): Fund availability status for the proposed Head : Yes/No

Balanced Amount (Rs.) _____ Dy./Asst. Registrar (A/Cs) Sign: _____

Dy./Asst. Registrar (Estt.)__Approved/Not-Approved__ Dy./Asst. Registrar (Estt.) Sign: _____

Registrar Sign: _____ Dean (FW) Sign: _____

Director

Note: Chairperson (BoG) approval is required to attend the international conference held in foreign countries from CPDA fund.

Expected Expenditure (To be adjusted as per GoI Rules upon submission of bills to A/C Section)		Amount
1	Registration Fees	
2	To and for travel – Bus/Train/ Air	
3	Hotel/ Accommodation @ per dayfor..... days	
4	Visa Fee	
5	Any other (specify)	
	Total	

Within the Institute			Outside Agency	
	Amount	Remarks	Name of Agency	Amount
CPDA				
Project Grant				
Other (Pl. Specify)				
Total (A)			Total (B)	
			Total (A+B)	

Certificate /Declaration	
<p>1. I hereby certify that the information in this form is true to the best of my knowledge and belief. I would abide by the institute norms. If the information stated above is found to be incorrect at later stage also, I may be held personally responsible. The amount will be used for the purpose for which it is sanctioned.</p> <p>2. I shall apply for suitable leaves and shall arrange all academic and other duties before proceeding on leave.</p> <p>3. I shall submit all the bills within a month from arrival at MANIT Bhopal and well within the block period.</p>	
Date:	Signature of the applicant:
Specific recommendation by concerned HoD	HoD Signature with Date

Brochure of program	Enclosure 01
Invitation/ Acceptance letter	Enclosure 02
Proof of Scopus/SCIE/SSCI/NIRF/QS Ranking	Enclosure 03
Full length Paper (if paper presenter)	Enclosure 04
Notice of seminar in Department	Enclosure 05
Attendance of seminar in Department signed by HoD	Enclosure 06
NOC from Co-authors	Enclosure 07
Proof of shortest Route/ Performa invoice of travel fair	Enclosure 08
Proof of Outside Agency funding	Enclosure 09

Recommndation of CPDA Committee_____

HoD

Member

Member

Dean (FW)

Director

Note: Chairperson (BoG) approval is required to attend the international conference held in foreign countries from CPDA fund.

Form -2

Table B: Membership of Professional Bodies/Societies

S.No.	Name of Professional Bodies/Societies	Type of Membership Annual/LM	National/ International	Relevance	Amount

Applicant Sign:----- HoD Sign-----Dean (FW)-----

Table C1-C3 Procurement Details

S. No	Name of Items	Quantity	Price Per Unit	Total Amount
1				
2				
3				
Total Amount Rs.				

Applicant Sign:----- HoD Sign-----Dean (FW)-----

Table- C4 Procurement details for Book/ Periodicals

S. No	Name of Book/ Periodicals	Author's Name	Publisher Name	Edition/ Vol. No.	Price (Rs.)	Remarks
1						
2						
3						
4						
5						
Total Amount Rs.						

Applicant Sign:----- HoD Sign-----Dean (FW)-----

Table- C5.1 Filling Patents

S. No.	Title of Patent	Name of Patentee(s)	Affiliation	Agency (National / International)	Type of Patent (Utility / Design)	Amount Claimed (Enclose Proof)

Applicant Sign:----- HoD Sign-----Dean (FW)-----

Table -C5.2 Extra pages in SCIE/SSCI indexed Q1 and Q2 Journals

S. No	Title of paper	Name of Journal, Publisher, Vol. No.	Indexing (SCIE/SSCI/Scopus) (Q1/Q2) Enclose Proof	Free Page Limit (A)	Total Pages Published (B)	Extra Chargeable Pages (C = B – A) Enclose Proof	Rate per Extra Page (D)	Total Amount (E = C × D)

Applicant Sign:----- HoD Sign-----Dean (FW)-----

Table-C6 Open Access charges SCIE/SSCI indexed Q1 and Q2 journals

S. No.	Title of paper	Name of Journal	Publisher	Volume / Issue No.	Indexing (SCIE/SSCI/Scopus) (Q1/Q2)	Article Processing Charges Enclose Proof	Amount

Applicant Sign:----- HoD Sign-----Dean (FW)-----



मौलाना आजाद राष्ट्रीय प्रौद्योगिकी संस्थान भोपाल
MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY BHOPAL
Reimbursement for Availing CPDA for 3 year Block Period
1st April 2024 to 31st March 2027.

Name: _____ Designation: _____

Department: _____

Bank Detail: Bank Name: _____ IFSC Code _____

Bank Account No. _____ Branch _____

No.	CPDA Expenditure Head & Fund Allocation (As per MANIT CPDA Guidelines approved by BOG dated 09/04/2026)	Reimburse Amount in Rs. *
1.	A. Presenting of Papers & Attending Conferences/ Workshops/ Symposia/ Special Training in India and Abroad (A1/A2/A3) Rs.2,10,000/- For 3 Years Block.	
2.	B. Membership Fee. Acquiring Membership of National/International Professional Bodies, Societies (Membership of Maximum Three Professional Bodies/ Societies in one financial year)	
3.	C. Contingent Expenses	
	i. Consumables, stationery, Computer Consumables. (Table C1-C3)	
	ii. Books/Periodicals (Table - C4) (It is certified that the purchased books have been physically stamped by department store and verified by respective HoD).	
	iii. Patent (Table - C5.1).	
	iv. Extra page charges (Table - C5.2)	
	v. Open Access charges (Table - C6)	
	Total	

* Attach copy of the approval.

It is certified that no reimbursement has been taken against the attached approval. I may please be reimbursed Rs, _____ (Rupees _____) only.

Signature of Applicant

HOD

DR (Accounts)