



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद  
Indian Institute of Information Technology, Allahabad  
Deoghat, Jhalwa, Allahabad – 211012

**CUMULATIVE PROFESSIONAL DEVELOPMENT ALLOWANCE (CPDA) Scheme**

**(A) BACKGROUND:**

The letter No. F.No.23-1/2008-TS II dated 18<sup>th</sup> August, 2009 of MHRD regarding revision of pay of teaching and other staff in Centrally Funded Technical Institution (CFTIs) as per the VI<sup>th</sup> Central Pay Commission, provides the following at item No. 8(iii):

“A Cumulative Professional Development Allowance for Rs. 3.00 lakhs for every block period of 3 years (Rupees One lakh per year) may be made available to every member of the faculty on reimbursable basis to meet the expenses for membership fee of various professional bodies and contingent expenses”.

Provision of Cumulative Professional Development Allowance was also subsequently adopted for implementation at the Institute by the Board of Management of IIIT Allahabad in its 8<sup>th</sup> Meeting held on February 01, 2014 vide its Agenda item no. 14. With a view to make the same operational, Institute had invited copies of provisions created under the Scheme at other IITs in this respect. Based upon the inputs received from IIT-Kanpur, IIT-Delhi, IIT-Roorkee, IIT (BHU)-Varanasi, IIT-Guwahati, IIT-Ropar, IIT-Chennai, IIT-Mandi, IIT-Bhubaneswar and deliberations within the Committee, the designated Committee of IIIT-A has further formalised the provisions under CPDA Scheme given in the following:

**(B). Allowable Heads of Expenditure to eligible faculty members under CPDA Scheme:**

**B1 - Expenses for membership Fees of various Professional Bodies -** of which the Faculty Member himself desires to be a member, subject to a maximum of Two National and Two International Professional Bodies.

**B2 - Contingent Expenses as follows:**

i. Paying for :

a) Registration fees for attending a conference to present a paper / to chair a session / as a member of organizing committee/ as a member of program committee of various Seminar/ Conference (including e- Conference) / Workshop/ Training etc for self, organised within the country/ abroad. For Ph. D. Scholars attached with the respective family member, visits within the country for the purposes stated earlier in this item shall be permissible from the CPDA of the respective Faculty Member.

b) Travel Expenses pertaining to items as in (a). Upto Full to & fro economy class air fares along with local travel expenses for individual faculty as per entitlement. For Institute Students / Staff to whom the faculty member desires to avail the facility from his CPDA fund can avail facility up to III AC. In case of higher class of travel / air for students, prior approval of Divisional Head is a must. Travel advance up to 90% for attending Conference/ Seminar/

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Workshop may be permitted upon prior approval as per the Proforma attached.

- c) Per Diem/ Daily Allowances pertaining to items in (a). Per Diem charges shall be payable for the actual days of the Conference + two days subject to a maximum of ten days in foreign land. For events in India/Abroad, Govt. approved eligibility limits shall be applicable for expenses incurred on fooding and lodging. No Per Diem charges are payable during journey period.
- ii. Purchase of books(including e-books), monographs, conference proceedings, journals, research papers/ Case Studies , subject to a maximum of Rs. 10,000/- per Financial Year.
  - iii. Expenses incurred on publication of papers/Case Studies of which faculty member or his Student is an author / co-author.
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  - v. Reimbursement for Purchase of Computer, Laptop, Tablet, ebook reader along with Software & Peripherals / Databases and Computer related Consumables such as cartridge, external storage devices, repair and maintenance of computer & peripherals. Reimbursement for purchase of Computer, Laptop, shall be admissible only once in two block periods of three years each i.e. once in six years only.
  - vi. Reimbursement on Data Card Charges for internet usage, telephone and/or mobile and broadband internet bills shall be limited upto a combined monthly ceiling of Rs. 3,000/- p.m. on production of actual original bills.

**(C) GENERAL MANAGEMENT AND NORMS:**

1. Every regular faculty member of IIIT-Allahabad will be entitled to a CPDA of Rs. 3.00 lakh every block period of 3 years on reimbursement basis. Director IIIT-A shall though be free to extend the same to other faculty members at his discretion.
2. Date of commencement of this Scheme – 1.4.2014.
3. First Block Period – 1.4.2014 to 31.3.2017 and thereafter followed in similar blocks of 3 years.
4. Year wise admissibility in a block period of 3 years - As per the following illustration:

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*N. Prashant*  
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7. If there is a shortfall in available funds to attend a conference in year one or year two in the three year block, the faculty member may arrange for the extra funds from any other source (including from his or her own resources) and claim refund for the amount when more funds become available in the scheme to his credit. This means the refund claim will be in the beginning of the next financial year, under such circumstances, but within the same Block Period of three years only.
8. Each faculty member shall under this scheme be free to decide the event for his / her participation. For any outstation visit however, prior recommendation shall be required from the respective Divisional Head/ Co-ordinator in the Proforma attached. The duly recommended proposal shall then be sent by the respective Divisional Head/ Co-ordinator to Dean of Faculty Affairs OR in his absence The Director, for approval.

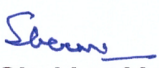
Leave to any faculty member during the academic session being live, shall be at the sole discretion of the Divisional Head/Co-ordinator and will not be a matter of right on the pretext of availing the CPDA Scheme.

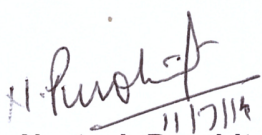
9. All faculty members are required to furnish the Proforma Attached as **Annexure** for approval of National/International conference, seminar and professional development visit at least 2 weeks prior to the date of commencement of the intended outward journey, to the respective Divisional Head / Co-ordinator for his consideration and subsequent forwarding and final approval of competent authority. Prior approval is a must.
10. Upon return from any visit undertaken under CPDA, the respective faculty member shall deliver a talk of at least 15 minutes in a divisional meeting that shall be organised by respective Divisional Head/ Co-ordinator wherein all Faculty Members and Research Scholars of the Division shall be invited. Such meeting shall be organised by Divisional Head/ Co-ordinator every fortnightly/monthly, and be required to be reported to the Director, IIIT-A on monthly basis.
11. Each bill in respect of any expenses that are made out of CPDA Scheme shall be personally signed by the respective faculty member, before being put up for reimbursement.
12. Prior to seeking reimbursement on account of purchase of any consumable or non-consumable item, an entry shall have to be ensured by the respective faculty member in the respective Stock Register, with the item being shown as issued to the respective faculty member, by the dealing Assistant looking after stores of the Institute and the bill stamped accordingly.
13. All assets created out of CPDA Scheme shall ultimately be the property of the Institute.
14. Primary user and maintenance rights of the assets created out of the CPDA Scheme shall be those of the respective faculty member, and the asset shall continue to be in his/her official custody till the faculty member leaves the Institute or retires, whichever is earlier.
15. At the time of leaving the Institute/retirement, the faculty member shall have to obtain a No Dues Certificate/Clearance in respect of these Assets created in his/her name out of CPDA Scheme, also.
16. An asset created out of CPDA Scheme shall also be required to be maintained by the respective faculty member out of the same scheme, such that it is in fit and working condition at all times.

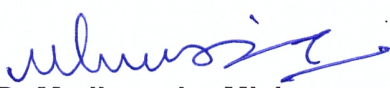
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17. In case an audit is required to be done, respective faculty member shall personally ensure meeting the requirements in respect of the expenditure made by him/her under the scheme.
18. A soft copy of the statement of accounts/availability of funds for each faculty should be provided for each 3 month interval (quarterly) by the dealing assistant through e mail.
19. The items procured out of CPDA Scheme shall be properly accounted for by the concerned division of the Institute. However, items purchased under (B) (iv) can be retained by the concerned faculty members permanently during the period of service and/or on retirement / leaving the service of the Institute. For desiring to retain the asset after retirement / leaving the Institute, the same shall be permissible only as per the following terms and conditions:
  - i. The Faculty Member should have served the Institute for a minimum period of 10 years, as a regular Faculty Member of the Institute, on the date of retirement / leaving the Institute to become eligible to make a retention request.
  - ii. The Faculty Member should have purchased the desired items under his CPDA Scheme.
  - iii. Only one desktop PC / One Laptop, Peripherals and other electronics items (Only one of each type, like only one printer, scanner, etc.) can be retained by the concerned Faculty Member after paying appropriate value. The appropriate value shall be worked out based on the depreciated value (for which the rate of depreciation will be a flat 20% per year) or 5% of the purchase value, whichever is higher, shall be payable to the Institute.
  - iv. Leaving the Institute means not serving the Institute in any capacity like Faculty/re-employed, Faculty/emeritus, Fellow/chair, Faculty/visiting Faculty etc. Serving as a consultant will not be counted as serving the Institute.
20. Privileges under the CPDA Scheme are allowed to all eligible Faculty Members for their Professional Development activities only. In case The Director, IITA is convinced of any misuse of the CPDA Scheme, by any of its user, he shall be free to with-hold / withdraw the privilege extended to the user or institute any other disciplinary action / proceedings against the defaulter, as deemed fit and proper by him.
21. Privileges under CPDA Scheme shall not be applicable for the period in which the eligible member is under Suspension / Disciplinary proceedings. Only in cases of complete exoneration, shall the benefits of lapsed period be restored as per the order of revokement.

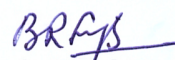
  
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 Member  
 (Representing IT Divn.)

  
**Dr. Neetesh Purohit**  
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 (Representing Electronics Divn.)

  
**Dr. Madhvendra Mishra**  
 Member  
 (Representing Management Divn.)

  
**Dr. Asheesh Kumar**  
 Member Secretary

Report  
 Approved for  
 implementation.  
 S. Kumar  
 22/7

  
**Prof. B.R. Singh**  
 Chairman



CPDA Details  
**भारतीय सूचना प्रौद्योगिकी संस्थान इलाहाबाद**  
(भारतीय संसद द्वारा पारित अधिनियम द्वारा घोषित राष्ट्रीय महत्व का संस्थान)  
**Indian Institute of Information Technology, Allahabad**  
(An Institution of National Importance Established by the Act of the Parliament of India)

प्रो० जी सी नन्दी  
पी.एच.डी., (अभियान्त्रिकी)  
**Prof. G.C. Nandi**  
Ph.d. (Engg.)  
Director (Offg.)

F. No: IIT-A/ODIR/CPDA/०३(३)-३६८ /2017

Dated: 24.01.17


**Office Order**

**Subject: To carry forward unutilized balance of CPDA for the Block Period 2014-2017**

The issue of carrying forward the unutilized balance of CPDA for the Block Period 2014-2017 for further one year was put up for consideration before the Finance Committee. The Finance Committee in its 34<sup>th</sup> meeting vide Additional Agenda Item No. 10.4 considered and resolved that:

**“The Director, IIT-A authorized to take appropriate action in such issues”.**

In view of the above, it has been decided to grant one time extension for utilizing the unspent balance of CPDA for the Block Period 2014-2017 in the financial year 2017-18.

  
(G. C. Nandi)

**Copy to:**

- Dean, Faculty Affairs
- All Faculty Members
- Deputy Registrar (Finance & Accounts)
- All DRs

Ref No.: HIT-AODIR/<sup>03(B)-365</sup> \2015-16  
Dated : 15-03-2016

**Office Order**

**Subject : Stoppage of reimbursement of purchase of Computer, Laptop, Tablet, E-Book reader and other computer peripherals under CPDA**

The Institute has received audit objection for reimbursement of purchase of Computers and peripherals such as laptops, i-pad, scanner and computer peripherals from PDA(Central), Lucknow under Comptroller & Auditor General of India. In view of this the item no. (B), B2(iv) of the CPDA guidelines dated 22/07/2014 (attached) stands withdrawn with immediate effect. It is therefore, impressed upon all the faculty members not to resort to purchase of such items under CPDA in future.

  
Director  
IIT-Alld.

CC:

- All Deans/HOD's
- All Faculty
- DR(A)/DR(E)/DR(F&A)



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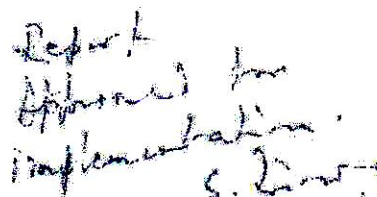
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 Member Secretary

  
 Report  
 Approved for  
 Implementation  
 S. D. Singh  
 22/7

  
**Prof. B.R. Singh**  
 Chairman