



## भारतीय पेट्रोलियम और ऊर्जा संस्थान Indian Institute of Petroleum and Energy

### CPDA GUIDELINES

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#### Introduction:

As per the MHRD letter no. 23-1/2008-TS.II dated 18.08.2009, item 8(iii), it is stated that “A Cumulative Professional Development Allowance (CPDA) for Rs. 3.00 lakhs for every block period of 3 years (Rs. 1.00 lakh per year) may be made available to every member of Faculty on reimbursable basis to meet expenses for participating in both national and international conferences, paying the membership fee of professional bodies and contingent expenses.”

#### 1. General Management:

- (a). The facility of CPDA reimbursement is admissible to all faculty members viz. Professor / Associate Professor and Assistant Professor.
- (b). The CPDA accounts will be maintained under a separate earmarked fund named as “CPDA Fund”, to be created for this purpose. At the beginning of every financial year (FY) and on the joining of any faculty in the middle of a financial year, the CPDA amount of the faculty members will be transferred to the CPDA fund.
- (c). The Finance Division (F&A) will maintain individual accounts for each faculty member to monitor the expenditure on account of CPDA. All expenses incurred by the faculty member under CPDA will be booked against this account.
- (d). The facility will be extended from the respective dates of joining.
- (e). The 1<sup>st</sup> three-year (3Y) block of CPDA is April 01, 2019–March 31, 2022. The 2<sup>nd</sup> 3Y block of CPDA is April 01, 2022–March 31, 2025 and so on with same structure.
- (f). Faculty who joins the institute at the middle of a block period will be eligible for their CPDA calculated on a quarterly basis.
- (g). Any amount remaining unspent in the account of a faculty member on 31<sup>st</sup> March of a financial year will be carried forward to the next FY in a block. ***The carry forward of unutilized amount of the CPDA from one block period to the next block period not to be considered, if a concerned faculty member is unable to utilize at least 75% of the amount sanctioned under CPDA by the end of the block.***
  - (Amendment of CPDA Guidelines vide the 22<sup>nd</sup> BoG Meeting, Agenda No. BoG/22/13).
- (h). Faculty members on long leave exceeding two months will not be entitled for CPDA. However, they will be entitled for CPDA on a pro-rata basis for the period of stay at the Institute in the FY.
- (i). Books, stationery and other items (consumables, limited time assets and non-consumables) will have to be entered in a “Purchase & Stock Register” meant for CPDA contingency purchases with individual pages/books as appropriate for each faculty member of the Department. Purchase & Stock Book entry is must for processing the bills.

- (j). Advance funding is highly discouraged from the fund of next FY. However, if required the concern should apply for approval from the competent authority with full justification. Advance funding then can be claimed with the approval. Prior approval from competent authority shall be obtained for all national and international visits.
- (k). All the purchases under the CPDA fund must be as per the Institute Purchase Manual. Original bills / e-bills with GST will be required for all purchases.

## 2. Utilization of CPDA:

Table 1: Utilization of CPDDA fund

SI.	Purpose	Maximum amount (in a block)
(a)	For legitimate Academic purposes mentioned below	Rs. 2.00 lakh
(b)	Contingency	Rs. 1.00 lakh

The CPDA Fund up to Rs. 2.00 lakhs (under category against (a) of Table 1) can be utilized for the following purposes:

- (a). Reimbursement of travel and other expenses related to participation in National / International conferences / workshops / seminars / symposia / meetings / short term course / faculty development programs, research visits, invited lectures etc. held within and outside the country.
- (b). The following expenses will be admissible for attending conferences / workshops / seminars / symposia / meetings / short term course / faculty development programs or for research visits:
- (i). Actual registration fee subject to a maximum of USD 1000 or equivalent, otherwise a prior permission with full justification will be required.
  - (ii). Daily allowances for the days of the conference plus two days, subject to a maximum of eight days as per Foreign TA rules of the Government of India.
  - (iii). Full to & fro fares as per entitlements of TA rules.
  - (iv). Separate accommodation charges as per the rules of Government of India or approved by the Director on case to case basis.
  - (v). Visa fees and health insurance for abroad visits.
  - (vi). Travel insurance.

The CPDA Fund up to Rs. 1.00 lakhs (under category against (b) of Table 1) can be utilized for the following purposes:

- (a). Payment of membership fees of various professional bodies and related contingency expenses.
- (b). Meeting various contingency expenses related to purchase of stationery, chemicals, laboratory glassware, computer related consumables (such as external storage devices, cartridge etc.), repair and maintenance of computer, computer peripherals (such as scanner, printer, internet modem etc.), instrument repairing, minor instruments (not permanent assets) etc. with full justification.
- (c). Purchase of books, e-books, monographs, computer software, databases, Journal subscriptions charges.

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- (d). Purchase of laptop / Desktop / TAB / e-book reader.
  - (e). Any other, with prior approval of the Director.

**3. Special Approval on Utilization of CPDA exceeding the limit for 2(a) and 2(b):**

One may take special approval of the Director citing proper justification for excess utilization (than the limit) against category 2(a) [limit of 2.00 lakh] and 2(b) [limit of 1.00 lakh] maintaining total utilization of 3.00 lakh allotted for a block.

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