

National Institute of Technology Durgapur
PRFORMA FOR FACULTY RESEARCH VISTIS UNDER CPDA / NON-OFFICIAL VISIT ABROAD
(Presentation of papers in conferences / collaborative research visits in India/abroad & workshop/courses in
India / Non-Official Visit abroad)

Name of the Applicant:

Designation:

Department:

Email Id:

Mobile No.:

1. Presentation of papers in conferences / collaborative research visits in India/abroad & workshop/ Course in India / Non-Official Visit abroad (Please tick the appropriate option; Write N. A. below, if not applicable)

Title of the paper accepted for presentation (if applicable):

Name of the conference/ workshop:

Place of visit:

Duration of the conference/ workshop/ program:

Date of leaving station:

Date of return to station:

Registration Fee for the conference/ workshop:

Date & time of the seminar held before the visit (for foreign visits):

Total fund sought:

Declaration by the applicant

1. Total expenditure approved till date in CPDA in the present block till date is _____ & the balance fund available is _____.

2. I shall submit the TA bill with necessary documents within 7 days from my date of return to station.

3. I shall submit the certificate for conference/workshop presentation along with the TA bill.

4. I shall refund the excess advance drawn for the purpose, if any, within 15 days from the date of adjustment of bills by the Accounts section.

5. I shall be liable to pay back the excess expenditure to the Institute. In case I fail to do so, Institute has the right to recover the excess expenditure out of the payment due to me in any of the accounts, through HOD.

6. This visit is personal in nature and all expenses shall be borne by the undersigned (for Non-Official Visit).

Date:

Signature of the Applicant

Mandatory Enclosure (for official visits only)

1. Paper acceptance document (if applicable)
2. Brochure indicating the registration fee
3. An abstract of the accepted paper (if applicable)
4. Detailed budget
5. Notice for the seminar (for foreign visit)
6. Attendance sheet at the seminar (for foreign visit)

[to be printed overleaf]

For Official Visits only

For the use of the office of the Head of the Department
Entry has been made in the Dept. CPDA register at Page No.

<i>Grant Code</i>	<i>Maximum Limits</i>	<i>Fund spent in the Year / Period, as applicable</i>	<i>Fund available in the Year / Period, as applicable</i>	<i>Fund sought for</i>
NITD/CPDA/01	Research visits (Rs 2.1 lakhs in a block period)			

1. Verified and forwarded for further processing.
2. The applicant delivered the seminar before the foreign visit (if applicable)

Head of the Department

For Official Visits only

Total fund available: _____

Head: [36.02.05 (CPDA)]

Checked the Balance

Deputy Registrar (F & A)

Recommendation of the Foreign Visit Committee, if applicable (Recommended / Not Recommended)

Prof. P. Pal

HoD

Dean (R & C)

Dean (FW)

Recommendation of the CPDA Committee (Recommended / Not Recommended)

PIC (CPDA)

Prof. S. Banerjee

Dean (R & C)

Dean (FW)

Applicable for Official Expenditure only

Total amount approved by NIT Durgapur: _____

Head: [36.02.05 (CPDA)]

Director

National Institute of Technology Durgapur
PRFORMA FOR REIMBURSEMENT UNDER CPDA (MEMBERSHIP FEE/ CONTINGENT EXPENSES)

Name of the Applicant:

Designation:

Department:

Email Id:

Mobile No.:

1. Items to be procured with estimated price, specifications & purpose:

Sl. No.	Item	No.	Brief specifications	Estimated Price (Rs)	Purpose
Total Estimated Price (Rs)					

2. Membership fee of professional bodies:

Sl. no.	Name of the professional body	Membership fee

Total fund sought:

Declaration by the applicant

- 1. Total expenditure approved till date in CPDA in the present block till date is _____ & the balance fund available is _____. Details are as follows.*
- 2. I shall refund the excess advance drawn for the purpose, if any, within 15 days from the date of adjustment of bills by the Accounts section.*
- 3. I shall be liable to pay back the excess expenditure to the Institute, if any. In case I fail to do so, Institute has the right to recover the excess expenditure out of the payment due to me in any of the accounts, through HOD.*

Date:

Signature of the Applicant

Mandatory documents to be enclosed:

1. Information on the membership fee (from the website of the professional body)

[to be printed overleaf]

For the use of the office of the Head of the Department
Entry has been made in the Dept. CPDA register at Page No.

<i>Grant Code</i>	<i>Maximum Limits</i>	<i>Fund spent in the Year / Period, as applicable</i>	<i>Fund available in the grant code in the Year / Period, as applicable</i>	<i>Fund sought for</i>
<i>NITD/CPDA/02</i>	<i>Max 3 in a block period</i>			
<i>NITD/CPDA/03</i>	<i>Rs 20,000</i>			
<i>NITD/CPDA/04</i>	<i>Rs 25,000</i>			
<i>NITD/CPDA/05</i>	<i>Balance fund</i>			

Verified and forwarded for further processing.

Head of the Department

Total fund available: _____

Head: [36.02.05 (CPDA)]

Checked the Balance

Deputy Registrar (F & A)

Recommendation of the CPDA Committee (Recommended / Not Recommended)

PIC (CPDA)

Prof. S. Banerjee

Dean (R & C)

Dean (FW)

Applicable for Official Expenditure only

Total amount approved by NIT Durgapur: _____

Head: [36.02.05 (CPDA)]

Registrar

Revised eligibility for expenditure in CPDA

<i>Sl. No.</i>	<i>Particulars / Purposes</i>	<i>Maximum Limits & Remarks</i>
1	Presenting papers in national/ international conferences/ workshop/ Symposium/ Special training / Research visits in India /abroad. The expenditure towards TA, DA, registration fee, visa fee, and insurance charges shall be met from CPDA. Grant Code: NITD/CPDA/01	<i>Max. Rs 2.1 lakhs in a block year.</i>
2	Acquiring membership of professional bodies/societies, both national and international. Grant Code: NITD/CPDA/02	<i>Maximum 3 professional bodies in one block year</i>
3	Contingent Expenses	
	(a) To purchase books & stationery items not available in the Institute Stores. Grant Code: NITD/CPDA/03	<i>Maximum Rs 20,000 per annum</i>
	(b) To purchase Computer related consumables such as external storage device, cartridges, battery, mouse, keyboard, memory, adaptors, anti-virus software for research purpose Grant Code: NITD/CPDA/04	<i>Maximum Rs 25,000 per annum.</i>
	(c) To Purchase consumable chemical/electrical/ electronic/ mechanical/ civil items, small devices and accessories, glass ware, charges for synthesis and analysis of samples for pursuing research Grant Code: NITD/CPDA/05	<i>Balance fund available.</i>

Norms for the processing of CPDA applications

The following norms will be made applicable for the processing of the CPDA applications.

1. The CPDA application shall be submitted in the office of Deputy Registrar (F&A).
2. DR (F&A) will scrutinize the fund availability and record the funds applied for under different heads of CPDA, and will send the applications to the office of Dean (R&C).
3. CPDA committee will meet twice every week, scrutinize the applications, and recommend the eligible applications for approval to (a) Director for applications involving research visits and (b) Registrar for the remaining applications.
4.
 - a. Director's office will send the applications approved by the Director to the office of the Deputy Registrar (Estt) for the issue of the office order. The office orders may be collected from the said office.
 - b. The applications approved by the Registrar may be collected from the Registrar's office.
5. The record of expenditure under the CPDA scheme for each faculty member will be maintained by the Accounts Section and also by the concerned department in a register.
6. Separate Stock Book/Measurement Book shall be maintained for CPDA in each department.
7. All purchases under the CPDA scheme shall be made as per the existing Institute purchase rules.
8. Bills should be submitted to the office of Deputy Registrar (F & A) as per the usual Institute procedure.
9. CPDA may also be used as a top-up fund to other scheme/fund/allowance available to the faculty member.
10. The last date of submitting bills in CPDA scheme will be March 15 of the same FY.
11. If expenditure is made in a FY and bills are submitted in a financial year but the adjustment is made in the next financial year, the expenditure shall be deemed to have been made notionally in the former financial year.
12. If the fund required for a research visit abroad exceeds the balance CPDA fund available in a FY, a notional sanction of the same may be furnished in the present FY. However, the reimbursement for the expenditure which is in excess of the fund available at that point of time shall be made after the actual expenditure when the faculty member becomes eligible for the excess fund in the next FY. This will ensure the participation of the faculty members in quality conferences/ research interaction in distant continents in the early part of a block year.
13. The faculty members leaving the Institute on retirement or resignation shall hand over all non-consumable assets to the respective Head of department.
14. Information under RTI Act, if demanded by any one, shall be provided by the concerned faculty member.
15. The norms of the CPDA expenditure shall be guided by the existing guidelines of the MHRD.