

# NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

## Eligibility and norms for expenditure in CPDA

### Category A: Conferences/Research Visits in India and abroad:

<i>Particulars / Purposes</i>	<i>Maximum Limits &amp; Remarks</i>
a) Chairing a session b) Invited talk/delivering plenary lecture/keynote speech/presenting paper in seminar/conference/symposium c) Collaborative research visit/Research interaction d) Presenting in a workshop/course/training program as a resource person/expert Grant Code: NITD/CPDA/01	<i>Maximum Rs 2.1 lakhs in a block period of three years</i>

### Category B: Membership fee, contingency expenses and purchase of consumables etc:

(Total available fund: 30% of the CPDA fund, i.e. Rs. 90,000/- in a block period of three years)

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>
To purchase books & stationery items not available in the Institute Stores. Grant Code: NITD/CPDA/03	<i>Maximum Rs 20,000 per annum</i>
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>
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. (Max. Rs. 90,000/- in a block period of three years)</i>
Additional page charges for publication in premier journals (vide O.O. NITD/Reg/CPDA/1160 dated Nov. 25, 2019) Grant Code: NITD/CPDA/06	<i>Balance fund available Subject to approval by the competent authority</i>
Academic contingencies: Online teaching related consumables, Data charges (3 GB per day max), Online course certificate charges (no course fee) (vide O.O. dated Aug. 18, 2020) Grant Code: NITD/CPDA/07	<i>Balance fund available. (Max. Rs. 90,000/- in a block period of three years)</i>

- Norms are framed based on the Ministry of Education (earlier MHRD) letter no. F.No. 35-6/2016-TS.III dated 08/06/2017, its subsequent amendments made at the 11<sup>th</sup> meeting of the council of NITSER held on 18/07/2018 and the office orders issued following the decision taken at the BOG meetings of NIT Durgapur.
- 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.
- The amount sanctioned shall be sanctioned on reimbursable basis, wherever applicable.
- The patent charges and journal subscription charges shall not be admissible to the faculty members under CPDA scheme (vide O.O NITD/Reg./CPDA/57<sup>th</sup> BOG/2021, dt 21.04.2023).
- 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.
- Separate Stock Book/Masurement Book shall be maintained for CPDA in each department.
- Information under RTI Act, if demanded by any one, shall be provided by the concerned faculty member.
- All expenditure must be strictly as per Government of India norms and Institute purchase rule.

# NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

## Application for Approval/Reimbursement under CPDA

(Block year \_\_\_\_\_ out of block period \_\_\_\_\_)

### Part A. Applicant's details:

Name:	Employee code:
Designation:	Pay level:
Department:	Contact no.
e-mail id:	

### Part B. Programme details:

**B 1. Purpose of visit (please tick the appropriate option) (Annexure 1: Invitation/acceptance letter, Annexure 2: objective of the visit):**

- a) Chairing a session
- b) Invited talk/delivering plenary lecture/keynote speech/presenting paper in seminar/conference/symposium
- c) Collaborative research visit/Research interaction
- d) Presenting in a workshop/course/special training program as a resource person/expert

**B 2. Nature of the programme:** National / Abroad

**B 3. Mode of the programme:** Online/offline

**B 4. Name of the programme:** (Annexure 3: provide details):

**B 5. Title of the paper (if applicable) (Annexure 4: Full paper which is accepted for presentation):**

**B 6. NOC from Co- authors obtained:** (Yes/NA) (Annexure 5)

**B 7. Venue of the programme:**

**B 8. Period of the programme:** From \_\_\_\_\_ to \_\_\_\_\_

**B 9. Registration fee for the programme:**

(Annexure 3: Brochure indicating registration fee)

**B 10. Date of leaving the station:**

**B 11. Date of return to the station:**

### Part C: Details of the pre-foreign visit seminar held at the department:

**C 1: Date and time of the seminar held in the department before the foreign visit (Annexure 6 : Notice and attendance sheets of the seminar)**

**C 2: Resolution of the DAC on the pre-foreign visit seminar attached:** Yes/No (Annexure 7)

### Part D: Details of leave applied for:

1. Special CL/ (Days for the programme with one day each before and after)	Date of programme: From _____ to _____ SCL applied for: From _____ to _____
2. Nature of leave requested for an extended stay (CL/EL/vacation)	Provide Leave Application (Annexure 8)

[to be printed overleaf]

**Part E: Details of expected expenditure:**

**For visit within India:**

Sl. No.	Head	Approx. Amount (Rs.)
1.	Local Travel (Car/Bus)	
2.	Airfare /Train fare	
3.	Registration fee	
4.	Fooding and lodging as per Institute rule (to be reimbursed on actual basis and as per entitlement) (Days for the proposed programme with one day each before and after)	
5.	Any other	
	<b>TOTAL</b>	

**For Abroad:**

Sl. No.	Head	Approx. Amount (Rs.)
1.	Local Travel within India (Car/Bus/Train)	
2.	Airfare /Train fare (including taxes and charges)	
3.	Registration fee (including bank charges and taxes thereon)	
4.	Per diem allowances as per GoI rule (Days for the proposed programme with one day each before and after)	
5.	Visa fees, Insurance fees (Including travel to Embassy/consulate/office of service provider for Visa)	
6.	Govt fees/taxes abroad, if applicable	
7.	Any other	
	<b>TOTAL</b>	

**Part F: Details of the expenditure under CPDA fund for the running block period:**

*For the use of the office of the Head of the Department*

Entry has been made in the Dept. CPDA register at Page No. .... Sl. No. ....

**i) Expenditure details under CPDA:**

Grant Code	Limit per block period	Fund spent			Total Fund spent	Fund available	Fund sought
		Year 1	Year 2	Year 3			
NITD/CPDA /01	Rs 2.1 lakh (70% in a block year)						

**Total fund sought (in words):**

**Declaration by the applicant**

1. I am a faculty member at NIT Durgapur in regular scale.

2. Total expenditure till date in CPDA in the present block period is \_\_\_\_\_ & the balance fund available is \_\_\_\_\_.

Under CPDA/01, total amount expended in the present block period till date is; \_\_\_\_\_ and the balance fund is \_\_\_\_\_.

3. I hereby certify that the conference is of Tier I level in the related field. Also certify that the paper presented is related to the work carried at NIT Durgapur. (ANNEXURE 9)

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

5. I shall submit the certificate for the said programme with the TA bill.

**Date:**

**Signature of the Applicant**

**Certificate from the Head of the Department:**

- 1. *Verified and recommended for further processing.*
- 2. *The applicant delivered the seminar before the foreign visit*
- 3. *Certify that the conference is of Tier I level in the related field.*

**Date:**

**Head of the Department**

**Office of the Jt Registrar (F&A)**

**Expenditure details under CPDA (Grant code: NITD/CPDA/01):**

CPDA grant admissible			Total CPDA grant admissible	Total expenditure	Balance fund available	Fund sought (Rs.)
Year 1	Year 2	Year 3				

**Head: [36.02.05 (CPDA)]**

*Verified and checked*

**Jt. Registrar (F & A)**

**Recommendation from the Deans:**

**Dean (R & C)**

**Dean (FW)**

Total amount approved: \_\_\_\_\_

**Head: [36.02.05 (CPDA)]**

**(Registrar)**

**Director**

# NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

## Application for Approval/Reimbursement under CPDA

(Block year \_\_\_\_\_ out of block period \_\_\_\_\_)

### Part A. Applicant's details:

<b>Name:</b>	<b>Employee code:</b>
<b>Designation:</b>	<b>Pay level:</b>
<b>Department:</b>	<b>Contact no.</b>
<b>e-mail id:</b>	

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

- Consumables and charges for synthesis & analysis of samples
- Stationary items& Books
- Additional page charges
- Academic contingencies

Sl. No.	Item	No.	Brief specifications	Estimated Price (Rs)	Purpose/Justification
<b>Total Estimated Price (Rs)</b>					

### 2. Membership fee of professional bodies/Societies, both National and International: (Max 3 in one block year) (NITD/CPDA/02)

Sl. no.	Name of the professional body	Membership period	Membership fee (INR)

**Total fund sought:**

### Declaration by the applicant

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

**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. ...., sl no.....

**Membership fee and contingent expenses : Total Rs. 90,000/- in a block period ::**

Grant Code	Limit per block year	Fund spent			Total fund Spent	Fund available	Fund sought for
		Year 1	Year 2	Year 3			
NITD/CPDA/02	Max Three						
NITD/CPDA/03	Max Rs. 20000/-						
NITD/CPDA/04	Max Rs. 25000/-						
NITD/CPDA/05	Balance fund						
NITD/CPDA/06	Balance fund						
NITD/CPDA/07	Balance fund						
NET:							

**Signature of the Applicant**

**Verified and recommended for further processing.**

**Head of the Department**

**Office of the Jt Registrar (F&A)**  
**(For Membership fee and contingent expenses) Total Rs. 90,000/- in a block period**

CPDA grant admissible			Total CPDA grant admissible	Total expenditure	Balance fund available	Fund sought
Year 1	Year 2	Year 3				

**Head: [36.02.05 (CPDA)]**

**Verified and checked**

**Jt. Registrar (F & A)**

**Recommendation from the Deans:**

**Dean (R & C)**

**Dean (FW)**

Total amount approved by NIT Durgapur: \_\_\_\_\_

**Head: [36.02.05 (CPDA)]**

**(Registrar)**

**Director**