



राष्ट्रीय प्रौद्योगिकी संस्थान सिक्किम  
NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

(An Institute of National Importance, Ministry of Education, Govt. of India)

Ref. No.: NITS/2024/RO/.....<sup>228</sup>

Date: 09.04.2024

**OFFICE ORDER**

As approved by the BoG in its 20<sup>th</sup> Meeting, vide agenda no. 20.04, the amendments to the utilization of Cumulative Professional Development Allowance (CPDA) guidelines by the Ministry vide letter No.F.No.35-5/2020-TS-III, Date: 28<sup>th</sup> July 2020 has been adopted by the Institute. The amendments in the guidelines are as follows:

- (i) The visit outside the Institute should not only be restricted to vacation period only.
- (ii) Extend the CPDA grant to the faculty appointed in regular scale on probation/contract basis in NITs and IEST.

Further, the Revised norms/ guidelines for utilization of cumulative Professional development allowance (CPDA) in NITS as per the letter F.No.23-1/2008-TS-II Dated 18<sup>th</sup> August 2009 is also attached herewith for your kind reference.

**Registrar**

कुलसचिव Registrar  
राष्ट्रीय प्रौद्योगिकी संस्थान सिक्किम  
National Institute of Technology Sikkim

**Copy to: -**

- 1) PS to Director
- 2) Office of the DFW
- 3) WDC-Institute Website for publication
- 4) File







- report of activities carried out before making claim for reimbursement of expenditure incurred for participating in National / International Conferences / Workshops / Symposia.
5. Institute norms will be applicable for TA/DA. The total expenditure towards all items under the 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 for claiming 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 who have cleared their probation period shall be eligible for the grant. 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 of the Deans and HoDs shall scrutinize the applications submitted to ensure that the conference is of Tier I level, the paper presented is related to the work carried 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.
  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 participation in the conference / expenditure incurred under various categories.
  19. The Director of concerned NIT will ensure 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

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