



योजना एवं वास्तुकला विद्यालय, भोपाल

(राष्ट्रीय महत्व का संस्थान, मानव संसाधन विकास मंत्रालय, भारत सरकार)

School of Planning and Architecture, Bhopal

(An Institution of National Importance, Ministry of HRD, Govt. of India)

No. SPAB/Admin./PF-06/2015/ 399

Dated: 28th April 2015

CIRCULAR

Sub: Norms regarding Cumulative Professional Development Allowance

Ref: Decision of the Board of Governors in its 23rd Meeting held on 18.02.2015 through approved Agenda Item No. BOG 23.17

Excerpts from the agenda and minutes is given hereunder:-

A faculty can spend Cumulative Professional Development Allowance (CPDA) of ₹3.00 Lakh for three years (₹1.00 Lakh per year) from the date of their appointments.

The list of activities and norms for incurring expenditure under Cumulative Professional Development Allowance by the faculties (CPDA) are given below:-

List of Activities

1. Attending National /International Workshop Symposium/ special training in India/Abroad.
2. Publishing in National/International Journals/conference proceedings.
3. Participation in National/International Conferences preferably with paper presentation.
4. Visit to Indian/Foreign University for technical discussion for any future collaboration.
5. Acquiring Annual membership of Professional Societies, both National as well as International.
6. Purchasing of books and subscription of journals.
7. Visit to technical exhibition.
8. Purchasing stationery and consumables peripherals (upto a maximum of ₹10000 Per Annum)
9. Participating in course material preparation/teaching aids, purchase of component/ materials/equipment for research and consultancy work.
10. Book writing and visits related with that research.
11. Use of Internet connections (one only).
12. Any other item with prior approval of the authorities.

Norms :

1. Attending National/International Conferences or Workshop Symposium Specialized training in India or Abroad or visit to Indian /Foreign University Industry will require one month early approval of authorities.
2. It is mandatory on the part of faculty member to submit a report of activities carried out and deliver a Seminar in the department before making claim for reimbursement of expenditure incurred.
3. Reimbursement for expenses other than outstation visits will be made twice in a financial year as per the following schedule,
 - i July (1 October to 31st March) - Submission in Apr
 - ii December (1st April to 30th September) " " Oct.Expenses for outstation visits should be cleared within 15 days of the visit



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4. Unspent balance will be carried over to the next financial year within the same block period.
5. Expenditure towards the purchase of books shall not exceed ₹25000 in a financial year. Purchase of books costing more than ₹10000 shall require specific prior approval of the Director.
6. Reimbursement for TA/DA, Accommodation, Food and Local travel shall be as per institute norms.
7. Expenditure towards the use of net connectivity shall not exceed ₹15000 in a financial year.
8. Expenditure on the activities listed above will be available as per above norms as advance and the faculty member will be responsible for clarifying audit objection if any.
9. Any item not covered will be as per eligibility of the faculty member in respect of Domestic and International Travel.


(Rajesh Moza)
Registrar

Copy to:

1. Director/Deans/HoDs/Associate Dean
2. All Faculty & Staff Members
3. Finance & Accounts Section
4. Academic Section
5. All Sectional Heads