



G. B. Pant Institute of Engineering and Technology
Ghurdauri, Pauri-Gharwal (Uttarakhand) 246194
(An Autonomous Institute of Government of Uttarakhand)

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**Guidelines for Utilization of Cumulative Professional Development Allowance
(CPDA)**

1. Introduction

The Govind Ballabh Pant Institute of Engineering & Technology (GBPIET), an autonomous institute of the Government of Uttarakhand, offers a Cumulative Professional Development Allowance (CPDA) to its faculty members to promote research, academic excellence, and professional growth. The CPDA guidelines are framed based on the guidelines of the Ministry of HRD, as per Letter F.No. 23-1/2008TS-II dated 18 August 2009, the utilisation of Cumulative Professional Development Allowance (CPDA) on a Reimbursement basis is as follows:

2. Block Period & Allocation

- Duration: 3 years (one financial year = one year).
- Grant: ₹2.25 lakh per faculty member for a block of 3 years.
- Eligibility: All regular faculty members (after completion of probation).
- Pro-rata Basis: If a faculty member joins, retires, resigns, or goes on deputation mid-block, CPDA shall be admissible proportionally.

3. Permissible Activities under CPDA

A. Presenting Papers in National & International Conferences/Workshops

- Presenting papers in National/International conferences (indexed in Scopus / WoS / DBLP) / Workshops / Symposia / special training.

B. Membership Fee for Professional Bodies

- Acquiring Membership of Professional Bodies/Societies, both National and International.
- **Maximum:** Memberships of two professional bodies/societies from the CPDA grant in one block year.

C. Contingent Expenses

1. **Consumables:** Chemicals, laboratory glassware charges, etc. and sample analysis for pursuing research
 - **Limit:** Up to Rs. 15,000/- in a year
2. **Stationery and Books:** Purchase of stationery, books & related items
 - **Limit:** Up to Rs. 3,000/- in a year
3. **Computer Related Consumables:** External storage devices, cartridges
 - **Limit:** Up to Rs. 7,000/- in a year

D. Visit to Institutes of National Importance

- Visit to institutes of National importance / CSIR labs for research collaboration.

Institute Ownership Clause:

- All patents filed/renewed with CPDA support shall be the intellectual property of Govind Ballabh Pant Institute of Engineering & Technology, Pauri Garhwal, as per the institute's IPR policy.
- Faculty members will be listed as inventors, but ownership shall remain with the Institute.

Guidelines

1. Participating in National/International/Conferences/Symposia (indexed in Scopus / WoS / DBLP) requires **prior approval**.
2. Visiting the institutes of national importance / CSIR labs for research collaborations requires **prior approval**.
3. MOOC course registration/examination fee/ TA-DA reimbursement is allowed after the submission of the course completion certificate.
4. Normally, participation should be restricted to selected quality events, and the Screening Committee ensures that participation in the event will be beneficial to the institute.
5. Visits outside the institutions are to be restricted to the **vacation period only**.
6. It is **mandatory** for the faculty member to deliver a seminar in the Institute prior to participation in any International conference and submit a report of activities carried out before making a claim for the reimbursement of expenditure incurred for participating in a National/International Conference.
7. Institute norms and the Govt. of Uttarakhand will be applicable for TA/DA. The total expenditure towards all items such as TA/DA, registration fee, visa fee, etc., for participating in National/International Conferences and visits for research interactions shall be up to a maximum of 70% of the CPDA (i.e., Rs. 1.57 Lakhs) for the three-year period.

8. The faculty members who are on deputation / QIP / leave (beyond 30 days) are **NOT entitled** to claim reimbursement under the CPDA funds during their absence from the institute.
9. The Director shall be responsible for encouraging all the faculty to utilise the budget sanctioned under CPDA to each of them in an effective way so as to promote their academic and research performance.
10. All the 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 to this allowance on a **pro-rata basis**.
11. The amount sanctioned shall be sanctioned on a **reimbursement basis**.
12. 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.
13. **Reconciliation** of the CPDA amount every year and **internal audit is mandatory**.
14. Amount set aside for each year of the block period shall **not be paid in advance**.
15. The actual amount received during a block period shall be equally earmarked for all eligible faculty members.
16. **Prior approval** of any kind of expenditure under this grant is **mandatory**.
17. A **Committee of the Deans and HODs** shall scrutinise the applications submitted to ensure that the Conference is of Tier I level and the paper presented is related to the work carried out in the respective institute, and the claims are made in order. The institute may co-opt an external member.
18. Admissible expenditure shall include actual travel expenditure by **economy class by the shortest route**, following the extant Government of Uttarakhand instructions.
19. Foreign travel for attending conferences shall be strictly limited to the period of the conference and shall be entertained during the vacation period after taking prior approval from the government, ensuring teaching is not affected.
20. Any expenditure incurred towards participation in a conference, including registration fee paid, shall **not be reimbursed** if the faculty fails to attend the conference for any reason.
21. 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.

22. The Director will ensure that the entire process of CPDA and its implementations are **fair and transparent**. The details of all travel abroad must be available on the **Institute's website**.

23. All expenditure must be strictly as per the **Government of Uttarakhand norms**.

Summary of Financial Ceilings

- **Block Grant (3 years):** Rs. 2.25 Lakhs
- **First Year Availability:** Rs. 75,000/- (one-third)
- **Maximum for Conferences/Travel/Research Visits:** Rs. 1.57 Lakhs (70% of total)
- **Consumables:** Up to Rs. 15,000/- per year
- **Stationery & Books:** Up to Rs. 3,000/- per year
- **Computer Consumables:** Up to Rs. 7,000/- per year
- **Professional Memberships:** Maximum 2 societies per block

Approval & Monitoring

- A **Screening Committee** (Deans + HoDs, with Director as Chair) will scrutinise CPDA applications.
- The institute may include external experts if required.
- Director shall ensure effective and transparent utilisation.
- Details of international visits must be displayed on the institute's website.
- All accounts are subject to internal and external audit.

Note: All procurements under CPDA must strictly comply with the provisions of Procurement Rule – 2025, the latest Uttarakhand Procurement Rules, and the applicable clauses of the General Financial Rules (GFR) – 2017.