



संत लौगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान,
लौगोवाल, संगरूर, पंजाब - १४८ १०६
(मानव संसाधन विकास मंत्रालय के अधीन समविश्वविद्यालय)

Sant Longowal Institute of Engineering and Technology,
Longowal, Dist. Sangrur, Punjab - 148106
(Deemed to be University under MHRD)

Ref.No.SLIET/Admn./2019/ 5449-5454

Dated : 12/2/19

OFFICE ORDER

As per minutes of the 30th Board of Management Meeting of SLIET, Longowal, held on 08/10/2018, the next block of three years for Cumulative Professional Development Allowance (CPDA) for faculty members will be from **04/09/2018 to 03/09/2021**. Based on the recommendations of duly constituted committee, the Competent Authority has approved the following guidelines for utilization of CPDA by the faculty members of the Institute, during this period:-

Block Period	(a) Duration of Block Period is Three Years. (b) One year shall be considered from the date of start of block period.
Grant Allocation	(a) Rs.3.00 Lacs for a block period of three years. (b) If a faculty member joins the Institute or retires from the Institute service in between a block period, he/she shall be entitled to this allowance on pro-rata basis.

LIST OF ACTIVITIES AND THE NORMS FOR INCURRING EXPENDITURE UNDER CUMULATIVE PROFESSIONAL DEVELOPMENT ALLOWANCE (CPDA):

A) Presenting of Paper and attending National & International Conferences/Workshops

Total maximum allowable expenditure for the above : Rs.2.1 Lacs

purpose

Maximum reimbursement in the first year of block : Rs.1.0 Lacs

Remaining amount to be claimed in subsequent years

Eg. Maximum Rs. 1.0 Lacs during second years & Rs.0.1 Lacs in the third year.

(If amount allocated for the particular year is not claimed then it will be rolled over to next year in the block)

A1) Conference proceedings are published in journal, proceedings in Scopus/Web of Science.

OR

A2) Conferences hosted by IIT/NIT/CFTI/Central Funded Research Institute/International/National Professional Bodies of respective subject domain.

OR

A3) Workshop/Symposia/Special Training Programme which has affiliation to the entities described in (a1) or (a2)

OR

A4) Research interaction visits with top 100 Universities listed in QS/Times ranking for National Institutes: IIT/NIT/CFTI/Central Funded Research Institutes.


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B) **Membership Fee for Professional Bodies/Contingent Expenses**

The ceiling limit in respect of 'Membership Fees for Professional bodies/Contingent Expenses' is Rs. 90,000=00 which cannot be spent in one go. Out of maximum allocation of Rs. 90,000=00 in the block of three years, amount upto Rs. 30,000=00 plus unutilized amount of first year in second year and entire unspent balance out of the total allocation may be permitted in the last year.

- B1) Acquiring Membership of Professional bodies/societies, both National and International. Maximum memberships of three Professional Bodies /Societies from CPDA grant in one block Year. (Maximum Rs. 90,000=00 for 03 Years).
- B2) The following items which can be procured under "Contingency" Head of CPDA (Total Ceiling of Rs.90,000=00 for 03 Years Block), for which prior approval is required).

Sr. No.	Items Description	Individual Ceiling
01	Any consumables for research-consumables for UG/PG/Ph.D projects like chemicals, fabrication, add on controller boards, preparation of lab models etc	-
02.	Stationery items like Bond Paper, Covers, Files, Folders, Xerox, Posters, Binding etc.	Rs.5,000/- P.A.
03	Computer consumables like connectors, USB hubs, Cables, Port Converters, Pen Drives, External HDDs, Cartridges and refilling thereof, repairs of Printers/Scanners/Laptops/Desktops, purchase of Antivirus, Internal access.	Rs.15,000/- P.A.
04	Purchase of Books/Periodicals, analysis work, Publication fees in web of science etc. suitable for professional development.	Maximum Rs.10,000/- Per Year
05	Fees of filing patents, fee for over/extra pages in journals etc.	-
	Total	Not exceeding Rs.90,000/- in a three Year Block.

Further, for procurement of items not covered under above five sub-categories and deviation in individual ceiling limits will require prior approval from Director and no post facto approval would be considered, in such cases.

GUIDELINES

C) **General Guidelines:-**

- 01 Participation in National/International Conferences/Workshops/ Symposia/ Special Training Programmes requires prior approval.
- 02 Normally, participation should be restricted to selected quality events and the Screening Committee shall ensure that participation in the event will be beneficial to the Institute.
- 03 Visit outside the Institution to be preferably during vacation period/without affecting teaching activities.
- 04 It is mandatory on the part of the faculty member to deliver a seminar in the Institute after the participation in any International Conference and submit a report of activities carried out before making claim for reimbursement of expenditure incurred for participating in National/ International Conferences/workshop/Symposia.
- 05 Institute norms will be applicable for TA/DA. The total expenditure towards all items

[Signature]
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- under Category A such as TA/DA, Registration Fee, Visa Fee etc. for participating in National/International Conference/ Workshops/Symposia and visits for research interactions shall be upto **a maximum of 70% of the CPDA (i.e. Rs. 2.1 Lakhs)** for the three years period.
- 06 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.
 - 07 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 development.
 - 08 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 services/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.
 - 09 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 satisfy the conditions A1/A2/A3/A4, the paper presented is related to the work carried in the respective Institute and the claims made are in order.
 - 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 entertained preferably during vacation period/without affecting teaching activities.
 - 17 Any expenditure incurred towards participation in a conference including registration fee paid shall not be reimbursable if the faculty fails to attend the conferences 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 will ensure that the entire process of CPDA and its implementation is fair and transparent. The details of all traveling abroad should be placed on the website of the Institute.

D) Procurement Guidelines:-

The procurement is to be executed as per prevailing rules of GFR-2017 as amended from time to time. Relevant rules are reproduced as under for reference:-

Rule-149 of GFR-2017: Government e-Market place (GeM) – The procurement of Goods and Services by Ministries or Departments will be **mandatory** for Goods or Services available on GeM.

The procuring authorities will certify the reasonability of rates. The GeM Portal shall be utilized by the Government buyers for direct on-line purchases as under:-

- I. Upto Rs.50,000/- through any of the available suppliers on the Gem, meeting the requisite quality, specification and delivery period.
- II. Above Rs.50,000/- and upto Rs.30,00,000/- through the GeM Seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period.


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Rule-154 of GFR-2017: Purchase of goods without quotation – Purchase of goods upto the value of Rs.25,000/- (Rs. Twenty Five Thousand only) on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded in following format:-

“I, am personally satisfied that these goods purchased are of the requisite quality and specifications and have been purchased from a reliable supplier at a reasonable price”.

Rule-155 of GFR-2017: Purchase of Goods by Purchase Committee – Purchase of goods costing above Rs.25,000/- (Rs. Twenty Five Thousand only) and upto Rs.2,50,000/- (Rs. Two Lakh and Fifty Thousand Only) on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Head of the Department. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending place of the purchase order, the members of the committee will jointly record a certificate as under:-

“Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/Department concerned”.

All expenditure must be strictly as per Government of India norms.

Copies of relevant Proforma are enclosed herewith.

(Authority: Approval of the Director, SLIET dated 07/02/2019).


(REGISTRAR) 11.2.19

Encls: As above.

Endst. No.SLIET/Admn./2019/_____

Dated : _____

A copy of the above is forwarded to:-

1. Director's Cell : ➤ For kind information, please.
2. All Deans/HODs
3. Professor In-charge (A & A)
4. Faculty In-charge (ACSS) : ➤ With a request to upload the same on the Institute's website.
5. File Copy


(REGISTRAR) 11.2.19



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(मानव संसाधन विकास मंत्रालय के अधीन समविश्वविद्यालय)
Sant Longowal Institute of Engineering and Technology,
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CPDA ANNEXURE-I

PERMISSION TO ATTEND NATIONAL & INTERNATIONAL CONFERENCE BY FACULTY MEMBERS UNDER CUMULATIVE PROFESSIONAL DEVELOPMENT ALLOWANCE (CPDA).

(THE ENTIRE COLUMNS ARE MANDATORY TO FILL)

1.	Name of the employee & designation	:	
2.	Name of the Department	:	
3.	Date of joining the institute	:	
4.	Date of probation period completion on the present post	:	
5.	Special Casual Leave/Academic Leave already availed during the current academic year	:	
6.	Nature and days of leave requested required for the proposed visit	:	
7.	Period of Current PDA Block of 3 years	:	
8.	Period of current year of PDA Block of 3 Years	:	
9.	Details of International Conf./Symposium/Workshop etc. (abroad) attended during the current CPDA Block of 3 years:		
	S.No.	Dates	Name of International Conf. Name of the Organizer & Venue
	(I)		
	(II)		
	(III)		
10.	Details of National Conference/Symposium etc. (In India) attended during the current year of CPDA Block of 3 years:		
	S.No.	Dates	Name of the event Name of the Organizer & Venue
	(I)		
	(II)		
	(III)		
11.	Title of International Conference/ Conference/ Workshop/Symposium proposed to be attended (Please refer Office Order of CPDA guidelines listed at A1/A2/A3/A4)		
	➤ Name of the Event	:	
	➤ Theme	:	
	➤ Period	:	
	➤ Name of the organizers	:	
	➤ Venue	:	
	➤ Journey Schedule	:	Departure SLIET : _____ (FN / AN) Arrival SLIET : _____ (FN / AN)
	➤ Purpose of visit	:	
	➤ Title of the paper (attach copy)	:	
	➤ Mode of paper presentation (Oral/Poster)	:	
	➤ Whether N.O.C. for applying Visa for the purpose is required?	:	Yes/No

(Signature of the Applicant)

12.	Details of expenditure (Tentative amount required):	
	➤ Registration Fee	:
	➤ T.A. (Journey + Local Travel) (to and fro)	:
	➤ D.A. (Activity duration + Travel Days)	:
	➤ Visa Fee	:
	➤ Any other expenses (give details)	:
	➤ Total (Rs.)	:
13.	Fund Position:-	
	a) CPDA allocated for the current year	: Rs.
	b) CPDA carried over from last year	: Rs.
	c) Total CPDA (b+c)	: Rs.
	d) Amount already claimed/approved/ obtained from the CPDA during current block of three years	: Rs.
	e) Net CPDA available (d-e)	: Rs.
14.	Does the period of Course/Conference falls during teaching period?	:
15.	How the teaching and other duties are proposed to be adjusted during the period of course/ conference?	: Attach duty adjustment details.
16.	<u>CERTIFICATE</u>	
	I (Dr./Mr./Ms.) _____ working as _____ in the Department of _____ on regular basis certify that:-	
	(a) The money received under CPDA will be used for the purpose for which it is sanctioned.	
	(b) I will present the paper and share conference experience with SLIET, Longowal after attending the event.	
	(c) In case at any stage subsequently it is discovered that I was not entitled to attend the same, I hereby undertake to refund the amount sanctioned out of CPDA for attending the said Conference (National/International) /Workshop/Symposium etc. and render myself liable for any disciplinary action under the CCS CCA Rules (1965).	
	(d) I will claim as per guidelines notified for 2018-21 under head A1/A2/A3/A4.	
	(e) It is my original Research Work and free from any kind of plagiarism (copy of my research paper generated through the software is enclosed).	
	(f) If the information supplied is found to be incorrect; I will refund the entire money to SLIET, Longowal without prejudice to any disciplinary action.	
17.	Documents to be attached with the application form (please ✓):	
	I. Information brochure.	
	II. Invitation letter from the organizer, mentioning therein title of the research paper accepted for presentation and mode of presentation (oral/poster).	
	III. Copy of Full paper accepted for presentation duly signed on all pages (generated through software).	
	IV. Details of Air Fare.	
	V. Details of Visa Fee.	
	VI. N.O.C. from the co-author that he/she will not present the same paper in the same event.	
	VII. Undertaking/Agreement for proceeding on Leave Ex-India.	
	VIII. Proforma for taking prior permission by Government Servants for private/official visits abroad.	
	IX. Details of duty adjustment during the event.	

(Signature of the Applicant)

NOTE:-	<ol style="list-style-type: none"> 1) Permission to attend next International Conference abroad (after previous one) will be subject to publication/acceptance of one paper in SCOPUS indexed journal, after the date of attending previous International conference abroad. 2) Faculty members are required to submit the application at least two months before the scheduled date. 3) The candidate has to make a presentation before Head of the Department and all invited faculty members of the Institute to share the experience of attended event. A certificate to this effect signed by Head of the Department should be submitted at the time of making a claim for the reimbursement of travel support. The claim will be settled only when such certificate is enclosed. 4) Leave details and work load adjustment should be verified by Head of the Department before recommendation.
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Signature of the Applicant

-----X-----

Specific recommendation of the HOD Concerned regarding relevancy of the Programme in question with the field of applicant.	:	
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Signature of the HOD

-----X-----

Specific recommendation of the following Committee	:	
Date: _____		

HOD Concerned

Subject Expert

{Among the Professor or AsP from SLIET, nominated by Dean (R & C)}

Dean (FSW)

Dean (R & C)

Dean (Academics)

-----X-----

Dy. Registrar (Admn.) : To process the case for approval of the Director, SLIET.



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Sant Longowal Institute of Engineering and Technology,
Longowal, Dist. Sangrur, Punjab - 148106
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CPDA ANNEXURE-II

Block Period : _____

APPLICATION FORM SEEKING APPROVAL FOR PURCHASE UNDER "CONTINGENCY HEAD" B, B1 & B2 OF CPDA GUIDELINES.

(THE ENTIRE COLUMNS ARE MANDATORY TO FILL)

1.	Name of the employee	:	
2.	Designation	:	
3.	Name of the Department	:	
4.	Date of joining the institute	:	
5.	Date of probation period completion on the present post	:	
6.	Details of Item (s) indented to purchase under PDA with specifications:		
	a) Membership Fee of Professional bodies/Societies (Both)	:	
	b) Any consumables for research-consumables for UG/PG/Ph.D projects like chemicals, fabrication, add on controller boards, preparation of lab models etc.	:	
	c) Stationery items like Bond Paper, Covers, Files, Folders, Xerox, Posters, Binding etc.	:	
	d) Computer consumables like Connectors, USB hubs, Cables, Port Converters, Pen Drives, External HDDs, Cartridges and refilling thereof, repairs of Printers/Scanners/Laptops/ Desktops, purchase of Antivirus, Internal access.	:	
	e) Purchase of Books/Periodicals, analysis work, Publication fees in web of science etc. suitable for professional development.	:	
	f) Fees of filing patents, fee for over/extra pages in journals etc.	:	

P.T.O.

7.	When the said item (s) last purchased under PDA (as per record maintained in the concerned Department)	:	
8.	Period of Current CPDA Block of 3 years	:	
9.	Period of current year of CPDA Block of 3 Years	:	
10.	Amount available under CPDA (as on date)	:	
11.	Approximate Rate (Rs.) supported with relevant quotations.	:	
12.	Net amount to be available after said Purchase	:	
13.	Details of the Purchase Committee Members for the said purchase:		
	<u>Name</u>		<u>Designation</u>
14.	<p>I. I, hereby, undertake that financial sanction for "Contingency Head" of CPDA during _____ is as per the existing CPDA Scheme together with the present guidelines. I am aware that this financial approval is subject to decision of the Director, SLIET, Longowal.</p> <p>II. I, hereby, certify that the above indented item(s) are available/not available on GeM Portal.</p>		

Encls: Supporting quotation(s)/ document (in original).

SIGNATURE OF THE APPLICANT

Verified as per CPDA Account maintained in the Department of the concerned faculty member and hereby recommends purchase of indented item(s) under CPDA.

SIGNATURE OF THE HOD

Recommendations of Dean (R & C) :

Dean (R & C)

Remarks by Professor In-charge/D.R. (A & A) :
regarding availability of Fund in PDA Account of
the applicant

Professor In-charge/D.R. (A & A)

Dy. Registrar (Admn.)

: To process the case for approval of the
Director, SLIET.

SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY,
(Deemed To Be University)
LONGOWAL. DISTT. SANGRUR. (PUNJAB).
(ESTABLISHED BY GOVT. OF INDIA)

PRO FORMA FOR TAKING PRIOR PERMISSION BY GOVERNMENT SERVANTS FOR
PRIVATE/OFFICIAL VISITS ABROAD

PART – A

(To be filled by the Government servant applying for visit abroad)

1.	Name and Designation	:			
2.	Pay	:			
3.	Ministry/Department	:			
4.	Passport No.	:			
5.	Details of private/official foreign travels to be undertaken:				
	Period of Travel	Name of foreign countries to be visited	Purpose	Estimated expenditure (travel, boarding, lodging, visa, misc., etc.)	Source of funds
6.	Details of private/official foreign travel undertaken during the last four years:				
	Period of travel	Name of foreign countries visited	Purpose		

Signature

Date: _____

Name and Designation

**UNDERTAKING/AGREEMENT FROM A MEMBER OF STAFF OF SLIET, LONGOWAL
PROCEEDING ON LEAVE EX-INDIA**

Whereas, I _____ S/D/o _____
employed as _____ in the Department of _____
of SLIET have applied for leave of the kind due for the period from _____
to _____ to visit _____.

And whereas SLIET has agreed to grant me leave Ex-India leave of the kind due for a period of _____ with effect from _____ to _____ on the condition that no extension of the said leave shall be allowed but the Board of Management may in special circumstances on my request extend the leave for such period as it may deem fit and if I fail to return to duty at the Institute on the expiry of the aforesaid leave or such extended period of leave as the Board may be pleased to extend, I shall be deemed to have resigned from my post at the Institute which effect from the day immediately, next to the date on which the said leave expire. In case I wish to seek voluntary retirement then I shall return to India and rejoining my duty at this Institute and serve for a period of not less than one year and thereafter give three months notice as per requirement of G.O.I. rules.

Now, therefore, I hereby declare and agree that the grant of leave of the kind due on the conditions mentioned above is acceptable to me and I hereby undertake and agree to abide by the same and that in the event of my failure to return to the Institute on the expiry of the above said leave or the extended period of leave I shall be deemed to have resigned from the Institute post and my relation with the Institute as employee and employer shall cease immediately. I also undertake that in case of my seeking voluntary retirement I shall return to India and resume my duties at this Institute and serve for a period of not less than one year and thereafter give three months notice as per the requirements of the G.O.I. rules.

Signature:

Name:

Department:

Date:

Witness-I:

Signature:

Name :

Designation:

Date :

Witness-II:

Signature:

Name :

Designation:

Date :