

CHAPTER 8

GUIDELINES FOR FINANCIAL ASSISTANCE, HOLDING OF CONFERENCES ETC.

8.1 GRANT OF FINANCIAL ASSISTANCE TO FACULTY

A-I NORMS FOR COMULATIVE PROFESSIONAL DEVELOPMENT ALLOWANCE

Revised norms for Cumulative Professional Development Allowance provided under the 6th Pay Commission Recommendations.

According to the 6th Central Pay Commission norms there is a provision of Cumulative Professional Development Allowance @ Rs. 1.00 Lakh (Rupees one lakh) per year per faculty with a maximum of Rs. 3.00 lakh (Rupees three lakh) in a block of three years. This can be used for professional development by the faculty members. Two office orders No. F.7(1)Meetings/MNIT/10/750 dated 07-10-2010 and No. F.7(1)Meetings/MNIT/10/1334 dated 20-12-2010 were issued in the past based on the approval by the BoG in this regard.

A committee was constituted vide order No. MNIT/DIR/OO-65/2010 dated 15-02-2010 to make comprehensive recommendations related to the CPDA within the ambit of the existing rules passed by the BoG. Based on the recommendations of the committee, the CPDA rule's norms are revised as follows:

Original date of starting of the first block under the CPDA:

The effective date for the start of the first block for CPDA shall be 01-04-2009, which is the beginning of the financial year in which the BoG adopted the CPDA norms and this block will close 31-03-2012 for a total of Rs. 3.0 lakh.

General norms for expenditure under the first block under CPDA:

- On an average, a sum of Rs. 1.00 lakh can be utilized by the faculty in each financial year with provisions of carrying forward the unspent amount to the next years of that financial block decided for the CPDA. In case a claim (e.g. that of an international conference) exceeds the limit set for that year, the excess amount will be blocked as "supplemental expenditure" against the amount admissible for the subsequent financial years within that block period, if available. The balance amount will be paid in the beginning of the next financial year of the same block. Any balance in the account of the faculty member under CPDA will lapse at the end of the three-year block period of the CPDA.

- Any item admissible under CPDA costing upto Rs. 15000.00 can be purchased directly by the faculty and the bill should be signed with a certificate that “the cost of the item is reasonable.” Any item costing above Rs. 15000.00 and upto Rs. 35000.00 (applicable to the current financial year) can be purchased either “by obtaining 3 quotations” or “from Kendriya Bhandar” or “at DGS & D rates.”

The claims should be submitted to the DR (Accounts) with a copy to the HoD of the concerned department. The invoice and receipt of the payment should carry the serial number of printer, scanner etc. and its model number. A copy of the claim format is enclosed with the order for necessary action by the concerned Head.

The CPDA can be used for the following purposes:

- TA/DA registration fee and visa fee for attending and presenting paper in conferences/ symposium in India and abroad. The faculty may also be permitted to extend his/her stay for academic/ research interaction/ work for a period of one more week beyond the duration of the conference.
- Travel expenditure and visa fee for visiting reputed Institution/ University/ R&D laboratories abroad for academic & research interaction/ work. Arrangement for boarding/ lodging to be made by the host Institution. No daily allowances to be paid from CPDA.
- TA/DA for visiting other reputed Institutions/ Universities/ R&D laboratories in India for academic & research interaction.
- TA/DA and registration fee for attending training/ workshops in India.
- Membership fee (life/annual) for professional societies.
- Purchase of professional books, stationery, software and other learning resources.
- Purchase of computer peripherals such as printer, scanner, three-in-one multifunctional device (printer/ scanner/ copier), tablet/netbook, cartridge, pen drives, hard disk drives, etc. the purchase of printer/scanner is allowed once in a block period of three years.
- Maintenance and upgrade of computer, tablet/netbook, printer, scanner, etc.

Total expenditure under serial numbers 6 to 8 above shall not exceed 20% of the CPDA (As the faculty has already taken Rs. 5000.00 against book grant for 2009-10, the amount that can be utilized in these heads upto 31st March 2011 will be Rs. 35000.00 for the two financial years in the block ended upto that point of time).

As mentioned in the terms and conditions of the 6th CP, the expenditure incurred under the CPDA will be reimbursed and hence no advance will be permissible.

This order supersedes the earlier office orders No. F.7(1)Meetings/MNIT/10/750 dated 07/10/2010 and No. F.7(1)Meetings/MNIT/10/1334 dated 20/12/2010 regarding the norms to be followed in the Institute.

A-II REIMBURSEMENT OF TELEPHONE BILLS

Directors, Registrar, All Deans, Wardens and all heads of the Departments have been given 0 (zero) dialing facility at their residence. All Staff members of the Institute have been provided with Vodafone CUG Plan (600 minutes free) charges upto a ceiling of Rs.750/- p.m. w.e.f. 01-10-2013.

B. FINANCIAL GRANT TO FACULTY/SCIENTIFIC/DESIGN/PROGRAMMING STAFF FOR ATTENDING NATIONAL & INTERNATIONAL CONFERENCES

- (a) Full funding for attending one national conference per year by each faculty and scientific/design staff on condition that the concerned faculty is either presenting a paper or is invited to chair a session.
- (b) Full funding to attend one International Conference once in three year with financial assistance subject to faculty presenting a paper or chairing a session in the International Conference in the area of his/her specification. As per following guidelines:-
 - (i) He/ She should have published atleast three research papers in journals/ conferences of repute in the preceding three years or between the conferences, whichever is shorter.
 - (ii) New faculty joining at the level of Assistant Professor may avail of this facility after the completion of probation period.
 - (iii) For Faculty members who join at a higher post, this facility will be available only after completion of three years of service at the Institute.
 - (iv) If the paper accepted for presentation at the conference is multiauthored, then only one of the authors will be allowed to avail the facility.
 - (v) The amount of can be used for:-
 - a) International air travel including taxi charges between the place of residence and the airport, visa fees and airport tax.
 - b) Registration fee for the conference.
 - c) Boarding & lodging for the period of the conference.
 - d) Local travel at the place of conference.
 - e) Expenses for attending one workshop or tutorial upto 2 days associated with the conference.
 - f) Medical insurance connected with international travel.

Note: The facility of attending International Conferences to regular programming staff will be decided on case to case basis with the approval of competent authority.

8.2 DA TO STAFF WHEN DEPUTED ABROAD ON TEMPORARY DUTY

The rates of DA as notified by the Govt. of India from time to time for equivalent level of posts shall be applicable to the Institute staff when deputed for temporary duty abroad (except when availing financial assistance for attending international conferences etc.).

Terms and Conditions

- (1) Special scale (per diem) is admissible in the case of the Director of the Institute. In the case of other staff members belonging to First Grade Officers (under TA Rules), the general (lower) scale will be admissible.
- (2) In case of staff members below the level of First Grade (under TA rules) only 75% of the general rate will be allowed.
- (3) Where a staff member of MNITJ is going abroad as part of team deputed by a public sector organization or a public funded autonomous body like ADA, and such organization is bearing the full cost, he may be allowed the same rate as permitted by the organization for its employees of corresponding rank.
- (4) In case vouchers are produced in support of accommodation charges, these will be admitted subject to a maximum of 35% of the per diem rates, besides the entitlement of 65% towards expenses on food, tips, VAT Service charges, local travel and incidental expenses.
- (5) In case the staff member does not produce vouchers in support of accommodation charges, this will be limited to 80% of the entitled rate.
- (6) In case where the staff member is provided lodging alone, his claim will be limited to entitled rate.
- (7) In case where the staff member is provided boarding and lodging, his claim will be 30% of the entitled rate. In addition he will also be allowed the actual expenses including hire of car, railway fare or air fare traveling from one place of stay to another.
- (8) In case of trainees, the following rates will be admissible.
 - (i) Where training authorities do not provide trainee with any DA, pocket money, scholarship or other cash assistance, the employee is entitled to such amounts as may be authorized by the Reserve Bank of India (RBI).
 - (ii) Where the training authorities provide assistance by way of pocket money, etc. the entitlement computed above will be reduced by the monetary benefit so received.
 - (iii) Where the employee is treated as guest, entitlement towards miscellaneous expenses will be limited to the extent permitted by RBI.

8.3 GUIDELINES FOR SECURITY CLEARANCE FOR HOLDING INTERNATIONAL CONFERENCES/ SEMINARS/WORKSHOPS ETC. IN INDIA

A. INTERNATIONAL CONFERENCE ETC. WHICH WILL NOT REQUIRE PRIOR CLEARANCE FROM MHA.

- (i) A conference organized or sponsored by a Ministry or Department of Government of India.
- (ii) A conference organized/sponsored by State Government.
- (iii) A conference organized by Public Sector Undertaking or an organization owned and controlled by Government of India or a State Government.
- (iv) A conference organized by 'NGO' with or without the official sponsorship of any Ministry or Department of Government of India or State Government.
- (v) A conference organized by the United Nations and its specialized agencies.

In all the above cases, the nodal/administrative Ministry concerned shall be competent to accord approval after considering any possible security ramifications to hold the conference/ seminar/ workshop etc., without prior clearance or reference to MHA.

B. INTERNATIONAL CONFERENCES ETC. FOR WHICH PRIOR APPROVAL/CLEARANCE FROM MHA WOULD BE REQUIRED.

It would be necessary to obtain prior approval/clearance of MHA for holding an international conference/seminar/workshop etc., if:

- (i) the subject matter of the conference being organized is political, semipolitical, communal or religious in nature, or is related to human rights: or
- (ii) the conference is proposed to be held in areas covered under Protected/ Restricted/ Inner line regime; or
- (iii) the conference includes participants from Afghanistan, Bangladesh, China, Pakistan or Sri Lanka.

The nodal/administrative Ministry would send full details of the proposed conference/ seminar/ workshop to MHA for this purpose.

POLITICAL CLEARANCE FROM MINISTRY OF EXTERNAL AFFAIRS (MEA).

It would also be necessary to obtain the prior clearance from MEA for holding an international conference etc., if:-

- (i) the subject matter of the conference has a bearing on external relations.
- (ii) the conference includes participants from Afghanistan, Bangladesh, China, Pakistan or Sri Lanka.

GRANT OF VISA TO FOREIGN PARTICIPANTS

Grant of visas to foreign participants in international conference/seminars etc., shall be governed as per the following guidelines:-

- (i) In respect of foreign participants attending conferences covered under Category A above i.e., where the nodal/administrative Ministry itself is competent to accord permission for the conference, visas may be issued liberally once the nodal Ministry has approved the conference.
- (ii) In respect of foreign participants proposing to attend any conference covered under Category B above, the nodal/administrative Ministry would send the full particulars of the foreign participants, such as name, parentage, nationality, date and place of birth, passport number, date and place of issue, validity, addresses etc. to the MHA for consideration for clearance for grant of visa.

However, the following guiding principle may be followed namely that a foreigner participation should not be generally considered to attend conferences of political, semi-political, communal or religious nature or those related to human rights or sensitive technical subjects which can be utilized as a platform for any particular line of propaganda or where the subject matter of the conference is of a purely national or local character.

E. TIME SCHEDULE FOR CLEARANCE (OR OTHERWISE) FOR PROPOSED INTERNATIONAL CONFERENCE/SEMINAR ETC.

To the extent possible, the following time schedule may be followed in processing cases for proposed international conference/seminar etc.:-

- (i) Where no clearance from MEA is required, the nodal/administrative Ministry should give its clearance for holding a conference within two weeks.
- (ii) For international conference/seminars where prior clearance from MHA and/ or political clearance from MEA is required, full particulars including those of foreign participants would be sent by the nodal/administrative Ministry to MHA and MEA within two weeks.
- (iii) Ministry of External Affairs would give its clearance or otherwise from political angle within two weeks to the MHA and the nodal/administrative Ministry.
- (iv) Ministry of Home Affairs would give clearance or otherwise from security angle within 4 to 6 weeks to the nodal/administrative Ministry concerned.
- (v) The nodal/administrative Ministry would communicate the final decision about holding the international conference/seminars etc. to the organizers at least four weeks before the commencement of the conference.

F. MISCELLANEOUS

- (i) The nodal/administrative Ministry concerned shall be competent to decide whether a particular international conference etc., would fall within the Category B or C (1) and, therefore, require to be referred to MHA and/or MEA.
- (ii) The onus of obtaining clearance from the MHA and/or MEA, wherever required would rest with the nodal/administrative Ministry concerned and not with the organizers.

Performa for submitting proposal for holding of International Conference, Seminar, and Symposium is given at **Annexure 8.1**.

8.4 PERSONAL COMPUTER TO THE ACADEMIC STAFF ON SUPERANNUATION FROM SERVICE OF THE INSTITUTE.

A Personal Computer (PC) to the academic staff on their superannuation from service of the Institute is given on the following terms and conditions:-

1. The staff member should have served the Institute for a minimum period of 10 years.
2. The staff member should have purchased the PC from his Professional Development Fund (PDF).
3. The Computer should have been with the staff member at least for a period of two years before the date of superannuation.
4. A token amount of 5% of the cost of the PC or buy back value fixed by the vendor, whichever is lower, be charged from the staff member.
5. Only one computer, either a laptop or a desktop, be given to the staff member.

ANNEXURES

CHAPTER 8

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ANNEXURE 8.1
(Refers 8.3)

PROFORMA

**PROPOSAL FOR HOLDING OF INTERNATIONAL CONFERENCE, SEMINAR,
SYMPOSIUM, ETC. (FIVE COPIES TO BE SUBMITTED TO NODAL MINISTRY)**

1. Title :
2. Venue :
3. Time :
4. Subject of the Conference/Seminar/Symposium with list of various technical sessions and/ or workshops. :
5. The relevance and scientific and technological importance of organizing the Conference/Seminar/Symposium in the context of the present day National needs. :
6. Organizing agencies :
7. Sponsoring agencies, if any :
8. Number of National and International delegates (separately) expected to participate. :
9. *Countries from which foreign delegates are expected. :
10. Name (with complete address) of foreign delegates (country-wise) proposed to be contacted/invited. :
11. Number of National & International delegates (separately) likely to read papers. :
12. Whether the proceedings are to be published or not. If yes, how? :
13. *Total anticipated expenditure with break-ups under major heads. :
14. Anticipated Sources(s) of income :
15. Details of contributions, if any, expected from foreign source(s)/individuals. :
16. Copy of the approval of the BOG of the Institute/organisation of the proposal. :
17. Any other relevant information :
*may be given as annexure(s)

SEAL :

(Signature)
(Head of the Institution/Organisation)

Date :

ANNEXURE 8.2

(Refers 8.1)

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

Format for reimbursement of claim under CPDA for the purchase of items mentioned from serial No. 6 to 8 in the office order No. F.7(1) Meetings/MNIT/10/1791 dated 22/3/2011

Financial Year:

Block Year:

I request for reimbursement of payment for the following articles purchased by me under CPDA for the block year

S. No.	Particulars of the items and model number	Name of the Shop	Bill No.	Date	Amount Rs.	S. No. of items	Remarks
TOTAL Rs.							

I hereby certify that the above articles have been purchased by me as mentioned above for my own professional development and they will be used only for my personal and official use. These articles will not be lend or sold to anybody and will be in my sole possession.

Name

Designation

Department

Dy. Registrar (Accounts)

Copy to the Head of Department for the purpose of official record.