



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./2019/4996-5001

Dated: 22/11/2019

OFFICE ORDER

In continuation of this office Order No.SLIET/Admn./2019/5449-5454 dated 12/02/2019, notifying guidelines for utilization of Cumulative Professional Development Allowance (CPDA) by all regular faculty members of this Institute, who have cleared their probation period, for the Block period from 04/09/2018 to 03/09/2021, the Competent Authority has approved the following revised channel for processing the cases and Sanctioning Authority thereof, for procurement of items under "Contingency Head" "Category B, B1 & B2" of CPDA, with immediate effect:-

B)	Membership Fee for Professional Bodies/Contingent Expenses. (Total Ceiling of Rs.90,000=00 for 03 Years Block), for which prior approval is required).	Channel of Processing	Sanctioning Authority	
	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.	HOD concerned	Dean (R&C)	
B2)	The following items which can be procured under "Contingency" Head of CPDA:-	----	----	
01.	Any consumables for research-consumables for UG/PG/Ph.D projects like chemicals, fabrication, add on controller boards, preparation of lab models etc	----	HOD concerned Dean (P&D)	
02.	Stationery items like Bond Paper, Covers, Files, Folders, Xerox, Posters, Binding etc.	Rs.5,000/- P.A.	----	HOD concerned
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, Internet access.	Rs.15,000/- P.A.	----	HOD concerned
04.	Purchase of Books/Periodicals, analysis work, Publication fees in web of science etc. suitable for professional development.	Maximum Rs.10,000/- Per Year	----	HOD concerned
05.	Fees of filing patents, fee for over/extra pages in journals etc.	----	HOD concerned	Dean (R&C)
Total : Not exceeding Rs.90,000/- in a three Year Block.				

Final orders will be issued by the concerned Head of the Department.

However, "Procurement Guidelines", notified vide above mentioned office order dated 12/02/2019 shall remain in force. Revised Application Form seeking approval for purchase under "Contingency Head" B, B1 & B2 (CPDA Annexure-II), is also enclosed.



(Dr. Harish Kumar Chopra) 21.11.19
Registrar

Dated: _____

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

A copy of the above is forwarded to:-

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


(Dr. Harish Kumar Chopra) 21.11.19
Registrar



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 (मानव संसाधन विकास मंत्रालय के अधीन समविश्वविद्यालय)
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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 National and International.	:	
	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, Internet 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 **recommend / approve** (as the case may be), the purchase of indented item(s) under CPDA.

SIGNATURE OF THE HOD

Dean (R & C)/ Dean (P & D)