



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 30<sup>th</sup> 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**

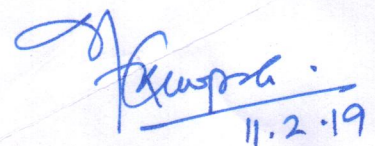
A2) Conferences hosted by IIT/NIT/CFTI/Central Funded Research Institute/International/National Professional Bodies of respective subject domain.

**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

*[Handwritten 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.

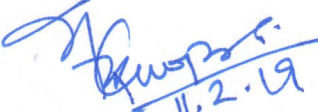
**D) Procurement Guidelines:-**

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”.

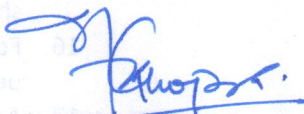
**Rule-155 of GFR-2017: Purchase of Goods by Purchase Committee** – Purchase of goods costing above Rs.25,000/- (Rs. Twenty Five Thousand only) and upto Rs.2,50,000/- (Rs. Two Lakh and Fifty Thousand Only) on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee 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



संत लौगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान,  
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(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
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
<b>Total : Not exceeding Rs.90,000/- in a three Year Block.</b>			

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



संत लौगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान,  
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(मानव संसाधन विकास मंत्रालय के अधीन)

**Sant Longowal Institute of Engineering and Technology,**  
**Longowal, Distt. Sangrur, Punjab - 148106**  
(Deemed To Be University under MHRD)

Ref. No. : SLIET/ADMN./A1/2020/10682-87

Dated : 22/09/2020

**OFFICE ORDER**

In partial modification of this Office Order No.SLIET/Admn./2019/5449-54 dated 12.02.2019, it is clarified that a sum of Rs.30,000/- (Rupees Thirty Thousand only) per annum can be utilized under Head B, B2(5), as per detail given as under, subject to over all limit of Rs.30,000/- under Head (B) of CPDA Notification:-

Sr.No.	Item Description
05	(i) Fee for over/extra pages in journals etc. (ii) IPR application filing fee/stamp duty/prior art search report: as per actual. (iii) Professional application fee/attorney fee (drafting and filing of IPR application) : Maximum amount to be reimbursed upto Rs.20,000/-

However, total expenditure shall not exceed Rs.90,000/- (Rupee Ninty Thousand only) in block of three years under this Head.

All other terms and conditions notified vide Office Order No. SLIET/Admn./2019/5449-54 dated 12.02.2019 shall remain unchanged.

  
REGISTRAR

Copy to :

1. Director, SLIET - for kind information, please.
2. All Deans/HoDs
3. F.I. (ACSS) - with a request to upload the same on the Institute website.
4. Deputy Registrar (A&A)
5. File copy.

  
REGISTRAR



संत लौगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान,  
लौगोवाल, संगरूर, पंजाब - १४८ १०६

(शिक्षा मंत्रालय के अधीन)

**Sant Longowal Institute of Engineering and Technology,**  
**Longowal, Distt. Sangrur, Punjab - 148106**  
(Deemed To Be University under Ministry of Education)

Ref. No. : SLIET/Admn./A1/21-22/ 3934-41 Dated : 26/11/21

**OFFICE ORDER**

Consequent upon the approval of Board of Management accorded in its 42<sup>nd</sup> meeting held on 27.10.2021 vide agenda item No.42.10, the facility of Cumulative Professional Development Allowance (CPDA) is hereby extended to SLIET faculty (excluding faculty under probation) for another block of 3 years (2021-24) w.e.f. 04.09.2021 to 03.09.2024 on the existing terms and conditions.

  
Registrar (Officiating)  
26.11.21

Copy to :-

1. Director, SLIET – for information, please.
2. All Deans
3. All Heads of the teaching Departments
4. Deputy Registrar (A&A)
5. In-charge, Store & Purchase
6. Deputy Registrar(Admn.)
7. F.I.(ACSS) – for uploading the same on the Institute website.
8. File copy.