

INDIAN STATISTICAL INSTITUTE
203 BARRACKPORE TRUNK ROAD
KOLKATA 700 108

OFFICE ORDER NO. D.O./2015/652 DATED 28 SEPTEMBER 2015

Sub.: Guidelines for Use of Cumulative Professional Development Allowance (CPDA)

Pursuant to the approval by the Council in its meeting held on 17th July 2011, and the subsequent approval by the Ministry of Statistics and Program Implementation through their letter No. I-11012/12/2009 (PIGR)/ISI dated 02 July 2012, Cumulative Professional Development Allowance (CPDA) of Rs 3.00 lakhs for a block period of 3 years is provided to the Professors, the Associate Professors and the Assistant Professors of the Institute on a reimbursable basis for their own professional development. This office order, issued in supersession of all previous office orders on CPDA, comes into effect immediately.

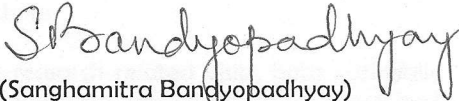
The allowance may be used as per the following guidelines:

1. **Account Number:** Each faculty member is allotted a separate account number for the use of the CPDA. The Basic Account Number is 111 and the individual Account Number will be 111 (Roll No. of the faculty), e.g. in case of Roll No. 7236 the A/c No. will be 111(7236).
2. **Block Periods:** Each faculty member will be entitled to a sum of Rs.3.00 lakhs for a block period of 3 years. The block periods begin on the 1st April of the years 2014, 2017, 2020 and so on and will end on the 31st March of the years 2017, 2020, 2023 and so on. An amount of Rs.1.00 lakh will be deposited to the account of each faculty member on the 1st of April every year. Any amount remaining unspent in the account of a faculty member as on 31st March of the first two years within a block will be carried forward to the next year, but the amount remaining unspent at the end of a block period of three years will lapse.
3. **New Appointments:** For any new appointment of Assistant Professor, Associate Professor or Professor, the block period will start from the day of his/her appointment, but will end as defined in Clause 2 above, that is, on 31st March of the years 2017, 2020, 2023 and so on. A sum of Rs.1.00 lakh will be deposited to the account on the day of joining while the policy for unspent balance and deposit for subsequent years will be as in Clause 2.
4. **Retirement and Resignation:** For a faculty member, the allowance will end with his/her retirement, or resignation or any untimely termination of service to the Institute. Any unused amount at the time of retirement, or resignation or untimely termination of service will lapse. All capital items (including books and journals) purchased using the CPDA fund must be returned to the Institute at the end of the service by the faculty member after his/her retirement, or resignation or any untimely termination of service.
5. **Uses of CPDA Fund:** The fund available under CPDA can be used for travel and contingency expenses as detailed hereunder:
 - a. **Participation in Conferences and Workshops:** The fund can be used to meet the expenses (registration fee, visa fee, insurance fee, air or surface travel cost, local travel cost, and daily allowances for board and lodging) for participating in national and international conferences and workshops.
 - b. **Research Collaboration:** The fund can be used for collaborative research related visits, both nationally and internationally. Under this head, the fund can be used for visa fee, insurance fee, air or surface travel and local travel costs, only when the local hospitality for the faculty member is provided by his/her collaborator. In case of international travel, if the collaborator supports the international travel expense but not the local hospitality, then the funds can be used to cover boarding, lodging and local travel expenses up to a maximum of 10 days, as per actual costs and subject to the existing per diem limit. The fund should not be used by a faculty member to invite his/her collaborator unless it is approved by the appropriate authority. The fund should not be used for activities supported by other funds available with the units, for example, research collaboration with colleagues from different centres of the Institute or inviting collaborators from other Indian universities or Institutes.
 - c. **Membership Fees of Various Professional Bodies:** The fund can be used for paying the membership fees of at most 4 professional bodies a year, no more than 3 of which will be national or international. Life subscription of membership is allowed.
 - d. **Page Charges:** The fund can be used to pay for page charges for Publication in reputed peer-reviewed Journals.

- e. ***Purchase of Books and Journals:*** The fund can be used for purchase of books, journals and course materials (in paper, electronic and online versions but not in duplicate) not exceeding Rs. 25,000/- per year and for subscription, including life subscription, of journals (in paper, electronic and online versions but not in duplicate). Accession of all books, journals and other publications must be made at the unit level.
- f. ***Purchase of Laptop/Tab:*** CPDA fund, within a limit of Rs. 50,000/-, can be used to replace a laptop provided by the institute to the faculty member if the laptop is at least 5 years old and obsolete/unserviceable (as certified by a competent technical expert) and if it is not replaced by the institute. The application for purchase of laptop must be routed through Head, CSSC, or the equivalent authority at the outlying centres/branches, who will certify the date of purchase of the old laptop and its non-availability from the Institute fund. The existing laptop must be returned to the CSSC at headquarters and to the equivalent authority at the outlying centres/branches when a new laptop will be procured. A faculty member is allowed to hold at a time at most one Laptop purchased from Institute funds.

The fund, up to a maximum of Rs. 25,000/-, can also be used to purchase a Tablet Computer at most once in 5 years.

- g. ***Purchase of Stationery, Computer Accessories, Software and Consumables:*** The fund can be used to pay for stationery, computer accessories (e.g., hard disk, pen-drives, Data Card), software and consumables (limited to Rs. 25,000/- per year). However, it should not be used to purchase stationery, computer hardware and software normally provided by the Institute to the faculty members unless it is approved by the competent authority. Such restricted items will include, for example, paper, ink cartridges, writing pads, pens, etc. given by the Institute at regular intervals.
- h. ***Purchase of minor equipments, chemicals, specimens for laboratory (limited to Rs. 25,000/- per year):*** Such purchases may be allowed if it is approved by the competent authority, the research ethics committee and the technical advisory committee. However, the fund should not be used to purchase these items if they are normally provided by the Institute.
6. ***Sanctioning Authority:*** All use of the fund can only be made after obtaining necessary approval, as per rule, from the next higher authority who has the sanctioning power for the claimed amount. The standard purchase procedure of the institute for capital and revenue items has to be followed strictly. The records of items purchased through CPDA should be maintained in unit accession register as per Institute rule.
7. ***Restrictions for Travel:*** For any foreign travel, prior approval from the Director or the Head of the Centre will be required. For travel within India, usual approval process of the Institute should be followed. The mode and the class of travel, as well as any DA (daily allowance) should be as per the usual entitlement of the faculty member. Prior to travel, the faculty member should apply to and receive sanction from the appropriate authorities as per the rules.
8. ***Claim for Reimbursement:*** Any reimbursement under CPDA should be claimed within one month of the completion of the tour and any other reimbursement should be claimed within one month of such expenditure. However, the claims must be made within the financial year during which the tour was completed or during which expenditures were incurred in other cases.
9. Any exception to the rules mentioned above requires specific approval of the Director.


(Sanghamitra Bandyopadhyay)
Director

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