

**भारतीय सूचना प्रौद्योगिकी संस्थान इलाहाबाद**  
**Indian Institute of Information Technology Allahabad**  
**Deoghat, Jhalwa, Prayagraj-211015**

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**CUMULATIVE PROFESSIONAL DEVELOPMENT ALLOWANCE (CPDA) SCHEME- 2026**

**(A) Background:**

The letter F.No. 23-1/2008-TS II dated 18th August, 2009 of MHRD regarding revision of pay of teaching and other staff in Centrally Funded Technical Institution (CFTIs) as per the VIth Central Pay Commission, provides the following at item No. 8(iii):

*"A Cumulative Professional Development Allowance for Rs. 3.00 lakhs for every block period of 3 years (Rupees One lakh per year) may be made available to every member of the faculty on reimbursable basis to meet the expenses for membership fee of various professional bodies and contingent expenses".*

Provision of CPDA was subsequently adopted for implementation at the Institute by the Board of Management of IIIT Allahabad in its 8<sup>th</sup> Meeting held on February 01, 2014 vide its Agenda item no. 14.

The competent authority constituted a committee vide office order IIIT-A/RO/005/2026 dated 02.01.2026 to review the existing CPDA and draft a new PDF policy. The designated committee reviewed provisions created under the Scheme at other IITs in this respect. Based upon the inputs received from IIT- Kanpur, IIT-Delhi, IIT-Roorkee, IIT (BHU)-Varanasi, IIT-Guwahati, IIT-Ropar, IIT-Chennai, IIT-Mandi, IIT-Bhubaneswar and deliberations within the Committee, the designated Committee of IIIT-A has further formalized the provisions under CPDA Scheme given in the following:

**(B) Allowable Heads of Expenditure to eligible faculty members under CPDA Scheme:**

**B1 - Expenses for membership Fees of various Professional Bodies -** of which the Faculty Member himself desires to be a member, subject to a maximum of Two National and Two International Professional Bodies.

**B2 - Contingent Expenses as follows:**

- i. Paying for:
  - a. Registration fees for attending a conference to present a paper / to chair a session / as a member of organizing committee/ as a member of program committee of various Seminar/ Conference (including e-Conference), attend a Workshop/ Training program/ Seminar/ conference etc for self, organized within the country/ abroad. For Ph. D. Scholars attached with the respective faculty member, visits within the country for the purposes stated earlier in this item shall be permissible from the CPDA of the respective Faculty Member. This scheme shall not be applicable to working professionals enrolled as Ph.D. scholars in the Institute.

- b. Travel Expenses pertaining to items as in B2. i.a. up to full to & fro economy class air fares along with local travel expenses for individual faculty as per entitlement. For institute students to whom the faculty member desires to avail the facility from his CPDA fund can avail facility up to III AC of railway.

In case of higher class of travel (air travel for students), prior approval of Head of the Department is a must. Registration Fee & Travel advances up to 90% for attending Conference/ Seminar/ Workshop may be permitted upon prior approval as per the prescribed Proforma. The payment will be made directly to the beneficiary.

- c. Travel expenses for project discussions/bidding/presentation/execution etc. within India or abroad.
- d. Per Diem/ Daily Allowances (DA) pertaining to items in B2. i.a. DA charges shall be payable for the actual days of the Conference + two days in India. DA rates during the foreign stay shall be as follows

For the first fourteen days	Full admissible DA
For the next fourteen days	75% of Full admissible DA
For subsequent additional days	60% of Full admissible DA

The rates of DA fixed for various Pay Levels of faculty will not include any element towards cost of transport for official journeys. Accordingly, the actual cost of taxi or conveyance hired for trips on duty which is considered necessary and reasonable will be reimbursed.

For events in India, Govt. approved eligibility limits shall be applicable for expenses incurred on food and lodging.

For accommodation abroad:

- No monetary ceilings have been prescribed for hotel rentals but instead panels of hotels have been drawn up by GoI for all the major cities of the world. The faculty is required to arrange accommodation in a hotel enlisted in the approved panel and claim reimbursement of the actual room rentals (including service charges). For the cities where approved panel of hotels has not been prescribed, the lowest hotel rate for a particular level of faculty in the capital city of the country shall be the ceiling for hiring accommodation in a hotel in such cities.
- Where the faculty makes his/her own arrangement for accommodation or where accommodation alone is provided free, he/she shall be granted DA at the rate prescribed for his/her grade.
- Where all meals are provided free of cost, only 25% of the DA rates shall be admissible.
- Where the hotel charges include breakfast charges, DA shall be reduced by 10%.

The following expenses are reimbursable in CPDA scheme as per admissibility:

1. Registration Fee
  2. To & Fro Journey Tickets from Bus/Train/Flight
  3. Visa Fee
  4. Journey for Visa purpose
  5. Travel Insurance Fee
  6. Medical Insurance Charges
  7. Extra Luggage Charges (during Air travel)
  8. Taxi Charges within and out of the country
  9. Accommodation Fee
  10. Dinner/lunch/Breakfast/Refreshment charges
  11. Postal Charges
  12. Mobile charges for out of country
  13. Porter charges for international flights
- ii. Purchase of books (including e-books), monographs, conference proceedings, journals, research papers/ Case Studies/data, subject to a maximum of Rs. 50,000/- per Financial Year. Books would be entered in library stock and then issued to faculty permanently.
  - iii. Online compute, storage and cloud services procurement, subscription charges for online resources, online courses, AI tools (like ChatGPT etc.), software and digital platforms.
  - iv. Expenses incurred on publication of papers/Case Studies/ Patents of which faculty member or his student is an author/co-author as per approved policy.
  - v. Purchase of Chemicals, Biological Samples and Glassware/Plastic ware, Stationery items including Computer Stationery and Xeroxing required by the faculty member.
  - vi. Expenses incurred towards any other activity which are beneficial for the professional growth of a faculty as decided by the Competent authority.
  - vii. Reimbursement on Data Card Charges for internet usage, telephone and/or mobile and broadband internet bills shall be limited upto a combined monthly ceiling of Rs. 3,000/- per month on production of actual original bills, as per the rules in force time to time for processing of bills/ receipts.

**(C) General Management and Norms:**

1. Every regular faculty member of IIIT Allahabad will be entitled to a CPDA of Rs. 3.00 lakh every block period of 3 years on reimbursement basis. Director IIITA shall though be free to extend the same to other faculty members at his discretion.
2. Date of commencement of this Scheme-1.4.2014.
3. First Block Period - 1.4.2014 to 31.3.2017 and thereafter followed in similar blocks of 3 years.
4. Year wise admissibility in a block period of 3 years - As per the following illustration:

1.	Financial Year 2014-2015	Up to Rs. 1.00 lakh only
2.	Financial Year 2015-2016	Rs. 2.00 lakh less expenditure incurred during 2014-2015
3.	Financial Year 2016-2017	Rs. 3.00 lakh less expenditure incurred during

5. In the case of first appointment of a faculty member in the Institute, CPDA shall be admissible to the new appointee after completion of one year of service in the Institute.
6. Illustration as in (5) above applies to eligible faculty members who were in regular service as on 1.4.2014. For faculty members joining later, CPDA limits shall be applicable on pro-rata basis after admissibility, as defined in (6), with the 3-year block period remaining uniform for all.
7. If there is a shortfall in available funds to attend a conference in year one or year two in the three-year block, the faculty member may arrange for the extra funds from any other source (including from his or her own resources) and claim refund for the amount when more funds become available in the scheme to his credit. This means the refund claim will be in the beginning of the next financial year, under such circumstances, but within the same Block Period of three years only.
8. Expenses towards travel may be carried over from one CPDA block period to first year of the subsequent CPDA block period.
9. Each faculty member shall under this scheme be free to decide the event for his / her participation. For any outstation visit however, prior recommendation shall be required from the respective Head of the Department/ Centre in the Prescribed Proforma attached. The duly recommended proposal shall then be sent by the respective Head of the Department / Centre to Dean (Faculty Affairs) OR in his absence The Director, for approval. Leave to any faculty member during the academic session being live, shall be at the sole discretion of the Head of the Department / Centre and will not be a matter of right on the pretext of availing the CPDA Scheme.
10. All faculty members are required to furnish the Prescribed Proforma attached as Annexure for approval of National/International conference, seminar and professional development visit at least 2 weeks prior to the date of commencement of the intended outward journey, to the respective Head of the Department/ Centre for his consideration and subsequent forwarding and final approval of competent authority. Prior approval is a must along with approval of leave for the same.
11. Upon return from any visit undertaken under CPDA, the respective faculty member shall deliver a talk of at least 15 minutes in a departmental meeting that shall be organized by respective Head of the Department/Centre wherein all Faculty Members and Research Scholars of the Department shall be invited. Such meeting shall be organized by Head of the Department/Centre every fortnightly/monthly, and be required to be reported to the Director, IITA on monthly basis.
12. Each bill in respect of any expenses that are made out of CPDA Scheme shall be personally signed by the respective faculty member, before being put up for reimbursement.
13. Prior to seeking reimbursement on account of purchase of any consumable or non-consumable item, an entry shall have to be ensured by the respective faculty member in the respective Stock Register, with the item being shown as

- issued to the respective faculty member, by the dealing Assistant looking after stores of the Institute and the bill stamped accordingly.
14. All assets created out of CPDA Scheme shall ultimately be the property of the Institute.
  15. Primary user and maintenance rights of the assets created out of the CPDA Scheme shall be those of the respective faculty member, and the asset shall continue to be in his/her official custody till the faculty member leaves the Institute or retires, whichever is earlier.
  16. At the time of leaving the Institute/retirement, the faculty member shall have to obtain a No Dues Certificate/Clearance in respect of these Assets created in his/her name out of CPDA Scheme, also.
  17. An asset created out of CPDA Scheme shall also be required to be maintained by the respective faculty member out of the same scheme, such that it is in fit and working condition at all times.
  18. In case an audit is required to be done, respective faculty member shall personally ensure meeting the requirements in respect of the expenditure made by him/her under the scheme.
  19. A soft copy of the statement of accounts/availability of funds for each faculty should be provided for each 3-month interval (quarterly) by the dealing assistant through email.
  20. The items procured out of CPDA Scheme shall be properly accounted for by the concerned department of the Institute. Procurement of Laptop/Desktop/Tablet/printer/software /research consumables/ computer peripherals / phones/ hard disks and such items are NOT allowed under CPDA in compliance with the order of PDA (central) Lucknow under CAG, India. However, items such as Computer, Laptop, Tablet, e-book reader, scanner, printer along with other Peripherals purchased under CPDA prior to the order of PDA (central) Lucknow under CAG, India can be retained by the concerned faculty members permanently during the period of service and/or on retirement / leaving the service of the Institute. For desiring to retain the asset after retirement / leaving the Institute, the same shall be permissible only as per the following terms and conditions:
    - i. The Faculty Member should have served the Institute for a minimum period of 10 years, as a regular Faculty Member of the Institute, on the date of retirement/leaving the Institute to become eligible to make a retention request.
    - ii. The Faculty Member should have purchased the desired items under his CPDA Scheme.
    - iii. Only one desktop PC / One Laptop, Peripherals and other electronics items (Only one of each type, like only one printer, scanner, etc.) can be retained by the concerned Faculty Member after paying appropriate value. The appropriate value shall be worked out based on the depreciated value (for which the rate of depreciation will be a flat 20% per year) or 5% of the purchase value, whichever is higher, shall be payable to the Institute.

Provision(iii) will be applicable for those faculty members who have purchased the restricted items before issuance of the order of PDA

(central) Lucknow under CAG, India.

iv. Leaving the Institute means not serving the Institute in any capacity like Faculty / reemployed Faculty / Emeritus Fellow/ chair Faculty/visiting Faculty etc. Serving as a consultant will not be counted as serving the Institute.

21. Privileges under the CPDA Scheme are allowed to all eligible Faculty Members for their Professional Development activities only. In case the Director, IITA is convinced of any misuse of the CPDA Scheme, by any of its user, he shall be free to with-hold/withdraw the privilege extended to the user or institute any other disciplinary action/proceedings against the defaulter, as deemed fit and proper by him.
22. Privileges under CPDA Scheme shall not be applicable for the period in which the eligible member is under Suspension / Disciplinary proceedings. Only in cases of complete exoneration, shall the benefits of lapsed period be restored as per the order of revocation.
23. Advance towards CPDA has to be settled in next 15 days and reimbursement within 90 days after joining back for duty. In both cases, within the financial year, whichever is earlier.
24. CPDA would not be admissible during lien or deputation period. A faculty shall be entitled for CPDA during sabbatical leave.

#### Periodic Policy Review

This CPDA Scheme and its operational guidelines shall be subject to a comprehensive review to ensure continued relevance to academic standards and compliance with Government of India financial regulations. Such a review shall be conducted by the designated Committee at any time as required by the Director, but not exceeding a period of five years from the date of the last formal revision.



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**Professional Development Fund and Overhead Policy**

Professional Development Fund (PDF) is a corpus fund, being newly conceived as supplementary fund and developed at the Institute from the contributions of the faculty, and is intended for supporting the faculty in addition to their prevailing CPDA. Under PDF, the money earned or revenue generated by faculty member from external sources through his/her diversified professional/ research /extension /outreach activities and/or surrendering his/her due entitlements for rendered services within the Institute, apart from his/her mandated academic duties in the institute, will be deposited with the institute. PDF is made available to individual faculty keeping in view the contributions made by the particular faculty member to the PDF. The fund, in principle, shall be owned and regulated by the concerned faculty and can be utilized for various activities as detailed below:

**1. Creation/Generation of PDF**

**1.1 Mandatory Deposits to PDF:**

- i. Honorariums of Administrative responsibilities discharged by a faculty.
- ii. Share of a faculty in the Internship fees of external candidates as assigned by the Institute
- iii. Any other deposit as mandated by the Overhead Policy.

**1.2 Voluntary Deposits:**

- i. Honorariums from lectures/tutorials in the workshops/conferences/ training program etc.

**2. Support for Professional Activities through PDF (over and above individual's CPDA):**

- i. Travel (within India or abroad) for professional work, including per diem expenses.
- ii. Conference registration fees, travel expenses, and related costs (within India or abroad).
- iii. Journal processing charges for open-access journals (only Q1/Q2), patent filing/publication or associated charges with pre-approval from Dean of relevant affairs.
- iv. Books, journals, memberships, professional society fees, journal subscriptions.
- v. Consumables (scientific material needed for professional work).
- vi. Stationery, printer, printer cartridges, etc.
- vii. Teaching material and aids for enhancing students' learning experience
- viii. Equipment purchases for academic and research purposes, repair, maintenance, and annual maintenance contracts (AMC) as per Institute Purchase Rules.
- ix. Hiring qualified personnel to assist with research as project staff as per Institute norms; and their travel for research assistance.

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- x. Payment of Honorarium to research staff/experts/staff/interns/students, etc., with a budget cap for honorarium of Rs 35,000 per month and not exceeding Rs. 5 Lakh per financial year. (One person cannot be paid an honorarium for more than three months in one financial year; the amount of honorarium will be as per institute norms).
- xi. Support for Student engaged for R&D activities such as registration fees, travel for conferences.
- xii. Charges for Insurance cover for moveable asset items such as laptop, mobile phone etc.
- xiii. Faculty/expert visits to facilitate research collaboration or other activities (with preapproval from Dean of relevant affairs for hosting external visitor(s)).
- xiv. Other expenses like transportation services and catering services for professional work, including conferences and events, with the Director's approval.
- xv. Office and lab furniture, limited to a budget of Rs 1 lakh per Financial Year.
- xvi. Purchase of electronic items for the office/lab/center (such as Desktop, workstation, air conditioners, laptop, tablet for project/consultancy work) as per institute rules. Smart watches are not included.
- xvii. Purchase of mobile phone, limited to one mobile phone not exceeding Rs 50,000/-, within a period of three financial years. The Upgradation/Replacement of Cell Phone is allowed after three years of its purchase provided that the earlier one has been written-off as per Institute rules.
- xviii. Software subscriptions like ChatGPT, cloud subscriptions to be allowed.

### 3. General Principles

- i. All purchases must comply with Institute Purchase Rules.
- ii. Following the faculty member's resignation, the remaining PDF will be transferred to the Institute's Revenue Generation (IRG) account. The funds shall not be used during the notice period.
- iii. Unspent funds shall not be transferred to anyone else's account or other accounts or projects.
- iv. In case of Industry Sponsored Research Projects and Consultancy assignments, travel entitlements would be relaxed to suit the exigencies.
- v. Special expenses/any other expense not listed above can be permitted by the Director as needed.

### 4. Utilization of PDF By Superannuated/Retired Faculty:

The superannuated faculty of the Institute can also use their PDF at par with regular faculty of the Institute on their re-employment/appointment or association as Chair Professor/Emeritus Professor/INSA Fellow etc. Also, when a faculty member finally leaves the institute i.e. after his/her superannuating or at the end of the re-employment period or on completion of their Chair Professor/Emeritus Professor/ /INSA Fellow etc., he/she will be entitled to use PDF for a period of three years towards reimbursement of



expenses in TA/DA, registration fee, visa fee, insurance charges etc. for attending national or international conferences/ seminars/ symposia and for professional activities, subject to his/her part-time association or affiliation with the Institute.

### Purpose of Overheads

Overhead is not charged for a particular tangible service. It represents utilization of non-billable resources such as faculty time, the IITA brand, administrative support, and academic goodwill. Any additional services including website support, space, certification, or logistical coordination etc. will be charged separately at rates notified by Centre for Continuing Education and Outreach Program (C-CEOP) from time to time.

### 1. Overhead Rates

S. N.	Category	Conditions	Overhead Rates
1	Zero Overhead by Default	Activities that do not collect any fees and do not transfer any money to a DPA/PDF or faculty account.	0%
2	Conferences/Symposia /Workshop	No fees collected, or fees collected solely to cover lodging/boarding/honorarium. If surplus remains after expenses, 20% of the surplus will be deducted as overhead and balance 80% surplus shall be retained by the institute as IRG.	0% / 20% (on surplus)
3	Institute Funded Events	Events solely funded by the Institute	0%
4	Government/ Government Agency-Sponsored Training & Certificate Programs	Events sponsored by government agencies. No further exemption unless sponsoring agency has a published policy/call specifying a lower rate.	10%
5	Self-Sponsored Training Programs/ Courses	<ul style="list-style-type: none"> <li>Gross receipts</li> <li>&lt; Rs. 10 lakhs: 10%</li> <li>Rs. 10-25 lakhs: 10% (first Rs. 10 lakhs) + 20% (next Rs. 15 lakhs)</li> <li>Above Rs. 25 lakhs: As above+ 30% (amount exceeding Rs. 25 lakhs)</li> </ul>	10-30%
6	Corporate-Sponsored Programs	<ul style="list-style-type: none"> <li>Gross receipts</li> <li>&lt; Rs. 10 lakhs: 10%</li> <li>Rs. 10-25 lakhs: 10% (first Rs. 10 lakhs) + 20% (next Rs. 15 lakhs)</li> <li>Above Rs. 25 lakhs: As above + 30% (amount exceeding Rs. 25 lakhs)</li> </ul>	10-30%

For any undefined category, the Director, in consultation with the Event/Program Coordinator and the Head: C- CEOP, will decide the applicable overhead rate.

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- *Gross Receipts*: Total funds collected from participants or sponsors, excluding applicable taxes but including all registration and sponsorship fees.
- *GST*: Prevailing GST rates will be levied on all receipts unless specifically exempted under prevailing laws.

## 2. Overhead Calculation:

1. *Sponsored Research*: Proposals submitted for sponsored research must show overheads of 20% on the project cost. [Example: If the project requirement is X units, overheads would be 0.2X units and the total budget would be for 1.2X units.]
  - a. When money is received from the funding agency, overheads as approved would be deducted.
  - b. When money is received from a private organization as a consolidated amount, 16.7% would be deducted as overheads.
2. *Consultancy*: At the stage of proposal submission, the budget will reflect project costs (X), 25% overheads (0.25X) and GST at applicable rates.
3. *Testing*: After deduction of GST, the balance receipts of testing are distributed as per: 34% Institute, 33% DPA, 33% distribution (among participating employees).
4. *Distribution*: Overheads (oh) collected from sponsored and consultancy projects as well as courses will be distributed within the Institute as follows:

Share				
Sl. No.	Nature of Project	Institute/C-CEOP	DPA/C-CEOP	PDF
1.	Sponsored	0.5oh	0.2oh	0.3oh
2.	Consultancy	0.5oh	0.5oh	Not Applicable
3.	Courses (within IIITA)	0.5oh	0.5oh	Not Applicable
4.	Conferences/ workshops/symposia	0.5oh	0.2oh	0.3oh
5.	Courses (outside IIITA)	0.5oh	0.5oh	Not Applicable

## 3. Additional Provisions

1. *Surplus Transfers in Events with Waived/Reduced Overheads*:
  - i. If any surplus remains after meeting all expenses and is transferred to a DPA/PDF or a faculty member's bank account for an event where the Director has granted special permission to waive or reduce the overhead, the Institute will deduct one-third (1/3rd) of

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the surplus before the transfer.

2. *Standardized Faculty Payments (for expense calculations where reduced overhead is permitted):*
  - i. Teaching Fee: Actuals, capped at Rs 10,000 per hour.
  - ii. Coordination Fee: Actuals, capped at 5,000 per course-hour.
  
3. *Policy Alignment:* This policy shall be read in conjunction with IITA's financial rules, other related policies (like CPDA, C-CEOP etc), orders and relevant Government of India funding guidelines, wherever applicable.

### **Periodic Policy Review**

This policy is subject to a formal review to assess its effectiveness, financial viability, and alignment with Government of India norms. Such a review shall be conducted by a committee appointed by the Director at any time deemed necessary, but no later than five years from the date of implementation.

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Four handwritten signatures in blue ink are arranged horizontally. From left to right: the first is a stylized signature, the second is 'msk', the third is 'Sberms', and the fourth is 'Singh'.