



**Sant Longowal Institute of Engineering and Technology**  
**Longowal, Distt. Sangrur, Punjab – 148106**  
(Deemed to be University under MoE, GOI)

Ref. No. SLIET/Admn./A1/2023-24/ 1060-63

Dated : 24/5/2023

**CIRCULAR**  
**(About CPDA)**

The guidelines for utilization of Cumulative Professional Development Allowance (CPDA) by the faculty members were issued vide Office Order No. SLIET/Admn. /2019/5449-5454 dated 12.02.2019. After that a number of office orders were issued on the subject notifying instructions relating to CPDA. The forms used for various activities under CPDA were also uploaded on the Institute website.

However, it is observed that applications from faculty members received for seeking permissions for various activities under CPDA are not submitted in prescribed forms and not routed through proper channels. All these reasons result delay in timely processing of these applications. To streamline the process of CPDA, a link has been created on Institute's website which contains all the guidelines/office orders pertaining to CPDA and latest forms to be used for various activities.

Link : <http://administration.sliet.ac.in/2023/05/22/cpda-cumulative-professional-development-allowance/>

All the faculty members are requested to go through the CPDA guidelines before applying for permission to any activity under CPDA. All the columns of the application forms should be filled neatly avoiding cutting/over-writing. The application should be routed through proper channel/committee/authority, as defined, to avoid delay in processing the same. The applications, completed in all respects, should reach in the Administration Section, well in time (preferably 15 days in advance for National level event and 30 days in advance for International level events)

All are requested to follow the above instructions meticulously.

This issues with the approval of Competent Authority dated 11.05.2023.

  
**REGISTRAR**

A copy of the above is forwarded to the following: -

1. Director's Cell – for kind information, please.
2. All Deans/ HoDs – with a request to circulate amongst the faculty of the department.
3. Webmaster to create link and display in the website.
4. File copy.

  
**REGISTRAR**