



सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सूरत
SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT
सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्था, सुरत
शिक्षा मंत्रालय, भारत सरकार द्वारा NITSER अधिनियम के तहत स्थापित राष्ट्रीय महत्व का संस्थान
(An Institute of National Importance, Established under NITSER Act by Ministry of Education, Govt. of India)

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No.E/ 3457

Date: 11.03.2025

CIRCULAR

12 MAR 2025

Sub: Revised norms for utilization of Professional Update Fund (PUF/POH) from Consultancy and Research Projects.

Ref: Resolution No. 76.04.4 of 76th Board of Governors meeting held on 04.02.2025

The 76th Board of Governors meeting held on 04.02.2025 approved the Revised norms for utilization of Professional Update Fund (PUF/POH) from Consultancy and Research Projects. The revised norms are attached at APPENDIX: 'A' which will be applicable w.e.f. 04.02.2025.

All the employees are requested to take note of the above.

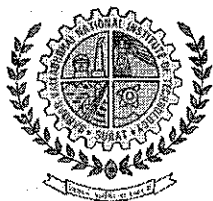
This is issued with the approval of the Competent Authority of the Institute.


11.03.25
REGISTRAR

To,
All Employees
- through E-mail

Copy to :

- (1) Director
- (2) Dean (R&C)
- (3) Asst. Registrar (A/cs)
- (4) Faculty Incharge - CCC - with a request to upload on Institute website
- (5) Dispatch Section



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SVNIT

REVISED NORMS FOR UTILIZATION OF PROFESSIONAL UPDATE FUND (PUF / POH)
(Ref: Resolution No. 76.04.4 of 76th Board of Governors meeting held on
04.02.2025)

Sr. No.	Revised Utilization Norms
1	Registration, Travel, Visa, Insurance, Vaccination (if required), per Diem Expenses etc. towards Presentation of Papers / Posters or Attending at Conferences / Workshops / Seminars / Symposiums in India and Abroad.
2	Annual / Life Time Membership to a Professional Body or a Technical Society.
3	Subscription Charges to Technical / Scientific Journals.
4	1. Boarding and Lodging Expenses of the (National/ International) Visitors/Experts' visit at SVNIT for Official Purpose Only. 2. Field Visit/Site Visit Expenses of the Visitors within India for Official Purpose Only. 3. Incidental expenses for Conducting the Meeting and Interview.
5	Purchase of Technical / Scientific Books or Software for Academic / Research Use.
6	Purchase of Computer, Laptop, Peripherals, Software, Antivirus Software, Cloud Storage, UPS, Minor Lab Equipment, Teaching Aids, Cell Phone necessarily useful in Teaching & Research with Appropriate Justification as per the following conditions: 1. Permission for purchase of Computer, Laptop, Printer, Mobile - Once in Three Years only. 2. Purchase of Mobile and Laptop with a ceiling limit of Rs. 25,000/- and Rs. 80,000/- respectively will be approved as per 6 th resolution of 8 th ICSR dated 22 January, 2021. In case amount exceeds ceiling limit for Mobile Rs. 25,000/- and Laptop for Rs.80,000/-, approval procedure to be followed as per the 6 th resolution of 8 th ICSR dated 22 January, 2021.
7	Financial (Fully/Partly) Assistance ship for presenting Research Papers/Posters in the Conference, Workshops, Seminars, Symposiums of Repute in India and Abroad to UG/PG/PhD Student, Project Staff of SVNIT working under Faculty / Other Faculty, with due Permission of Competent Authority: 1. Maximum Ceiling limit of Rs.2,00,000/- per International visit. It may be permitted only one time during the entire tenure of M.Tech/Ph.D. Program. 2. Reimbursement will be made as per the norms applicable from time to time.
8	Incidental & Contingency Expenses (Similar to all those allowed in the "Contingency Head" of a Sponsored Research Project) Up to Rs.25,000/- quarterly may be reimbursed to the PI/PC of the Research Project or Consultancy Project on Quarterly basis under PUF with No Formal Approval: - Printer Cartridge / Refill of a Cartridge; Stationery; Postal / Courier Charges; Printing, Binding, Photocopying etc. - It may be allowed to claim Maximum Rs. 5,000/- per month only for Local Transport & Fuel Charges.
9	Any other item not enlisted above but is allowed under the CPDA and the Faculty Member wishes to be reimbursed from his/her PUF/POH (with prior approval of the competent authority).

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Sr. No.	Revised Utilization Norms
	Miscellaneous :
10	Payment of Audit Fee / Account Fee of Chartered Accountant for UC/SEC in Sponsored Research Projects.
11	Testing Fee of External Lab or other Institute as per norms (for Academic / Research / Consultancy work).
12	Language Editing Services for Research Paper
13	Expenses related to Site Visits/Field Visits for Consultancy Projects for PI, Co-PI, Project Staff, Interns working for Project, Consultancy Project only. 1. It may be permitted only in case of no funds received/available in Consultancy Projects however the reimbursement will be as per applicable norms only 2. The permission to leave the Head Quarter must be as per the Institute rules.
14	Payment of Security Deposit / EMD for Consultancy Projects.
15	Renewal Expenses of Insurance Policy and Calibration Charges for Laboratory and Field Testing Equipments / Instruments for Research / Consultancy Projects.
16	Contribution towards the development of Sports facility at Institute.
17	Publication charges of extra pages for research paper in National / International journal by faculty members.
18	Payment towards Internship / Assistance ship, Stipend to the students of SVNIT, Surat and the students of other institute registered with any Department of SVNIT, Surat for project, dissertation or internship. 1. In such cases, the payment will be made if the students who are doing the internship, project, dissertation for the duration not less than One month and maximum duration of Six months. 2. It is mandatory that the application should be routed through the Dean (SW) / Dean (Academic) and concerned department, in case of students other than SVNIT, Surat.
19	Salary to JRF/SRF in Research Projects* (for maximum period of Six months and only once during the entire tenure of the project) *In case of non-availability of funds in Manpower Head, to be returned once the funds are received.
20	Purchase of Consumable Items i.e. Glassware and Chemicals and other items related to the Research Projects / Consultancy Projects.
21	Minor Expenses and subscriptions towards the Repairs of the Computer & peripherals, Gadgets, Laboratory Equipment and Equipment/set-up of similar nature etc.
22	Expenses towards the Purchase/Repair of Minor Furniture for Laboratory - related Items.
23	Payment of the College/Tuition Fees of the Students of SVNIT only. This may be subject to the verification made by Dean (Academic) Office regarding Financial status of the applicant's guardians/parents and duly recommended by the Dean (Academic).

Navalok