



## INDIAN INSTITUTE OF TECHNOLOGY INDORE

### Standard Operating Procedure(SOP) for claiming reimbursement of expenses towards Cumulative Professional Development Allowance (CPDA) in Form F-8

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1. The current block for CPDA started from April 1, 2013 and will end on March 31, 2016.
2. Out of CPDA amounting ₹ 3 lakhs allotted for every block period of 3 years, the entire amount can be spent for either conferences or contingency as the case may be.
3. The amount of CPDA credit for the block period will be calculated on pro-rata basis for faculty members joining the Institute in the middle of the block period. It will be based on the number of days left in the block.
4. The expenses will be booked in the block period in which the event takes place. Event shall be the duration of conference, date of travel and purchase of items.
5. In case of International Conference/Workshop/Symposia/Training Programmes held outside India, the Faculty member should present a paper, chair a session or deliver an invited talk. There is no restriction on the number of events.
6. In case of Conferences/Workshop/Symposia/Training Programme held in India registration fee restricted to ₹ 20,000/- per conference/workshop/symposia/training programme. There is no restriction on the number of events.
7. Payment of TA/DA will be processed as per rules. DA is allowed (inclusive of accommodation) for conference days plus 2 days.
8. Membership fee for Professional Societies reimbursement is 100%. There is no restriction on number of Professional Society Memberships.
9. Contingent expenditure:
  - i) Contingent expenses include items such as purchase of books, stationery, equipment related to professional activities such as PC, printer and scanner or any other electronic devices/gadget useful for effective teaching, research of professional development.
  - ii) Bills pertaining to books should be sent with certification by Faculty members for reimbursement.
  - iii) Travel related to professional work (local transport billing is not permitted).
  - iv) Secretarial/office expenses (hiring of staff only, purchase of equipment/furniture/ crockery is not permitted).
  - v) A written justification be provided in the claim application for expenditure incurred under the contingency heads (except for books and stationery).
  - vi) The settlement will be on reimbursement basis.

10. General Information:

- All equipment should be recorded in stock register.
- All claims must have certification by Faculty member that the items are procured for Professional Development.
- All applications and claims are to be routed through Administration in order to keep track of the expenses incurred under various heads by individual faculty vis a vis the allocation in the block period.

11. Checklist :

In addition to mandatory documents such as invoices, bills, cash memos and receipts etc. the following information also be provided, along with the claim:

- i. **Membership of Professional Bodies:** Please provide name of professional body, affiliation, address and contact details.
- ii. **Travel related to professional work:** Please provide destination, purpose and duration of visit. Attach copy of permission to travel/sanction of leave from any one of HOD/Dean/Director.
- iii. **Secretarial/Office expense:** Please provide description of work or activity, amount of time spent, rate of payment etc.
- iv. **Computer & related items:** Please provide brief specifications, model name & no. and brand of item.
- v. **Electronic items for professional use:** Please provide precise specifications, model no. & name and brand of item and a few lines indicating how it is of professional use.

**Note:** a) The above Standard Operating Procedure are abstract of the detailed rules for easy reference/understanding to prefer the claim in the prescribed form.  
b) These are subject to the amendments issued from time to time.