

**Annexure-5:** Procedural steps for Report submission, Expenditure and Reimbursement for both Section A-(1) and A-(2)

**A. Report submission by the concerned faculty:**

- a. Faculty member attending a conference abroad under Section A: 2- a) need to share his/her experience/knowledge with fellow faculty members in the department/school and submit a report of the activity carried out to office of Dean (FW) *within a week of arriving back in the institute.*
- b. In case of activities abroad under Section A: 2- b) ,faculty will have to share his/her experience in the department through a presentation *within 15 days of return in the institute.* The department may request the Director of the institute to be a part of this presentation and also invite other faculty members and research students.
- c. The concerned department head or the coordinator of department are to make sure that the reports of the activities attended (under Section A: 2- a) and Section A: 2- b) ) are submitted to the office of Dean (FW).

**B. Expenditure and Reimbursement under CPDA Grant:**

- i. Prior approval shall be taken for any expenditure under this grant.
- ii. The faculty will be required to claim the reimbursement along with a copy of report of participation of activity and submitted report/presentation duly endorsed by department within a month of return. Account section has to ensure of submission of the above documents by the claimant before making the reimbursement.
- iii. Payment mode for registration/ accommodation for an activity outside India can be cash (in appropriate currency)/cheque/credit card/debit card/forex card/net banking/bank transfer etc. and reimbursement will be made on actual payment basis. In case of payment in currency other than Indian rupees, actual charges (which include conversion/service charges) will be reimbursed but conversion needs to be made through government approved agencies/government agencies/banks.
- iv. Any expenditure incurred towards participation in the activity [under Section A: 1) and 2)] including registration fees paid, shall not be reimbursable if the faculty fails to attend the activities due to **any reason**.
- v. In case of cancellation of visit abroad due to government directions/exigencies in the institute, the institute will reimburse all expenses (including registration fee, ticket/ticket cancellation fee /visa fee etc.) retaining the chance of attending one international conference abroad in one financial year.
- vi. The amount sanctioned shall be sanctioned on reimbursable basis.
- vii. Only one third of the amount sanctioned over a block period shall be made available during the first year of the block period of 3 years. Any unutilised amount shall be rolled over to the second year and the remaining amount sanctioned during the third year. Amount set aside for each year of the block period shall not be paid in advance.

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- viii. Only regular faculty members who have cleared their probation shall be eligible for international travel abroad under CPDA grant. The faculty who are on deputation/QIP/leave beyond 30 days are not entitled for claiming reimbursement under CPDA funds during their absence from the institute.
- ix. The reimbursement made under CPDA shall be subject to audit.

**Important Note:**

- a) Total number of International Travel will **not exceed one** in any financial year, *supported by any grant*.
- b) The funds utilized for activities 1 and 2 under Section-A, will be **maximum of 70%** of total CPDA ( 2.1 lacs) earmarked for individual faculty member for the three year period.
- c) The expenditure under CPDA on the activities under Section-A & Section-B is mandatory to be recorded in the appropriate stock register after having physical verification of the items by the store of the department, and is auditable. The faculty member will be responsible for all audit clarification, if any.

(129)