



**Indian Institute of Technology Hyderabad**  
Kandi, Sangareddy, Telangana State- 502284

No. IITH/HR(F)/CPDA(Amendment-5)/2026/  
10<sup>th</sup> February, 2026

**OFFICE ORDER**

In further partial modification of the Institute’s earlier Orders No. IITH/HR(F)/CPDA/2022/O.O.No.1, dated 10<sup>th</sup> October 2022 containing the CPDA guidelines originally notified, and the amendments subsequently carried out, the following amendments are made with immediate effect.

Sl.No.	Existing Clause	Stand(s) amended as
1.	The following lines contained in Para No.1(A)(e) of the CPDA guidelines:  “Only one third of the amount sanctioned over a block period shall be made available during the first year of the block period of three years.”	<i>On the request of the faculty, more than one third of the amount sanctioned over a block period may be made available during the first year of the block period of three years, subject to the condition that the excess amount, if any, utilized by the faculty over and above his/her entitlement on pro-rata basis shall be recovered in the event of his/her resignation from the Institute.</i>
2.	The following line added by way of amendment-1 through Office Order No. IITH/HR(F)/CPDA/2022/739 dt.09/12/2022.  “However, the allowance shall be granted on a pro-rata basis from the day of their joining.”	<i>The allowance shall be granted on a pro-rata basis from the day of their joining. However, more than his/her entitlement on pro-rata basis may be made available at any given point of time, subject to the condition that the excess amount, if any, utilized by the faculty over and above his/her entitlement on pro-rata basis shall be recovered in the event of his/her resignation from the Institute.</i>
3.	Para No.1(D)(h) of the CPDA guidelines, which states:  “DA/Per diem is allowed (inclusive of accommodation) for conference days plus 2 days.  In the case of international travel to very long distances such as visits to countries in South America, on-duty-leave as well as DA per diem are allowed up to 2+2 days in addition to conference days in exceptional cases, based on justification.”	<i>DA/Per diem is allowed (inclusive of accommodation) for conference days plus 2 days (1 for outward journey and 1 for return journey).  In the case of international travel to very long distances such as visits to countries in South America, on-duty-leave as well as DA per diem are allowed up to 2+2 days (2 for outward journey and 2 for return journey) in addition to conference days in</i>

Sl.No.	Existing Clause	Stand(s) amended as
		<i>exceptional cases, based on justification.</i>
4.	The following lines contained in Para No.1(E) of the CPDA guidelines:  “ <i>However, for any conference/workshop, the on-duty leave is limited to the conference period plus two days. DA/Per diem is allowed (inclusive of accommodation) for conference days plus 2 days. In the case of international travel to very long distances such as visits to countries in South America, on-duty-leave as well as DA per diem are allowed up to 2+2 days in addition to conference days in exceptional cases, based on justification.</i> ”	<i>However, for any conference/workshop, the on-duty leave is limited to the conference period plus two days (1 for outward journey and 1 for return journey). DA/Per diem is allowed (inclusive of accommodation) for conference days plus 2 days (1 for outward journey and 1 for return journey). In the case of international travel to very long distances such as visits to countries in South America, on-duty-leave as well as DA per diem are allowed up to 2+2 days (2 for outward journey and 2 for return journey in addition to conference days in exceptional cases, based on justification.</i>
5.	The following line contained in Para No.1(F) of the CPDA guidelines:  “ <i>Admissible Contingent expenditure (up to a total of Rs.1 lakh)</i> ”	<i>The expenditure for non-conference related travels should not exceed Rs.1.5 lakh (50% of the CPDA) including contingent expenses up to 1 lakh.</i>
6.	The following line contained in Para No.2 of the CPDA guidelines:  “ <i>The faculty shall be responsible for submitting the accounts and claiming reimbursement within a month after participation in the conference or contingency expenditure.</i> ”	<i>The faculty shall be responsible for submitting the accounts and claiming reimbursement within a month after participation in the conference or contingency expenditure failing which the claim shall be forfeited.”</i>

2. A copy of the entire CPDA guidelines, with all amendments made hitherto duly incorporated, is enclosed for the sake of clarity, ease of reference and scrupulous adherence.

  
 निदेशक/Director

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