CENTRE FOR PROFESSIONAL DEVELOPMENT EDUCATION
Anna University :: Chennai - 600 025

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Director

Ref. No. 1/CPDE/SSP/Rem/2012
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CIRCULAR

Sub: CPDE - Self-Supporting Programmes - Teaching Faculty Members - Full-Time/Part-Time Programmes - several defects noticed in the claims for Remuneration - Rectification of Instructions issued - Reg.

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The CPDE is committed to pay remuneration to the teaching and non-teaching staff, including Visiting Faculty, for the conduct of Full-Time and Part-Time Self-Supporting Programmes in this University. Of late, it is observed that the claims for remuneration are not sent in full shape and several omissions and wrong information are furnished therein. This has resulted in delays and difficulties in processing and passing the bills for payment. In order to streamline the procedure, the following instructions are issued:-

1. The Class Advisors are responsible to collect the claims from all the faculty members and consolidate them in the prescribed format with date-wise and time-wise details of classes handled by each staff. Individual claims, if sent separately later, will not be entertained. Remuneration claims should be sent only once for a semester before the commencement of the next semester.

2. The claims should contain the details of remuneration in respect of (i) Teaching Faculty, (ii) Class Advisor, (iii) Project Co-ordinator and (iv) Project Guide, duly accompanied by the check-list. The formats required for a comprehensive remuneration claim for a semester have been uploaded and are available in the Anna University Website: www.annauniv.edu/cpde/downloads.php. These formats alone should be used for preparation of claims for remuneration for each semester.

3. The following defects are noticed in the claims for remuneration as a result of which great difficulties are experienced during the processing of each bill.

   i. The faculty members do not furnish correct dates and hours of classes handled by them; the details often clash with the class timings, dates and subjects handled.
ii. Conveyance allowance is claimed more than once in a day - this is not acceptable.

iii. Subject code, Branch and Semester should be clearly mentioned in the remuneration claims.

iv. Bank Account No. and PAN of all the faculty members should be invariably furnished in the claims. Visiting Faculties should furnish their address and phone numbers in their claims. This will help smoothen e-filing of IT returns.

v. The remuneration claim of Visiting Faculties should be supported with their appointment orders issued by the Director, Academic Courses.

vi. All the remuneration claims for the conduct of both the Full-Time and Part-Time Programmes should be submitted through the respective HOD.

vii. A copy of the Time Table for each programme as approved by the HOD should be enclosed.

viii. Students Roll list of the programme should also be enclosed with the claim for remuneration.

ix. Defective claims will be returned.

The above instructions should be strictly followed in future.

Encl: Copies of the following formats are downloadable

1. Date wise details of classes handled
2. Claim for Remuneration and Incidental Charges
3. Claim for Remuneration - Class Advisor
4. Claim for Remuneration - Project Co-ordinator
5. Claim for Remuneration - Project Guidance
6. Check list

To

All the Deans
All the HODs
All the Directors of Centres

With a request to circulate and issue photocopies of the circular to all the staff members concerned