

भारतीय प्रौद्योगिकी संस्थान रुड़की
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
रुड़की / ROORKEE

सं. संस्थापन (अ) / २०५५९ ई - ५१६८
No. Estt.(A) / E - 5168

दिनांक: २४ जून २०१६
Dated: June 2016

अधिसूचना / NOTIFICATION

In continuation of Notification No. Estt(A) / 123/E-4759 dated 27th March 2012, and Notification No.IITR/F&A/561/PDA/384 dated 29.03.2016, Professional Development Allowance (PDA) of Rs. 3 lakhs for every block period of 3 years may be made available to every member of the faculty to meet the expenses for participating in both national and international conferences, paying the membership of various professional bodies and contingent expenses.

Brief description of PDA is as follows:-

- 1) **Block Period:**(a) Current duration of block period is Three Years. i.e. w.e.f. 01st April, 2015 to 31st March 2018 and thereafter for every three years accordingly
(b) One financial year shall be considered one year i.e. April to March 31st
- 2) **Grant Allocation:** (a) ₹ 3.00 lakh for a block period of three years.
(b) If a faculty member joins the Institute or retires from the Institute service between a block period, he shall be entitled to this allowance on pro-rata basis.

Faculty Members can utilize the grant for the following purposes as given below:

S.N.	Existing	Revised
A.	Purchase of Computer (T & P item) MHR02-46-200-802	Discontinued vide notification no. IITR/F&A/561/PDA/384 dated 29.03.2016
B.	Contingency (Grant Code MHR02-46-200-412) Out of Rs. 3 Lakhs, a maximum of Rs. 1.00 lakhs over three years can be spent by the concerned faculty on contingency that includes items like (i) To purchase Books (ii) Professional Membership (iii) Journal page charges (iv) Computer Peripherals of consumable nature	Contingency (Grant Code MHR02-46-200-412) Details of revised Contingent expenses amounting to Rs. 50000/- (maximum) for three years are as under:- (i) Books- technical/research/conference proceedings. (ii) Paying the membership of various professional bodies (iii) Pen Drive / Hard Drive (iv) Cartridges
C.	Conferences (Grant Code: MHR02-46-200-410) Maximum of Rs. 2.50 lakhs would be available for attending National/International conference (This along with expenditure under Sl. No. B should remain within the limit of 3.00 lakhs and would be for a block of three years i.e. upto 31 st March, 2018	Conferences (Grant Code: MHR02-46-200-410) Maximum of ₹ 3.00 lakhs (minus the expenditure incurred on (B) above upto the maximum limit of Rs. 50,000) expenditure would be available for attending National /International conference.

Note: In terms of the letter No. 19-5/2014-TS-1 (Sectt) (pt) dated 3rd November 2015 of the Ministry of Human Resource Development, Department of Higher Education (Technical Section - 1), Government of India, New Delhi conveyed that the IIT Council "agreed to the proposal for carrying forward unutilized Professional Development Allowance (PDA) of one block to the next block" However, contingency amount will not be carried forward.

P.T.O.

The amount of PDA under Conference head could be used for:-

- i) International air travel (AIR INDIA economy class) including taxi charges (as per their entitlement) between the place of residence and the air port, visa fees and airport tax.
- ii) Registration fee for the conference.
- iii) Boarding and lodging for the period of the conference plus two days i.e. one day prior to the conference and the other day after the conference.
- iv) Local travel at the place of the conference.
- v) Expenses for attending one workshop or tutorial up to two days associated with conference, and
- vi) Medical insurance connected with the International travel.

Other terms & conditions remain unchanged as notified earlier vide above referred Notification dated: 27th March, 2012. However, important are given below:

1. In case of attending conferences National / International the amount of money paid for Local travel will be reimbursed only after submitting the original receipts.
2. For Air travel, Boarding passes need to be submitted.
3. Recommendation of Head of Department is required for attending International conference and final approval of Dean, Faculty affairs. However, for attending National conferences, Head of Department may give the approval at their end.
4. Grant of PDA for attending National/ International conference will be subject to Faculty for presenting a paper in his/her area of specialization. However, Chairing a session, attending reputed conferences, and workshops without presenting a paper would be permitted only with a special approval from Director / Deputy Director, based on strong justification for the same.
5. If the paper accepted for presentation at the conference is multi-authored, then only one of the authors can avail the facility for attending the conference. He or she need to take the prior consent of other authors.
6. Faculty member availing PDA for attending International / National Conference can avail up to a maximum of 10 working days special casual leave during one semester.
7. Any other academic activity not covered above may be considered by the Director on the recommendation of Head of Department and Dean of Faculty Affairs for approval as a special case


कुलसचिव / REGISTRAR

प्रतिलिपि / Copy to:-

1. समस्त कुलशासक / विभागों / केन्द्रों / कार्यालयों के समस्त प्रमुख ।
All Deans / All Heads of Deptts./Offices & Centres.
2. समस्त उप कुलसचिव एवं सहायक कुलसचिव ।
All Deputy Registrars and Assistant Registrars.
3. निदेशक के (निजी सचिव) को निदेशक महोदय के सूचनार्थ ।
A.R. to Director for Director's kind information.
4. अधीक्षक उप निदेशक कार्यालय को उप निदेशक महोदय के सूचनार्थ ।
Supdt. to Dy. Director for Dy. Director's kind information.