

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
FINANCE & ACCOUNTS OFFICE

No. F&A/P.D.A./B.Y.(2012-15)/34

Dated: 30 April, 2012

NOTIFICATION

Reference to 'Professional Development Allowance (PDA) vide Notification No. Estt (A)/123/E-4759 dated 27th March, 2012 & No Estt. (A)/124/C-46(2011-12) dated 28th March, 2012.

Brief descriptions of PDA are follows:-

1. **Block Period:**
 - (a) Duration of block period is Three Years. i.e. w.e.f. 01 April, 2012 to 31.03.2015
 - (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 in between a block period, he shall be entitled to this allowance on pro-rata basis.

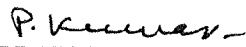
Faculty Members can utilize the grant for the following purposes as:-

S.N.	Particulars/Purposes	Grant Code	Maximum limits
A.	Purchase of Computer (T & P item)	MHR02-46-200-802	Out of ₹ 3 lakhs; a maximum of ₹ 1 lakh over three years can be spent on contingency.
B.	Contingency (i) To purchase Books (ii) Professional Membership (iii) Journal page charges (iv) computer Peripherals of consumable nature	MHR02-46-200-412	The above amount of ₹ 1 lakh maybe used to purchase computer & its peripherals. <i>(Note: Consumable nature computer peripherals shall be differentiated from purchase of computer which is T & P item. T & P item shall be recorded in the T& P register of the Department.)</i>
C.	Conferences (i) National conference (ii) International conference <i>(Note on pervious balance: The extension of one year i.e upto March 31st, 2013 to utilize the remaining amount of P.D.A in the previous block (Completed on March, 31st 2012) for attending International conferences:-</i>	MHR02-46-200-410	Maximum of ₹ 2.50 lakhs would be available for attending Nation /International conference. <i>(This along with expenditure under Sl. No. A & B above should remain within the limit of ₹ 3 lakhs & would be for a block of three years i.e. up to 31st March 2015)</i>

In all above cases, bills will be sent by faculty member; to Finance & Accounts Office on enclosed prescribed proforma through Head of the parent Deptt./Centre with an undertaking that if his/her expenditure exceeds grant allocation, he/she shall be liable to pay back the excess payment to the Institute. In case he/she fails to do so, institute will have the right to recover the excess expenditure out of Payment due to him/her on any account;

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

Encl: Proforma


PRADEEP KUMAR
 DEAN (FINANCE & PLANNING)

Copy to:

- All Deans, All Head of Deptt./Centre/Office.
- P.S. to Director for Director's kind information please.
- Supdt. to Dy. Director for Dy. Director's kind information please.

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
FINANCE & ACCOUNTS OFFICE

PROFORMA FOR REIMBURSEMENT UNDER PROFESSIONAL DEVELOPMENT ALLOWANCE (PDA)

{Ref: 1. Notification No. Estt (A)/123/E-4759 dated 27th March, 2012 & F&A/PDA/B.Y. (2012-15) dated 30th April, 2012}

Name:Emp. No. Designation: Deptt:

Telephone: (Office) (Res.) (Mob. No.) Bank A/C No)

A. Purchase of Computer (T & P item)	B. Contingency (i) To purchase Books (ii) Professional Membership (iii) Journal page charges (iv) computer Peripherals of consumable nature	C. Conferences (i) National conference (ii) International conference
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Reimbursement claim for the block (... .. to) with following details:-

Sl.No.	Particulars	Date of Receipt	Amount ₹
Total ₹			

(Rupees.....)

I give an undertaking that if my expenditure exceed grant allocated, I shall be liable to pay back the excess expenditure to the Institute, In case I fail to do so, Institute has the right to recover the excess expenditure out of the payment due to me in any of the accounts, through Head of the parent Deptt./Centre.

1. Separate Form to be filled for conference and T. A. Bill proforma be used as annexure for details.
2. Please send this proforma along with original verified vouchers and receipts to Finance & Accounts Office.

Signature:.....
 Name
 Emp. No.....

For the use of the Office of Head of Department

Entry has been made in the Deptt. P.D.A. Register at Page No:

Verified & passed for payment for:

A. - Purchase of Computer (T & P item)	Rs	MHR02-46-200-802
➤ Entered in T&P Register Page No..... Sl. No.....		
B. - Contingency	Rs	MHR02-46-200-412
C. - Conference	Rs	MHR02-46-200-410
Total Rs.		

Head of Department
(Seal)