NOTIFICATION

Subject: Revised guidelines for grant of Professional Development Allowance (PDA)

In supersession of notification No.IITD/E-1/U-4/496 dated 29/02/2016, the following revised/updated guidelines are notified for grant of Professional Development Allowance of Rs.3.00 lakhs to every member of Faculty including Scientific/Design/programming Staff at the level of Assistant Professor and above at the Institute with immediate effect.

1. Three year block will be from 1-4-2016 to 31-3-2019 and so on with a provision to carry forward unspent balance to the next block. Further, in case a faculty member utilizes entire PDA Grant i.e. Rs.3.00 lacs within the three year block, an additional allowance of Rs.1.00 lakh will be provided from the IRD funds. However, the additional allowance will have to be utilized within the three years block.

2. PDA is made available to faculty to enable them to participate in a range of professional activities that includes membership of professional bodies as well as attending conferences in India as well as abroad. It is also possible that the faculty members have access to other funds (including from projects) for one or more of these activities.

3. (a) Out of Rs.3.00 lakhs, a maximum of Rs. 1.50 lakhs over three years can be spent by the concerned staff on Contingency that includes items like books, stationery, computer accessories, professional memberships, journal page charges etc.

   (i) Books costing above USD 100 or Rs.5,000/- only will be entered in the departmental inventory and will be allowed to be retained by the faculty members concerned at 5% purchase value. However, such books purchased during the three years preceding retirement will not be available to be retained by the faculty members concerned.

   (ii) Books costing up to USD or Rs.5,000/- will neither be entered in the departmental inventory nor the faculty member concerned will have to pay anything to retain these.

   Additional provisions extended with approval dated 23.1.2017 of Chairman Board of Governors.

   (iii) Engagement of Research Assistants/Associates on short-term (up to a maximum period of three months) basis and payment of salary and travel expenses as recommended by the faculty members as per the rules of the Institute.

   (iv) Hosting of visitors at IIT Delhi with local hospitality being covered from PDA. Local hospitality may be restricted to local travel and accommodation (boarding & lodging expenses) and it does not include any honorarium and other payments.

   (v) Fees for short-term courses or training programs for faculty members and their research scholars, including online courses and programs as recommended by the faculty members.

4. Maximum of Rs. 2.50 lakhs would be available for international travel to an applicant who has not attended an average of one national conference per year in the last 3 years and is not a member of any professional body.

5. Grant of PDA for attending National /International conference will be subject to Faculty and Scientific/Design staff either presenting a paper or chairing a session in his/her area of specialization. However, attending reputed conferences, symposiums and workshops without presenting a paper and/or chairing a session would be permitted only with a special approval from Dean (Faculty)/Director, based on strong justification for the same. Presently, financial powers have been delegated to HOD/HOC for grant of PDA as approved vide BOG vide BG/7/2012.
6. Faculty member can also use these funds to support travel of a colleague to a conference in India or outside, as well as a student to a conference in India or outside for jointly authored papers. In all such cases advance if required would be drawn and settled by the faculty member himself/herself.

7. New faculty and Scientific / Design staff joining at the level of Professor, Associate Professor, Assistant Professor and equivalent Scientific / Design staff can also avail the PDA from the date of joining.

8. For faculty members retiring during the block of 3 years then (a) The period of entitlement of PDA should be counted up to the period of re-employment.

9. Faculty members availing PDA for attending International Conference abroad during vacations be allowed to avail leave of the kind due up to a maximum period of Vacation before or after the conference (as per BG/27/2012).

10. PDA could also be suitably broken for attending one or more conferences in the same block period covered in the first sentence. The amount of PDA could be used for:-

   i) International air travel including taxi charges 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.

11. For the new faculty joining the Institute in between the block period, the amount of PDA may be allowed to be apportioned proportionally i.e Rs.1.00 lakh per financial year. Per financial year means minimum 06 (six) months working. If it is less than six months, no PDA is admissible in that financial year. It is further clarified that if the requirement of amount exceeds Rs. 1.00 lakh in the present or next financial year (as the case may be), the HOD/HOC or Competent Authority may approve the additional PDA amount subject to 10-25% depending upon the fraction of months in the last financial year.

    The block of three years starts from 1st April and ends on 31st March after three years. The current three year block period is from 1st April, 2016 to 31st March, 2019.

    The Heads of Departments/Centers/Units/Sections are requested kindly to bring the contents of this Notification to the notice of all Faculty and Scientific/Design staff.

(N.Bhaskar)
Assistant Registrar (SS) (E-I)

Distributions
1. Dy. Directors (Operations/Strategy & Planning)
2. All Deans/ Assoc. Deans
3. All Heads of Deptt./Centers/Units/Section
4. Prof. in charge (Planning)
5. In-charge, Publication cell
6. Convener, Institute Website, Central Library.
7. Head, Hindi Cell
8. AR (Accounts)
9. DR, Director Office
10. PA to Registrar
11. D.R. (Conf.)
The competent authority has approved New Faculty research Grant as following:

(1) New Faculty Research Grant is enhanced up to Rs.50 lacs, of which Rs.20 lacs will be start-up seed grant and additional upto Rs. 30 lacs as matching equipment grant to build new capability/high value research facilities into emerging areas via special project funding from external agencies. These are to be availed within 3 year of joining. Strategic goal of this fund is to aim for winning bigger projects.

(2) Implementation guidelines

   i. This is to be named, henceforth, as the ‘New Faculty Seed’ (NFS) grant with budget head PLN06R
   ii. A major part of the fund has to be utilized to procure equipments.
   iii. New faculty joining at the Assistant/Associate/ Professors level are eligible.
   iv. Upto Rs. 2.00 lac of the above may be used to purchase Laptop, Printers, scanner etc.
   v. A special provision is made for the new faculty in Humanities & Social Science, Management and Mathematics departments where a major requirement is field work. Here 20% of the seed grant may be used for recurring purposes.
   vi. Two or more new faculty are encouraged to jointly avail this grant in order to build ‘New Research Facilities’ for collaborative research.
   vii. Utilize in-house talent (students) and research resources.
   viii. Progress and status fund utilization may be furnished to the Planning Unit annually.

(3) The revised performa for requesting. ‘New Faculty seed Grant’ is enclosed as Annexure.


All heads of Department/ Centres

(M.P.Gupta)
Professor Incharge Planning