

भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
Indian Institute of Technology (Indian School of Mines), Dhanbad

No. DyDT/01
December 28, 2020

NOTIFICATION

Revised Rules for Cumulative Professional Development Allowance (CPDA), Professional Development Allowance (PDF), Departmental Development Fund (DDF)

Cumulative Professional Development Allowance (CPDA): [The CPDA is having a total amount of Rs. 3.0 lakhs for a block period of 3 years]

Minimum Rs. 2.10 lakhs could be spent on:

- Presenting research papers/Invited talks/Chairing sessions, etc., in National & International Seminar/Conference/Workshop etc., in India & Abroad.
- Attending Training Programmes/Refresher Course/Workshop/Professional Development Programmes etc. in India & Abroad.
- Travel for short visit to Universities and Laboratories for scientific interaction and exploring collaborations in India & Abroad.

[Such expenses will include Cost of Travel, local transport, accommodation charges overseas medical insurance, cost of visa, registration fee as well as living expenses per day as per rule (for max. 7 days), i.e. period of Event + 2 days.]

Maximum of Rs. 0.90 lakhs could be spent on:

- Equipment components and maintenance.
- Expenses related to Patent, Purchase of Books, Journals, Monograms, Stationeries, Chemicals, Purchase of Data, Testing Charges, Reimbursement of on-line course fee, Membership fee etc.
- Field visit/collection of samples/sample analysis work etc.
- Consumable facilitating for teaching learning process, External Storage Devices, Cartridges etc.

Note: Procurement of laptops/desktops/tablets or devices of similar nature are not allowed from CPDA.

Professional Development Fund (PDF)

- TA/DA, Registration for attending conference (India/abroad), professional activities for promoting sponsored research projects/consultancy job, conducting workshops.
- Membership of Professional Societies.
- Purchase of Professional Books, Journals, Monograms, Kindle, Tab, Video and CD ROM, Chemicals for Labs, research sample analysis charges, software, remote sensing data, other consumables for research experiments etc.


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- Equipment, air conditioner, facilities for labs and phone/fax facilities for office of minor nature.
- Up-gradation and purchase of portable or desktop computers, its peripherals.
- Purchase of office & Lab Furniture, electrical, civil repairing work.
- One time cost of a handset (cellular phone maximum limit of Rs. 20,000/-) for project or consultancy job related activities.
- Appointment of project staff for maximum six months duration in a financial year.
- The superannuated faculty members of the institute are also allowed to use their PDF at par with regular faculty of the institute on their re-employment/appointment or association as Chair Professor/Emeritus Professor/INSA fellow etc with the Institute.
- After superannuation, balance PDF will be transferred to respective DDF.


Departmental Development Fund (DDF)

The DDF may be utilized for the purpose of calendared activities of the Department such as local excursion, camps, calibration of equipment, maintenance of equipment etc., used for UG, PG teaching and research, practical and other Departmental Development activities as deemed fit, by HOD. All expenditure under DDF will be brought to DAC for decision.

Retention/ Replacement policy of device:

A) Retention/Replacement of Device

- I. No new device may be sanctioned to the faculty member/officer, who has already been allotted a device in the Institute during last five years. Any further issue of computer/Laptop in case of loss/damage beyond repair with the prescribed period should be considered only after the cost is recovered from the faculty member/officer based on the book value after deducting the depreciation.
- II. For the purpose of calculation of the book value, a depreciation of 25% per year, on straight line method be adopted.
- III. Post completion of five years of usage, the faculty member/officer may retain the issued device.
- IV. In case, any faculty member/officer leaves the institute due to retirement/resignation/technical resignation and the device issued to him/her is not older than 5 years then he/she has to either return the device or may retain the same on the payment of its residual value.


 (Prof. K. Pattanayak) 28/12/20
 Dy. Director

Copy to: Director
 All Faculty members/DR (F&A)/DR (P&S)