

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

No. DyDT/01
October 21, 2022

NOTIFICATION

Sub: The Revised Rules for utilization of Professional Development Fund (PDF):

- TA/DA, Registration for attending conferences (India/abroad), professional activities for promoting sponsored research projects/consultancy jobs, conducting workshops.
- Membership fees for Professional Societies
- Purchase of Professional Books, Journals, Monographs, Kindle, Tablet, Video and CD-ROM, Chemicals for Labs, research sample analysis charges, software, remote sensing data, other consumables for research experiments etc.
- Equipment, air conditioner, facilities for labs and phone fax/fax facilities for the office of minor nature
- Upgradation and purchase of portable or desktop computers, its peripherals
- Purchase of Office and Lab furniture, electrical, civil repairing work
- Purchase of handset (cellular phone) as per actual cost for project/consultancy-related activities/office works. The upgradation/replacement of cell phones shall be allowed after TWO years.
- 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, the balance PDF will be transferred to respective DDF.
- Journal processing charges for Open Access Journals (Only Q1/Q2) or journals required for Pre-submission clearance /Cover Page Images/Charges for Extra length pages of journals.
- In case of non-receipt of the fellowship of project staff (R&D sponsored/consultancy projects), the PI may provide the fellowship for the said duration on Loan Basis. Once the fund is received, the loan amount must be transferred to the PDF of the concerned faculty. However, the PI should obtain prior approval from the Competent Authority.
- Repair and maintenance of Equipment as per Institute Purchase rules.
- Payment of Institute Guest House, food and vehicle charges for external faculty members/visitors for R&D/industrial consultancy/official work with prior approval from Dean (R&D).
- Charges for insurance cover for movable asset items such as laptops, cell phones etc., provided that they are purchased from PDF/consultancy/project funds.

The revised rules for utilization of Professional Development Fund (PDF) will be effective from **October 21, 2022**.

The Retention/replacement of Laptops/Notebooks/Ultrabooks/Tablets/PDAs/ Smartphones and other similar devices will be governed as per notification no. DyDT/01 dated April 26, 2019.



(Dheeraj Kumar)
Dy. Director

Copy to: Director

All faculty members/Dean (R&D)/JR (F&A)/DR (P&S)/AR (P)