

Application Form (Professional Development Allowance)

Name of Faculty	Employee Code	Designation	Mobile No.
Department	Date of Joining Institute	Present Post Held w.e.f.	

Purpose of Request : _____
(Please give sufficient details)

FUNDS REQUIREMENT :

Financial year	Already Availed		Requirement	
	Conference	Other	Conference	Other
2025-26				
2026-27				
2027-28				

I hereby certify that I have carefully read the norms of Professional Development Allowance.

(Signature of Faculty member with date)

Recommendations by Competent Authority/Head of Department

(Signature of competent Authority/HOD with date)

For Use in Accounts Section for Fund Availability				
Financial year	Sanctioned		Balance	
	Conference	Other	Conference	Other
2025-26				
2026-27				
2027-28				
(Checked by) _____ (AR (F&A)) _____ (F.O./D.R.) _____				
Approval(s)				
(Dean, Faculty Affairs) _____ (Deputy Director) _____ (Director) _____				

Notes :

Departments will also maintain PDA Register to initially check the limit of entitlement & certify the same on the Forwarding Memo; Institute TA/DA Rules will be applicable; Certificate of Participation in Conference/Workshop/Seminar/Training Program can also be requested; Entity in the Department PDA Register is mandatory; Reimbursements will be entertained as per existing practices; Bills are to be submitted in the Month of August, November & Upto 31st March in a Financial year.

Entitlements:

Professors and above Rs. 2.25 Lakhs for a block period of three years (Rs. 0.75 Lac per FY)
Associate Professor Rs. 1.20 Lakhs for a block period of three years (Rs. 0.40 Lac per FY)
Assistant Professor Rs. 0.90 Lakhs for a block period of three years (Rs. 0.30 Lac per FY)