

SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY,
(Deemed to be University)
LONGOWAL, DISTtT. SANGRUR. (Pb.)
(Estb. By Govt. of India)
(Admn. Section)

Ref. No. Admn./ 11386-90

Dated : 25-03-2010

OFFICE ORDER


In suppression of all the earlier orders issued regarding utilization of Cumulative Professional Development Allowance(PDA), the following guidelines are hereby framed for proper utilization of PDA by the faculty of the Institute :-

A. Purposes for which Professional Development Allowance (PDA) can be utilized

1. Attending Conference/Seminar/Symposium in India provided the faculty is presenting a paper that has been accepted or attending Short Term Course/Workshop relevant to his/her area of research.
2. Attending Conference/Seminar/Symposium in India and abroad provided the faculty is presenting paper that has been accepted or attending Short Term Course/Workshop relevant to his/her area research. A faculty member should be allowed to participate in one International activity and two national activities per financial year.

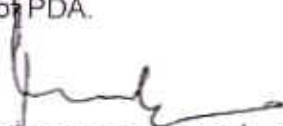
The expenditure towards TA and DA, Registration fee, Visa fee, Insurance charges, Local Transportation, and other related expenditure shall be met out of PDA.

3. Acquisition of Books, Proceedings, Laboratory Manual, Data Bank, Photography, Poster presentation, Sample analysis, reprints/Off-print of research papers, *Journal Papers, Awards, Reorganizations, Honours, Certificates, Mahogany Wall Plaques etc.* not exceeding Rs. 10,000/- per year.
4. Purchase of Data Traveller, Hard Disk USB Port, CDMA/GSM Modem not exceeding Rs. 5000/- per year and annual access charges incurred towards this head should not exceed Rs.5,000/- per annum.
5. Purchase of minor equipment and *softwares* costing less than Rs. 25,000/- per year required for research/enhancement of academic capabilities.
6. Purchase of recurring items like glass wares, chemicals, consumable electrical and electronic items depending on urgent need for research and development work. Total expenditure for these recurring items should not exceed Rs. 25,000/- per annum.
7. TA and DA *incurred towards purchase*, visiting different Institutes/Universities/Research Institutes for consulting rare reference volumes in



will have to certify that how much amount has been utilized by the concerned faculty.

- All the vouchers after making the final payment/adjustment of advances will be maintained by the Accounts Section for reference and audit purpose. Dy. Registrar (A & A) to send copy of adjustment to the concerned faculty member/HOD.
- Stock entries of purchased items shall be made in the departmental stock register and there is no need to send the same to the Central Store.
- The information under RTI Act, if demanded by any one, shall be provided by the concerned department/concerned faculty member/HOD, where it is present.
- All recurring and non-recurring items with the prior approval of the competent authority should be purchased as per SLIET Purchase Rules. Purchase of furniture and office equipments is not allowed out of PDA.


REGISTRAR 15/3/2020

Endst. No. Admn./_____

Date _____

A Copy of the above is forwarded to:-

1. All Deans
2. All HODs.—for circulation amongst the faculty members.
3. Dy. Registrar (A&A)
- ✓ 4. In charge, website/*Chairman, Library Committee of Chemists, Sports Committee*
5. File Copy


REGISTRAR 15/3/2020