



Indira Gandhi Delhi Technical University for Women
Kashmere Gate, Delhi-110006

Planning & Development Branch

Ref. No. F. 16(49)/Plg/2016-IGDTUW/672-637

Dated: 22/9/17

Order

In pursuance of Govt. of NCT of Delhi's Cabinet Decision No. 2373 dated 16.06.2016 conveyed vide Special Director, Training and Technical Education, Govt. of NCT of Delhi Office Order No. 3/19/TE/AD/Part File IV (b)/1059 dated 29.07.2016 and further approval of the Board of Management of IGDTUW in its 6th Meeting held on 20th January, 2017 vide Agenda Item No. 6.21, the following guidelines for professional development grant to all Teachers/Faculty members of the Indira Gandhi Delhi Technical University are hereby issued with the approval of the Competent Authority of IGDTUW as under: -

1). Guidelines for a new entrants for one time start up grant of Rs. 2.00 lakh: -

- (i) The new Faculty entrants who have completed one year regular service in IGDTUW may be given one time start up grant of Rs. 2.00 lakh for purchase of computers, teaching material including books, research aids and office furnishing etc.
- (ii) The existing Teachers may also be provided incentive grant upto Rs. 2 lakh for purchase of computers including grants for up-gradation of or purchase of a new computer (especially for those who have availed such facilities on earlier occasions), teaching material including books and research aids.
- (iii) The grant shall be released to faculty members on receipt of request/application in **Annexure-A** by Personnel Branch and the request/application can be made either for full amount of the grant or in two parts by the individual Faculty member.
- (iv) The grant shall be paid in advance to the Faculty members.
- (v) After receipt, the grant shall be utilized by the Faculty members for which it is released and shall furnish Utilization Certificate within three months from the receipt of the grant.
- (vi) The Utilization Certificate, as per Annexure-B, shall contain the details of item purchased, date of procurement and amount incurred on it etc.
- (vii) The grant may be released only to the regular Faculty members after one year completed service in the IGDTUW.
- (viii) The Faculty members who are working in diverted capacity in IGDTUW shall apply for the same in their parent Department.
- (ix) In the case of quitting service before five years, proportionate amount shall be deposited by the Faculty member. Three months and above shall be treated as six months for the purpose of calculation of proportionate amount.

Contd.. page 2/-

Pl. Circulate
Kashmere Gate
22/9/17

21/9/17 IN
26/9/17

① HOD COPY

22/9/17

- (x) The Deputy Finance Officer, IGDTUW shall ensure that the grant is released to the Faculty members within fifteen days from the date of issue of sanction order by Personnel Branch and further subject to availability of fund.
- (xi) The necessary entry in this regard shall be made in the service book of faculty concerned so that at the time of quitting IGDTUW, it is ensured that the grant paid in advance has been adjusted.
- (xii) A proper record/register is to be maintained by the Accounts Branch which shall contain name of the Faculty member, amount released, date of payment, date of receiving utilization certificate and items procured. Each page in the register shall be allocated to each Faculty member.
- (xiii) On quitting service of IGDTUW before five year, proportionate recovery shall be made from the Faculty member and recorded in the page of the register allotted to him/her.
- (xiv) The items under this category (computers, teaching material including books, research aids and office furnishings, etc.) may include, but are not restricted to, the following: -
- a) Computers : Laptop/Desktop/Tablet PC, e-book reader, computer and its peripherals viz., scanner, printer, copier, pen drives, blue ray DISCS/DVDS/CDs, portable/External Hard- disks, zip drive, modern, router switch, LCD Projector, licensed software tools/utilities including Anti-Virus, UPS, interactive panel, digital camera, handcam, web cam, LED/LCD/ Plasma panel, Memory cards scientific calculator etc.
 - b) Teaching Materials including Books: Books/Journals and any other items/equipments which can be justified a teaching materials/aids.
 - c) Research Aids: The individual teacher concerned has to give the undertaking for items to be purchased under research aid based on the area of research.
 - d) Office furnishings (can/may also be used at the residence of the teachers): Executive study table, Executive chair, computer table with chair, cabinet, book case, table lamp, brief case, air-conditioner/cooler, room-heaters/heating devices, etc., with the ceiling of 30% of maximum limit.
 - e) In case of up gradation of computers with the ceiling of 15% of maximum limit.
 - f) The faculty member can procure the above listed items from any of the manufacturer/reseller/distributor having a valid GST registration registered in the NCT of Delhi.
 - g) Procurement of items not mentioned in the list shall require prior approval of Head of Institution.
- (xv) This will come into force from date of issue of this Order.

W.L.
22/5/17

2). Guidelines for all Teachers regarding reimbursement of expenditure upto Rs. Two Lakh towards participation in conferences etc. in a span of three years.

- (i) All teachers may be given a grant up to Rs. 2 lakh on reimbursement basis for a period of every three years commencing from Financial Year 2017-18 i.e. with effect from 01.04.2017 towards acquiring the membership of Professional Societies and for participating in national/ international conferences/ workshop etc.
- (ii) Reimbursement of fee in respect of annual/life-term membership of national/international professional societies including subscription of journals, are to be made to all the teachers, There is no limitation on number of Annual or life Memberships of Professional National/International Societies.
- (iii) Reimbursement can also be made for participating in several number of conference/workshops/short term course/training programmes/seminars organized by National/International Institutions etc. in stipulated period of every three years. The reimbursement will be limited for each of the conferences/workshops/short term courses/training programmes/ seminars to registration fee, actual travel expenses, actual boarding/ lodging charges or DA as per prevailing norms/rates of the Govt. (An advance for covering Registration fee and travel expenses can also be made).
- (iv) In cases, where advance has been drawn, the concerned faculty member shall submit proper bills alongwith utilization certificate within a month for its adjustment.
- (v) Necessary entries shall be made in the service book of the concerned faculty member by the Personnel branch by allocating separate pages in service book for this purpose.
- (vi) In the case of attending conference, the research paper submitted by faculty member in the conference must have been accepted and included in the proceedings by the host Institution/Organization;
- (vii) Prior administrative approval of Vice-Chancellor, IGDTUW to be taken in advance in writing to get registration, to attend the conferences, seminars, workshops, presentations papers etc.
- (viii) The amount of grant shall be released on request alongwith bills received for reimbursement from the Faculty members on an application as per Annexure 'C' and the request can be made either for full amount of the grant incurred or in two parts by the individual Faculty member.
- (ix) A proper record/register is to be maintained by the Accounts Branch which shall contain name of the Faculty member, amount released/reimbursed, date of payment etc. Each page in the register shall be allocated to each Faculty member.

(x) **Other Terms and Conditions: -**

- a) This facility will be extended to regular teacher after completing one year of regular service in the IGDTUW.
- b) The entitlements of faculty members who are working in diverted capacity will be as per parent office/institution. Such faculty members, may avail these facilities, either from their parent office/institution, from where their salaries are being drawn or from where they are actually posted in diverted capacity, with the concurrence of the parent office/institution. However, in such cases all the office records of availing this facility will also be required to be informed by the institution where the faculty member is posted, to the parent office/institution where the faculty member is holding the post substantively, so as to make the necessary entries in this regard in their service book.

The expenditure on 'grant for professional development' will be met under the Head "GIA (General)"

lat
22/9/17

(Prof. R.K. Singh)
OSD (Planning & Development)

Ref. No. F. 16(49)/Plg/2016-IGDTUW/622-637

Dated: 22/9/17

Copy forwarded for kind information and further necessary action to:

- (i) The Director (TTE), Directorate of Training & Technical Education, GNCTD, Delhi
- (ii) All Deans, IGDTUW
- (iii) All HoDs, IGDTUW- for circulation among faculty members *CITD*
- (iv) DFO, Accounts Branch, IGDTUW
- (v) Incharge, Personnel Division, IGDTUW
- (vi) Incharge (Web Services), IGDTUW for uploading the order on the University website
- (vii) PS to Vice-Chancellor, IGDTUW
- (viii) PA to Registrar, IGDTUW
- (ix) Guard File

lat
22/9/17

(Prof. R.K. Singh)
OSD (Planning & Development)



**Indira Gandhi Delhi Technical University for Women
Kashmere Gate, Delhi-110006**

Application for availing advance/reimbursement for attending conference etc. in span of three year for Faculty Development Grant of the IGDTUW

- 1 Name of the Faculty : _____
- 2 Designation : _____
- 3 Pay Band and Grade Pay : _____
- 4 Date of regular appointment : _____
- 5 Name of the Department : _____
- 6 Conference Details : _____

(i) Name of the Conference/Academic Event : _____

(ii) Nature of the Conference/Academic Event (Whether National/International) : _____

(iii) Place to be visited for attending the Conference/Academic Event : _____

(iv) Date of the Conference/Academic Event and No. of Days : _____

(v) Details of the Expenditure :

Sl. No.	Purpose	Amount (In Rs.)
	Total	

(vi) Amount of advance required (if any) Rs. (in words) : _____

Amount of advance required (if any) in Rs.: _____

(vi) Details of the earlier Conference(s)/Academic Event(s) in last three years : _____

Sl. No.	Conference Details	Total expenditure (in Rs.)	Sanction Order No.

10/12/17
22/1/17

7 **I hereby declare that:**

1. In case of reimbursement, necessary permission of the Competent Authority has already been obtained. (Copy enclosed).
2. I undertake to produce the tickets and other expenditure bills for the outward journeys within 10 (days) after completion of event, for settlement of advance.
3. In case, I am unable to attend the Conference/ Academic Event or publish the paper in the Conference for any reason, I undertake to refund the entire amount of advance in one lump sum within 10 (days) time after completion of the event.
4. The details provided above are true and correct and nothing has been concealed. If any information is found incorrect at any state, I shall be held liable for the same.

Signature of the applicant _____

Name of the applicant _____

Contact No. _____

Department _____

Date _____

Signature of HoD: _____

Name of HoD: _____

Date: _____

Forwarded to Personnel Branch

Details provided by Mr. / Mrs. _____ Designation _____ verified from his/her service records and found to be correct and advance/reimbursement of grant for the above is recommended.

In-Charge (Personnel)

Forwarded to (Finance & Accounts Branch) (DFO/F.O./AAO/Dealing Asstt.)

Advance/reimbursement requested by Mr/Ms. _____

Designation _____ have checked in pursuance of Office Order No. _____

_____ dated and found to be correct.

An amount of Rs. _____ (in Words) _____ may be granted as the "Development Grant for attending the conference"

D.A

AAO

AFO

Deputy Finance Officer



**Indira Gandhi Delhi Technical University for Women
Kashmere Gate, Delhi-110006**

Application for availing one time Start-up grant of Rs. 2 lakh to the Faculty of the IGDTUW

- 1 Name of the Faculty : _____
- 2 Designation : _____
- 3 Pay Band and Grade Pay : _____
- 4 Date of regular appointment : _____
- 5 Name of the Department : _____
- 6 If similar grant received earlier then details of the recent previous grant
 - (i) Date/Month/Year of grant : _____
 - (ii) Description of the items purchased : _____
 - (iii) Sanction order no. & date : _____
 - (iv) Amount received (in Rs.) : _____

7 I wish to procure the following items from the one time start up grant:

Sl. No.	Name / Description of the Item	Model/Make	Tentative cost (in Rs.)
(i)			
(ii)			
(iii)			
(iv)			
(v)			

8 It is certified that:

- (i) I am eligible for receipt of Development Grant for purchase of above mentioned items notified vide Office Order No. _____ dated _____
- (ii) I will return the proportionate amount of grant if I leave IGDTUW.
- (iii) If any information provided above is found incorrect at any time, amount of grant received will be refunded alongwith interest as determined by University immediately.

Recommendations of HoD

Name of the HoD : _____

Signature of HoD : _____

Date: - _____

(Signature of applicant)

Forwarded to Personnel Branch for further necessary action:

M.V.
24/11/17



**Indira Gandhi Delhi Technical University for Women
Kashmere Gate, Delhi-110006**

Utilization Certificate

It is certified that the grant of Rs. _____ (Rupees _____) issued vide sanction order no. _____ dated _____ for procurement of various items against my request dated _____ has been utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions as laid down by the University Order Number _____ dated _____ for one time start up grant of Rs. 2 lakh as per the following details: -

Sl. No.	Description of the item	Model/Make	Name and address of the vendor	GST No. Of the vendor	Invoice number & date	Amount (in Rs.)
1						
2						
3						
4						
5						

Name of the Faculty : _____

Signature of Faculty : _____

Date: - _____

12/5
22/9/17