



जवाहरलाल नेहरू विश्वविद्यालय
नई दिल्ली-110067
JAWAHARLAL NEHRU UNIVERSITY
NEW DELHI-110067

Office of Director (Research & Development)

PAC-Director-961(a)

10th January 2019

To,

All Deans of Schools/Chairpersons of Special Centre/Director's

Subject- Regarding daily wages rates of staff's in different categories.


Sir/Madam,

Please refer to the Office Order No 50/2017 dated 28.05.2018 (Copy enclosed) issued by JNU Administration branch -III on the subject cited above and to state that the instructions contained in the above Office Order is not being followed scrupulously by project Directors in some cases.

The Competent authority has desired that these instructions contained in the above Office Order may be brought to the notice of all faculty members of their respective school /Centre's/Special Centre and ensure that the minimum wages are paid to unskilled, skilled semiskilled and Clerical, supervisory staff appointed in their projects as notified by the University from time to time.

If required, the funding agency may also be approached by the PI for sanctioning the amount as per minimum wages Act under manpower head.

Your's faithfully


10/11/2019
(Prof.Suneel Kateriya)
Director (R&D)

Copy to :

1. PS to VC
2. PS to Rector I/II/III/FO
3. Dean of Schools
4. Chairperson of Special Centre.
5. Director
6. AFO
7. Office Copy

JAWAHARLAL NEHRU UNIVERSITY

Office of Director (Research & Development)

PAC-Director-961(a)

02th November 2018

To,

All Deans of Schools/Chairpersons of Special Centre

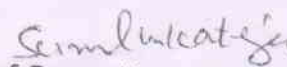
Subject- Regarding Ad-Hoc appointment in the Project out of "Contingency head"

Sir/Madam,

Please refer to the subject cited above and to state that a meeting was held on 13.09.2018 which was chaired by Vice-Chancellor and was discussed regarding the ad-hoc appointments in the projects out of the "Contingency head"

After long deliberation and suggestions from the members present in the meeting it was decided that in-case of shortage of funds in a particular head of "Manpower" in the "budget of the funding agency ad-hoc appointment out of the contingency head in exceptional cases may be made in order to achieve the objectives of the projects.

Your's faithfully


(Prof Suneel kateriya)
Director (R&D)

JAWAHARLAL NEHRU UNIVERSITY
Office of Director (Research & Development)

PAC-Director-961(a)

24th October 2018

To,

All Deans of Schools/Chairpersons of Special Centre

Subject- Regarding appointments in projects.

Sir/Madam,

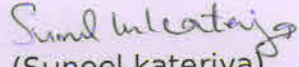
It has been observed that in some cases appointments in projects are not being made through Selection Committee and PI is requesting time and again for extension of ad-hoc appointments to the Competent authority in spite of verbal as well as written instructions issued by this office on the face of the appointment/Extension orders "that future appointment, if required, may be made through Selection Committee only" but it is not followed scrupulously.

As per rules contained in the Handbook of projects which clearly stipulates that ad-hoc appointments in projects may only be made to suitable candidate on the recommendation of the PI for a period **not exceeding 03 months** and to fill the position through regular channels within the three months.

The PI should send a proposal for ad-hoc appointment of a candidate, along with his/her complete bio-data and justification for ad-hoc appointments to the Project Cell for seeking approval of the competent authority ,before issuing the offer to the candidate.

The above may please be brought to the notice of all the PI's for their information that appointments in the projects should be made through selection committee within the period of three months only and no further request for extension of ad-hoc appointment should be made to the Competent Authority henceforth.

Your faithfully


(Suneel kateriya)
Director (R&D)

Copy to :

1. PS to Rector I/II/III/FO
2. Office Copy



Jawaharlal Nehru University

Office of the Director Research & Development

PAC- Director-961

29th August, 2017

To,

All Deans of Schools/Chairpersons of Special Centres,

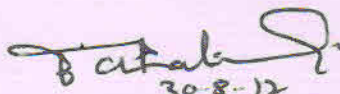
It has been observed that in some of the cases incomplete proposals are received in this cell resulting in delay in processing the cases. It has therefore been decided that the following points may be kept in mind while forwarding the proposals and also other letters to this cell.

- (1) Appointments in the project should be made strictly as per sanction order of the funding agency.
- (2) The emoluments payable to the project staff should be as per rules and instructions of the funding agency. The HRA is payable only where the candidate is not availing any hostel/govt. accommodation facility and there is a provision of payment of HRA in the sanction order.
- (3) While making the appointments it may be ensured that Ad-hoc appointments are valid for a period of three months and thereafter all appointments are made through the approved Selection Committee.
- (4) Before conducting Workshops/Seminars, the rates of Lunch/Dinner, High Tea are to be mentioned as per approved rates of JNU (copy enclosed).
- (5) The total of budget should be checked before forwarding to this Cell in order to avoid delay.
- (6) The designation and address of the funding agency must be shown clearly in order to prepare a letter in their name accordingly.
- (7) The space meant for signature of the competent authority may be left out blank and the PI/Dean should sign at the appropriate place, if necessary.
- (8) The staff engaged /deputed for fieldwork should be paid as per the approved rates of the University and proposal should be sent for approval accordingly. (copy enclosed)
- (9) All request for appointments, field work, Seminar/Workshops purchases etc should be sent well in advance giving 3-5 days time to process the case by this cell.
- (10) All requests should be routed through the Dean of the School/Chairperson of the Special Center as the case may be.

- (11) The emoluments payable to the project staff may be got approved from the Selection Committee based on the sanction order of the funding agency. This may be recorded in the minutes of the Selection Committee.
- (12) As per Government of India rules, in all cases of air travel, both domestic and international, where Government of India bears the cost of air passage, the officials concerned may travel only by Air India. If travel to stations are not connected by Air India the official concerned may travel by Air India to the hub/point closest to their eventual destination, beyond which they may utilize the services of another airline which should also preferably be an alliance partner of Air India.
- (13) Overhead Charges may be included in all the proposals.
- (14) For the speedy process of the proposals the following documents may be provided for approval of the competent authority as circulated vide this office circular letter No. PAC-Director-961 dated 25.10.2016 (copy enclosed).
- (i) 1-2 page summary of the project proposal with objective
 - (ii) Budget of the proposal including overhead charges
 - (iii) Annexure I (which is required for submission of a new proposal)
 - (iv) Endorsement/Certificate, if any, to be signed by the Competent Authority
 - (v) Once the proposal is approved by the funding agency, it would be the responsibility of the PI to submit a copy of the complete proposal alongwith sanction letter of the funding agency for our record and for initiation of expenditure from sanctioned project.

The above instructions may be brought to the notice of all the P.I's for their information.

Yours faithfully



30-8-12
Dr. Rupesh Chatuvedi
Director (R&D)

Encl. As above

Diary No. 926
Date 18.5.2011

JAWAHARLAL NEHRU UNIVERSITY
FINANCE & ACCOUNTS DEPARTMENT
INTERNAL AUDIT

Ref. XII/1/5/2011-12

May 6, 2011

CIRCULAR

The maximum limit of expenditure per person on account of lunch, dinner, light refreshment, high tea etc. to be served to the members/visitors attending various meetings etc. in the University has been fixed as per details given below with immediate effect:

		Vegetarian Meal (per member) in ₹	Non-Vegetarian Meal (per member) in ₹
1.	Court Meeting	300	400
2.	Executive Council	200	300
3.	Academic Council	200	300
4.	Finance Committee	200	300
5.	Selection Committee for Faculty/Non-Faculty	200	300
6.	Seminar/Workshop/Conference	200	300
7.	Spot Purchase Committee	125	--
8.	High Tea in respect of meetings of the Board of Studies/CASR etc.	50/= per member/per day	
9.	Light refreshment to members of Special Committee	30/= per member/per day	
10.	Light refreshment to members of Centre and other Committee meetings	20/= per member/per day	

(VAT extra, if any)

The menu in the different meetings may be different, keeping in view the requirement of the various meetings. It is therefore desirable that expenditure may be kept to the barest minimum and as per actual items served, subject to the limit of the above rates.

It is also brought to the notice of all concerned that number of persons for meals in Seminar/Workshop/Conference should be reasonable and prior sanction may be obtained.

This issues with the approval of competent authority.



(Shankar Dhar)
Dy. Finance Officer (IA)

- 1) All Deans of Schools/Chairpersons of Special Centres/Centres
- 2) All Heads of Departments
- 3) Dy. Registrar (Academic/Administration/Estate/SC/ST Cell/IHA/Admissions/Evaluation)
- 4) Dy. Finance Officer I & II
- 5) Incharge, Engineering Branch/CMO/PRO/CSO
- 6) All Administrative Officers of Schools

CC to: P.S. to V.C./Rector/Registrar/Finance Officer/Coordinator (E)/Librarian.

C (E) OFFICE
DIARY NO. 1779
DATE 16.5.11

Sm
13/5/11
CC SOA ✓
Toc ✓

JAWAHARLAL NEHRU UNIVERSITY
Students & Project Section

No.JNU/S&P/MISC/2014-15

July 31, 2014

Notification

It has been decided in the 252nd meeting of the Executive Council held on 16th April, 2014 to regulate/revise the TA/DA in respect of Research Associates/Senior Research Fellows/Junior Research Fellows working in Research Projects as admissible to University employees with Grade Pay of Rs.4,200/- to Rs.4,800/- :

1. The RA/SRF may be paid AC II Tier and JRF AC III Tier for journey by rail.
2. Reimbursement for Hotel Accommodation of upto Rs.500/- per day.
3. Reimbursement of travel charges of upto Rs.100/- per diem for travel within the city.
4. Reimbursement of food bills not exceeding Rs.150/- per day.

However, only the actual expenditure incurred within the prescribed limit will be reimbursed as per normal procedure of reimbursement.


Ramesh Chander
Assistant Finance Officer

Copy to:-

- (i) All Deans of School of Studies
- (ii) All P.Is
- (iii) DR (Academic)
- (iv) All A.Os of School of Studies
- (v) Ps to the Vice-Chancellor/Registrar/Finance Officer
- (vi) Circular File

JAWAHARLAL NEHRU UNIVERSITY

PROJECT ADMN CELL

PAC-Director-961

25th October, 2016

CIRCULAR


It has been noticed that while submitting the research project proposal to the Project (Admn.) Cell for approval of the competent authority, at times some faculty members submit such proposals on the last date not giving sufficient time i.e. 2-3 days to this Cell to process the same and in such cases, they need endorsement from the competent authority to be uploaded/submitted to the funding agency.

In order to avoid such instances and to further streamline the process, the competent authority has decided that instead of submitting complete research proposal which in many cases runs into large number of pages, the faculty members are required to submit the following documents at the time of submission of research project proposals for approval of the Competent authority:

- i) 1-2 page summary of the project proposal with objective
- ii) Budget of the proposal including overhead charges .
- iii) Annexure I (which is required for submission of a new proposal)
- iv) Endorsement/Certificate, if any, to be signed by the Competent Authority

Once the proposal is approved by the funding agency, it would be the responsibility of the PI to submit a copy of the complete proposal alongwith sanction letter of the funding agency for our record and for initiation of expenditure from sanctioned project.

This issues with the approval of the competent authority.


25-10-2016
Dr. Rupesh Chaturvedi
Director (R&D)

Copy to:

1. All Dean of School of Studies/Chairpersons of Special Centres
2. Ps to Vice-Chancellor/Rector-I/Rector-II/ Registrar/Finance Officer
3. AFO (Project Finance)
4. Circular File

ANNEXURE-I
Submission of a new project proposal

JAWAHARALAL NEHRU UNIVERSITY

Title of Project _____

Project Director.....Centre/School.....

Co-Investigator(s)*.....
Centre/School.....

Funding Agency and Address:

Foreign or Indian Agency:

Total Financial support requested:
(including JNU overhead charges)

Certified that:

- (a) A request for JNU overhead charges (10%-15%) has been included;
- (b) I/We undertake to get the required clearances from relevant JNU ethical / bio safety committees before this work is initiated;
- (c) I/We shall be able to conduct this project within the infrastructural support available to me at present. If additional space/infrastructure is needed, required permission from appropriate authorities have been obtained. University will not be obliged to provide extra funds/facilities to run this project;
- (d) I/We certify that carrying out this project will not interfere with my teaching obligations in this university.

Signatures of Project Director

Signatures of Co-PI's

.....

* If the Co-PI is not from JNU, a letter from the Co-PI indicating his/her willingness to participate in the project may be enclosed.

Forwarded
Chairperson/Centre

Forwarded
Dean/School