

**NOTIFICATION**

Subject: Revised guidelines regarding honorarium to staff/students/interns from the budget head of the project fund.

The revised rules/ guidelines are as follows:

1. An honorarium may be paid to staff/students/interns, provided it does not interfere with their regular duties or academic responsibilities.
2. PIs are advised to take prior approval from the RSPC office to engage staff/students/interns in the prescribed format.
3. Honorarium would be paid from the Sponsored Projects, Consultancy Projects, and the Workshop and Short-Term Training programs as per the following rates:

Student/Staff	Rate in Rs.	Maximum hours in a month for which honorarium may be paid or Maximum honorarium in a month (Combining all sponsored projects/ consultancy projects or short-term courses/workshops)
Ph.D. Students (Current/Pass out)	To be proposed by PI with the maximum limit of Rs. 500/- per hour	60% of the Ph.D. assistantship as applicable on the date of work
Master Students (Current/Pass out)	To be proposed by PI with the maximum limit of Rs. 400/- per hour	60% of the M.Tech. assistantship as applicable on the date of work
Undergraduate students (Current/Pass out)	To be proposed by PI with the maximum limit of Rs. 250/- per hour	50 hours during the non-vacation period and 100 hours during the vacation period (as specified in the academic calendar of the year)
Staff	To be proposed by PI with the maximum limit of Rs. 400/-per hour	Maximum limit of net salary in a month on the date of work
Contractual Staff	To be proposed by PI with the maximum limit of prevailing rate at the time of work	Maximum limit of net salary in a month on the date of work. The work should be carried out outside the working hours



4. Honorarium amount would be paid only from the designated budget head mentioned in the sanction letter of the sponsored/ consultancy project such as manpower or technical assistance or contingencies or remuneration/honorarium or consultancy charges head or any other relevant head related to manpower engagement.
5. In the case of workshops/short-term programs, honorarium may be paid only from the income generated in these workshops/short-term programs. No honorarium would be paid from the grant received from the Institute.
6. Honorarium can be accumulated for a period of maximum of three months only and should be proposed by the PI within the next three months from the last month of the proposed period, e.g., PI proposing honorarium for July to September can submit the proposal for payment before December.
7. Students from other institutes or organizations may be engaged as interns in a project after obtaining approval from the RSPC office through the Head of Discipline. The same guidelines will apply to them.

The necessary forms for the approval of engaging staff/students/interns, honorarium proposal, and self-declaration of the claimant regarding not crossing the upper limit of the honorarium received by the claimant are uploaded on the RSPC Website in Project Payment & Fellowship Section (<https://www.iiitdmj.ac.in/rspc.iiitdmj.ac.in/PP.php>) of Research Manual & Notification.

This notification is issued with the approval of the competent authority.

  
(Shailesh Sharma)

Assistant Registrar, RSPC

Copy to:

1. Director
2. All Deans/All Heads
3. Faculty
4. Registrar
5. All DRs/ All Ars
6. Staff
7. In-charge website for uploading

} for kind information, please