

NOTIFICATION

It is hereby notified that the competent authority has approved the following rules/ guidelines for the payment of honorarium to staff/ students from the budget head of project fund.


1. Honorarium would be paid to staff/ students, in the case it does not affect their normal official duty and academic activities.
2. 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	To be proposed by PI with maximum limit of 500/- per hour	60% of the Ph.D. assistantship as applicable on the date of work
Master Students	To be proposed by PI with maximum limit of 400/- per hour	60% of the Ph.D. assistantship as applicable on the date of work
Undergraduate Students	To be proposed by PI with maximum limit of 250/- per hour	20 hours during non-vacation period and 50 hours during vacation period (as specified in the academic calendar of the year)
Staff	To be proposed by PI with maximum limit of 400/- per hour	Maximum limit of net salary in a month on the date of work
Contractual Staff	To be proposed by PI with 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

3. Honorarium amount would be paid only from the designated budget head mentioned in the sanction letter of the sponsored/ consultancy projects such as manpower or technical assistance or contingencies or remuneration/ honorarium or consultancy charges head or any other relevant head related to manpower engagement.

4. 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.
5. Honorarium can be accumulated for a period of maximum of three months only and should be proposed by the PI within 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.
6. External Internship students, from any other institute or organization, may be engaged in any project after taking approval from the Dean (RSPC) through Head of the discipline.

The necessary form for the Honorarium proposal and Self-declaration of the claimant regarding not crossing the upper limit of the honorarium received by the claimant are uploaded on RSPC Website in Project Payment & Fellowship section (http://rspc.iiitdmj.ac.in/DRSPC/PP/2_HPF.doc and http://rspc.iiitdmj.ac.in/DRSPC/PP/3_SDF.doc) of Research Manual & Notification.


22-02-2018
(Puneet Tandon)
Professor & Dean (RSPC)

Copy to:

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|----------------------------------|-------------------|
| 1. Director | - for information |
| 2. All Deans/ All Heads | |
| 3. Prof. V. K. Gupta, (Head, ME) | |
| 4. Dr. Sachin Kumar Jain | |
| 5. Mr. Naresh Joshi | |
| 6. Registrar | |
| 7. DR (Academic/Student Affairs) | |
| 8. All ARs | |
| 9. Office, Dean, RSPC | |
| 10. In-charge website | - for uploading |