



Indian Institute of Technology Jodhpur
Office of Research & Development

No. IITJ/R&D/2021-22/12


Date: 22 March 2022

NOTIFICATION

Subject: Guidelines for Disbursement of Honorarium

As approved by the *Research & Development Management Committee* in its 6th meeting held on 21st December 2021, the guidelines for disbursement of honorarium is hereby notified and annexed at **Annexure-A**.

This issues with the approval of the competent authority.


22/03/2022
Baikuntha Nath Sahu
Assistant Registrar (R&D)

Copy to:

1. Director – for kind information
2. Deputy Director
3. Dean (R&D)/ Associate Dean (R&D)
4. Registrar
5. All HoD/ Associate Deans
6. All Faculty Members
7. Office of R&D
8. Webmaster for uploading in the Institute Website

Procedure for Disbursement of Honorarium and Student Assistantship from Projects

A. Honorarium Payment to Institute Staff:

Instructions for Project Investigator:

1. Use separate forms for recommending honorariums from different projects/consultancy.
2. Honorarium claims will be processed thrice in a financial year in three cycles (**Cycle 1:** covering months from April to July, **Cycle 2:** covering months from August to November, **Cycle 3:** covering months from December to March).
3. In special situations, where a project/consultancy is closing earlier than the applicable cycle period, a special request may be made to release such payment, irrespective of the cycle, by submitting both Forms No: R&D/ Acct-4A and Form No: R&D/ Acct-4B

Instructions for Staff:

1. At the end of each cycle, staff receiving honorarium must complete and submit the Summary Cover Sheet Form No: R&D/ Acct-4B along with all R&D-Acct-4A forms received by him/her from various consulting/projects to HoD/HoS/HoC/Head-IDRP for onward submission to R&D Accounts.
2. The monthly honorarium limit in the summary sheet should not exceed 1/3 of the monthly Basic+DA of the concerned employee in any circumstances.
3. Please ensure that the amounts in Summary Cover Sheet match with the amounts mentioned in the enclosed R&D-Acct-4A claim forms.
4. Honorarium claims will be processed thrice in a financial year in three cycles only.
5. Claims for a particular cycle can be submitted only once. The claim for the same period will not be accepted again.

Forms to be used: R&D/Acct-4A & R&D/Acct-4B

B. Honorarium payment to project manpower and student

1. Honorarium to students and project manpower can be paid by using the form no R&D/ Acct 04.
2. The following honorarium rate will be followed.

S.N.	Students	Honorarium Rate (from all sources of the project)
1.	Fulltime Ph.D.	Maximum up to Rs. 20,000/- per month
2.	Full Time MTech/M.S (R)	Maximum up to Rs. 10,000/- per month
3.	Full Time B.Tech/M.Sc.	Maximum up to Rs. 7,500/- per month during the semester period Maximum up to Rs. 15,000/- per month during the vacation period

3. In the case of project employees, the monthly honorarium amount should not exceed the basis salary/fellowship of the concerned project manpower.

Form to be used: R&D/Acct-4

C. Honorarium Disbursement from Sponsored Research Project:

S. N.	Budget Head	Applicable to
1.	Manpower/Salary	i) Students supporting in the project-related scientific/ technical activities. ii) Technical & scientific resources of the Institute supporting in the project-related activities scientific/ technical activities.
2.	Honorarium	i) Students supporting in the project-related activities. ii) Technical / Scientific / Non-technical Resources of the Institute supporting in project-related activities.
3.	Contingency/ Miscellaneous	i) Students supporting in the project-related activities. ii) Technical / Scientific/Non-technical Resources of the Institute supporting in project-related activities.

- No justification is required for giving the honorarium from Honorarium, Contingency, Miscellaneous Head.
- No manpower appointment will be permitted beyond the approved manpower limit of a project. However, if the approved manpower is not filled after the due process (i.e. through an advertisement by following funding agency norms, R&D manpower hiring norms, internship policy, etc.) and if a student, technical/scientific resources are involved in the project-related activities against the unfilled position, the concerned student/technical/scientific staff involved in this activities may be given an honorarium. In such cases, the PI of the project will write the justification and exact duration of involvement of concerned students, scientific/technical resources. Even in such cases, the student, technical/scientific resources should meet the scientific/technical background
- If an honorarium is given to the staff/students other than IIT Jodhpur, the PI will submit the justification along with the agreement, if any.

D. Consultancy Project:

Budget Head
(i) Budget Estimate:
a) Manpower/ Honorarium etc.
b) Equipment to be procured
c) Equipment usage charges
d) Consultancy Fee (Different from manpower)
(ii) Overhead: 30% of (i)
(iii) GST: As per Govt. rate [Currently 18 % of (i) +(ii)]
(iv) Grand Total [i+ii+iii]

- In the case of the Consultancy Project, the PI should submit the honorarium form along with the deliverable/ completion/progress of scope of work in line with the objective/ milestone of the project of the duration for which the honorarium request is submitted.
- PI and others involved can be paid the honorarium or consultancy fee. The total honorarium paid to the manpower and staff of the Institute will be paid from the budget estimate. (*Amendment to the clause No. 4.2.4(a) of norm for R&D Projects, June 2018*).

E. Other Projects

In the case of other projects, the honorarium will be given as per sanctioned "terms and conditions".

F. Institute Funded Project (Seed Grant Project, International Research Mobility Grant etc.):

No honorarium will be given from this project.

G. Student Assistantship (registered student, receiving the fellowship)

Category	Type of Appointment	Payment(INR)
Ph.D.	Full-time appointment (40 hours/week)	5000
	Part-time appointment (20 hours/week)	2500
P.G.	Full-time appointment (40 hours/week)	4000
	Part-time appointment (20 hours/week)	2000
U.G.	Full-time appointment (40 hours/week)	3000
	Part-time appointment (20 hours/week)	1500

Note:

In case, a registered student of the institute is not receiving the fellowship from any source, then he/she may receive the honorarium/student assistantship amount as per the DST- JRF/SRF manpower fellowship norm.



Indian Institute of Technology Jodhpur
Office of Research & Development
Form No: R&D/Acct-4A

HONORARIUM RECOMMENDATION FORM (For Institute Supporting Staff)

(FOR USE OF PI)

Instructions for PI:

1. Use separate forms for recommending honorariums from different projects/consultancy.
2. Honorarium claims will be processed thrice in a financial year in three cycles (**Cycle 1**: covering months from April to July, **Cycle 2**: covering months from August to November, **Cycle 3**: covering months from December to March).
3. In special situation, where a project/consultancy is closing earlier than the applicable cycle period, special request may be made to release such payment, irrespective of the cycle, by submitting both Form No: R&D/Acct-4A and Form No: R&D/Acct-4B

Instructions for Staff:

At the end of each cycle, submit this and other R&D/Acct-4A forms received by you along with completed Summary Cover Sheet Form No: R&D/Acct-4B to HoD/HoS/HoC/ Head-IDRP for onward submission to R&D Accounts.

1	Name of the Employee:																																		
2	Employee Code:																																		
3	Department/School/Centre:																																		
4	Project/Outreach/Consultancy No.:	No. Closure date:-..... In case of Outreach, specify its nature (a) Conference/ workshop/seminar/courses/symposium: <input type="checkbox"/> (b) Other (please specify its nature briefly): <input type="checkbox"/>																																	
5	Budget Head (B/H) from which honorarium is to be paid	Contingency/Miscellaneous etc. If any other, pls. specify the B/H,																																	
6	Honorarium recommended for payment:	<table border="1"> <thead> <tr> <th colspan="3">Financial year : (Tick the applicable cycle)</th> <th rowspan="2">Amount</th> </tr> <tr> <th><input type="checkbox"/> Cycle 1</th> <th><input type="checkbox"/> Cycle 2</th> <th><input type="checkbox"/> Cycle 3</th> </tr> </thead> <tbody> <tr> <td>1. April</td> <td>August</td> <td>December</td> <td></td> </tr> <tr> <td>2. May</td> <td>September</td> <td>January</td> <td></td> </tr> <tr> <td>3. June</td> <td>October</td> <td>February</td> <td></td> </tr> <tr> <td>4. July</td> <td>November</td> <td>March</td> <td></td> </tr> <tr> <td colspan="2">TOTAL</td> <td>In Figures:</td> <td></td> </tr> <tr> <td colspan="2"></td> <td>In words:</td> <td></td> </tr> </tbody> </table>			Financial year : (Tick the applicable cycle)			Amount	<input type="checkbox"/> Cycle 1	<input type="checkbox"/> Cycle 2	<input type="checkbox"/> Cycle 3	1. April	August	December		2. May	September	January		3. June	October	February		4. July	November	March		TOTAL		In Figures:				In words:	
Financial year : (Tick the applicable cycle)			Amount																																
<input type="checkbox"/> Cycle 1	<input type="checkbox"/> Cycle 2	<input type="checkbox"/> Cycle 3																																	
1. April	August	December																																	
2. May	September	January																																	
3. June	October	February																																	
4. July	November	March																																	
TOTAL		In Figures:																																	
		In words:																																	
7	Specify work(s) performed by the employee, justifying the proposed honorarium under the above project	Note: Without mention of specific details, form will be returned.																																	

It is certified that Mr./Ms. _____ has spent adequate time and effort for the project/consultancy activities as specified at Sl. No. 7 above, without affecting his/her assigned duties of the department/center.

To be submitted to
HoD/HoS/HoC/Head-IDRP by the
staff along with Form No
R&D/Acct-4B as per Cycles.

Signature of PI: _____
Name of PI: _____ Date: _____



SUMMARY COVER SHEET
(for Honorary Payment to Institute Supporting Staff)
(FOR USE OF HODs/HOSc/HOCs/Head-IDRP)

Instructions:

1. Honorary claims will be processed thrice in a financial year in three cycles as indicated below
2. Claim for a particular cycle can be submitted only once. The claim for the same period will not be accepted again.
3. At the end of each cycle, staff receiving honorary must complete and submit the Summary Cover Sheet Form No: R&D/Acct-4B along with all R&D-Acct-4A forms received by him/her from various consulting/projects to HoD/HoC/HoS/Head-IDRP for onward submission to R&D Accounts.
4. Please ensure that the amounts in Summary Cover Sheet match with the amounts mentioned in the enclosed R&D-Acct-4A claim forms.

1	Name of the Employee:						
2	Employee Code:						
3	Department/Centre:						
4	Basic Pay of employee for the month to which the honorary pertains (Basic Pay plus DA);	Basic Pay plus DA (Rs.):					
5	One third (1/3) of Basic Pay:-	Rs.					
6	Honorary amount recommended for payment: - Please tick () the applicable C Cycle 1 Cycle 2 Cycle 3 Financial Year : _____						
	Project/MI/Consultancy No.	(Please tick)	Months				Sub-Total
			Cycle 1	April	May	June	
		Cycle 2	August	September	October	November	
			Cycle 3	December	January	February	March
		Total					

- a) It is certified that above month-wise proposed honorary has been recorded in the Department/Centre: Honorary Register: at Page no.
- b) Certified that the above employee has spent time and effort for the project(s)/consultancy(s) activities without affecting his/her assigned duties of the department/center.

Signature of HoD/HoS/HoC/Head-IDRP _____

Department/Centre _____

Date _____

For Office Use only

Project Fund Position in the Respective Budged Head						Amount(Rs.)
Gross Amount				A		
Consultancy Fee				B		
Amount Disbursed earlier (if any)/Expenditures				C		
Balance available for disbursement				D		
						Up to 2.5 Lakh
Dealing Assistant (R&D)	Junior Assistant (R&D)	Senior Superintendent (R&D)	Assistant Registrar (R&D A/c)	Assistant Registrar (R&D)	Associate Dean (R&D)	Dean (R&D)
(For More than 2.5 Lakhs)						
Director						