



INDIAN INSTITUTE OF TECHNOLOGY KANPUR

Directorate

No. IITK/FBC/Hon/2015-16

Dated: 7 May 2015

OFFICE ORDER

The admissibility and payment of Honorarium is governed by the following office orders (copies enclosed) issued by / with the approval of the then Director:

- i. No. DIR/00/2008/223 dated 9 July 2008 from Director.
- ii. No. Nil dated 18 August 2008 from Dean, R&D.
- iii. No. Nil dated 23 September 2008 from Director.

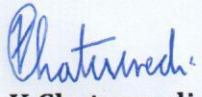
2. A standing committee chaired by Deputy Director was constituted vide above-referred 9 July 2008 order to consider all honorarium proposals and make appropriate recommendations. In practice however, honorarium had continued to be approved at the level of Deputy Director / Deans.

3. It has now been decided to ensure full compliance with the above-mentioned existing office orders on the subject, with the following reconstituted committee replacing the earlier committee:

- | | | |
|--------------------|---|------------------|
| i. Deputy Director | - | Chairman |
| ii. DORD | - | Member |
| iii. DOFA | - | Member |
| iv. PIC (Admn.) | - | Member |
| v. Finance Officer | - | Member |
| vi. DR (Admn.) | - | Member-Secretary |

4. All Heads of Departments / Sections (as defined in DFPRs, 2014) may forward honorarium proposals for their departments / sections in the enclosed prescribed proforma to Member-Secretary of the above referred committee.

5. The committee's recommendations shall continue to require Director's kind approval, as implied in the 9 July 2008 order.


A K Chaturvedi
Deputy Director

Encl: as above

To: All Heads of Departments / Sections

Copy to: Director - for kind information pl.

Indian Institute of Technology Kanpur

No. IITK/FBC/HON/2015-16

Name of the Department / Section: _____

Date: _____

Subject: Recommendation for grant of Honorarium in respect of eligible* Officers / Staff members on account of performance / discharge of additional responsibilities, other than the originally assigned responsibilities.

Reference: Office Order No. DIR/OO/2008/223 dated 9 July 2008.

Office Order No. Nil dated 18 August 2008.

Office Order No. Nil dated 23 September 2008.

S. No.	Particulars of Employee(s)		Name & details of Special Assignment(s) / Duty / Project(s) undertaken	Period of Special Assignment(s)	No. of additional man days spent for the special / additional assignment(s) or project(s) undertaken	Current Basic Pay	Total Honorarium proposed	Honorarium recommended from the funds of: 1) Institute A/c 2) Name of the Pool A/c 3) Any other funds	Justification for recommending honorarium (please use separate sheets, if required)
	Name	PF No.							
1	2	3	4	5	6	7	8	9	10

* Faculty and all officers in Grade pay Rs. 10, 000 and above are not covered by this arrangement.

Signature of HOD / HOS

(HOD / HOS are as defined in DFPRs, 2014)



INDIAN INSTITUTE OF TECHNOLOGY KANPUR
DIRECTOR'S OFFICE

2/c

DIR/OO/2008/223
July 9, 2008

OFFICE ORDER

Sub.: Committee for examination of the proposals for payment of Honorarium.

Ref.: Office Order DIR/OO/2008/168 dated March 20, 2008.

The Institute appreciates the work done by the employees in an exemplary manner by providing incentives in the form of Merit Award, Honorarium etc. The Finance Committee in its meeting held in November 2007 advised to the Institute that within the framework, as well as the powers available the needful policy be made. These observations were ratified by BOG in its meeting held on January 7, 2008.

In order to streamline the procedure, the following standing committee has been constituted for considering the proposals for payment of Honorarium to the Officers and other eligible staff members of the Institute.

I. Standing Committee:

- | | |
|--------------------------|------------------|
| 1. Deputy Director | Chairman |
| 2. Dean R&D | Member |
| 3. Registrar | Member |
| 4. Dean, Faculty Affairs | Member |
| 5. AO (IA) | Member-Secretary |

II. Methodology:

- 1) All Heads of Departments/ In-Charges Units shall be eligible and empowered to initiate any proposal for the amount of Honorarium to staff member of their Department/ Section. The proposal must contain complete details of exemplary nature of work for which the Honorarium is recommended.
- 2) The Standing Committee shall meet once in a quarter to consider all the proposals and make appropriate recommendations.

3) The Standing Committee shall be the only constituent body through which all Honorarium proposals including from the payment from Institute projects / all pool funds shall be recommended.

4) This Committee shall consider Honorarium for Group A, B, C & D employees. It shall not cover the Honorarium being paid to employees for their contribution from Consultancy projects, Testings, Continuing Education Programmes & Conferences etc, which are disbursed through Dean (R&D) as per present practice.

This Office Order supersedes all previous Office Orders issued in this regard.

Sanjay G Dhande

Sanjay G Dhande
Director

Copy to:

- 1) Dy. Director
- 2) All Dean(s) / Registrar
- 3) Chairman & Members of the Committee.
- 4) All IAC Members / All Heads of Departments/ In-Charges Units
- 5) Web site / All E-mail

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- 5) All IAC Members
- 6) All Dy. Registrars/ All Assistant Registrars
- 7) Librarian
- 8) All Dy. Registrars/All Assistant Registrars
- 8) All through E.Mail
- 9) Website

3/C

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
OFFICE OF RESEARCH AND DEVELOPMENT

18th August 2008

Director
IIT Kanpur

approved. Shande

18-8-08

Subject: Observations arising from the deliberations of the honorarium committee (first round)

Dear Sir:

The committee collected documents and applications related to honorarium payment over a period of two months and had them examined. As a first step, it recommends the following course of action.

- i) *Consultancy projects:* The recommendation of the PI will be honored and the application will not be sent to the committee. Payments to the staff will require justification in terms of the time involved and the nature of work performed. However, any disproportionate payment can be referred to the committee for its advice.
- ii) Payment arising from operations of JEE, GATE, preparatory courses, summer courses, short-term courses, and self-financing courses will not be reviewed.
- iii) Annual payments arising from the pool account of individual sections and Departments will not be brought to the committee. However, any disproportionate payment can be referred to the committee for its advice.
- iv) No honorarium can be paid from contingency and consumable heads of the project.

The above notifications may please be approved.

Thank you.

Sincerely

K Muralidhar

K. Muralidhar
Dean: R&D

Forwarded
Aidu
18/8/08

4/c

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
OFFICE OF RESEARCH AND DEVELOPMENT

23rd September 2008

OFFICE ORDER

1. *Sponsored projects*: If the sanction received from the funding agency does not have any provision for honorarium, payment of honorarium in any form is not admissible.
2. *Consultancy projects*: Payment of honorarium within the budgeted amount is admissible in consultancy projects. The payment will be made only after actual receipt of the grant. Faculty, Institute staff, project employees, and students are entitled to it.
3. *Sponsored projects with a provision of honoraria*: Payment of honorarium within the budgeted amount is admissible in sponsored projects that include honorarium as a budget head. The payment will be made only after actual receipt of the grant. Faculty, Institute staff, project employees, and students are entitled to receive honorarium. In case the funding agency has paid only partial overheads, a deduction of 20% of the honorarium component will first be carried out and the balance amount released for disbursement.
4. *Sponsored projects with a provision of technical assistance*: Payment of honorarium within the budgeted amount is admissible in sponsored projects that include technical assistance as a budget head. Institute staff and project employees are entitled to receive this amount. In case the funding agency has paid only partial overheads, a deduction to the extent of 20% of the budgeted amount will first be carried out and the balance amount released for disbursement.
5. *Pool accounts*: Payment of honorarium is admissible from pool accounts. Institute, quasi-permanent, and project employees working directly in the Unit - Section - Department - Office will be eligible. Such payments are permitted (at most) twice in a year, coinciding with the festivals of Dusshera and Holi. The paid amount per year will not exceed the basic monthly salary of the individual. The payments should be in proportion to the basic salary of the person as well as his/her contribution to the productivity of the office concerned.

Pool account payments will be forwarded by Dean: R&D to the Deputy Director via the audit section for final approval.

Notes: (a) Payment to individuals, formally not connected with the Institute, will be shown as expenditure against a bill/invoice. (b) Disproportionate payment in any of the categories above will be referred to the honorarium committee of the Institute.

Shankar
Director
IIT Kanpur

This order supercedes any previous order on this issue

Shankar