

INDIAN INSTITUTE OF TECHNOLOGY DELHI

IRD Accounts

No. IITD/IRD/Accounts/HIRA/233

Date:- 01.05.2013

**Subject: Payment of honorarium to Institute staff from projects/consultancies - Revised procedure.**

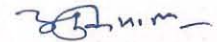
It has been observed that a large number of honorarium bills of the Institute staff from projects/consultancies are received in IRD Accounts throughout the year. As there is a ceiling on monthly honorarium amount with reference to the basic pay of the Institute staff, checking and processing of such bills received in piecemeal consumes significant time of the dealing assistants. It has been, therefore, decided to process the honorarium bills of the Institute staff from projects/consultancies **three times a year** as follow:-

<u>Cycle</u>	<u>Months covered in the bills</u>
1 <sup>st</sup>	April to July
2 <sup>nd</sup>	August to November
3 <sup>rd</sup>	December to March

Accordingly, the honorarium bills of the Institute staff from projects/consultancies for the months covered in a particular cycle as mentioned above should be sent by HODs/HOCs for approval of the competent authority at the close of the relevant cycle.

Detailed guidelines and forms for facilitating above mechanism are being issued separately. Pending this, all PIs/CIs/HODs/HOCs are requested not to send the bills for the month of April 2013 to IRD Accounts. Same may be sent in the prescribed form after July 2013 ie closure of 1<sup>st</sup> cycle.

This issues with the approval of the competent authority.



(ANUP KUKSAL)

Assistant Registrar (IRD A/Cs)

**Distribution :-**

All Heads of Department/Centre : It is requested that the content of the circular may kindly be brought to the notice of all faculty of your Deptt./Centre

**Copy to:-**

• Dean, R&D	
• Associate Dean (R&D)	
• Assistant Registrar (IRD)	
• Mr. Sudesh Kr. Bansal, Sr. Data Processor, IRD	: For email to all faculty and updating the IRD website.