

**I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR  
(REGISTRAR OFFICE)**

IKGPTU/REG/NF/HRM/89

Dated: 06.02.2024

**NOTIFICATION**

**Standard Operating Procedure (SOP) for processing the guest faculty honorarium bills.**

In the continuation of Notification issued vide no. IKGPTU/Reg/NF/2530 dated 23.12.2020, the revised Standard Operating Procedure (SOP) for processing the Honorarium bills of Guest Faculty is as below:

1. Honorarium to the guest faculty shall be paid as per the details mentioned below with the maximum limit of Rs. 50,000/- per month.

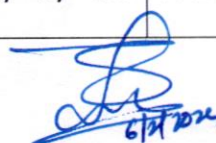
S. No.	Item	Amount
1.	Honorarium to Guest faculty with Ph.D qualification	Rs. 1000/- per credit hour
2.	Honorarium to Guest faculty with M. Tech or equivalent qualification	Rs. 750/- per credit hour

Beside, other Terms & Conditions of the offer letter issued to the guest faculty shall be applicable.

2. Teaching load to the guest faculty will be assigned by the concerned HOD and a copy of the time-table of each guest faculty must be available with Dean Academics/Director of concerned Campuses and DR (HRM).
3. The billing cycle for payment of honorarium of guest faculty will be from 1<sup>st</sup> day to last day of every month.
4. The time line for processing of files related to honorarium of guest faculty is mentioned as below:

Concerned level	Date of processing
Each guest faculty will submit his/her Teaching load details in Form No. 1 (attached herewith) and submit to his/her HOD	1 <sup>st</sup> of every month for the preceding month
HoD's will verify the claim submitted by guest faculty and certify the same after properly checking the time-table and total classes engaged by the guest faculty. The HOD will forward duly certified Form '02' in excel sheet format to HRM branch & also send soft copy of excel sheet through e-mail to dr.hrm@ptu.ac.in and retain Form '01' in their records.	2 <sup>nd</sup> of every month
HRM branch will check the details of Form '02' & will send consolidated Form '02' to Dept of F&A	5 <sup>th</sup> of every month
FO to Audit, if any discrepancy found. File be send back to HR Branch or if file is found in order, file may be sent to competent authority for approval by Finance Officer.	8 <sup>th</sup> of every month
Payment be released as per rates mentioned at point (i) after seeking approval from the Competent Authority by the Finance officer.	Next 2 days on receipt of approval.

Contd..2..



5. Total lectures held by guest faculty for a particular subject in a semester must be within reasonable limits as per credit requirements of that subject even if there is need to conduct extra classes.
6. TDS will be deducted @10% for the Guest Faculty who has submitted declaration under section 206AB. And if the same is not submitted then TDS deduction @20% will be applicable.
7. Guest Faculty should ensure the linking of PAN and Aadhar otherwise TDS will be deducted @20%.
8. Experience certificate may be issued to the guest faculty on their request by HRM Branch. HOD to send the recommendation that the nothing is pending with the Guest faculty and his/her conduct was satisfactory.

This is issued with approval of competent authority dated 30.01.2024 vide e-office No. A-75/2024-HRM (Computer No. 115706).



(Dr. S.K. Misra)  
Registrar



Dated: 06.02.2024

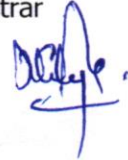
Endst. No. IKGPTU/REG/NF/HRM/90-95

A copy of the above is forwarded to the following for information and necessary action please.

1. Secretary to Vice Chancellor: for kind information to Hon'ble Vice Chancellor.
2. All HoDs (Teaching & Non-Teaching).
3. All Director (Constituent Campuses of IKGPTU).
4. Finance Officer
5. DR (HRM)
6. DR (ITS): For uploading on the University website.



(Dr. S.K. Misra)  
Registrar



**Form No. 01**

**I.K.Gujral Punjab Technical University Jalandhar**  
**Monthly Honorarium data of Guest Faculty**

Month: ..... Year : .....  
 Department: ..... Campus: .....

Name of Guest Faculty/ F.Name	Days ---->	Date wise hour detail																														Total		
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		31	
	Theory																																	
	Tut/Lab																																	

**Summary**

Detail	No. of hours	Credit Hours	Rate per Credit Hours	Amount
Theory				
Tut/Lab				
<b>Grand Total</b>				

Account Holder Name  
 PAN Card No.

Bank Account No.

IFSC Code:

**I certify that above furnished details/information is correct to the best of my knowledge & belief.**

Signature of Guest Faculty

Name:

Senior Assistant/Clerk

Signature of HOD