



भारतीय प्रौद्योगिकी संस्थान कानपुर
INDIAN INSTITUTE OF TECHNOLOGY KANPUR
प्रशासन अनुभाग
ADMINISTRATION SECTION

कमरा सं. 211, (संकाय भवन)
पो. आई आई टी कानपुर – 208016 (उ.प्र.), भारत

Room No. 211 (Faculty Building)
PO. IIT KANPUR-208016 (UP), INDIA

No.Estt./OO/2019/IITK/ 12
Dated: January 04, 2019

OFFICE ORDER

Subject: Guidelines for payment of Honorarium to non-academic staff members.

The existing guidelines / norms for the payment of Honorarium for non-academic staff members of the Institute has been reviewed by the Honorarium Committee and after approval of the Competent Authority on 23.10.2018, the following guidelines have been laid down for adherence;

- (i) No honorarium is admissible for temporary increase in work, which are foreseeable and normal incidents of the concerned department / section and form part of the legitimate duties of the employees according to the general principle enunciated in Rule 3(c) of the Conduct Rules.
- (ii) Only such staffs members will be eligible for honorarium who would have made significant and distinguishable contributions to special work of an occasional or intermittent character. Such staff members must have been rated as 'Outstanding' or 'Very Good' in their preceding two APAR assessments.
- (iii) All Pool Accounts held by different sections will be merged into one pool account to be known as '**Institute Pool Account**' and honorarium to the eligible staff members be paid only through '**Institute Pool Account**'. The organizers of conference / workshop etc will allocate 5% of their total budget as contributions towards the pool account. Similarly, 5% of the honorarium paid to the technical and scientific staff from the testing fee will also be transferred to the Pool Account. It is recommended that the Dean, Research & Development may come-up with an appropriate proposal, through IRDC, for contributions to the Institute from the honorarium claimed from the consultancy projects.
- (iv) The maximum amount of honorarium through the Institute Pool Account **in a financial year** should be limited to not more than half of the monthly basic pay of the concerned employee as on the date of recommendation of the honorarium. The maximum sealing limits in respect of the Project Employees will be mapped by the office of R&D.
- (v) Honorarium paid by GATE, JEE, GMAT for assignments related to examinations conducted by them shall not be covered under these guidelines. However, the staff members working in these offices shall be covered under these guidelines. These offices shall be required to remit 5% of their earnings each year to the Institute Pool Account.

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- (vi) The honorarium will be disbursed twice **in a calendar year** i.e. during the months of March and October.
- (vii) All requests pertaining to the non-academic staff holding a regular pay scale have to be forwarded to Administration section in the prescribed format (**Annexure-1**) **only in the month of February and September** for consideration of disbursement of honorarium during the month of March and October respectively. No separate application or format will be entertained / accepted under any circumstances.

2. While recommending cases for honorarium, HOD/HOS are requested to exercise their utmost care with regard to suitability of honorarium to the recommended staff members as well as the quantum of honorarium recommended by them. The Honorarium committee shall have powers to review such recommendations in light of these guidelines.



3/1/19

Manindra Agrawal
Deputy Director

Copy to:

1. Director
2. All Dean(s) / Head(s) – Section(s) / In-Charge(s) / Unit (s) / Department(s)
3. Registrar
4. Joint Registrar (Admin. & Legal)
5. Web-master – For circulation amongst non-academic staff members
6. File – Office Order

INDIAN INSTITUTE OF TECHNOLOGY KANPUR

Name of the Department/Section:

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.

Sl 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 (Rs.)	Total honorarium proposed (Rs.)	Justification for recommending honorarium (please use separate sheets, if required)
	Name (Mr./Ms.)	P. F. No.		From	To				
1	2	3	4	5	6	7	8	9	

* Faculty and all Officers in Grade Pay Rs. 10,000/- and above are not covered by this arrangement.

Officer-In-Charge

Signature of HoD/HoS