

OFFICE OF THE DEAN (STUDENTS' WELFARE)
NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA

No. Dean (SW)/24/176

Date: 07-06-2024

NOTIFICATION

The Ministry of Education (MoE), Government of India (GoI) vide letter ref. F.No. 12-2/2023-U1 revised emoluments and guidelines on service conditions for research personnel engaged in R&D programmes funded by the MoE, GoI (copy attached).

In the letter referred above, point no 2(ii) regarding House Rent Allowance (HRA) is reproduced below :-

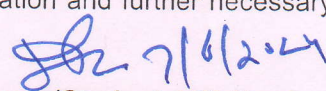
"ii House Rent Allowance (HRA) : All research fellows may be provided hostel accommodation wherever available. Research fellowship holders residing in hostels shall not be entitled for HRA. Wherever provision of hostel accommodation is not possible, HRA may be allowed to all the research categories viz. JRF,SRF and RA as per Central Government norms applicable in the city/location where they are working. The percentage required for calculating HRA will be based on the fellowship amount."

Further, the office of the Dean (Academic) vide letter ref no Acad/2024/190 dated 30-01-2024 issued a notice regarding grant of HRA to full time Ph.D. Research Scholars availing any type of fellowship (Institute Fellowship & Fellowship of other organizations i.e. UGC, CSIR etc.) (copy attached)

The competent authority in the Institute on the recommendation of the Dean (SW) approved the below mentioned procedure for obtaining Non-Availability Certificate / Non-Resident Certificate and format of Non-Availability Certificate / Non-Resident Certificate (copy attached) for claiming of HRA.

1. The full time research scholars receiving Institute scholarship are required to obtain **Non-Availability Certificate** from Chief Warden (Boys)/ Chief Warden (Girls) and AEN (Estate).
2. The full time research scholars receiving scholarship from external agencies are required to obtain **Non-Resident Certificate** from Chief Warden (Boys)/ Chief Warden (Girls) and AEN (Estate).
3. The concerned student is required to submit Non-Availability Certificate / Non-Resident Certificate in the prescribed format in the office of the Dean (Students Welfare).
4. The office of the Dean (SW) will issue an office order to the concerned research scholar regarding **Non-Availability Certificate / Non-Resident Certificate**.
5. It will be mentioned in the office order that the research scholars allowed to reside outside will be required to pay **triple seater room rent** as decided by the competent authority.
6. The office of the Dean(Academic) will process the HRA claims of the research scholars as per past practice.

The above notification is issued for information to all the concerned for information and further necessary action.


Dean (Students' Welfare)

Copy to:

01. Notice Board
02. Assistant Registrar to Director for the kind information of the Director
03. All Deans (The Dean (Academic) is requested to process the HRA claims accordingly)
04. All HODs/School Coordinators with a request to share this notification to all the Ph.D. Research Scholars of the respective Department/School
05. Chief Warden (Boys & Girls) for placing it on the notice board
06. Faculty I/c (Accounts) with a request to follow the process for releasing HRA to Ph.D. Research Scholars.
07. Faculty I/c (Website) with a request to upload the notification on the Institute Website on home page
08. Private Secretary to Registrar for the kind information of the Registrar

F No: 12-2/2019-U1
Government of India
Ministry of Human Resource Development
Department of Higher Education

Shastri Bhawan, New Delhi
Dated: 31st January, 2019

OFFICE MEMORANDUM

Subject: Revision of emoluments and guidelines on service conditions for research personnel engaged in R&D programme of the Central Government Departments/ Agencies.

The undersigned is directed to refer to OM No. SR/S9/Z-08/2018 dated 30th January 2019 of the Department of Science and Technology, Ministry of Science and Technology, on the subject cited above. The emoluments for research personnel engaged in R&D programmes funded by the MHRD shall be enhanced according to the following provisions:

1) Emoluments:

A. Junior Research Fellow (JRF)/Senior Research Fellow (SRF)

Sl. No.	Designation & Qualification	Existing Emoluments (per month)	Revised Emoluments (per month)
I	Junior Research Fellow (JRF) Post Graduate Degree in Basic Science OR Graduate / Post Graduate Degree in Professional Course selected through a process described through any one of the following: a. Scholars who are selected through National Eligibility Tests - UGC NET including lectureship (Assistant Professorship) and GATE. b. The selection process through National level examinations conducted by MHRD and its Agencies and Institutions such as UGC / IIT / IISc. / IISER / IIIT etc.	Rs. 25,000/-	Rs. 31,000/-
II	Senior Research Fellow (SRF) Qualification prescribed for JRF with two years of research experience.	Rs. 28,000/-	Rs. 35,000/-

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A.1 After completion of two years, an external assessment by the Institution where the student is enrolled for Ph.D. is mandatory for upgradation from JRF to SRF. The fellow may be awarded SRF after successful assessment.

A.2 Annual Satisfactory Assessment is mandatory to continue the benefit of fellowship during SRF period.

B. Research Associate

Research associates may be fixed at a consolidated amount at one of the 3 pay levels given below depending upon the qualification and experience. The Institute/Organization concerned may decide the level in which a particular associate should be placed based on the experience. The Essential Qualification (EQ) for RA is as follows:

Ph.D/MD/MS/MDS or equivalent degree or having 3 years of research, teaching and design and development experience after MVSc/M.Pharm/ME/M.Tech with at least one research paper in Science Citation Indexed (SCI) journal.

Sl. No.	Category	Existing Emoluments (per month)	Revised Emoluments (per month)
I	Research Associate –I	Rs. 36,000/-	Rs. 47,000/-
II	Research Associate –II	Rs. 38,000/-	Rs. 49,000/-
III	Research Associate –III	Rs. 40,000/-	Rs. 54,000/-

2. Service Conditions:

(i) **DA:** JRFs, SRFs and Research Associates will not be entitled to DA.

(ii) **House Rent Allowance (HRA):** All research fellows may be provided hostel accommodation wherever available. Research fellowship holder residing in hostels shall not be entitled for HRA. Wherever provision of hostel accommodation is not possible, HRA may be allowed to all the above categories viz. JRF, SRF and RA as per Central Government norms applicable in the city/location where they are working. The percentage required for calculating HRA will be based on the fellowship amount.

(iii) **Medical Benefits:** The research fellows and research associates (JRF/SRF/RA) will be entitled for medical allowance as applicable in the implementing institution.

(iv) **Leave and other entitlements:** The JRF/SRF are eligible only for casual leave while Research Associates are entitled to leave as per rules of the host institution. Participation of any of these categories (JRF/SRF/RA) in scientific event/workshops held in India or abroad will be treated as "on duty" with due approval of the host institution. The travel entitlement for JRF/SRF/RA for participation in scientific events/workshops in India will continue to be the same as earlier i.e. 2nd AC by rail. Maternity leave as per the Govt. of India instructions issued from time to time would be available to female candidates in all categories.

(v) **Bonus & Leave Travel Concession:** JRFs, SRFs and Research Associates will not be entitled to these allowances.

(vi) **Retirement Benefits:** JRFs, SRFs and Research Associates will not be entitled to these benefits.

Handwritten signature
21/11/19

(vii) Publication/Patent: The results of JRF/SRF/RA's research work may be published preferably in standard refereed journals with the concurrence of the Fellow and his/her Supervisor / Advisor. It should be ensured by the fellow that the assistance provided by the funding agency of Government of India is acknowledged in all such publications.

(viii) Obligation of JRF/SRF/RA:

- a) He/ She shall be governed by the disciplinary regulations of the host Institute where he/she is working.
- b) The JRF/SRF/RA must send a report of the research work done during the period of Fellowship as may be asked by the sponsoring agency.

3. The number of fellowships shall remain the same as is existing, unless modified with the approval of MHRD. The Departments / Agencies are requested to ensure that the above guidelines are followed in regard to the remuneration and other benefits to the research personnel engaged in R&D projects funded by them.

4. Selection for award of fellowship shall ordinarily be through common competitive examinations. However, for subjects where there is no examination presently, Government Departments and their authorized agencies and institutions may start conducting examinations to screen candidates for award of fellowships. This shall not be applied retrospectively and the persons already enrolled shall be exempted.

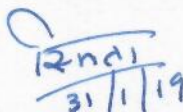
5. In order to further enhance value, quality and experience in doctoral research, the Government has agreed to incentivize the research output, for e.g. in the form of publications and patents. The proposals to incentivize research output will be considered separately and modalities for its implementation will be evolved.

6. **Date of Effect:** The revised emoluments will take effect from 01.01.2019. The requirement of funds should be worked out and the additionality should be met from the existing budget of 2018-19 through matching savings.

7. The Chairman UGC, Chairman AICTE and the Bureau Heads of the Department of Higher Education in the Ministry of Human Resource Development responsible for management of the Institutions of National Importance are requested to convey this to all the institutions under their supervision immediately.

8. This issues with the approval of the Minister for Human Resource Development.

Encl: As above


(Smita Srivastava)
Director

1. Chairman UGC
2. Chairman AICTE
3. All Bureau Heads of Department of Higher Education

NATIONAL INSTITUTE OF TECHNOLOGY,
KURUKSHETRA-136119

Dean (SW) 14/01/24
Dated: 21/01/24

Acad/2024/190

Date: - 30.01.2024

NOTICE

Sub: - Grant of HRA to full time PhD Research Scholars availing any type of Fellowship.

It has been decided with the approval of Competent Authority that: -

1. To grant HRA to full time PhD Research Scholars availing fellowships like Institute fellowship, UGC-JRF, CSIR-JRF etc.
2. PhD Research Scholars who are not availing Institute accommodation (hostels/quarters) are eligible for HRA as per norms of the Central Government.
3. PhD Research Scholars shall submit the following documents to the Accounts Section for claiming HRA.

For full time Research Scholars on Institute Fellowship

- a) Non-Availability Certificate from the Office of the Dean (SW).

For full time Research Scholars on UGC-JRF or CSIR-JRF Fellowship

- a) Non-Resident Certificate from the Office of the Dean (SW).

However, those Research Scholars who will be allowed to reside outside will be charged triple seater room rent as decided by the Competent Authority.

4. Any misdeclaration for availing HRA will be viewed seriously and HRA amount availed from the Institute will be recovered from the Research Scholars with interest and penalty.
5. No sharing of quarters shall be allowed by scholars with unauthorized residents.
6. All HRA related discrepancies/issues will be dealt by the Office of the Dean (SW).

The above is circulated for information of all concerned.

For 31/1 To Director
Sh. R. K. S.

Deputy Registrar (Academic)

30/01/24

Copy: -

1. AR to Director for kind information of the Director.
2. PS to Registrar for kind information of the Registrar.
3. AR (Accounts) for necessary action.
4. Dean (SW) for information and necessary action.
5. Chief Warden Hostel (Boys & Girls).
6. All HoDs/School Coordinators.
7. Assoc. Dean (P&D for E&C).

**OFFICE OF THE DEAN (STUDENTS' WELFARE)
NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA**

NON-AVAILABILITY CERTIFICATE / NON-RESIDENT CERTIFICATE

PLEASE TICK RELEVANT BOX

:

INSTITUTE SCHOLARSHIP	
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OTHER SCHOLARSHIP	
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NAME OF RESEARCH SCHOLAR : _____

ROLL NO : _____

DEPARTMENT/SCHOOL : _____

MOBILE NO. : _____

EMAIL-ID : _____

DATE OF JOINING IN PHD PROG. : _____

DATE OF NON-AVAILABILITY/NON-RESIDENT : _____
HOSTELS/ INSTITUTE ACCOMMODATION

.....**OFFICE OF CHIEF WARDEN**.....

This is to certify that the above mentioned research scholar is not residing in any hostel of the Institute w.e.f. _____
(**Other Scholarship**). He is receiving _____ (Name of Scholarship and Organization)
or (Strick whichever is not applicable)

This is to certify that the hostel accommodation was not available for the above mentioned student w.e.f. _____
(date) to _____ (date) (**Institute Scholarship**)

Date : _____

Stamp

Signature of Chief Warden (Boys) / Chief Warden (Girls)
(_____ (Name)

.....**OFFICE OF DEAN (ESTATE)**.....

This is to certify that the above mentioned research scholar is not residing in any accomodation in the Institute managed by the
Estate Section w.e.f. _____ (**Other Scholarship**).
or (Strick whichever is not applicable)

This is to certify that the hostel accommodation was not available for the above mentioned student w.e.f. _____
(date) to _____ (date) (**Institute Scholarship**)

Date : _____

Stamp

Signature of AEN(Estate)
(_____ (Name)

.....**OFFICE OF DEAN (STUDENT WELFARE)**.....

The _____ (Non-Availability Certificate / Non-Resident Certificate) of the concerned
research scholar is received in the office of the Dean (Students Welfare on _____ (date) and the office
order is issued on _____ (date)

Dealing Assistant

Deputy Registrar

Dean (Students Welfare)