



**DELHI TECHNOLOGICAL UNIVERSITY**

**MINUTES**

**of the 33<sup>rd</sup> meeting of**

**Board of Management**

**DTU**

**Held on 19.08.2019**

**DTU Campus, Shahbad Daultpur, Bawana Road, Delhi-110042**



# Delhi Technological University

(Estd. by Govt. of NCT of Delhi vide Act 6 of 2009)  
(Formerly Delhi College of Engineering)

No.F.DTU/ORG/BOM/Meeting/1(1)/09/Vol-XIII

Dated :

**33<sup>rd</sup> meeting of the Board of Management held on 19.08.2019 at 12:00 noon in Room No. 307, 2<sup>nd</sup> Floor, Administrative Block, DTU. The following members were present:**

1. Prof. Yogesh Singh, Vice Chancellor, DTU.
2. Sh. Sandeep Kumar, IAS, Secretary, Higher Education, Government of Delhi.
3. Sh. S.S. Gill - Director, Technical Education, DTTE (represented Secretary, TTE).
4. Prof. S.K. Garg, Pro Vice Chancellor, DTU.
5. Prof. I.K. Bhat, Vice Chancellor, Manav Rachna University.
6. Prof. Khalid Moin, Professor, Civil Engg. Deptt., Jamia Millia Islamia.
7. Sh. Sameer Nayyar, Managing Director, Dr. Beli Ram & Sons Pvt. Ltd.
8. Prof. A. Trivedi, Dean (IRD), DTU
9. Prof. Madhusudan Singh, Dean Academic (UG), DTU
10. Prof. H.C. Taneja, Professor, Department of Applied Mathematics, DTU
11. Prof. Samsher, Professor, Deptt. of Mechanical Engg. and Registrar, DTU
12. Sh. Manoj Kumar - Dy. Secretary (Finance) represented ACS (Finance).

Ms. Renu Sharma, I.A.S., Additional Chief Secretary (Finance), Sh. Sheo Pratap Singh, I.A.S., Secretary (Training & Technical Education) and Prof. Ajay Kumar Sharma, Vice Chancellor, I.K.G. Punjab Technical University could not attend the meeting due to their pre-occupations.

Sh. D.P. Dwivedi - I.A.S.(Retd.), Consultant (F&P) and Sh. Ashwani Kumar Kansal, Dy. Director (SB), TTE also attended the meeting as special invitees.

**The minutes of the meeting are as follows:**

**Agenda 33.1 : Opening remarks by the Vice Chancellor.**

Hon'ble Vice Chancellor welcomed all the members of Board of Management in its 33<sup>rd</sup> meeting of Board of Management held on 19.08.2019. He also welcomed the Secretary (Higher Education), Sh. Sandeep Kumar for attending this meeting first time. He also thanked all the members for their valuable contribution during their tenure, being the last meeting of this existing Board.



He informed that many policies/ regulations have been made during the tenure of this Board and recruitment of about 120 teachers, promotion under CAS, recruitment of non-teaching staff was also carried out. Many programs of UG and PG have been started with the approval of the present Board.

At the end, one of the Board members, Sh. Sameer Nayyar, also conveyed his gratitude to the Vice Chancellor for his tremendous efforts in achieving the goals for the University. He also expressed his views on the experience gained by the members during the interaction with the academicians. Vice Chancellor further placed on record and conveyed thanks to all the members for their immense contribution & active participation.

**Agenda 33.2 : Confirmation of the minutes of 32<sup>nd</sup> meeting of the Board of Management held on 21.06.2019.**

It was submitted to the Board of Management that the minutes of the 32<sup>nd</sup> meeting of the Board of Management, DTU held on 21.06.2019, were circulated among all the members vide forwarding No. DTU/ORG/BOM/(Meeting)/1(1)/09/Vol-XII/1655 dated 25.06.2019.

**Decision : The Board of Management confirmed the minutes of its 32<sup>nd</sup> meeting held on 21.06.2019.**

**Agenda 33.3 : Action taken report on the decisions taken in the 32<sup>nd</sup> meeting of the Board of Management held on 21.06.2019.**

The Board of Management was informed that 20 agenda items were discussed in the last meeting held on 21.06.2019. The details of the agenda, decisions taken thereon and the action taken by the University were given in table form for information of the Hon'ble Members.

*In respect of item number 32.5 of the action taken report, the members of the Board pointed out some anomalies in the recruitment rules for the post of Registrar, Controller of Examinations and Controller of Finance in terms of age mentioned for direct recruitment or on deputation.*

*In respect of item number 32.7 the Board advised to relook the recruitment rules for the post of Chief Operation Officer.*

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Accordingly, the Board has constituted a committee to examine the matter in the light of above anomalies with following members:

1. Prof. I.K. Bhat, Vice Chancellor, Manav Rachna University - Chairperson
2. Pro Vice Chancellor, DTU ----- Member
3. Sh. S.S. Gill, Director, TTE or his nominee ----- Member
4. Prof. A. Trivedi, Dean, IRD, DTU ---- Member
5. Sh. D.P. Dwivedi, I.A.S. (Retd.) ---- Member
6. Dr. Ravinder Kaushik, Dy. Registrar, DTU ---- Secretary

The above committee will send its recommendations to the Vice Chancellor and thereafter place it before the Board in the next meeting.

**The Board of Management took the Action Taken Report on record.**

**Agenda 33.4 : Approval to withdraw the 're-designation of post of Foreman Instructor as Lecturer and enhancement of their age of superannuation'.**

It was submitted to the Board of Management that vide reference to Order No.1196-1198 dated 17.07.2019 and subsequent letter No.1529-1531 dated 29.07.2019 received from the Department of Training & Technical Education, Secretariat Branch, Muni Maya Ram Marg, Pitam Pura, Delhi-110088, wherein it was directed to withdraw the 're-designation of post of Foreman Instructor as Lecturer and enhancement of their age of superannuation' done by Board of Management of DTU with immediate effect in respect of Sh. P. K. Jain, Sh. N. Yuvraj and in similar other cases.

The contents of the Order dated 17.07.2019 issued by Secretariat Branch, DTTE, Govt. of NCT of Delhi are as under:

*"Whereas, the Board of Management of Delhi Technological (DTU) in its 2nd BOM meeting held on November 21, 2009 had re-designated post of Foreman Instructor of erstwhile Delhi College of Engineering as Lecturer and subsequently in its meeting dated 28.12.2010 enhanced their retirement age from 60 to 62 years without approval of Competent Authority i.e. Hon'ble Governor Delhi.*

*Whereas, the said post of Foreman Instructor is Group 'A' post in erstwhile Delhi College of Engineering and Appointing Authority for the said post is Hon'ble Governor, therefore any variation in service condition of these post without approval of Hon'ble Lt. Governor is without the competence and jurisdiction, hence any such variation shall be invalid and non-est.*



*Whereas, the said act of Board of management of DTU is also against provisions of section 4(d) and section 7(7) of DTU act 2009. Further as the all India Council of Technical Education has categorically stated in its clarification dated 07.04.2015 that cadre of Foreman instructor is not an approved cadre in AICTE regulations 2010 since it is not mentioned in the cadre of teaching staff.*

*In view of this, re-designation of post of Foreman Instructor of erstwhile Delhi College of Engineering as Lecturer as enhancement in their retirement age from 60 to 62 years by Board of Management of DTU without approval of Appointing Authority (Hon'ble Lt. Governor) is illegal and non-est.*

*Therefore, Registrar, DTU is hereby directed to withdraw the re-designation of post of 'Foreman instructor as Lecturer and enhancement of their age of superannuation done by Board of Management of DTU with immediate effect in respect of Sh. P. K. Jain, Sh. N. Yuvraj and in similar other cases. Further, it is also directed to take similar action in the cases of employees of erstwhile Delhi College of Engineering where the service conditions have been changed by DTU authorities without approval of the Competent Authority i.e. Hon'ble Lt. Governor. A compliance report in this regard must be furnished latest by 25.07.2019".*

In this regard, it was informed that Sh. P. K. Jain, Sh. N. Yuvraj were appointed to the post of Foreman Instructor in Delhi College of Engineering and vide DTTE letter No. F.1 (826)/2005/SB/566-572 dated 13.04.2007 in the pay scale of Rs.8000-275-13500, the Foreman Instructors were placed in the Senior Scale of Rs.10,000-325-15200/- with the approval of Hon'ble L.G. Delhi and the same was communicated to the concerned Officers. Thereafter, in the second meeting of Board of Management held on 21.11.2009 vide supplementary agenda item No.1, the post of Foreman Instructor was re-designated as Lecturer without change the terms & conditions of services and communicated vide office order No. F.1/12)/DTU/Stat/09/6020-25 dated 15.12.2009.

Now, the Department of Training & Technical Education has requested to withdraw the re-designation of post of 'Foreman Instructor as Lecturer and enhancement of their age of superannuation done by the Board of Management of DTU with immediate effect in respect of Sh. P. K. Jain, Sh. N. Yuvraj and in similar other cases.

Keeping in view of the above the matter was placed before the Board of Management for its consideration.

**Decision : The Board of Management approved the withdrawal of the 're-designation of post of Foreman Instructor as Lecturer and enhancement of their age of superannuation'.**



**Agenda 33.5 : Confirmation of faculty members at the post Professor, Associate Professor and assistant professor after completion/clearance of probation period.**

The Board of Management was apprised that the 58 faculty members have completed their probation period and their probation has been cleared/closed with the approval of the Board of Management vide agenda item No. 32.8 in its 32<sup>nd</sup> meeting held on 21.06.2019. Accordingly, an Office Order vide No. F.1/2-790/2019/Estt./DTU/1107 dated 18.07.2019 has been issued. The details are placed as **Annexure at pages 01 to 03.**

These faculty members have been appointed against the sanctioned posts duly sanctioned by the Govt. of NCT of Delhi.

As per the O.M. No.28020/3/20 18-Estt.(C) dated: 11<sup>th</sup> March, 2019 issued by Government of India, Ministry of Personnel, PG & Pensions Department of Personnel & Training, **Confirmation** is de-linked from the availability of permanent vacancy in the grade. In other words, an officer who has successfully completed the probation, as prescribed under relevant rules, may be considered for confirmation. Consequent upon the above decision of delinking confirmation from the availability of permanent posts, it emerges that confirmation will be done only once in the service of an officer which will be in the entry grade post/service/cadre provided further confirmation shall be necessary when there is fresh entry subsequently in any other post/service/cadre by way of direct recruitment or otherwise. **A specific order of confirmation should be issued when the case is cleared from all angles.**

The Board was requested to consider the confirmation of the faculty members appointed in DTU w.e.f. the date of clearance of probation as indicated against each.

**Decision : The Board of Management confirmed the 58 faculty members at the post Professor, Associate Professor and assistant professor after completion/clearance of probation period.**

**Agenda 33.6 : Confirmation of Group-A Officers of DTU after completion/clearance of probation period.**

The Board of Management was hereby apprised that the following Group A Officers have completed their probation period and their probation has been cleared/closed with the approval of the Board of Management vide agenda item No. 32.9 in the 32<sup>nd</sup> meeting of the Board of Management held on 21.06.2019.



Accordingly, an Office Order vide No. F.1/2-708/Estt./2018/DTU/1086 dated 16.07.2019 has been issued. The details are as under:-

Sr. No.	Name & Designation of incumbent(s)	Place of Posting/Deptt.	Date of Joining	Date of completion & Closure of probation period.
1	Sh. Anil Kumar, Dy. Registrar	Academic-PG	20.03.2017	19.03.2018
2	Dr. Ravinder Kaushik, Dy. Registrar	Establishment	20.03.2017	19.03.2018
3	Sh. Piyush Vaish, Knowledge Network Manager	Computer Centre	27.04.2017	26.04.2018
4	Sh. Madhukar Cherukuri, System Manager	Examination Branch	16.06.2017	15.06.2018

The above mentioned officers have been appointed against the sanctioned posts duly sanctioned by the Govt. of NCT of Delhi.

As per the O.M. No.28020/3/20 18-Estt.(C) dated: 11<sup>th</sup> March, 2019 issued by Government of India, Ministry of Personnel, PG & Pensions Department of Personnel & Training, **Confirmation** is de-linked from the availability of permanent vacancy in the grade. In other words, an officer who has successfully completed the probation, as prescribed under relevant rules, may be considered for confirmation. Consequent upon the above decision of delinking confirmation from the availability of permanent posts, it emerges that confirmation will be done only once in the service of an officer which will be in the entry grade post/service/cadre provided further confirmation shall be necessary when there is fresh entry subsequently in any other post/service/cadre by way of direct recruitment or otherwise. **A specific order of confirmation should be issued when the case is cleared from all angles.**

The Board was requested to consider the confirmation of the above mentioned Officers appointed in DTU w.e.f. the date of clearance of probation as indicated against each.

**Decision :** The Board of Management confirmed the above mentioned Group-A Officers of DTU after completion/ clearance of probation period.



**Agenda 33.7 : Approval for grant of Transport Allowance at double the normal rates to persons with disabilities in Delhi Technological University.**

It was submitted to the Board of Management that the University has received an Office Memorandum no. 21/3/2017-E-IIB, dated 12.07.2018 issued by Ministry of Finance, department of Expenditure, Govt. of India. In the above said memorandum it has been clarified that the person with disabilities employed in central government as mentioned in para 2 (iii) of O.M. No. 21/5/2017/E-II B dated 07.07.2017 regarding grant of Transport Allowances as per 7<sup>th</sup> CPC rates are eligible to draw Transport Allowance at double the normal rates + DA thereon, irrespective of whether they are residing within the campus – housing the place of work and residence or Govt. or private accommodation within 01 km at Office. All other terms & conditions regulating the Transport Allowance at double the normal rates will remain the same. Copy of the O.M. dated 07.07.2017 and 12.07.2018 are placed as **Annexure at pages 04 to 06**.

The Finance Committee in its 19<sup>th</sup> meeting held on 19.08.2019 recommended the matter to the Board of Management for its approval.

**Decision : The Board of Management considered and approved the grant of Transport Allowance (T.A.) at double the normal rates to the employees entitled for T.A. under this category.**

**Agenda 33.8 : Approval for payment of Rs.52,81,10,688/- as Infrastructure Charges for Water and Sewage Schemes to Delhi Jal Board by Delhi Technological University.**

It was submitted to the Board of Management that the Delhi College of Engineering shifted in the present campus in 1996 and later in 2009 Delhi Technological University was established. Since, the Delhi College of Engineering occupied the present campus, the water requirement of the campus is being fulfilled from ground water. This cannot be continued forever. Board of Management is aware that construction of new five multistoried buildings has been sanctioned by the Government and the same is likely to be completed by 2020-21. It was therefore, thought appropriate to approach Delhi Jal Board to get potable water for the University as well as residential complexes in the University. Accordingly, Delhi Jal Board was requested to prepare a plan and send a demand letter for the same so that infrastructure charges can be deposited in Delhi Jal Board to provide this basic facility in the Delhi Technological University campus. Delhi Jal Board vide their office letter no. DJB/ZE-VII(NW)-II/2019-20/92 dated 16.07.2019 have requested DTU to deposit the sum of ₹52,81,10,688/- (₹ Fifty Two Crores Eighty One Lakh Ten Thousand and Six Hundred Eighty Eight only) as infrastructure charges for water and sewage schemes of DTU. Copy of the letter of Delhi Jal Board is placed as **Annexure at page 07**.



*The matter was also considered in 19<sup>th</sup> meeting of the Finance Committee held on 19.08.2019 and recommended for approval of the Board of Management for payment of Rs. 52,81,10,688/- as charges for water and sewerage to Delhi Jal Board. Finance Committee has also recommended that the amount may be met out from the Corpus Fund/NGF of the University due to urgent nature of payment and subsequently the amount may be incorporated while demanding revised estimate for the financial 2019-20 from the Government of NCT of Delhi.*

Accordingly, the matter was placed before the Board of Management for seeking approval.

**Decision :** The Board of Management approved for payment of Rs. 52,81,10,688/- as Infrastructure Charges for Water and Sewage Schemes to Delhi Jal Board and endorsed the decision of the Finance Committee. The University should make payment immediately to fulfil the compliance of Environment Department.

**Agenda 33.9 :** Approval for providing electronic devices Desktop/ Laptop/ i-Pad/ i-Phone/Smart Phone to the ministerial officers.

Government has been promoting e-governance in all fields of administration including education. Delhi Technological University being a modern University, involved in research, innovation and education of technical knowledge and is committed to use e-governance in its administration and day-to-day functioning. The use of e-governance and modern technology not only brings efficiency and transparency in the system but also convenient to both the user and beneficiary.

The officers of the University should be facilitated to make use of modern technology such as Desktop/Laptop/ i-Pad/ i-Phone/Smart Phone with features of Laptop in their day-to-day functioning. Academic Staff is already provided this facility through PDF. Government of Delhi has been providing the above facility to its officers since 2013. It was proposed that the circular of Govt. of Delhi no. F.2/883/CTB/GAD/2012/3126-27 dated 24.09.2013 may be adopted in Delhi Technological University wherein non-academic officers having Grade Pay of 5400/- (6<sup>th</sup> CPC) or more be provided these electronic devices.

The said OM entitles the eligible Officers who have completed the probation period to avail the facility of one or more technology devices for communication and office work such as Desktop/Laptop/ i-Pad/ i-Phone/Smart Phone with features of Laptop alongwith its accessories, spare, repairs, batteries, software/hardware, installation and AMC etc. within a maximum ceiling of Rs. 1.10 lakh once in four years. The following officers/officials of the University will be eligible to avail benefit under this scheme.



1. Registrar
2. Controller of Finance
3. Controller of Examinations
4. Deputy Registrar/Executive Engineer
5. Assistant Registrar(s)
6. Senior Accounts Officer
7. Knowledge Network Manager
8. System Manager
9. Similar officers as decided by the Vice Chancellor

This facility will be in addition to the basic facilities already being provided to eligible officers.

*The matter was also considered in 19<sup>th</sup> meeting of the Finance Committee held on 19.08.2019. The Finance Committee decided that a committee may be formed to assess the functional requirement of the officers of the University and as per the recommendations of the committee the matter may be resubmitted in the next meeting.*

The matter was placed before the Board of Management for adopting the said OM of GNCTD reference no. F.2/883/CTB/GAD/2012/3126-27 dated 24.09.2013 in DTU (**Annexure page 08 & 09**).

**Decision :** The Board of Management endorsed the decision of the Finance Committee. The matter will be placed in the Finance Committee in the next meeting.

**Agenda 33.10 :** Approval for providing additional benefits to the Erstwhile DCE employees (teaching/non-teaching) who have opted to join DTU after resigning from DCE, Government of Delhi.

It was submitted to the Board of Management that recently, Govt. of NCT of Delhi has published Statute (Fifth) of DTU wherein, the Option has to be exercised to all erstwhile DCE employees (Teaching & Non-Teaching Staff) :-

- (i) To continue as employee of erstwhile DCE Or
- (ii) To Join DTU after resigning from erstwhile DCE services

In this regard, it is proposed that the erstwhile DCE employees who joins DTU after resigning from Govt. of Delhi, may be provided the following :-

- (i) Employer's contribution in his or her NPS account upto the age of superannuation @ 14% of (Basic Pay + DA) or as per the Government norms revised from time to time.



- (ii) The DTU may also provide encashment of Earned Leave, at the time of retirement from DTU, accumulated during the service of DTU as per the Government norms revised from time to time.
- (iii) The employee who joins DTU may get gratuity based on the rules and norms as per provisions contained in NPS or as per the Government norms revised from time to time.

The relevant orders issued by the Department of Personnel & Training and the Department of Pension & Pensioners Welfare along with rules applicable under NPS are placed as **Annexure at pages 10 to 17.**

**Decision : The Board discussed the matter and considered all possibilities in the interest of faculty and employees of erstwhile Delhi College of Engineering at DTU. The Board of Management approved the following : -**

1. *Every employee who opts second option as per Statute Fifth, 2019 shall be covered under NPS scheme as available for other faculty and employees of DTU.*
2. *They shall be entitled for employers' contribution at the rate of 14% of (Basic Pay + DA) or as per the norms revised from time to time for other DTU employees.*
3. *Every employee who opts Second Option as per Statute Fifth, 2019 shall also be allowed encashment of Earned Leave and will be entitled for encashment of 10 days Earned Leave per year at the time of retirement from DTU, accumulated during the service of DTU as per the Government norms revised from time to time. This will be in addition to the leave encashment availed from DCE at the time of resignation from DCE.*
4. *Every employee who opts Second Option as per Statute Fifth, 2019 shall get gratuity based on the rules and norms as per provisions contained in NPS and revised from time to time.*
5. *Every employee who opts Second Option as per Statute Fifth, 2019 shall be appointed in DTU on the same post by protecting his/her salary. He/She will be governed exactly like the DTU employee and be eligible for all the benefits as if they were DTU employees.*
6. *He/She will be absorbed/taken on strength of DTU in continuation of his service as erstwhile DCE employee maintaining his/her earlier seniority in the cadre.*
7. *He/She will be eligible for all the benefits/service conditions of DTU employee.*



8. He/She will be eligible for any promotion/up-gradation in DTU by counting the length of the services rendered of erstwhile DCE employee.
9. The balance HPL/Medical Leave in DCE shall be carried forward to his/her service in DTU.
10. All employees who opt for second option in DTU shall be entitled to enjoy medical facilities as is applicable to the DTU employees.

The Board further decided to seek clarifications on the following with regard to Second Option in Statute Fifth, 2019: -

- a) When will the terminal benefits (Pension, Gratuity, Leave Encashment and Commutation etc.) be paid to the employees after resigning from DCE, Government of Delhi?
- b) The protection of salary of employees will include Basic Pay+DA and other benefits/allowances as decided by the University from time to time. The University will protect the salary to enable everyone to get equal emoluments in their continuation service in DTU. Is it necessary to deduct DA component of the pension from the salary of such employees?

**In view of the above clarification, the Board also requested to extend the date of exercising the option by 30 days after receiving these clarifications.**

**Agenda 33.11 : Approval for Statement of DTU Accounts for the Period of 01.04.2018 to 31.03.2019 (Audited).**

The following was submitted to the Board of Management:

Details	Amounts (In Lakhs)
Unspent Balance of GIA as on 01.04.2018	3250
Grant-In-Aid received from GNCT of Delhi during the Financial period of 2018-19	2900
University Generated Fund during the period 01.04.2018 to 31.03.2019	11050
<b>Total</b>	<b>17200</b>
Expenditure during 01.04.2018 to 31.03.2019	14719
<b>Un-Utilized amount as on 31.03.2019</b>	<b>2481</b>

A copy of the Audited Utilization Certificate of funds for the period 01.04.2018 to 31.03.2019, the statement of Receipt & Payment Account for the period 01.04.2018 to 31.03.2019, the copy of audited Income & Expenditure Account, Balance Sheet for the FY 2018-19 and the Schedules were also placed.



As per Section 28(3)(d) of DTU Act, 2009, "Finance Committee to consider the accounts, Income & Expenditure and the Financial Statements of the University".

The matter was also considered in 19<sup>th</sup> meeting of the Finance Committee held on 19.08.2019. The Finance Committee approved the Audited Balance Sheet, Receipt and Payment Account and Income & Expenditure Statement along with Utilization Certificate for the period 01.04.2018 to 31.03.2019 and recommended for submission before the Board of Management for its approval.

Further, the Finance Committee has suggested that a separate Utilization Certificate for grant-in-aid in addition to existing Utilization Certificate may also be prepared in future.

Accordingly, the Audited Balance Sheet, Receipt & Payment Account and Income & Expenditure statement for the period 01.04.2018 to 31.03.2019 was submitted to the Board of Management.

**Decision :** The Board of Management approved the Audited Balance Sheet, Receipt & Payment Account and Income & Expenditure statement along with Utilization Certificate for the period 01.04.2018 to 31.03.2019.

**Agenda 33.12 :** Details of total receipt of GIA & UGF (Audited) during the Financial Year 2018-19.

It was submitted to the Board of Management that the Finance Committee in its 17<sup>th</sup> meeting held on 28.02.2018 vide agenda item 17.5 (a) had approved projected University Generated Fund(UGF) for the FY 2018-19 for Rs. 89.30 Crore and GIA for Rs. 157.70 Crore. The distribution of UGF was also approved as per details mentioned below.

(Amount in Lakhs)

Head of Accounts	GIA	UGF	Total
General	1500	3600	5100
Salary	3670	5330	9000
Capital	10600	0	10600
<b>Total</b>	<b>15770</b>	<b>8930</b>	<b>24700</b>

The actual University Generated Fund of DTU (Audited) for the FY 2018-19 is Rs. 110.50 Crore. The actual release of fund from GNCT of Delhi as GIA was Rs. 29 Crore under three heads. Accordingly, to meet out the expenditure of the University the distribution of UGF was done as per the details given below:



(Amount in Lakhs)

Head	Opening balance	GIA	UGF	Total	Expenditure	Closing balance
General	1946	1100	3000	6046	4797	1249
Salary	1304	1500	5166	7970	6737	1232
Capital	0	300	2884	3184	3184	0
<b>Total</b>	<b>3250</b>	<b>2900</b>	<b>11050</b>	<b>17200</b>	<b>14719</b>	<b>2481</b>

The matter was also considered in 19<sup>th</sup> meeting of the Finance Committee held on 19.08.2019. The Finance Committee approved the detail of actual receipt of GIA and UGF during the financial year 2018-19 and approved the distribution of UGF for the financial 2018-19 as mentioned above.

**Decision :** The Board of Management approved the details of actual receipt of GIA and UGF during the FY 2018-19 and approved the distribution of UGF for the FY 2018-19.

**Agenda 33.13 : Approval for modification in “Regulations for Undertaking Sponsored Research and Industrial Consultancy”.**

It was submitted to the Board of Management that the Regulations for Undertaking Sponsored Research and Industrial Consultancy has already been approved by the Board in its 32<sup>nd</sup> held on 20.06.219 and notified by the University on 28.06.2019. Certain modifications/ correction are proposed as under:

1. In point no. 6.4 the word “**gross**” is deleted and may be read as “salary” instead of “gross salary”. The salary indicates Basic + Dearness Allowance components only.
2. In point no. 7.2.2 the sentence “**The University share as 0.75 of Z shall be credited directly fully to the URDF**” may be added at the end.

Accordingly, revised Regulations are places as **Annexure at page 18 to 42** for consideration and approval.

**Decision :** The Board of Management approved the proposed modifications in “Regulations for Undertaking Sponsored Research and Industrial Consultancy”.



**Agenda 33.14 : Approval for Introduction of Laboratory/Classroom on wheels under Outreach & Extension activity of the University.**

It was submitted to the Board of Management that the Outreach & Extension Cell of the University was established in 2018 and this cell has been doing various activities under its extension program. About 30-35 students are visiting the nearby villages' schools and teaching Science, Mathematics and English to the students. In addition, these students are also interacting with the students and nearby villagers to aware them about the various programs like Swachh Bharat etc. During this exercise, it was felt appropriate to have a laboratory cum classroom type vehicle so that students of villages can be given training using state of the art facility like computer, projector, TV etc. in the bus. Keeping this in mind, it was proposed to procure standard size chasis for fabricating a laboratory over it. This will be used by the outreach & extension activities of the University. It is expected that the total expenditure on this chasis along with fully mounted facilities required for the laboratory may cost about ₹30 lakhs.

The matter was placed before the Board of Management for consideration and approval of a laboratory cum classroom vehicle with all required facilities mounted on it.

**Decision : The Board of Management approved for Introduction of Laboratory/Classroom on wheels under Outreach & Extension activity of the University.**

**Agenda 33.15 : Matter for Ratification:**

**i. Extension of period of contract of various faculty/ contractual staff of the University.**

It was submitted to the Board that the Competent Authority has extended the period of contract of various faculty/ contractual staff of the University. Details are as under:

S.No.	Name & Designation	Period of extension
1.	Prof. Daya Gupta Professor, CSE Deptt.	Upto 30.06.2020
2.	Dr. J.P. Kesari Associate Professor, Mechanical Engg. Deptt. (under special mode of appointment)	Upto 20.06.2020
3.	Sh. Sudhanshu Kr. Das (Contractual faculty)	Mechanical Engineering Deptt.  Extended for one year or till the posts are filled on regular/ promotion/ deputation whichever is earlier.
4.	Sh. Ravi Butola (Contractual faculty)	
5.	Sh. Mukesh Sharma (Contractual faculty)	
6.	Sh. Mohd. Shuaib (Contractual faculty)	



7.	Dr. S.M. Pandey (Contractual faculty)	
8.	Ms. Shikha (Contractual faculty) Electronics and Communication Engineering Deptt.	Extended for one year or till the posts are filled on regular/promotion/ deputation whichever is earlier.
9.	Ms. Indu Singh (Contractual faculty)	Computer Science & Engineering Deptt.
10.	Sh. Rahul Gupta (Contractual faculty)	Extended for one year or till the posts are filled on regular/ promotion/ deputation whichever is earlier.
11.	Ms. Geetanjali Garg (Contractual faculty)	
12.	Sh. Ram Murti Rawat (Contractual faculty)	
13.	Ms. Gitanjali Bhola (Contractual faculty)	
14.	Dr. Smita Rastogi Verma (Contractual faculty)	Deptt. Of Biotechnology.
15.	Dr. Kirti Bhandari (Contractual faculty)	Extended for one year or till the posts are filled on regular/promotion/ deputation whichever is earlier.
16.	Dr. Saurabh C Saxena (Contractual faculty)	
17.	Dr. Prakash Chandra (Contractual faculty)	
18.	Sh. Abhinav Chaudhary (Contractual faculty- DSM)	Extended for one year or till the posts are filled on regular/ promotion/ deputation whichever is earlier.
19.	Sh. Kamal Kishore (Contractual faculty- Applied Physics)	
20.	Sh. Ajay Solanki (Contractual faculty-Automobile Engineering)	
21.	Sh. Rakesh Kumar (Contractual faculty- Mechanical Engineering)	
22.	Sh. Mangal Singh Negi Jr. Mechanic (Dept. of Biotechnology)	13.08.2019 to 12.08.2020

**ii. Guidelines for organizing and participating in National/International Conferences by faculty and students with funding of DTU.**

It was submitted to the Board of Management that The Competent Authority vide notification F.No.DTU/IRD/618/2019/1465 dated 14.08.2019 relating to guidelines for organizing and participating in National and International conferences by faculty and students with funding of DTU has approved that the full paper/short paper/poster must be published by the following publication houses/societies for conference:



1. Proceedings of Royal Society
2. American Mathematical Society
3. American Physical Society
4. American Society for Civil Engineers (ASCE)
5. American Society for Mechanical Engineers (ASME)
6. IEEE
7. Association for Computing Machinery (ACM) Transactions
8. Institute of Civil Engineering Publishing, London
9. Institute of Mechanical Engineering, London
10. American Society of Testing Materials (ASTM)
11. Nature Publishing Group
12. Springer
13. Elsevier (Science Direct)
14. Oxford University Press
15. Pergamon-Elsevier Science Ltd
16. Cambridge University Press
17. Wiley-Blackwell
18. Blackwell Publishing
19. John Wiley & Sons
20. Institute of Engineering and Technology (IET)
21. Biomedical Central Ltd.
22. MIT Press
23. Indiana University Press
24. American Meteorological Society
25. American Physiological Society
26. American Society for Microbiology
27. American Chemical Society
28. American Institute of Physics
29. IOP Publishing Ltd.
30. Massachusetts Medical Society
31. IOS Press
32. Princeton University Press
33. Society of Industrial and Applied Mathematics
34. Proceedings of National Academy of Sciences of USA

Apart from the above list full paper/short paper/poster published in other Scopus index indexed conference will also be funded by the University

**The Board of Management ratified the above actions of the University.**



**Agenda 33.16 : Matter for Information:**

**i. Joining of teaching/non-teaching staff in the University.**

It was informed to the Board of Management that the following teaching/non-teaching staff have joined the University. The details are as under:

S.No.	Name & Designation	Department	Date of Joining
1.	Ms. Lovleen Gupta Assistant Professor	Department of Environmental Engineering	19.07.2019
2.	Sh. Anjany Kumar Senior Office Assistant	Estt. Branch	19.07.2019
3.	Sh. Ashok Kumar Pandey Chief Store Keeper	Store & Purchase Deptt.	On promotion

**ii. Relieving of various faculty/staff members of the University.**

It was informed to the Board of Management that the following teaching/non-teaching staff have been relieved from the University. The details are as under:

S.No.	Name & Designation	Department	Date of Relieving
1.	Dr. Anshu Gupta Associate Professor	Management, USME, East Delhi Campus	26.06.2019 (Repatriated to Ambedkar University)
2.	Sh. Vijay Mishra Assistant Registrar	Store & Purchase	31.07.2019 (Repatriated to Lok Sabha Secretariat)
3.	Sh. Umesh Kumar Gupta Stenographer Gr. II	East Delhi Campus	27.06.2019

**iii. Status of Audit Paras.**

It was submitted to the Board that accounts of University is being audited regularly by:-

- a. Chartered Accountant of the University
- b. Directorate of Audit, Govt. of NCT of Delhi.
- c. Comptroller & Auditor General of India.

Since its inception in 2009-10, the Accounts of the DTU has been certified to be satisfactory in all the Audit Reports of CAG from 2009-10 to 2016-17 subject to the observations pointed out in the Inspection Report.



**(I) Audit conducted by Comptroller & Auditor General of India (CAG).**

S.No.	Year	No. of Paras recorded	No. of paras settled	No. of paras Outstanding
1	2005-2006 (prior to DTU)	01	00	01
2	2009-2011	07	05	02
3	2011-2014	09	04	05
4	2014-2016	06	02	04
5	2016-2017	26	02	24
6	2017-2018	10	00	10
	Total	59	13	46

Out of 46 outstanding audit paras reply of 23 paras have been submitted for the settlement. Further on the suggestion of Sr. DAG, AGCR a review committee has been proposed to be formed comprising the officers of DTU and AGCR for speedy settlement of outstanding Audit paras. In this regard a meeting was held in the office of Sr. DAG (Social Sector) on 05.08.2019.

**(II) Audit conducted by Directorate of Audit, Govt. of Delhi.**

S.No.	Year	No. of Paras recorded	No. of paras settled	No. of paras Outstanding
1	1976-77 to 2008-09 (prior to DTU)	130	89	41
2	2009-10	10	02	08
3	2010-11	10	00	10
4	2011-12	11	03	08
5	2012-15	17	06	11
6	2015-17	28	12	16
7	2017-18	07	00	07
	Total	213	112	101

It was informed that out of total 213 audit paras 105 paras in the year 2018-19 and 07 audit paras in the year 2019-20 have been settled.

**The Board of Management noted the above information.**

**Agenda 33.17 : Any other item with the permission of the chair.**

γ



**Suppl. Agenda 33.18 : Approval for guidelines for the progress linked award of DTU Teaching and Research Fellowship to Ph.D. students.**

It was submitted to the Board of Management that the University intends to frame guidelines for the progress linked award of DTU Teaching and Research Fellowship to the Ph.D. students. In this context a meeting was called by Hon'ble Vice Chancellor on 10.07.2019 to examine and discuss the issues related to the award fellowships to Ph.D. scholars. It was attended by Pro Vice Chancellor, Dean Academic (PG), Dy. Registrar (PG) and all the DRC Chairpersons/HODs of DTU.

Based on the discussions, draft guidelines for the award of DTU Teaching and Research Fellowship to Ph.D students and monitoring the progress of the awardees were prepared and submitted to the Hon'ble Vice Chancellor. The draft guidelines were circulated to all the concerned members and after incorporating the suggestions received from the members, a final document containing "*Guidelines for the progress linked award of DTU Teaching and Research Fellowship to Ph.D. students*" have been finalized and are placed as **Annexure at page 43 & 44.**

**Decision : The Board of Management approved the guidelines for the progress linked award of DTU Teaching and Research Fellowship to Ph.D. students.**

**Suppl. Agenda 33.19 : Approval of the minutes of Selection Committee for the recruitment of Professors under Special Mode of Appointment.**

It was submitted to the Board of Management that a Selection Committee was constituted to examine the suitability of appointment for the post of Professor under special mode of appointment. The meeting of the Selection Committee was held on 18.06.2019. The committee recommended the following:

S. No.	Name	Engagement/ Deployment recommended as	Period of Engagement/ Deployment	Department
1	Prof. Sunil Pandey	Professor	Initially for 02 years	Mechanical Engg.
2	Prof. V. K. Sehgal	Professor	Initially for 02 years	Civil Engg.
3.	Dr. A. K. Bhateja	Guest Faculty	-----	Computer Science & Engineering
4.	Prof. Binoda Chandra Sabata	Guest Faculty	-----	Environmental Engineering



Accordingly, offer of appointment for the post of Professor under special mode of recruitment were issued to Prof. Sunil Pandey and Prof. V. K. Sehgal. Further, the Selection Committee recommended that Dr. A. K. Bhateja and Prof. Binoda Chandra Sabata may be engaged as Guest Faculty in the department of Computer Science Engineering & Electrical Engineering respectively. Two UG courses may also be assigned to them on remuneration basis as per University Norms. Consequently, Bio-data(s) of Dr. A. K. Bhateja and Prof. Binoda Chandra Sabata were forwarded to the HoD(s) of the concerned departments alongwith the copy of minutes of meeting held on 18.06.2019.

However, Dr.Vijay Kumar Sehgal on 25.07.2019 vide his SMS to the Registrar, DTU, has expressed his inability to join DTU as Professor under Special Mode of Recruitment. Therefore, the offer of appointment issued to him vide letter no. F.039/DTU/OSD/Special Mode Appt./2010/116 dated 01.07.2019 was stand cancelled.

Prof. Sunil Pandey has received the offer, however his acceptance is still awaited.

The minutes of the Selection Committee for the above post on Special Mode of recruitment were tabled on the day of the meeting. The following has been selected:

S. No.	Name	Engagement/ Deployment recommended as	Period of Engagement/ Deployment	Department
1	Prof. Sunil Pandey	Professor	Initially for 02 years	Mechanical Engg.

**Decision : The Board of Management approved the minutes of the Selection Committee for the recruitment of Professors under Special Mode of Appointment.**

**Suppl. Agenda 33.20 : Approval of the Guidelines to be followed after shortlisting of candidates for the post of Assistant Professor by direct mode of recruitment.**

It was submitted to the Board of Management that the University is in the process of recruitment at the level of Assistant Professor for various departments by direct mode of recruitment. In this regard, an advertisement has been published along with the eligibility criteria as per Recruitment Rules (RRs) of the University and other necessary instructions/details. In order to refine the objective and credible methodology of the recruitment process, the University proposes the procedure to be followed after shortlisting of candidates in a manner as prescribed for the post of Assistant Professor by direct mode of recruitment, for consideration and approval of the Board of Management.




The Guidelines for recruitment to the post of Assistant Professor are placed as **Annexure at pages 45 to 67.**

**Decision : The Board of Management approved the proposed Guidelines to be followed after shortlisting of candidates for the post of Assistant Professor by direct mode of recruitment.**

**Meeting ended with a vote of thanks to the Chair.**

The minutes are issued with the approval of the Vice Chancellor for circulation to the Hon'ble members, who are requested to give their comments, if any, on these circulated minutes.


  
(Prof. Samsher)  
Registrar

**No.F.DTU/ORG/BOM/Meeting/1(1)/09/Vol-XIII**

**Dated :**

To,

1. Pr. Secretary to Hon'ble Lt. Governor, Delhi, 6, Raj Niwas Marg, Delhi.
2. Prof. Yogesh Singh, Vice Chancellor, DTU.
3. Ms. Renu Sharma, I.A.S., Additional Chief Secretary (Finance), Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi-110 002.
4. Sh. Sheo Pratap Singh, I.A.S., Secretary (Training & Technical Education), Government of NCT Delhi, Muni Mayaram Marg, Pitam Pura, Delhi 110 088.
5. Sh. Sandeep Kumar, I.A.S., Secretary (Higher Education), Directorate of Higher Education, Government of Delhi, B-Block, 5, Sham Nath Marg, Delhi-110 054.
6. Prof. S.K. Garg, Pro Vice Chancellor, DTU.
7. Prof. Ajay K. Sharma, Vice Chancellor, IKG Punjab Technical University, Jalandhar-Kapurthala highway, VPO - Ibban, Kapurthala-144 603, Punjab.
8. Prof. I.K. Bhat, Vice Chancellor, Manav Rachna University, Faridabad, Haryana.
9. Prof. Khalid Moin, Professor, Civil Engg. Deptt., Jamia Millia Islamia, Maulana Mohd. Ali Jauhar Marg, Delhi-110 025.
10. Sh. Sameer Nayyar, Managing Director, Dr. Beli Ram & Sons Pvt. Ltd., 3/17, Asaf Ali Road, New Delhi-110 002.
11. Prof. A. Trivedi, Dean, Industrial Research & Development, DTU
12. Prof. Madhusudan Singh, Dean Academic (UG), DTU
13. Prof. H.C. Taneja, Professor, Applied Mathematics Deptt., DTU
14. Prof. Samsher, Professor, Mech. Engg. Deptt., DTU
15. Registrar, DTU.

  
(Prof. Samsher)  
Registrar



# ANNEXURE

For Minutes

33<sup>rd</sup> meeting

Board of Management  
DTU

Held on  
19.08.2019

DTU Campus, Shahbad Daulatpur, Bawana Road, Delhi-110042

12





# DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi vide Act 6 of 2009  
GOVERNMENT OF NCT OF DELHI  
SHAHBAD DAULATPUR, BAWANA ROAD, DELHI-110042

F.No. F.1/2-790/2019/Estt./DTU/ 1107

Dated: 8/07/19

## OFFICE ORDER

The Board of Management in its 32<sup>nd</sup> meeting held on 21.06.2019 vide agenda item number 32.8 is pleased to approve the Probation Clearance of the following Professor(s), Associate Professor(s) and Assistant Professor(s) of DTU with effect from the date shown against each:

### PROFESSOR

(37400-67000) AGP Rs. 10000/-

S.No.	Name of the faculty	Discipline	Date of Appointment	Date of Clearance of probation
1.	Dr. Kapil Sharma	IT	23.02.2018	22.02.2019
2.	Dr. Dinesh Kumar	E&C	26.04.2018	25.04.2019

### ASSOCIATE PROFESSOR


(37400-67000) AGP Rs.9000/-

S.No.	Name of the faculty	Discipline	Date of Appointment	Date of Clearance of probation
1.	Dr. Rahul Katarya	Computer Engg.	23.02.2018	22.02.2019
2.	Dr. Anil Singh Parihar	Computer Engg.	23.02.2018	22.02.2019
3.	Dr. Seba Susan Rajan	IT	26.02.2018	25.02.2019
4.	Dr. Dinesh Kumar Vishwakarma	IT	23.02.2018	22.02.2019
5.	Dr. Ruchika Malhotra	Software Engg.	23.02.2018	22.02.2019
6.	Dr. Poornima Mittal	E&C	14.03.2018	13.03.2019
7.	Dr. Gurjit Kaur	E&C	06.03.2018	05.03.2019
8.	Dr. Vinod Kumar Yadav	Electrical Engg.	23.03.2018	22.03.2019
9.	Dr. Mohmmad Rizwan	Electrical Engg.	23.02.2018	22.02.2019

ASSITANT PROFESSOR  
(15600-39100) AGP Rs.6000/-


S.No.	Name of the faculty	Discipline	Date of Appointment	Date of Clearance of probation
1.	MR. ROHIT BENIWAL	Computer Engg.	13.10.2016	12.10.2017
2.	MR. NIPUN BANSAL	Computer Engg.	18.10.2016	17.10.2017
3.	MS MINNI JAIN	Computer Engg.	19.10.2016	18.10.2017
4.	Mr. SANJAY KUMAR	Computer Engg	22.11.2016	21.11.2017
5.	MR. PRASHANT GIRIDIHAR SHAMBIARKAR	Computer Engg.	15.04.2017	14.04.2018
6.	Mr. JASRAJ MEENA	Information Technology	17.11.2016	16.11.2017
7.	Ms. PRIYANKA MEEL	Information Technology	01.11.2016	31.10.2017
8.	Mr. SANJAY PATIDAR	Soft. Engg	06.12.2016	05.12.2017
9.	Ms. SONIKA DAHIYA	Soft. Engg	07.12.2016	06.12.2017
10.	Mr. RAHUL	Soft. Engg	14.06.2017	13.06.2018
11.	MR. ANURAG CHAUHAN	Electronics And Communication Engg.	21.12.2016	20.12.2017
12.	MR. PIYUSH TEWARI	Electronics And Communication Engg.	21.12.2016	20.12.2017
13.	MS. KRITI SUNEJA	Electronics And Communication Engg.	04.10.2017	03.10.2018
14.	MR. KULDEEP SINGH	Electrical Engg.	21.12.2016	20.12.2017
15.	MS. ANKITA ARORA	ELECTRICAL & ELECTRONICS ENGG	21.12.2016	20.12.2017
16.	MR. HIMANSHU	ELECTRICAL & ELECTRONICS ENGG	21.12.2016	20.12.2017
17.	DR. ANUP KR. MANDPURA	ELECTRICAL & ELECTRONICS ENGG	21.12.2016	20.12.2017
18.	MR. SIKANDAR ALI KHAN	ELECTRICAL & ELECTRONICS ENGG	21.12.2016	20.12.2017
19.	MR. SAURBI MISHRA	ELECTRICAL & ELECTRONICS ENGG	06.01.2017	05.01.2018
20.	MS. GOONJAN JAIN	Mathematics & Computing	13.02.2017	12.02.2018
21.	DR. DINESH UDAR	Mathematics & Computing	01.03.2017	28.02.2018
22.	DR. RENUKA BOKOLIA	Applied Physics	10.02.2017	09.02.2018
23.	DR. RICHA SHARMA	Applied Physics	10.02.2017	09.02.2018
24.	MR. YOGENDER MEENA KUM.	Applied Physics	10.02.2017	09.02.2018
25.	Dr. SARITA BAGHEL	Engg Phy	10.02.2017	09.02.2018
26.	Dr. BHARTI SINGH	Engg Phy	10.02.2017	09.02.2018
27.	Mr. MUKHTIYAR SINGH	Engg Phy	15.03.2017	14.03.2018
28.	MS. MEHA JOSHI (KANDPAL)	Delhi School of Management	18.04.2017	17.04.2018

S.No.	Name of the faculty	Discipline	Date of Appointment	Date of Clearance of probation
29.	Dr.SONAL THUKRAL	Delhi School of Management	27.12.2017	26.12.2018
30.	MS. DEEPALI MALHOTRA	Delhi School of Management	27.12.2017	26.12.2018
31.	Mr. YASHDEEP SINGH	Delhi School of Management	09.02.2018	08.02.2019
32.	MS. DEEPSHREE	Delhi School of Management	08.01.2018	07.01.2019
33.	Mr. CHANDAN SHARMA	Delhi School of Management	16.02.2018	15.02.2019
34.	Mr. DHIRAJ KUMAR PAL	Delhi School of Management	16.03.2018	15.03.2019
35.	Dr. RITURAJ	Civil Engg.	05.07.2017	04.07.2018
36.	Mr. HRISHIKESH DUBEY	Civil Engg.	18.07.2017	17.07.2018
37.	Dr. MANISH JAIN	Polymer Sci. & Chem. Tech.	05.07.2017	04.07.2018
38.	Dr. POONAM	Polymer Sci. & Chem. Tech.	05.07.2017	04.07.2018
39.	Dr. JAGVINDER SINGH	MANAGEMENT	20.12.2017	19.12.2018
40.	Mr. ANURAG CHATURVEDI	MANAGEMENT	22.12.2017	21.12.2018
41.	MS. HARLEEN KAUR	MANAGEMENT	26.12.2017	25.12.2018
42.	MS. PRIYA MALHOTRA	MANAGEMENT	26.12.2017	25.12.2018
43.	MS. PALLAVI SETHI	MANAGEMENT	03.01.2018	02.01.2019
44.	MS. AAKANKSHA KAUSHIK	ECONOMICS	26.12.2017	25.12.2018
45.	Mr. VIRENDER KUMAR	ECONOMICS	27.12.2017	26.12.2018
46.	Mr. PUNEET KUMAR ARORA	ECONOMICS	28.12.2017	27.12.2018
47.	MS. RATNAM MISHRA	ECONOMICS	17.01.2018	16.01.2019

  
(Kamal Pathak) 17.7.19  
Registrar(I/C)  
Dated: 18/07/19

F.No. F.1/2-790/2019/Estt./DTU/1107  
Copy to:

1. PA to VC for kind information to Hon'ble Vice Chancellor, DTU.
2. PA to Pro VC for kind information to PVC, DTU.
3. PA to Registrar, DTU for kind information to the Registrar, DTU.
4. All the Deans/HoDs, DTU
5. DDO, DTU.
6. Consultant, Planning & Statistical Branch, DTU.
7. Concerned Faculty Members through their respective HoDs.
8. Dealing Assistant concerned for making entries in the Service Book(s).
9. Guard file.

  
(Dr. R. Kaushik)  
Dy. Registrar(Estt.)

Page 3 of 3

- 3 -



New Delhi dated the 7<sup>th</sup> July 2017

OFFICE MEMORANDUM

Subject:- Implementation of the recommendations of the 7<sup>th</sup> Central Pay Commission relating to grant of Transport Allowance to Central Government employees.

Consequent upon the decision taken by the Government on the recommendations of the Seventh Central Pay Commission, the President, is pleased to decide that Transport Allowance shall be admissible to Central Government employees at the following rates:-

Employees drawing pay in Pay Level	Rates of Transport Allowance per month	
	Employees posted in the Cities as per Annexure	Employees posted at all Other Places
9 and above	Rs. 7200 + DA thereon	Rs. 3600 + DA thereon
3 to 8	Rs. 3600 + DA thereon	Rs. 1800 + DA thereon
1 and 2	Rs. 1350 + DA thereon	Rs. 900 + DA thereon

2. The grant of Transport Allowance shall be subject to the following conditions

- (i) The allowance shall not be admissible to those employees who have been provided with the facility of Government transport.
- (ii) In respect of those employees who opt to continue in their pre-revised Pay-structure/Pay Scales, the corresponding Level in the Pay Matrix of the post occupied on 01.01.2016 as indicated in CCS (Revised Pay) Rules, 2016 would determine the allowance under these orders.
- (iii) Physically disabled employees as mentioned in DoE O.M. No. 19029/1/78-E.IV(B) dated 31.08.1978 and subsequent orders in respect of the categories viz visually impaired, orthopaedically handicapped, deaf and dumb/hearing impaired, spinal deformity, shall continue to be paid Transport Allowance at double the normal rates, subject to fulfilment of the stipulated conditions, which shall, in no case, be less than Rs.2250/- p.m. plus applicable rates of Dearness Allowance.
- (iv) Officers drawing pay in Levels 14 and above in the Pay Matrix, who are entitled to the use of official car in terms of Department of Expenditure's O.M. No.20(5)-E.II(A)-93 dated 28.01.1994, shall be given the option to avail the official car facility or to draw Transport Allowance at the rates of Rs.15,750/- p.m. plus Dearness Allowance thereon. Before allowing Transport Allowance @ Rs.15,750/- plus D.A. thereon, the option exercised by an officer will be examined by the administrative Ministry and his/her entitlement to the use of official car in terms of the O.M. dated 28.01.1994 ibid will require to be certified by the competent authority. In case, an officer opts to draw Transport Allowance @ Rs.15,750/- p.m. plus D.A. thereon, he/she will not be allowed to change his/her option during the remaining period of his/her current assignment.

Admissibility of Transport Allowance during the following circumstances:-

- (a) During leave: The allowance will not be admissible for the calendar month(s) wholly covered by leave.
- (b) During deputation abroad: The allowance will not be admissible during the period of deputation abroad.
- (c) During tour: If an employee is absent from the Headquarters/Place of Posting for full calendar month(s) due to tour, he/she will not be entitled to Transport Allowance during that/those calendar month/months. However, if the absence does not cover any calendar month(s) in full, Transport Allowance will be admissible for full month.
- (d) During training treated as duty: The allowance may be granted during such training, if no Transport Facility/Travelling Allowance/Daily Allowance is provided for attending the training institute. During official tour in the training course, the allowance will not be admissible when the period of the tour covers the whole calendar month. Also, during training abroad, no Transport Allowance will be admissible when the period of

- (e) During inspection/survey duty by Members of Special Parties within the city but exceeding 8 kms. from the Headquarters OR during continuous field duty either in or outside the Headquarters Transport Allowance is given to compensate for the expenditure incurred for commuting for both to and from between the place of duty and residence. In case when one gets Road Mileage/Daily Allowance or free transportation for field/inspection/survey duty or tour for a period covering the whole calendar month, he/she will not be entitled to Transport Allowance during that calendar month.
- (f) To vacation staff - Vacation staff is entitled to Transport Allowance provided no free transport facility is given to such staff. However, the allowance shall not be admissible when such vacation spell, including all kinds of leave, cover the whole calendar month(s).
- (g) During suspension - As a Government employee under suspension is not required to attend office, he/she is not entitled to Transport Allowance during suspension where suspension covers full calendar month(s). This position will hold good even if the suspension period is finally treated as duty. Where suspension period covers a calendar month partially, Transport Allowance payable for that month shall be reduced proportionately.
4. These orders shall be effective from 1<sup>st</sup> July, 2017.
5. These orders will apply to all civilian employees of the Central Government. The orders will also apply to the civilian employees paid from the Defence Service Estimates. In respect of the Armed Forces Personnel and Railway employees, separate orders will be issued by the Ministry of Defence and Ministry of Railways, respectively.
6. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, these orders issue in consultation with the Comptroller & Auditor General of India.

Hindi version is attached.

*(Annie George Mathew)*

Joint Secretary to the Government of India

To

All Ministries and Departments of the Govt. of India as per standard distribution list.

Copy to C&AG and U.P.S.C., etc. as per standard endorsement list.

New Delhi, the 12<sup>th</sup> July, 2018

Office Memorandum

**Subject** Transport Allowance at double the normal rates to persons with disabilities employed in Central Government.

References have been received in this Department seeking clarification whether Transport Allowance at double the normal rate is admissible to persons with disabilities employed in Central Government who have been provided with Government Accommodation within one km. of office or within the campus housing the place of work and residence.

2. The matter has been considered in this Department and it is clarified that persons with disabilities employed in Central Government, as mentioned in Para 2(iii) of OM No. 21/5/2017-E.II(B) dated 07.07.2017 regarding grant of Transport Allowance as per 7<sup>th</sup> CPC rates, are eligible to draw Transport Allowance at double the normal rates + DA thereon, irrespective of whether they are residing within the campus - housing the place of work and residence or Govt. or private accommodation within one km. of office.

3. All other terms and conditions regulating the Transport Allowance at double the normal rates will remain the same.

4. This is issued with the approval of Secretary (Expenditure).

(Nirmala Devi)

Deputy Secretary to the Government of India

To

All Ministries and Departments of the Govt. of India as per standard distribution list.

Copy to : C&AG and U.P.S.C. etc. as per standard endorsement list.

ADBT (PAT)

259  
13/7/18

259/PAT/2018  
13/7





DELHI JAL BOARD :GOVT. OF N.C.T. OF DELHI  
OFFICE OF THE ZONAL ENGINEER -VII(NW)-II,  
H-BLOCK, SECTOR-15, ROHINI,DELHI-110089



No: - DJB/ZE-VII (NW)-II/2019-20/ 92

Dated: 16-7-2019

To,  
The Executive Engineer,  
Delhi Technological University,  
ShahbadDaulatPurBawana , Rd Delhi.

**Demand Letter**

Subject: - Demand letter for depositing IFC for water and sewerage scheme of DTU at Shahbad Daulat Pur Bawana Rd Delhi.

In reference to your Application, No DTU/ Engg cell/ 00298/ 2018-19/ Cenral/ 4141,dt 20/12/18. As per Requisition for water supply and sewerage scheme for "Delhi Technological University Shahbad Daulat Pur Bawana Rd Delhi."In this regard IFC for water and sewer has been calculated by EE(Plg)W-I and EE(Plg)Dr. Details as given below:-

- (i) IFC for water-  $5361265 \text{ lpd} @ 50.80 = 27,23,52,262$   
(ii) IFC for sewer-  $8303845 \text{ lpd} @ 30.80 = 25,57,58,426$

Total = 52,81,10,688

In view of above, you are requested to deposit the above mentioned IFC in the office of undersigned within 15 days. The cheque or DD may be prepared in the name of "Delhi Jal Board."

Zonal Engineer VII (NW)-II



20/

OFFICE OF THE SPECIAL SECRETARY  
GENERAL ADMINISTRATION DEPARTMENT,  
GOVT. OF NCT OF DELHI, DELHI SECRETARIAT,  
ROOM NO. 202 'A' WING, IP ESTATE, NEW DELHI.

No. F.2/883/CTB/GAD/2012/3126-27

Dated: 24, September 2013

OFFICE MEMORANDUM

Sub: Providing technology devices including computers to the Executive and Judicial Officers.

1. The Council of Ministers vide Cabinet Decision No. 2076 dtd. 16.09.2013 has approved the following:

- a. All Executive Officers i.e. IAS (including those drawing fixed salary), DANICS and Judicial officers, having completed the probation period and working with the GNCTD will be provided the facility of one or more technology devices for communication and office work such as Desktop/ Laptop/ i-Pad/ i-Phone/ Smart Phone with features of Laptop alongwith its accessories, spare, repairs, batteries, software/hardware, installation and AMC etc. within a maximum ceiling of Rs. 1.10 lakh once in four years.
- b. The purchase will be made by the officer himself for which a maximum advance of 80% of the total cost may be obtained from the concerned department where the officer is working. The officer will then be seeking reimbursement for the complete amount incurred on such purchase from the office he is working in.
- c. The annual rate of depreciation on these equipments would be as below:

Year 1	-	50%
Year 2	-	25%
Year 3	-	15%
Year 4	-	10%

Thus, the total prescribed life of such computers will be of four years.

- d. With the introduction of above scheme, the existing facility of providing Rs.50,000/- to each Judicial Officer for procurement of a desktop with its accessories and AMC will stand withdrawn forthwith. Additionally, the Judicial Officers who have already availed of this facility of Rs. 50,000/- will be entitled to only the balance Rs. 60,000/-.

*Jani*

- 8 -

Contd....2/-

2

-2:-

2. Accordingly, all the eligible officers may purchase the desired technology device (s) which they find useful for smooth communication and office work. The accessories of these technology-devices may include Printer/Scanner/Multifunctional, UPS, Webcam, Sound System, Storage devices, Memory Card Readers, Networking equipments etc.
3. The cost of all such purchases should be restricted to a maximum ceiling of Rs. 1.10 lakh once in 4 years. In case, cost of such purchase exceeds this prescribed ceiling, the reimbursement shall be restricted to the upper ceiling of Rs. 1.10 lakh.
4. After having made the requisite purchase (either from his own funds or from the advance taken upto 80% of the total cost), the concerned officer will furnish a utilization/undertaking to the DDO of the concerned department where he is working, stating clearly that the requisite amount has been spent/utilized on account of purchase of technology device(s). On receipt of such a utilization/declaration, the DDO of the concerned department will reimburse the amount to the officer concerned directly.
5. The facility will also be available to eligible officers who are on deputation to the autonomous or local Bodies and undertakings of GNCT of Delhi.
6. GAD will act as a nodal department for the implementation of this Cabinet Decision.

This issues with the approval of the Chief Secretary.

*Bain*  
(P.C. Jain)  
Spl. Secretary (GAD)

No. F.2/883/CTB/GAD/2012/

Dated: September 2013

Copy to All Pr. Secretaries/Secretaries/Head of Departments/Heads/CEOs of Local and Autonomous Bodies/ Undertakings of Govt. of NCT of Delhi.

*Jain*  
(P.C. Jain)  
Spl. Secretary (GAD)

27/c

No. 14028/1/2019-Estt. (L)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

Date: 20<sup>th</sup> June, 2019

Office Memorandum

Subject: Leave encashment to officers appointed on contract in various posts under Government - regarding

The undersigned is directed to say that the leave terms of the officers appointed on contract in various posts under the Government are governed by DoPT's OM No.12016/3/84-Estt.(L) dated 12.04.1985 which was subsequently amended vide OMs No. 12016/1/90-Estt. (L) dated 05.07.1990, No.12016/2/99-Estt(L) dated 12.07.1999 and No. 12016/5/2009-Estt.(L) dated 31.01.2011.

2. Para 2 of the OM dated 12.04.1985 prescribed the limit of encashment of earned leave upto a maximum period of 180 days during the contract period of such officers which was amended vide OMs dated 05.07.1990 and 12.07.1999 thereby increasing the maximum permissible encashment limit of earned leave upto 240 days and 300 days respectively. Para 3 of the above OM dated 12.04.1985 prescribed that the total earned leave for which encashment may be allowed together with the earned leave or full pay leave for which encashment had been allowed in previous appointments, if any, under the Government is not more than 180 days which was subsequently increased to 240 days and 300 days vide OMs dated 05.07.1990 and 12.07.1999 respectively.

3. It has been observed that many times the Government appoints officers on contract for a specified period in public interest keeping in view their professional or scientific/technical expertise and this restriction of 300 days may act as a disincentive especially for those who have highly specialized professional or scientific/technical skills to join the government in various posts on contract basis for a specified period.

4. Now, it has been decided in consultation with Department of Expenditure that the officers who are appointed on contract in various posts under the Central Government will be allowed encashment of earned leave at their credit on the date of termination of contract, subject to the condition that for each completed year of service put in by him in the post in such contract appointment, not more than 10 days benefit of earned leave encashment shall be permissible. While calculating the encashment of leave in such a contract appointment, the number of days of leave for which encashment had been allowed in previous appointment, if any, under the Government shall not be taken into account. The relevant provisions relating to earned leave encashment as contained in para 2 and 3 of DoPT's OM No.12016/3/84-Estt.(L) dated 12.04.1985 as amended vide OMs dated 05.07.1990, 12.07.1999 and 31.01.2011 stand further amended accordingly.

Lrd - 10 -

2

5. The above amendments will be effective with effect from the date of issue of this OM.



(Sandeep Saxena)

Under Secretary to the Government of India

To  
All Ministries \ Departments of the Government of India, etc.  
Endorsement as per Standard List.

72/c

No. 7/5/2012-P&PW(I)/B  
Ministry of Personnel, Public Grievances and Pensions  
Department of Pension and Pensioners Welfare

Lok Nayak Bhavan, Khan Market,  
New Delhi - 110 003, Dated the 26 August, 2016.

OFFICE MEMORANDUM.

**Subject : Extension of benefits of 'Retirement Gratuity and Death Gratuity' to the Central Government employees covered by new Defined Contribution Pension System (National Pension System) - regarding.**

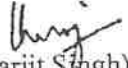
The undersigned is directed to say that the pension of the Government servants appointed on or after 1.1.2004 is regulated by the new Defined Contribution Pension System (known as National Pension System), notified by the Ministry of Finance (Department of Economic Affairs) vide their O.M No. 5/7/2003-ECB & PR dated 22.12.2003. Orders were issued for payment of gratuity on provisional basis in respect of employees covered under National Pension System on their retirement from Government service on invalidation or death in service, vide this Department's OM No. 38/41/2006-P&PW(A) dated 5.5.2009.

2. The issue of grant of gratuity in respect of government employees covered by the National Pension System has been under consideration of the Government. It has been decided that the government employees covered by National Pension System shall be eligible for benefit of 'Retirement gratuity and Death gratuity' on the same terms and conditions, as are applicable to employees covered by Central Civil Service (Pension) Rule, 1972.

3. These orders issue with the concurrence of Ministry of Finance, Department of Expenditure, vide their I.D. Note No. 1(4)/EV/2006-II dated 29.07.2016.

4. In their application to the persons belonging to the Indian Audit and Accounts Department, these orders issue after consultation with Comptroller and Auditor General of India.

5. These orders will be applicable to those Central Civil Government employees who joined Government service on or after 1.1.2004 and are covered by National Pension System and will take effect from the same date i.e. 1.1.2004.

  
(Harjit Singh)  
Director (Pension Policy)

To

All Ministries/Departments of the Government of India.

Copy to:-

1. President's Secretariat
2. Vice President's Secretariat
3. Prime Minister's Office
4. Lok Sabha Secretariat
5. Rajya Sabha Secretariat
6. Cabinet Secretariat
7. Secretary, UPSC, New Delhi
8. Supreme Court of India
9. Election Commission
10. Planning Commission
11. Comptroller and Auditor General of India
12. Accountants General of All States
13. Director of Audit, Central, Madhu Industrial Estate, PB Marg, Mumbai
14. Director of Audit (Central) Calcutta
15. Director of Audit, Central Revenue, New Delhi
16. Director of Audit, Central, Mumbai
17. Director of Audit, Scientific and Commercial Deptt., Mumbai
18. Director of Audit Commerce, Works and Miscellaneous, New Delhi
19. Controller General of Accounts
20. Directorate of Accounts, PAI Section, Panaji, Goa
21. Controller of Accounts, Delhi Administration, Vikas Bhavan, New Delhi
22. Controller General of Defence Accounts
23. Controller of Defence Accounts (Pension) Allahabad
24. Controller of Defence Accounts (Navy) Mumbai
25. Controller of Defence Accounts (Air Force) New Delhi
26. Dy. Controller of Defence Accounts (PD) New Delhi
27. Finance Secretaries of all States and UTs
28. Chief Secretaries of all States and UTs
29. All Attached and Subordinate Offices DoPT
30. All Officers and Sections of DoPT and Deptt. of P&PW
31. AIS Division, Deptt. of Personnel and Training
32. E-V Section, Department of Expenditure
33. J.C.A Section ( with 100 spare copies) for circulation among members of National Council of JCM
34. Under Secretary (G) Department of Pension and PW ( with 30 spare copies) for circulation among SCOVA members
35. Parliament Library
36. National Library.

(Harjit Singh)

Director (Pension Policy)

  
सत्यमेव जयते

# भारत का राजपत्र The Gazette of India

असाधारण  
EXTRAORDINARY

भाग I—खण्ड 1  
PART I—Section 1

प्राधिकार से प्रकाशित  
PUBLISHED BY AUTHORITY

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No. 41]	NEW DELHI, THURSDAY, JANUARY 31, 2019/MAGHA 11, 1940

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वित्त मंत्रालय

(वित्तीय सेवाएं विभाग)

अधिसूचना

नई दिल्ली, 31 जनवरी, 2019

फा. सं. 1/3/2016-पीआर.—केन्द्र सरकार वित्त मंत्रालय की 22 दिसंबर, 2003 की राजपत्र अधिसूचना सं. 5/7/2003-ईसीबी-पीआर के पैरा 1(i) में आंशिक संशोधन करते हुए राष्ट्रीय पेंशन प्रणाली (एनपीएस) को युक्तिसंगत बनाने के लिए सुझाव देने हेतु गठित समिति की सिफारिशों पर सरकार के 06 दिसम्बर, 2018 के निर्णय के आधार पर उक्त अधिसूचना में निम्नलिखित संशोधन करती है, नामतः—

(1) उक्त अधिसूचना के पैराग्राफ 1(i) में, "कर्मचारियों द्वारा भुगतान किया जाने वाला मासिक अंशदान वेतन और महंगाई भत्ते (डीए) का 10% होगा और केन्द्र सरकार द्वारा उसके बराबर राशि जमा की जाएगी", को इन शब्दों से प्रतिस्थापित किया जाएगा, "कर्मचारियों का मासिक अंशदान उनके वेतन और महंगाई भत्ते (डीए) का 10% होगा और केन्द्र सरकार का मासिक अंशदान उनके वेतन और महंगाई भत्ते का 14% होगा"।

(2) निम्नलिखित प्रावधान उक्त अधिसूचना के पैराग्राफ 1(v) के बाद प्रख्यापित किए जाएंगे, नामतः—

**एनपीएस के टियर-I में पेंशन निधि और निवेश पैटर्न का विकल्प निम्नानुसार होगा:**

(vi) पेंशन निधि का विकल्प: निजी क्षेत्र में अभिदाताओं के मामले के सदृश्य, सरकारी अभिदाताओं को भी निजी क्षेत्र पेंशन निधि सहित किसी भी पेंशन निधि का चयन करने की अनुमति दी जाए। वे वर्ष में एक बार अपने विकल्प को बदल सकते हैं। तथापि, सम्मिलित सार्वजनिक क्षेत्र पेंशन निधि की वर्तमान व्यवस्था मौजूदा और नये सरकारी अंशदाताओं के लिए स्वतः उपलब्ध रहेगी।

(vii) निवेश पद्धति का विकल्प: सरकारी कर्मचारियों को निवेश के निम्नलिखित विकल्प दिए जाएंगे, नामतः-

- (क) सरकारी कर्मचारियों की मौजूदा योजना मौजूदा और नये सरकारी अंशदाताओं के लिए स्वतः उपलब्ध योजना के रूप में जारी रहेगी। इस योजना के अंतर्गत, पीएफआरडीए के दिशानिर्देशों के अनुसार सार्वजनिक उपक्रम क्षेत्र के तीन निधि प्रबंधकों के बीच उनके पूर्व के कार्यनिष्पादन के आधार पर निधियां आवंटित की जाती हैं।
- (ख) जैसे सरकारी कर्मचारी जो न्यूनतम जोखिम राशि के साथ निर्धारित प्रतिफल के विकल्प का चयन करते हैं, को सरकारी प्रतिभूतियों (योजना जी) में 100% निवेश करने का विकल्प दिया जाए।
- (ग) जो सरकारी कर्मचारी उच्चतर प्रतिफल के लिए विकल्प का चयन करते हैं उन्हें जीवनचक्र पर आधारित निम्नलिखित दो योजनाओं का विकल्प दिया जाए:-

(क) परंपरागत जीवन चक्र निधि, जिसमें इक्विटी में निवेश की अधिकतम सीमा 25% निर्धारित हो—  
(एलसी - 25)

(ख) सामान्य जीवन चक्र निधि, जिसमें इक्विटी में निवेश की अधिकतम सीमा 50% निर्धारित हो—(एलसी-50)

(viii) पुराने कॉर्पस के विकल्पों को लागू करना: सरकारी क्षेत्र के अभिदाताओं के संबंध में 1 लाख करोड़ रुपये से अधिक राशि वाले भारी-भरकम पुराने कॉर्पस को मौजूदा पेंशन निधि प्रबंधकों से अंतरित करने का प्रभाव बाजार पर भी पड़ने की संभावना है। सरकारी अभिदाताओं को संचित निधि के संबंध में पेंशन निधि अथवा निवेश पद्धति को एक बारगी बदलने की अनुमति देने में पीएफआरडीए को व्यवहारिक कठिनाई हो सकती है। अतः इस समय पेंशन निधि अथवा निवेश पद्धति में परिवर्तन की अनुमति केवल बढ़ी हुई निधि के संबंध में ही दी जाए।

(ix) पुराने कॉर्पस को एक समुचित समयावधि में अंतरित करना: सरकारी क्षेत्र के अभिदाताओं के नए विकल्पों के अनुसार पीएफआरडीए के द्वारा संचित कॉर्पस को समुचित समयावधि अर्थात् पांच वर्ष में अंतरित करने की एक योजना तैयार की जा सकती है। पीएफआरडीए द्वारा योजना तैयार किए जाने पर उक्त योजना के अनुसार संचित कॉर्पस के संबंध में पेंशन निधि अथवा निवेश पद्धति में परिवर्तन की अनुमति दी जा सकती है।

**वर्ष 2004-2012 के दौरान अंशदानों को जमा न करने अथवा देरी से जमा करने हेतु क्षतिपूर्ति :**

(x) उन सभी मामलों में जिनमें सरकारी कर्मचारी के वेतन में से कटौती तो कर ली गयी थी लेकिन राशि को सीआरए सिस्टम में विप्रेषित नहीं किया गया था अथवा देरी से विप्रेषित किया गया था, राशि को उस तिथि से जब कटौतियां की गयी थी से लेकर कर्मचारी के एनपीएस खाते में जमा होने तक की तिथि तक की अवधि के लिए जीपीएफ पर समय-समय पर यथा लागू दरों पर वार्षिक रूप से चक्रवृद्धि करते हुए ब्याज के साथ कर्मचारी के एनपीएस खाते में जमा किया जाए।

(xi) उन सभी मामलों जिनमें वर्ष 2004-2012 के दौरान किसी भी अवधि हेतु सरकारी कर्मचारी के वेतन से एनपीएस अंशदानों की कटौती नहीं की गयी थी में कर्मचारी को अंशदान अब जमा कराने का विकल्प दिया जाए। यदि वह अब अंशदान जमा करने का विकल्प चुनता है तो राशि को एकमुश्त रूप में अथवा मासिक किश्तों में जमा कराया जा सकता है। किश्त की राशि की कटौती कर्मचारी के वेतन से करके उसे एनपीएस खाते में जमा कराया जा सकता है। उपरोक्त राशि कर्मचारी के अनिवार्य अंशदानों की भांति आयकर अधिनियम के अंतर्गत कर रियायतों हेतु अर्हक होगी।

(xii) उन सभी मामलों जिनमें सरकारी अंशदान सीआरए सिस्टम में विप्रेषित नहीं हुए थे अथवा देरी से विप्रेषित हुए थे (भले ही कर्मचारी अंशदानों की कटौती हुई थी अथवा नहीं), में राशि को उस तिथि जब से सरकारी अंशदान देय थे, से लेकर उस तिथि तक जब राशि कर्मचारी के एनपीएस खाते में वास्तविक रूप से जमा हुई थी, के बीच की अवधि के लिए जीपीएफ पर समय-समय पर यथा लागू दरों पर ब्याज के साथ सरकारी अंशदान को जमा किया जाए। व्यय विभाग/लेखानियंत्रक द्वारा इस संबंध में अनुदेश जारी किए जाएं। देरी के ऐसे सभी मामलों का तीन माह की अवधि में समाधान किया जाए।

2. उपर्युक्त प्रावधान 1 अप्रैल, 2019 से प्रभावी होंगे।

मदनेश कुमार मिश्र, संयुक्त सचिव

**टिप्पणी :** मूल अधिसूचना भारत के राजपत्र, असाधारण, भाग 1, खण्ड 1 में 22 दिसम्बर, 2003 की अधिसूचना संख्या 5/7/2003-पीआर के तहत प्रकाशित हुई थी।

(Department of Financial Services)

## NOTIFICATION

New Delhi, the 31st January, 2019

**F. No. 1/3/2016-PR.**—In partial modification of para 1(i) of Ministry of Finance's Gazette Notification No. 5/7/2003-ECB-PR dated 22nd December, 2003, based on the Government's decision on 6<sup>th</sup> December, 2018 on the recommendations of a Committee set up to suggest measures for streamlining the implementation of National Pension System (NPS), the Central Government makes the following amendments in the said notification, namely :-

(1) In para 1(i) of the said notification, for the words "The monthly contribution would be 10 percent of the salary and DA to be paid by the employee and matched by the Central Government", the words "The monthly contribution would be 10 percent of the Basic Pay plus Dearness Allowance (DA) to be paid by the employee and 14 percent of the Basic Pay plus DA by the Central Government" shall be substituted.

(2) The following provisions shall be inserted after para 1(v) of the said notification, namely:-

**CHOICE OF PENSION FUND AND INVESTMENT PATTERN IN TIER-I OF NPS AS UNDER:**

(vi) **Choice of Pension Fund:** As in the case of subscribers in the private sector, the Government subscribers may also be allowed to choose any one of the pension funds including Private sector pension funds. They could change their option once in a year. However, the current provision of combination of the Public-Sector Pension Funds will be available as the default option for both existing as well as new Government subscribers.

(vii) **Choice of Investment pattern:** The following options for investment choices may be offered to Government employees: -

(a) The existing scheme in which funds are allocated by the PFRDA among the three Public Sector Undertaking fund managers based on their past performance in accordance with the guidelines of PFRDA for Government employees may continue as default scheme for both existing and new subscribers.

(b) Government employees who prefer a fixed return with minimum amount of risk may be given an option to invest 100% of the funds in Government securities (Scheme G).

(c) Government employees who prefer higher returns may be given the options of the following two Life Cycle based schemes.

(A) Conservative Life Cycle Fund with maximum exposure to equity capped at 25% - LC-25.

(B) Moderate Life Cycle Fund with maximum exposure to equity capped at 50% - LC-50.

(viii) **Implementation of choices to the legacy corpus:** Transfer of a huge legacy corpus of more than Rs. 1 lakh crore in respect of the Government sector subscribers from the existing Pension Fund Managers is likely to impact the market. It may be practically difficult for the PFRDA to allow Government subscribers to change the Pension Funds or investment pattern in respect of the accumulated corpus, in one go. Therefore, for the present, change in the Pension Funds or investment pattern may be allowed in respect of incremental flows only.

(ix) **Transfer of legacy corpus in a reasonable time frame:** PFRDA may draw up a scheme for transfer of accumulated corpus as per new choices of Government subscribers in a reasonable time frame of say five years. Once PFRDA draws up this scheme, change in the Pension Funds or investment pattern may be allowed in respect of the accumulated corpus in accordance with that scheme.

**COMPENSATION FOR NON-DEPOSIT OR DELAYED DEPOSIT OF CONTRIBUTIONS DURING 2004-2012:**

- (x) In all cases, where the NPS contributions were deducted from the salary of the Government employee but the amount was not remitted to CRA system or was remitted late, the amount may be credited to the NPS account of the employee along with interest for the period from the date on which the deductions were made till the date the amount was credited to the NPS account of the employee, as per the rates applicable to GPF from time to time, compounded annually.
- (xi) In all cases where the NPS contributions were not deducted from the salary of the Government employee for any period during 2004-2012, the employee may be given an option to deposit the amount of employee contribution now. In case he opts to deposit the contributions now, the amount may be deposited in one lump sum or in monthly installments. The amount of installment may be deducted from the salary of the Government employee and deposited in his NPS account. The same may qualify for tax concessions under the Income Tax Act as applicable to the mandatory contributions of the employee.
- (xii) In all cases where the Government contributions were not remitted to CRA system or were remitted late (irrespective whether the employee contributions were deducted or not), the amount of Government contributions may be credited to the NPS account of the employee along with interest for the period from the date on which the Government contributions were due till the date the amount is actually credited to the NPS account of the employee, as per the rates applicable to GPF from time to time. Instructions to this effect may be issued by the Department of Expenditure/ Controller General of Accounts. All such cases of delay may be resolved within a period of three months.
2. The above provisions shall come into force with effect from 1st April, 2019.

MADNESH KUMAR MISHRA, Jt. Secy.

Note : The main notification was published in the Gazette of India, Extraordinary, Part-I, Section 1, vide notification No. 5/7/2003-PR dated the 22nd December, 2003.

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# **Delhi Technological University**

(Formerly Delhi college of Engineering)

**Government of N.C.T. of Delhi**

Shahbad Daulatpur, Bawana Road, Delhi- 110042

**NORMS, RULES & REGULATIONS  
FOR UNDERTAKING SPONSORED RESEARCH AND  
INDUSTRIAL CONSULTANCY**

**IN**

**DELHI TECHNOLOGICAL UNIVERSITY**



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(Formerly Delhi college of Engineering)

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## INTRODUCTION AND GENERAL INFORMATION

1. **Introduction.** Sponsored research and Industrial consultancy projects are an essential means of enhancing institution-industry interaction and faculty development. By supporting the Govt, PSU and the industry, the University intends to contribute towards the country's economic growth and serve the society. Therefore, as a matter of policy, the University encourages its faculty members to undertake scientific and technical research/collaboration and consultancy work with outside agencies.
2. **Objectives.** The objectives of promoting University consultancy and sponsored research project in the University shall be as given below :-
  - 2.1 The primary objective of undertaking any sponsored research projects and consultancy works shall be creation of new knowledge, widening and expansion of existing knowledge and experience of faculty and staff members.
  - 2.2 All types of sponsored research projects and consultancy works irrespective of value of the project shall be acceptable so long as there is a distinct value addition to the faculty and staff. The work must be challenging and must involve niche areas of expertise available in the University
  - 2.3 The research and consultancy works which are likely to bring repute to the University and increase the number of patents in favour of the faculty and the University will be given the top priority.
  - 2.4 All University consultancy and sponsored research projects in support/partnership of National and International agencies, Govt, PSUs, or Industries engaged in development of major infrastructure and/or in economic development shall be considered subject to the academic and administrative restrictions laid down by the University.
3. **IRD Cell : Organization For Control and Management.** For the purpose of administration in fulfillment of the objectives of the University research and consultancy as laid down above, the University shall run cell named IRD Cell headed by a Dean (IRD) selected for the following purposes :-
  - 3.1 Execution of all administrative functions including planning, budgeting, project monitoring (both technical and financial), budgetary control, compliance with terms and condition of agreement/contract between sponsor(s) and the University etc.
  - 3.2 Administration of the all the contractual / deputed project personnel and inventory management of stores procured through the PI and HOD.

- 3.3 Promotion of University research and consultancy, Technology Transfer, IPR and Software Marketing activities etc
- 3.4 Liaison with PIs, the University and Sponsors;
- 3.5 Utilization and monitoring of various development funds such as URDF and RFDF as described
- 3.6 Any other activities that may be assigned from time to time.

4. **Categories.** The sponsored research and consultancy associated with the University can be broadly classified into two categories :

4.1 **University Research and Departmental Research at Academic Centers.** Every department has faculty and students involved extensively in research activities. Undergraduate education is greatly benefited by the environment of postgraduate programs, while both the curricula derives strength in a research environment created by doctoral and postdoctoral programs. Not only the departments of the University, the various academic centers are also involved in research activities, in order to contribute and benefit from the advances in knowledge frontiers, which will help generate state-of-the-art technologies responding to the need of the country.

4.2 **University Sponsored Research and Industrial Consultancy.** Sponsored Research (SR) and Industrial Consultancy (IC) are two important modes through which the faculty supports the development of knowledge and technology. Delhi Technological University (DTU) recognizes Sponsored Research (SR) and Industrial Consultancy (IC) as the essential attributes of teaching and research. A full-fledged office operating under Dean (IRD) provides administrative and accounting support to the faculty undertaking sponsored research and consultancy work.

5. **Eligibility and Restrictions.** Following eligibility conditions shall apply :-

(a) All types of University consultancy and sponsored research projects and related assignments can be taken up only by full time faculty including VC and academic staff. The extent of works undertaken be such that it will not interfere with the discharge of their normal duties.

(b) All types of University consultancy and sponsored research projects and related assignments, whether carried out by an individual or a group, irrespective of the quantum of facilities of the university availed and irrespective of amount involved shall be accepted only with the prior permission of the Dean (IRD)/VC. While seeking the sanction the nature of the job and time period involved must be specified.

(c) No ceiling limit has been prescribed for undertaking University consultancy and sponsored research projects and related assignments provided (i) consultancy work does not interfere with the normal teaching / research work in the University and other duties of the staff member(s) concerned and (ii) the total time to be spared by the consultant staff member(s) on all consultancy jobs in hand at a particular time should not exceed the laid down maximum limit of hours per week.

(d) University staff may be granted project leave up to 10 days during a calendar year for work related to Sponsored Research and industrial consultancy Projects, in addition to the special casual leave available as per norms.

6. **Exemptions.** These rules shall not apply to examination work such as paper setting, evaluation, superintendence, invigilation, fees for attending Selection Committee Meeting, honorarium, fees for report writing and publication, lectures etc. All fees for such academic work will be paid directly to the faculty concerned without any share accruing to the University. The permission of the concerned Head is to be obtained by the concerned faculty before undertaking such assignments except those which are confidential/secret in nature such as, paper setting for examination, attending UPSC selection committees etc. Absence from duty for work of this nature where payment of a fees is involved shall be on the basis of leave of the kind due and may be obtained in the usual manner.
7. **University Sponsored Research and Industrial Consultancy.** Sponsored Research and industrial consultancy are two important modes through which the faculty supports the activities contributing to the development of knowledge and technology. In the present times of continuous innovation and fast changing technology the curriculum must also be updated continuously to keep pace with time and research and consultancy projects help the faculty to remain in organic contact with the technological change. Thus, the activities of sponsored research and industrial consultancy have become an essential part of the activities of the teachers. Historically, this University was set up to cater to the development needs of India and that tradition has continued over the last several years. There is hardly any important project in the country particularly NCR region where DTU, Delhi has not contributed directly or indirectly. Major funding has been received for participation in various projects initiated by Delhi Govt and different Ministries of Government of India Besides, a number of major public and private laboratories/ organizations including DRDO, DMRC, ATB, Samsung etc have associated themselves with DTU. The University has well recognized core competence in traditional engineering and its benefit is harnessed for the country's industrial and economic growth by extending consultancy services. The University, through its faculty, can handle almost any type of problem/need of the industry.
8. **Consultancy Services.** The faculty of this University is competent to provide a wide variety of consultancy services in almost every discipline, some of them are:
- (a) Cause-and-remedy studies
  - (b) Pre-feasibility and feasibility studies
  - (c) Detailed project reports
  - (d) Design of systems/components/processes
  - (e) Validation of designs/drawings
  - (f) Development of industrial products/systems/processes
  - (g) Development of systems software
  - (h) Development of application software for offline and online applications.
  - (i) Technical and Energy Audit
  - (j) Industry supported training programmes
  - (k) Training programme for faculty/ industry persons organized by the faculty of DTU
9. **Modes of University Industry Interaction.** The University encourages its faculty, scientists, technicians and students to interact with industry in all possible ways with the spirit of deriving mutual benefit. The major modes of interaction are listed below :
- (a) Professional consultancy by the faculty to industries.
  - (b) Industrial testing by faculty & technicians at site or in laboratory.
  - (c) Joint research programs and field studies by faculty and people from industries.
  - (d) Visits of faculty to industry for study and discussions or delivering lectures.
  - (e) Visits of industry executives and practicing engineers to the University for seeing research work and laboratories, discussions and delivering lectures on industrial practices, trends and experiences.
  - (f) Memoranda of Understanding between the University and industries to bring the two sides emotionally and strategically closer.

- (g) Human resource development programmes by the faculty for practising engineers.
- (h) Workshops, conferences and symposia with joint participation of the faculty and the industries.
- (i) Participation of experts from industry in curriculum development.
- (j) Collaborative degree programs.
- (k) B.Tech. and M.Tech. projects/dissertation work in industries under joint guidance of the faculty and experts from industry.
- (l) Practicing engineers taking up part-time M.Tech./Ph.D. program at DTU, Delhi .
- (m) Short-term assignment to faculty members in industries.
- (n) Visiting faculty/professors from industries.
- (o) Professorial Chairs sponsored by industries at the University.
- (p) R&D Laboratories sponsored by industries at the University.
- (q) Scholarships/fellowships University by industries at the University for the students.
- (p) Practical training of students in industries.

10. **Initiation and Management of Consultancy Projects.** Each consultancy project has a Principal Investigator (PI) who is a faculty member/scientist in the service of the University and is responsible for :

- (a) Formulating the project proposal which may include planning of the work to be done, estimating costs according to the guidelines provided in the University regulations, if identifying other faculty member(s)/ scientist(s) in the service of the University to work as Co-investigators of the project and identifying technical staff for assistance, if required.
- (b) Co-ordination and execution of work.
- (c) Associating students, outside experts and external agencies, as and if required.
- (d) Handling all communications with the client.
- (e) Writing intermediate and final reports for the project.
- (f) Making recommendations to the Dean (IRD) regarding expenditure from the project funds and remuneration to be paid to faculty, staff and students.

11. **The Client (sponsoring organization).** The client usually approaches the University for consultancy work through a faculty member or a functionary of the University (i.e. Head of the Department, Dean IRD or Vice Chancellor/Pro-Vice Chancellor). Sometimes, some faculty/set of faculty members may also be interested in taking part in a bidding process to get a prestigious research/consultancy project offered by any national/international agency on competitive rates. When a faculty member is approached for the work, he will generally be the Principal Investigator, if the work falls in his area of expertise. If he does not wish to be the Principal Investigator, the HOD/Centre will identify a suitable person as the PI. If the project is referred to a functionary, the concerned HOD would identify the Principal Investigator according to the required expertise for the work. Normally the agreed charges of the project are to be deposited by the client, in full, before the work commences. However, this stipulation is negotiable. In cases where the work is started with only partial payment, the arrangement of balance payment will be clearly spelt out in advance and approved by Dean (IRD). The Registrar or the Dean, IRD, on behalf of the University will receive all the payment from clients. Principal Investigator will take the approval of Dean (IRD) through the concerned Head of the Department for undertaking the consultancy project.

12. **Information for a New Client.** A new client (an organization or industrial company looking for a consultancy service from this University) may proceed as follows:

- (a) The client may browse through the bio-data of faculty members and try to identify a faculty member whose expertise and experience are relevant to the problem/requirements of the client, and then write/speak to him.
- (b) When the client has identified an individual faculty member who can handle his problem, he can write a few words on his problem or requirement to that faculty member or speak to him on telephone. Telephone Numbers, e-mail address and fax of all faculty members/officials of the University are available on the website.
- (c) When it has not been possible to identify a faculty member for the work, the client may browse through the list and activities of the various departments, and try to identify a Department/Center of the University relevant to his problem/needs and write to the Head of the concerned Department/Center. The e-mail address or telephone and fax numbers can be seen from the web pages of the respective Department/Center. The Head will identify an individual faculty member who can take up the job and inform his /her name to the client so that further correspondence/dialogue can be held directly between them.
- (d) When it has not been possible to identify a centre/department for the work, the client may write briefly about his problem/needs to the Dean (IRD) at DTU. The Dean (IRD) will identify the department / individual faculty member and inform the client. Subsequently the client can have correspondence/ dialogue directly with the Head of Department or the faculty member.

13. **Testing Services.** Various departments of the University regularly undertake testing work utilizing the elaborate laboratory facilities and the expertise of faculty and technicians. However, routine testing is discouraged as it diverts attention from the primary responsibility of teaching and research. The examples of a few typical testing facility existing are:

- (a) Testing of the samples of paper, water, building materials and chemicals.
- (b) Routine, type and development tests on industrial products such as electrical/electronic meters, switches, transducers, cables, circuit breakers etc
- (c) Calibration of meters, instruments and transducers.
- (d) Environmental testing such as vibration, shock, temperature cycle, water and dust penetration.
- (e) Residual life assessment of buildings, dams, bridges and power-plant structures and equipment.
- (f) Performance testing of small hydro-electric power plants.
- (g) Testing using special facilities like : Wind Tunnel, Survey and Remote Sensing laboratories, Scanning Electron Microscope, Thermal Ionization Mass Spectrometer etc

#### **Facilities**

14. Various other facilities available within DTU are given on the website or can be obtained by writing to the Head of the Departments or the Dean (IRD)

#### **Rules and Guidelines**

15. The common guidelines for Sponsored Research", as approved by the BOM, Delhi Technological University are enclosed at Appendix A.



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Appendix A

## NORMS, RULES & REGULATIONS FOR UNDERTAKING SPONSORED RESEARCH AND INDUSTRIAL CONSULTANCY

### 1. Preamble

In the light of changing economic scenario, government policies and University priorities, the University considers sponsored research and industrial consultancy projects as an important means for extending benefit of scientific research work at the University to the sponsoring agencies broadening the experience base of the University community and as a tool for contributing to the country's and economic growth. Therefore, as a matter of policy, the University encourages its faculty members to undertake research and consultancy work as a measure of scientific/technical collaboration with outside agencies. Appropriate Research and consultancy projects, in addition, for providing much needed service to the government and industry, also benefit the concerned faculty members and the University in several ways. They enrich the professional experience and knowledge of faculty members and thus make them better educators. Research and consultancy projects provide a firsthand knowledge of the current problems of industry and the emerging area which is very helpful in tuning the curriculum to the national needs. The faculty members get an opportunity to apply their ideas for finding out the solutions to the problems in emerging areas. Furthermore, the consultancy work also provides incentives for their contributions to all categories of staff.

### 2. Definitions

- 2.1 **University** means Delhi Technological University, Delhi
- 2.2 **Department** means all the academic departments, academic centre, centre of excellence and academic service centre at the University.
- 2.3 **Vice Chancellor** means **Vice Chancellor**, Delhi Technological University, Delhi
- 2.4 **Dean of Industrial Research and Development (Dean, IRD)** means Dean for development of sponsored Research & Industrial Consultancy in Delhi Technological University, Delhi
- 2.5 **IRD Advisory Committee** means committee for Sponsored Research & Industrial Consultancy, Delhi Technological University, Delhi, constituted in accordance with University rules.
- 2.6 **Project** implies sponsored research projects or industrial consultancy projects or routine testing projects.
- 2.7 **Sponsored Research Projects** means Research Projects sponsored by Government, public, private, national/international agencies and autonomous bodies. Generally the project cost including expenditure towards manpower, equipments, consumables and supporting services of the University is borne by the sponsor.

- 2.8 **Consultancy Project** means consultancy assignment/job given by outside agency to a faculty of the University for work within mutually agreed scope. It will also include a consultancy assignment/job referred to the Head of the Department or a functionary of the University (i.e. Vice Chancellor or Dean(s) or Registrar which may be taken up as a Consultancy Project by faculty.
- 2.9 **Routine Testing Project** implies those testing works where the rates are fixed by the department.
- 2.10 **Sponsor** means the organization that offers a Project to the University and provides necessary financial support for successful completion of the project in time.
- 2.11 **Principal Investigator (P.I.)** is a member of the faculty/scientist of the University with necessary expertise and competence to conduct a Research and consultancy work. Normally, the faculty/scientist who submits the project proposal and negotiates with the sponsor and is instrumental in getting the project funding is the Principal Investigator (PI). In case of research project, emeritus fellow/chair professor/ visiting professor may also be the PI.
- 2.12 **Investigator (I)** means a person from amongst the faculty/scientist (including Emeritus Fellow, chair faculty, visiting professor) co-opted by the Principal Investigator to work jointly with him/her on the project or any other Group 'A' staff so permitted by the VC/Dean (IRD).
- 2.13 **Consultant:** Consultant is an individual or government/ public sector undertaking/ government company engaged for a specific period to carry out specific job.
- 2.14 **Project Staff** means a person appointed in conformity with the guidelines to work on a project.
- 2.15 **University Research Development Fund (URDF)** means a part of the University Overhead Charges (UOC)/share received for sponsored research and Industrial consultancy project credited to a separate fund operated by Dean (IRD).
- 2.16 **Research Faculty Development Fund (RFDF)** means a fund for individual academic staff, to which a part of the University overhead charges/ share from Research and consultancy projects are transferred.
- 2.17 **Project Monitoring Committee:** Project Monitoring Committee (PMC) means the Committee constituted to monitor the large projects with outlay of more than Rs. 50 lacs.

### 3. General

- 3.1 There shall be an online process.
- 3.2 Consultancy project shall not anyway hamper the teaching and research work of the University.
- 3.3 Upper limit of payment to the faculty should not be higher than the annual salary of the faculty except as provided in these regulations.
- 3.4 There will be a limit to accept not more than 20 projects/consultancies in a calendar year i.e. from 1<sup>st</sup> January to 31<sup>st</sup> December.
- 3.5 In case, there is a special project, separate approval of BoM is required on the recommendation of the Committee for Research Development (CRD).

- 3.6 Individuals or Departments shall take up projects after taking approval of the Dean (IRD) through the Head of the concerned Department. All funds in connection with Projects shall be received in the name of the Dean(IRD)/ Registrar DTU Delhi. The account of Projects/URDF/RFDF will be maintained by IRD Office and controlled by Dean (IRD). Norms for project initiation and management are given at Annexure 1.
- 3.7 The time spent by a faculty/scientist on Consultancy Project will not exceed one day per working week plus one day during week end, thus a total of 104 man days during the calendar year.
- 3.8 Consultancy project from any sponsor can be taken up for a minimum amount of Rs. 50,000/-. For consultation work involving only site visit or personal discussion a minimum amount of Rs.10,000/- per man-day for faculty/scientist/ Gp A staff and Rs.1,000/- per man-day for technical and other non-academic staff may be charged.
- 3.9 University staff may be granted project leave up to 10 days during a calendar year for work related to Sponsored Research and industrial consultancy Projects, in addition to the special casual leave available as per University norms.
- 3.10 Report(s) and data collected/ originated out of project are the joint Intellectual Property of the sponsor and the investigators which can be used by the sponsor for its own use only and cannot be disclosed to a third party without prior consent of the sponsor and the Principal Investigator
- 3.11 The IPR policy of the University shall be applicable. However, if there is a condition in MoU signed between the Sponsor and PI, regarding the IPR issue that will take precedence over the condition laid down in the above para. The report of the Sponsored Research and industrial consultancy projects will be kept by PI for a period of 03 years from the date of closure of the project and for routine testing from the date of issue of report.
- 3.12 If a prima-facie case of malpractice and/or misconduct is established by a fact finding committee against a staff member in connection with project(s), the Vice Chancellor, on the recommendation of Dean, IRD may prohibit the concerned staff member to take part in any new project either as Principal Investigator or investigator, till such time that a final decision is taken by the appropriate authority in the matter. However, in such cases the concerned staff member will be expected to complete his/her obligations in the ongoing project(s) with which he/she is connected, in order that the ongoing projects and obligations to the sponsor do not suffer.
- 3.13 All purchases under projects/RFDF/URDF shall be made as per norms prevailing in the university. In case of equipment which is to be carried outside, the same should be insured before they are taken out.
- 3.14 Faculty/scientist may accept honorary membership of board of directors of companies with the condition that there will not be any direct involvement of the faculty in concerned industry/company and such membership in the respective expertise is limited to three membership.
- 3.15 A sitting fee is payable to an expert other than those involved in the project for attending consultation meetings duly notified by PI in connection with the project work with the approval of Dean (IRD)/ Vice Chancellor.

## 4 Manpower

### 4.1 Project staff

4.1.1 The project staff shall be appointed/hired for assisting/working on the project in any one of the following ways with the approval of Dean (IRD)/Vice Chancellor depending upon the specific requirements of the project, project length, constraints and the requirements with due justification.

**4.1.1.1 Use of Existing Staff.** Existing Laboratory Staff such as technicians and those permanent or contractual staff who may be available without affecting Department schedule may be considered subject to the requirement of the project and availability of such staff. Such staff may be hired from across various Departments in consultation with concerned HOD. Such staff may be paid as per the approved rates of Overtime/Honorarium in the University or as may be approved by PI and the Dean (IRD)/Vice Chancellor.

**4.1.1.2. Direct Appointment by the University.** The PI may approach the competent authority and seek permission for direct appointment/hiring of engineers and staff on the project. Such staff shall be appointed for assisting/working on the project as per prescribed selection procedure, designations, qualifications and experience requirements and consolidated fellowship/emoluments as given at Annexure 2 and 3.

**4.1.1.3 Hiring of Manpower by Hiring a Consultant/Placement Agency.** Sometimes, there may be a possibility of employed persons frequently quitting the job. In such a case, the PI may choose to hire an intermediate Consultant/Placement Agency through a tender who shall be made responsible for supplying the required qualified manpower for the entire duration. The PI shall seek permission from the Vice Chancellor through Dean (IRD) to exercise this option through a selection committee as given in Annexure 2 with the approval of Dean (IRD).

4.1.2 Open selections will be held for all project positions.

4.1.3 Appointments on all project positions drawing emolument shall be on contract only.

4.1.4 The Project staff shall work for fulfilling the objectives of the project.

4.1.5 Transfer of project staff from one project to another, either on completion or midway, may be permitted by Dean (IRD) on the recommendation of respective PIs.

4.1.6 The tenure of appointment of a project staff will be at the most for the remaining duration of the project. The severance notice may be issued to the project staff by the PI one month prior to the termination of appointment.

4.1.7 On the completion of one year or more and on the recommendation of PI, the enhancement of fellowship/emoluments of a project staff may be considered by the Dean (IRD).

4.1.8 A contractual project staff appointed shall execute a Contract Agreement with PI at the time of joining with the explicit provision that the contract may be terminated by either side, the staff or PI, by giving one month's notice or one month's consolidated emoluments in lieu of the notice. The contract will be complete when countersigned by Dean (IRD) who will retain the original contract agreement.

4.1.9 Appointment of project staff on ad-hoc basis against a project position can be considered by Dean (IRD) on the recommendation of the PI for a period not exceeding 89 days.

#### 4.2 Student Assistants

The PI may engage University Students (who may or may not be getting fellowship/ assistantship) as student assistants for the project work. The payment for such engagement shall be limited to Rs 8000/- per month for UG and PG students, Rs 18000/-per month for Ph. D. students and Rs 40,000/- per month for Post Doc Fellows or as specified in the project and approved by the Dean-IRD.

#### 4.3 Consultants

The PI may, with the prior approval of Dean (IRD) may avail the services of individuals not in the University service or government organization as Consultants. However, the amount payable to consultant(s) shall be limited to 40% of the total contracted amount in consultancy project.

### 5 Travel

5.1 The most expeditious and convenient mode of travel should be used to minimize period of absence from the University. Admissible DA or actual boarding & lodging expenses will be paid on production of receipt. Expenses on local travel by taxi will be reimbursed against receipt as per actual. Besides the PI may consider to exercise the following options in consultation with the Dean (IRD)/Vice Chancellor :-

- (a) Using own transport and claiming a reimbursement at certain fixed rates as may be approved by Dean (IRD)/Vice Chancellor
- (b) Hiring a travel agency for the duration of project through a Committee as may be approved by the Dean (IRD)/ Vice Chancellor.

Approval for domestic travel shall be accorded by PI including for self subject to leave approved by the competent authority. Faculty/Scientist and Group-A Officer are allowed to travel by AC taxi. Advance for travel will be approved by the Dean IRD. Payment of charges to travel agents for Ticket purchase assistance, Visa assistance, Insurance etc. shall be admissible from project funds.

However, if sponsor has specified any specific condition(s) for travel under the project that shall be followed normally.

5.2 Approval of Dean, IRD and the VC will be required for all international travels and any deviations from above.

### 6 Finance and Accounts

#### 6.1 Research Project

6.1.1 At the time of submission of a sponsored research project proposal, the PI shall make a provision of University Overhead Charges (UOC) at the rate of 20% of the total project cost or at the rate permitted by the sponsor. However, this will not be treated as a condition for accepting the award of project.

6.1.2 **Transfer of Staff Costs out of Sponsored Research Project to Research Development Fund:** In the Sponsored Research Project amount charges under the budget head of faculty time, staff costs will be transferred to the Research Development Fund. Further, if any amount is provided by the sponsor as honorarium to the investigators as one of the components in a Sponsored Research Project, the same may be distributed among them.

## 6.2 Consultancy Project

6.2.1 At the time of submission of a consultancy project proposal, the PI shall make a provision for University share at the rate of 50% of the total contracted project cost. However, such share shall be 50% for routine tastings. In the case of industry supported training programmes and training programmes for faculty / industry persons organized by faculty of DTU as described in 8(j) and 8(k) of the introduction and general information, the university share shall be 50%.

6.2.2 Details of distribution of project fund shall be as below:

Item	Consultancy project	Routine testing
Total money received	G	G
Goods and Services Tax (GST)	L	L
Total contracted amount (T)	(G-L)	(G-L)
University share (P)*	0.50T	0.50T
Remaining amount (F)	0.50T	0.50T
Total expenditure	E	E
Balance Amount for distribution (S)	(F-E)	(F-E)

\*However, in case of a large consultancy project funded by a Government Organisation, University share may be negotiated with the approval of Vice Chancellor.

6.2.3 For consultancy project with an outlay of Rs. 10 lacs or more interim distribution may be permitted subject to the condition that the total distribution does not exceed 40% of the balance amount and that the amount of distribution is commensurate with the work completed.

6.3 A separate account head shall be maintained for each project by IRD office. Asstt. Registrar (IRD Accounts) shall be responsible for the submission of audited statement of accounts as and when required by the sponsors.

6.4 For all ministerial staff, the upper limit for remuneration from Projects and other sources is 60% of the salary received in a financial year and for all Technical Staff it is 100%.

6.5 If any of the academic staff wishes to divert part or whole of his/her own remuneration to his/her Professional Development Fund, the same will be permissible.

7 **Development Funds.** Research Faculty Development Fund (RFDF) is a performance-linked fund created for the faculty and other academic staff of the University with the objective of supporting their professional needs. The fund can be utilized by the faculty to attend conferences, pay membership subscription to professional societies, and purchase books, journals, stationery, software, data base, computer and computer peripherals, etc. Similarly, University Research Development Fund (URDF) are proposed which will be built from the consultancy and research projects undertaken by the University. These funds will be used for the purpose of development of required infrastructure in the department and the University respectively.

### 7.1 Share of RFDF (Research Faculty Development Fund)

The distribution of University share to be credited to the RFDF are as per the following table.

#### Distribution of University Share in percentage

Type of Project and Component available for distribution	Distribution (%)			
	URDF	RFDF	Incentive to office Staff	Staff Welfare Fund
(A) Sponsored Research Project/HRD Programmes University Overhead Charges(UOC) Received from sponsor (I)	50	47	2	1
(B) Consultancy Project	97	0	2	1
(C) Routing Testing Project	97	0	2	1

## 7.2 Utilization of URDF/RFDF

7.2.1 The URDF may be utilized for following:

- a. Purchase of equipment for strengthening research in the University.
- b. Research promotion
- c. Research awards
- d. Scholarship to research scholars
- e. Infrastructure and facilities for research

7.2.2 The Research Faculty Development Fund (RFDF), meant for individual faculty, may be utilized for following:

The research proportion of individual faculty shall be credited to his/her University RFDF account as per the research requirements of the faculty. This may be utilized for

- a. Purchase of equipment for strengthening research in the laboratories/department.
- b. Attending and organizing conferences, symposium, workshop and seminars by the individual faculty.
- c. Creation of infrastructure facilities in the laboratory/department.

The Principal Investigator(s) (PI)/members earning more than the amount of the annual salary shall be eligible to get a share in proportion to the amount earned. The total amount earned by the PI over and above his or her annual salary shall be as under:

Total consultancy amount = 'X'

University Share = 50% of 'X'

Net Share available for distribution = 50% of 'X' - Expenditure

If the share of PI/members is less than or equal to his or her annual salary, then the share of PI/members would be equal to Net share available for distribution after deduction of expenditure.

If the share of PI/members is greater than the annual salary of PI, then the additional share available for the distribution by the PI/members would be 'Z'.

Example: -

Consultancy Amount = 'X'

University Share = 50% of 'X'

Net amount available for distribution (Y) = 50% of 'X' - Expenditure

If 'Y' is greater than annual salary of PI/members, then the additional share of PI/members and University share will be calculated as under:

Excess share for distribution 'Z' = Y - Annual Salary

University Share =  $0.75 \times 'Z'$

Additional PI Share (Z) =  $0.25 \times 'Z'$

All the properties including machines and equipment purchased from URDF/RFDF shall be the property of the University.

"The University share as 0.75 of Z shall be credited directly fully to the URDF"

**8 Admission of Project Staff to Academic Programs**

8.1 A project staff is eligible to register for Ph.D. or Master's Programme of the University as per University norms subject to his/her satisfying the admission requirements of the University.

8.2 The concerned project staff will be required to give an undertaking that he/she will not be automatically eligible for award of University fellowship and shall finance himself/ herself beyond the tenure of the appointment if University fellowship is not awarded.

8.3 The project staff admitted to Ph.D./ Master's programme will be governed by the relevant ordinances and fulfill his/her obligations towards the PI & the project in which he/she is appointed.

**9 Sponsors Specific Conditions**

Specific conditions of sponsor (e.g. DST, DAE, CSIR) for designation(s), qualifications and employment condition(s) for manpower and other expenditure related shall be followed.

**10 Exception Clause**

These guidelines shall normally be applicable to all Projects. However, any changes required which does not constitute to policy change may be approved by Vice Chancellor on the recommendations of Dean (IRD).

**11 Review**

These rules may be reviewed normally in three years or as per needs.

## 1. PROJECT INITIATION AND MANAGEMENT

- 1.1 Each project will have a Principal Investigator (P.I.) who will be a faculty member /Scientist in the service of the University and who will be responsible for :
- (i) Formulating the project proposal which may include
    - (a) planning of the work to be done,
    - (b) estimating costs according to the guidelines provided in the later section, and
    - (c) if necessary, identifying other Investigators, who shall also be faculty member(s)/Scientist(s) in the service of the University.
  - (ii) Co-ordination and execution of work,
  - (iii) Handling all communications with the sponsor,
  - (iv) Writing of intermediate and final reports according to the project proposal
  - (v) Ensuring that all reports bear the name of the Principal Investigator and his/her signatures and the name(s) of the Investigator(s) who participated in the project,
  - (vi) Signing the Memorandum of Understanding (MoU) or Agreement with the sponsor, if required. Guidelines for MoU/Agreement are given at Annexure 4.
- 1.2 The PI will, at his discretion, co-opt the names of other faculty members as Investigators.
- 1.3 The PI will prepare research project proposal in conformity with:
- (i) permitted designation and emolument/fellowship rates for project staff, with qualification and experience as specified by the sponsor otherwise of the University
  - (ii) provision for University overhead charges as per the rules of the University,
  - (iii) other guidelines for Sponsored Research Projects, and
  - (iv) Rules, Regulations & Statutes of the University
- 1.4 All research project proposals shall be submitted to the sponsors through the concerned Head of the Department and Dean (IRD).
- 1.5 It shall be the responsibility of the PI to get project work completed satisfactorily within the sanctioned grant and duration.
- 1.6 The PI shall ensure that the head-wise expenditure does not exceed the budgetary allocation as applicable.
- 1.7 The PI shall maintain the details of equipment purchased out of research project funds separately for each project and send a copy of the record to Dean (IRD) for placing the same before the Govt. of Audit, for verification or as and when required for any other purpose.
- 1.8 The PI shall be responsible for maintenance of Laboratory Record Book (LRB) as required for IPR submission, periodical and/or final technical report(s) of the research project work to the sponsor as required. He/she will also send a copy of the final technical report to Dean (IRD).
- 1.9 The PI shall write to the sponsor for timely release of funds with a copy to the Dean (IRD) for follow up, if necessary.
- 1.10 For Research Project: The sponsor which assigns the research project usually are approached by an individual or a functionary of the University (i.e. Head of the Department, Dean (IRD) or Vice Chancellor).  
For Consultancy project: The sponsor which assigns the consultancy project usually approaches the University for Consultancy work through an individual or a functionary of the University (i.e. Head of the Department, Dean (IRD) or Vice Chancellor).

When an individual is approached for the work, he/she will be normally the Principal Investigator. If the project is referred to a functionary, the Principal Investigator would be identified by the Head of the Department to whom Dean IRD refers the project.

- 1.11 No retiring faculty member be allowed to submit a consultancy project proposal as Principal Investigator (PI), if its duration extends to one year or more beyond his/her date of retirement, or if more than half of the proposed duration of the project falls beyond the date of retirement of the PI.
- 1.12 The Emeritus Fellows, Chair Faculty, Visiting Faculty, faculty on contract etc. can be appointed/nominated/ continued as principal investigator for research projects if the sponsors do not have any objection.
- 1.13 If the PI leave the University, retires or proceeds on leave or not available for some reason, Dean IRD, on the recommendation of the P.I. (if he/she is available) will appoint a new PI, who will assume the powers and responsibilities of the PI. The new PI should be agreeable to become PI. The new PI will also give an undertaking to complete the project in the remaining funds and time period, to the Dean (IRD) through H.O.D. However, in exceptional circumstances, a retired faculty member may continue to work as P.I. with the approval of the Vice Chancellor, if he/she continues to serve the University in some other capacity.
- 1.14 Normally the agreed charges of the consultancy project are to be deposited by the sponsor, in full, before the work commences. However, this stipulation is negotiable. In cases where the work is started with only partial charges deposited in advance, the arrangements of subsequent receipt of funds from the client have to be clearly spelled out in advance.
- 1.15 Project file will be closed with the submission of final project report and final settlement of accounts etc.

## 2. BUDGETARY NORMS

### A. FOR RESEARCH PROJECTS

The total agreed charges of a Research project will consist of the University share, actual expenses of the project covering following.

- (i) Permanent equipment to be procured / fabrication of equipment or models (refer Annexure 5 for norms of procurement of materials).
- (ii) Consumable materials (refer Annexure 5 for norms to be followed)
- (iii) Travel expenses in connection with the project work (domestic and foreign if budgeted/ allowed by sponsor)
- (iv) Computational or other charges payable to any other outside agency.
- (v) All contingency expenses for report preparation of report and literature (books, journals) and any other item budgeted under the proposal and approved by the sponsor.
- (vi) Expenses for work to be carried out on payment basis, remuneration to student assistants.
- (vii) Insurance on equipment and manpower during travel.

## B. FOR CONSULTANCY PROJECTS

The total agreed charges of a Consultancy project will consist of the University share, actual expenses and the remuneration to be distributed to the faculty and staff. The actual expenses should cover the following costs related to the project. The service tax will be applicable as per government rules.

- (i) Permanent equipment to be procured / fabrication of equipment or models.
- (ii) Consumable materials.
- (iii) Travel expenses in connection with the project work.
- (iv) Computational or other charges the Principal Investigator may have to pay to the University or any other outside agency in the course of the execution of the work.
- (v) Charges to be paid for the use of specific equipment in the departments or central facilities.
- (vi) Contingency expenses to cover cost of supplies, preparation of report, typing, word processing, drawing, drafting, stationery, reproduction, literature (books, journals, membership fee for professional societies), postage, courier, FAX and telephone (including rental and STD/ ISD call bills of telephone at residence or mobile phones), cost of insurance of personnel/ equipment being used for the project and medical reimbursement on duty (excluding major ailments) for staff etc.
- (vii) Expenses for work to be carried out on payment basis, remuneration to student assistants.
- (viii) Insurance on equipment and manpower during travel
- (ix) Any other costs considered appropriate.

The approval of the Dean IRD to make any expenditure from the project funds assumes that funds are available in the project for the purpose.

### 3. Collaboration with Outside Organizations

If collaboration with other Govt./Public Sector organizations is envisaged, the nature scope and financial budget of the proposed arrangements will also be specified at the time of submitting the project proposal for approval.

### 4. LIABILITY

In case any legal dispute arises between the Investigator(s) and the sponsor such that the Investigator(s) are in any way, held responsible to make good the losses incurred by the sponsor, such liability will be restricted to a maximum limit which will be calculated as follows:

Maximum Liability = The total amount charged for the project – the expenditure / liabilities on the project. It is in the interest of the Investigators to bring this fact to the notice of the sponsors. The expenditure / liabilities as determined by the University will be calculated as the expenditure / liability till such date on which the sponsors inform the Investigator in writing to stop work on the project for on going projects, or till the end of the project for completed projects. This amount does not include the remuneration paid to the Investigator(s) and staff of the University. The University may take a suitable insurance for this purpose on a rolling basis. The expenditure on this account may be charged to the IRDF.

The amount charged by the University is on lump sum basis. Submission of the requisite report on the work itself shall constitute the Utilization Certificate / final bill.

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## 5. DISAGREEMENTS / DISPUTES

- 7.1 Any disagreement within the University arising at any stage of a Consultancy project will be resolved in consultation with Dean (IRD) / Vice Chancellor to ensure an expeditious removal of bottlenecks and smooth functioning of the project.
- 7.2 In case of any dispute arising at any stage of Consultancy project between Investigator(s) and the sponsor(s), the Investigator(s) will be responsible for settlement of the dispute.
- 7.3 All legal action will be subject to jurisdiction at Civil Courts at Delhi.

## 6. ARBITRATION

In the event of any dispute or difference at any time arising between the parties relating to Consultancy project or any other clause(s) or any content of the right and liabilities of the parties or other matters specified therein or with reference to anything arising out of the Consultancy or otherwise in relation to the terms, whether during the Consultancy or thereafter, such disputes or differences shall be endeavoured to be resolved by mutual negotiations. If, however, such negotiations are infructuous, the dispute should be finally settled through Arbitration and Conciliation Act, 1996 by three arbitrators appointed in accordance with the said Act. The arbitrators shall give reasoned and speaking award.

## 7. PUBLICATION OF RESULTS

PI will have the right to publish the work carried out by him/her unless the sponsors have an agreement under which their prior permission is required. In such cases the draft paper before publication will be submitted to sponsors and if no objections are raised within one month of the submission of the proposal to publish the result, it will be assumed that the sponsors have no objection to the publication.

## 8. PROJECT MONITORING COMMITTEE

For large projects the Project Monitoring Committee with the following composition shall review and assess the progress periodically (at least once a year) for timely completion of the projects. The committee may also advise Dean (IRD) in any other matter on the project.

- |  |                        |
|--|------------------------|
| (1) Dean, IRD  | - Chairman             |
| (2) Head of the concerned Deptt or his nominee   | - Member               |
| (3) Head of one more Deptt. from relevant field or his nominee   | - Member               |
| (4) One faculty Member from relevant field   | - Member               |
| (5) Principal Investigator   | - Member               |
| (6) One expert from outside the University in relevant field, if required, or representative of sponsor, if required by sponsor. |                        |
| (7) Asstt./Dy. Registrar (IRD.)  | - Non-Member Secretary |

Further, certain guidelines for project control, management and monitoring are given at Annexure 6.

## 9. DOCUMENTS TO MAINTAIN

Following documents will be maintained by P.I through his team members and produced for audit as and when required

- (a) **Attendance Records.** Attendance/site visit record of the P.I, members, hired staff etc with man-hours spent during each visit.
- (b) **Inspection/Site Visit Register.** A register to record expert advice by expert members and consultants suggestions and remarks of the P.I and members with date and their signature during their visit to the site. Record feedback on its implementation also in the same register.
- (c) **Salary/Payment Record.** To record all payments made to P.I, members, salary and other payments made to staff.

- (d) **T & P Register.** Register for recording hire/purchase of all equipments, materials, all consumables, non-consumables items etc and its utilization.
- (e) **Travel Record Register.** To record details of all expenditure incurred on travel.
- (f) **Log books and Warranty/Gaurantee Record.** Log books be used to record number of hours, laboratory equipment or hired or purchased equipments have been used. Besides maintain warranty/guarantee certificates and also breakdown details of equipments.
- (g) **Correspondence File -** For all correspondence since intitation
- (h) **Agreement/Contract -** maintain complete record of all agreements, contracts, drawings and such document which may constitute legal requirement.
- (i) **Record of Monthly Progress Report -** Record of monthly progress report submitted to IRD and a copy of progress report submitted to client as may be desired by him.
- (j) **Any Other Document.-** Any other document as directed by Dean (IRD) or as may be decided by the P.I.

**Note -** The above documents may be merged but all records must be maintained for minimum 03 years or as may be laid down by the sponsor and produced for audit or any other purpose whenever required.

#### 10. FORMS

To ensure smooth administration & management of Projects, only the forms supplied by Dean (IRD) will be used by the PIs and others concerned. The list of forms and their purposes are given below :-

SN	FORM NO	NAME AND PURPOSE OF FORM
1	Dean (IRD) 01	Forms for Approval of Consultancy Project
2	Dean (IRD) 02	Consent of Proposed Investigator(s) from other than PIs Deptt
3	Dean (IRD) 03	Involvement of Consultant
4	Dean (IRD) 04	Student Assistantship-For UG/PG/Ph.D/Post Doc. Fellow
5	Dean (IRD) 05	Approval of Project Positions
6	Dean (IRD) 06	Advertisement to fill up Project Positions
7	Dean (IRD) 07	Screening Committee Report (Walk in Interviews)
8	Dean (IRD) 08	Selection Committee Report (through advertisement)
9	Dean (IRD) 09	Contract with candidates selected engaged
10	Dean (IRD) 10	Extension of Time/Revision of Project Amount
11	Dean (IRD) 11	Travel (Domestic)
12	Dean (IRD) 12	Travel (International)
13	Dean (IRD) 13	Expenditure from RFDF
14	Dean (IRD) 14	Distribution of consultancy project funds
15	Dean (IRD) 15	Certificate of T & P items purchased under project
16	Dean (IRD) 16	Proposal for Distribution of UOC received against Sponsored Research Projects
17	Dean (IRD) 17	Request for hiring of services in the project (through approved agency) or for hiring of a placement agency
18	Dean (IRD) 18	Letter for Termination of Project

**SELECTION PROCEDURES FOR RECRUITMENT OF PROJECT STAFF  
(Including for Walk in Interview)**

**1. PREPARATION OF DRAFT ADVERTISEMENT**

- (i) Principal Investigator will send the draft advertisement to Dean (IRD) for approval
- (j) Dean (IRD) will approve the draft advertisement and return it to the Principal Investigator for notification/ advertisement.

**a. ADVERTISEMENT OF THE POSITIONS**

The Principal Investigator will advertise the positions through University website and through other means and receive the applications.

**3. SCREENING OF APPLICATIONS**

- (i) The P.I. will fix the meeting of Screening Committee and send the report of the screening committee to Dean (IRD) for approval.
- (ii) The P.I. will issue the letters to the candidates called for interview after Screening Committee report has been approved by Dean (IRD).
- (iii) For walk in interview, screening is not required.

**4. SCREENING COMMITTEE CONSTITUTION**

- (i) Faculty from the existing panel approved by the Vice Chancellor -- Chairman
- (ii) Concerned Principal Investigator - Member
- (iii) One faculty member from the Department as available to the P.I -- Member

**5. INTERVIEW**

- (i) The PI will fix the date of the interview and get the interview conducted. The PI will send the recommendations of the Selection Committee to Dean (IRD) for approval.
- (ii) The PI will arrange the walk-in-interviews on the advertised date by a duly approved Selection Committee.

**6. SELECTION COMMITTEE CONSTITUTION**

- (i) Faculty from the existing panel approved by the Vice Chancellor -- Chairman
- (ii) Head of the Concerned Department or his nominee - Member
- (iii) Concerned Principal Investigator -- Member
- (iv) One faculty member from outside the Department as available to P.I. - Member
- (v) One external expert from outside the University -- Member  
If required by the sponsor

**7. FINAL SELECTION / APPOINTMENT**

Selection Committee report will be approved by Dean (IRD) and appointment letter will be issued by Asstt./Dy. Registrar (IRD).

**PROJECT POSITIONS, QUALIFICATIONS AND FELLOWSHIPS/EMOLUMENTS, TERMS AND CONDITIONS FOR PROJECTS STAFFS**

**1. Project Positions, Qualifications and Fellowships/Emoluments**

<b>A.</b>	<b>Fellowships</b>	<b>Minimum Qualifications</b>	<b>Amount (per month)</b>
1	Project Associate	B. Tech/B. Arch/M.Sc./M.A.	20,000/- to 40,000/- + HRA
2	Research Associate	M. Tech/M. Arch/M. B.A. (2 years duration) Ph. D. in Science/Ph.D. in Arts	25,000/ to 50,000/- + HRA
3	Project Fellow	Ph.D. in Engg/Ph. D. in Science with 2 year experience(After Ph.D)/ Ph. D. in Arts with 2 year experience (After Ph.D) or M.Tech. /MBA + 3 year or B.Tech. + 6 year experience	30,000/- to 70,000/- + HRA
<b>B.</b>	<b>Other Positions</b>	<b>Minimum Qualifications</b>	<b>Emoluments (per month)</b>
4	Project Consultant	Ph.D. + 4 year experience Or M.Tech/M. Arch + 6 years experience or B.Tech/B. Arch +10 years experience	50,000/- to 1,50,000/- + HRA
5	Project Assistant (Technical)	Diploma (3 years ) duration or ITI with 4 years experience	15,000/- to 30,000/- + HRA
6	Project Officer (Admin)	MBA/CA	25,000/- to 50,000/- + HRA
7	Project Assistant (Admin)	Graduation	15,000/- to 30,000/- + HRA
8	Project Attendant (Admn/Tech.)	12 <sup>th</sup> pass or 10 <sup>th</sup> pass +2 year experience or 8 <sup>th</sup> Pass + 4 years experience	8,000/- to 20,000/- + HRA

**Note :-** (i) To meet specific needs of the project, any change in qualification and emoluments may be approved by Dean (IRD) on the recommendation by PI.

(ii) However, if sponsor (e.g. DST, DAE, CSIR) has specified any specific designation(s), qualification and employment condition(s) for manpower that shall be followed.

2. HRA: The project staff (including those appointed on ad-hoc basis) shall be entitled to HRA as per the University rules, if accommodation in the campus is not made available to him/her. If the person is residing within the DTU Campus House Rent Allowance (HRA) upto entitlement or actual payment made whichever is less will be payable. HRA shall be charged to the salary head of the respective project.

3. Conduct Rules: The project staff shall maintain record and secrecy of the findings/technical information and shall not communicate in any manner without the approval of the P.I any official document or information to any person or agency. They shall also follow general code of conduct of the University.

4. Disciplinary Proceedings: Dean (IRD) may, at his own discretion or on the recommendation of the PI, constitute committee(s) to conduct disciplinary proceedings against project staff, if necessary. On the basis of the report of the committee, suitable disciplinary action may be initiated and penalty be imposed by the Dean (IRD).
5. Leave: All project staff working on project shall be entitled for following types of leave:
  - Casual leave: 8 days per year on pro-rata basis
  - Earned leave: 2½ days per completed month of work
  - Maternity leave: 135 days (Only for the appointment for a year or more)

The record of the leave shall be allowed and maintained by PI.

6. Medical Insurance: Annual premium for medical insurance (from nationalized insurance company only) for illness requiring hospitalization may be reimbursed to project staff appointed for 1 year or more with the limit of sum assured of Rs. 2.00 Lac for self, Rs. 2.00 lac for spouse and Rs. 1.00 lac for each child (up to two children) on the recommendation of PI chargeable to project, if funds are available in the project.

## GUIDELINES FOR MoU/AGREEMENT

If a MoU/Agreement is required to be signed with the sponsor of a Consultancy Project, it should generally include the following clauses. Additional clauses may be added if considered necessary:

1. **General**  
This section should include the reference to the proposed Consultancy and identify the parties concerned pertaining to the MoU.
2. **Scope**  
This section should spell out briefly the nature of work, its limitations and the expected end results.
3. **Time Frame**  
This clause must indicate the expected duration of the project and should also indicate the schedule of review of progress, submission of reports etc., if any.
4. **Consultancy Charges and payment terms**  
The document must clearly indicate the charges to be paid including applicable service tax along with payment terms.
5. **Responsibilities**  
This clause should define clearly the responsibilities of the various parties with regard to making the data and/or material available for the work as also for the return of the same, as and if applicable.
6. **Patents/Publications**  
The MoU should clearly spell out the arrangements proposed to be made with regard to any patents or publications arising out of the proposed Consultancy project.
7. **Force Majeure**  
This is an important clause and must be included to safeguard the interest of the various parties due to one or more of the unforeseen force majeure events
8. **Arbitration**  
The document shall provide for a suitable channel to settle any disputes or differences related to the execution of the Consultancy project, which shall conform to clause given earlier
9. **Liability**  
This clause should indicate the maximum liability which is to be accepted in the event of the project being terminated without completion at any stage and shall be in conformity with clause given earlier
10. **Amendment to the MoU**  
The clause should specify a provision for amendments to any one or more clauses of the MoU through mutual consent, at any stage during work of the project, due to any reason whatsoever. Two model formats of MoU, format 'A' and format 'B' are available on the Intranet of the University and may be used as such or with minor modifications conforming to the above guidelines. Format 'B' is concise and is recommended for smaller projects. Format 'A' is much more elaborate. If a different format is used, its legal vetting by the University's Advocate will be the responsibility of the PI concerned.

### NORMS FOR HIRING/PURCHASE

**Hiring/Purchase of Equipments, Materials and Consumables.** Hiring and/or purchase of equipments, materials, consumables shall be done as expeditiously without wasting time as given below in the table. The inventory of items purchased will be maintained by the PI in a stock register and on completion of the project/consultancy work, the PI shall transfer the same to the inventory/stock register of the Dean (IRD) alongwith a Certificate (see forms) for further disposal. The purchases will be made as per GFR 2017 and wherever applicable through GeM portal.

Purchase up to Rs 25,000/-	Purchase From Rs 25,001 to 2.50 lakh	Purchase above 2.50 lakh through E-tender and E- publishing
1. No quotation is required. 2. PI will make the purchase solely.	1. Minimum 3 tenders/ quotations are requisite. 2. Procurement will be made through limited tender enquiry. 3. Purchase Committee will constitute of PI/Co-PI, two other faculty members (at least one member from outside the consultancy/ project team), 4. Purchase order will be issued by PI/Co-PI.	1. Minimum 3 tender responses are requisite. 2. Procurement will be made through National/Inter-national Competitive bidding 3. Procurement may be made through limited tender enquiry. 4. Purchase Committee will constitute of PI/Co-PI, two other faculty members (at least one member from outside the consultancy/ project team), one member from IRD and one member from accounts. 5. Requirement of GFR and advertisement/publicity etc as applicable shall be followed. 6. Purchase order will be issued by PI/Co-PI

**NOTE - In order to facilitate timely completion of projects, expeditious method of procurement in minimum possible time frame shall be adopted without violating Govt/University norms of procurement.**

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### GUIDELINES FOR PROJECT CONTROL, MANAGEMENT AND MONITORING

Complete control and management of the consultancy and research work shall be exercised by the VC through Dean (IRD) Cell and the PI. Control, management and monitoring must not however interfere with the technical execution which is time bound, nor should it come in conflict with the primary responsibility & accountability for which the PI and his entire team are responsible. For this purpose, all the functions shall be defined as **Administrative Functions and Control, Technical Functions and Control and Financial Functions and Control**. These are described in the Table below along with primary and advisory responsibilities.

Type of Function / Control	Description	Primary Responsibility & Accountability	Advisory Responsibility
<b>Administrative Functions and Control</b>	Administrative functions include acceptance of suitability of a consultancy/project, approval of proposal by any PI and his team, monitoring technical adequacy and progress, monitoring financial progress etc	VC through Dean (IRD) and HODs of the Departments	HOD or P.I may request for certain changes/ relaxations depending upon specific work & constraints
Note	In fulfillment of its administrative functions, Dean (IRD) shall be free to lay down or call for any document, nominate any appropriate team in consultation with the concerned HOD to visit the site etc. However, while on administrative matters, the decision of VC /Dean (IRD) shall be final but on all technical and financial matters, the decision of the PI shall be final and the P.I shall continue to be held overall responsible and accountable.		
<b>Technical Functions and Control</b>	<p>1. Technical functions and control include all technical aspects of the consultancy/research project for which the P.I along with his team is to be considered competent and an expert. The complete team shall be collectively responsible <b>Technically and held accountable JOINTLY.</b></p> <p>2. However, while formulating the proposal, the P.I must lay down clearly the technical expertise and responsibility of each of his members so that they are held accountable for decisions pertaining to that area/subject</p>	<p>The complete team shall be collectively responsible <b>Technically and held accountable JOINTLY.</b></p> <p>P.I may however <i>ab initio</i> itself define the technical roles assigned to various members of his team.</p>	Dean IRD and HOD may offer valuable suggestions, however, these will only be advisory. The decision of the team as conveyed by P.I shall be final on all technical matters
<b>Financial Functions and Control.</b>	Financial functions include budgetary planning and expenditure on manpower, materials, TA/DA etc, optimal utilisation of funds on work and following Government DTU rules on expenditures.	Primary responsibility of the PI and his team	Dean (IRD), accounts and audit.





# DELHI TECHNOLOGICAL UNIVERSITY

(formerly DELHI COLLEGE OF ENGINEERING)  
Shahbad Daulatpur, Bawana Road, Delhi 110 042  
[www.dtu.ac.in](http://www.dtu.ac.in), [www.pg.dtu.ac.in](http://www.pg.dtu.ac.in)

## Guidelines for the progress linked award of DTU Teaching and Research Fellowship to Ph.D. students

1. Full time Ph.D. students admitted w.e.f. the session 2019-20 will be paid a consolidated amount of Rs. 32500/- (inclusive HRA and any other allowance) per month and a contingency of Rs. 17500/- annually. They will also be assigned a teaching load of 08 hours (lab/lectures) per week by the department.
2. They shall become eligible to be considered for an enhanced amount of Rs. 36000/- per month after getting acceptance/ publishing one SCI/SSCI Index Journal paper. The paper published must have been communicated after his/her date of Ph.D. admission at Delhi Technological University and the sole authors of the paper must be the candidate/ or candidate and supervisor(s) both, as per requirement of Ph.D. Ordinance 2017, Clause R15.2(iii).
3. A committee consisting of Chairman DRC, HoD, Supervisor(s) and a nominee of the Vice Chancellor will consider the request of the candidate for enhancement of fellowship and will give specific recommendations to the Dean-PG who will send the case for approval of the Vice Chancellor.

In case Supervisor of the candidate happens to be the DRC Chairman and/or HoD, then Vice Chancellor will nominate another senior Professor from the department to this committee.

4. In case a Ph.D. scholar publishes or got accepted second SCI Index Journal paper, then he/she may be considered to be eligible for enhanced fellowship amount of Rs. 40000/- per month by the same procedure as mentioned above. However, again the sole authors of the paper must be the candidate/ or candidate and supervisor(s) both, as per requirement of Ph.D. Ordinance 2017, Clause R15.2(iii).
5. In general a candidate will be awarded fellowship only up to 04 years from his date of admission; however it can be extended to fifth year in case he has published at least two papers as per the specifications given in Ph.D Ordinance 2017, Clause R15.2(iii).
6. Full time Ph.D. Scholars admitted w.e.f. 01/08/2017 will be considered eligible for enhancement from JRF to SRF or for fifth year of fellowship only if they have publications as per specifications given in Ph.D. Ordinance 2017.

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7. To encourage the existing full time registered Ph.D. students without fellowship, it was decided that they may also be eligible to be considered for the award of Ph.D. fellowship at the rate of Rs.36000/40000 per month plus contingency in case they publish one/two SSCI/SCI index journal papers as per specification given in Ph.D. Ordinance 2017, subject to availability of fellowships at in that academic year.

All eligible cases will be considered once in the odd semester, and once in the even semester. If approved, they will be awarded fellowship w.e.f. the subsequent 1st August or 1st January as applicable. However no arrear will be given in any such cases and the fellowship will be awarded maximum up to four/five years, as the case may be, from their date of admission to the Ph.D. program. They will also be assigned a teaching load of 8 hrs. per week.

8. In case X number of fellowships are announced by the University at the beginning of an academic year, then a suggested distribution can be as under:

Direct Admissions : 70% of X Fellowships

Existing Admitted Scholar(s) : 30% of X Fellowships

However, the number of fellowships to be announced for a specific academic year and their distribution will be decided by a Committee with Vice-Chancellor as Chairman, Pro Vice-Chancellor, Dean (PG), Dean (IRD) as Members and Registrar as its Member Secretary.

9. In case a Ph.D. scholar getting fellowship submits his/her thesis before the expiry of the duration of fellowship; then he/she will continue to get the fellowship till the expiry of the duration or till the end of that semester, that is, upto 30<sup>th</sup> November for odd semester and 30<sup>th</sup> June for even semester, whichever is earlier.
10. The students already admitted in the Ph.D. program without fellowship will not be allowed to apply afresh against any subsequent admission announcement. A student will be considered to be eligible only if he/she is not on the roll of Ph.D. program of the University on or before the date of his/her submitting application against the fresh admission program announced.

*Quinn*





# DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi vide Act 6 of 2009

(FORMERLY DELHI COLLEGE OF ENGINEERING)

BAWANA ROAD, DELHI-110042

## GUIDELINES FOR RECRUITMENT TO THE POST OF ASSISTANT PROFESSOR

Delhi Technological University is a non-affiliating; teaching cum research University engaged in education, research, technology incubation, product innovation and extension work in Applied Sciences, Engineering, Technology, Management, Economics and allied areas and is committed to foster excellence. The University invites applications from the talented individuals to fill up the posts of Assistant Professors by direct mode of recruitment.

### Procedure for submission of application:

- I. The candidates are required to fill up the online application form and also submit the printout of the online application form along with the desired/relevant documents to claim their eligibility with prescribed fees. The last date of submission of online application along with fees shall be as specified by the University. The link for online application will be available on University website i.e. [www.dtu.ac.in](http://www.dtu.ac.in) on the dates as specified.
- II. In case the candidate wishes to apply for more than one discipline, he/she should submit separate online application form along with requisite fees.
- III. The printout of the online application along with the printout of the online fees receipt should reach the O/o The Registrar, DTU within 10 days of the last date of submission of online application.

### Procedure for selection:

- I. The applications received will be scrutinized as per the eligibility criteria as prescribed by the University for respective disciplines.
- II. List of 'eligible' and 'not eligible' candidates will be uploaded on the University website i.e. [www.dtu.ac.in](http://www.dtu.ac.in).
- III. The eligible candidates will be required to download Admit Cards from the University website for appearing in the screening test.
- IV. The screening test for the post of Assistant Professor will be based on prescribed syllabus available on University website.

- V. The date of Screening Test will be notified on the University website [www.dtu.ac.in](http://www.dtu.ac.in). The candidates are advised to keep visiting the University website for further updates.

EXEMPTION FROM SCREENING TEST

- VI. The exemption from screening test for the purpose of recruitment to the post of Assistant Professor is granted to the candidates having Ph.D. degree in the relevant branch and:
- 1) the candidate has at-least one publication in Category I

or

  - 2) the candidate has at-least two publications in Category II

or

  - 3) the candidate has at-least five publications in Category II and Category III taken together

CATEGORIES:

CATEGORY I – OUTSTANDING RESEARCH PUBLICATION

The paper must be a journal paper with impact factor at-least two, indexed in SCI/SSCI and published in the following

- Nature
- Science
- Harvard Business Review

The candidate must have major contribution either as a First author/Second author or Corresponding author.

CATEGORY II – PREMIER RESEARCH PUBLICATION

The paper must be a journal paper with impact factor at-least three (3.0) for Institute of Electrical & Electronics Engineers (IEEE) Transactions and one (1.0) for all others, indexed in SCI/SSCI or SCI Expanded and published in the following:

1. Proceedings of Royal Society
2. American Mathematical Society
3. American Physical Society
4. American Society for Civil Engineers (ASCE)
5. American Society for Mechanical Engineers (ASME)
6. IEEE Transactions (TRIF  $\geq 3.0$ )
7. Association for Computing Machinery (ACM) Transactions

8. Institute of Civil Engineering Publishing, London
9. Institute of Mechanical Engineering, London
10. American Society of Testing Materials (ASTM)
11. Nature Publishing Group

In addition to the above list, the SCI/SSCI or SCI Expanded indexed journals with impact factor equal to or more than thirty (30.0) will be counted in category II.

The candidate must have major contribution either as a First author/Second author or Corresponding author.

#### CATEGORY III – COMMENDABLE RESEARCH PUBLICATION

The paper must be a journal paper with impact factor at-least one (1.0), indexed in SCI/SSCI or SCI Expanded and published in the following:

1. IEEE Transactions (TRIF < 3)
2. IEEE Journals
3. Springer
4. Elsevier (Science Direct)
5. Oxford University Press
6. Pergamon-Elsevier Science Ltd
7. Cambridge University Press
8. Wiley- Blackwell
9. Blackwell Publishing
10. John Wiley & Sons
11. Institute of Engineering and Technology (IET)
12. Biomedical Central Ltd
13. MIT Press
14. Indiana University Press
15. American Meteorological Society
16. American Physiological Society
17. American Society of Microbiology
18. American Chemical Society
19. American Institute of Physics
20. IOP Publishing Ltd.
21. Massachusetts Medical Society
22. IOS Press
23. Princeton University Press
24. Society of Industrial and Applied Mathematics
25. Proceedings of National Academy of Science of the USA

In addition to the above, SCI/SSCI or SCI expanded indexed journals not included in the above list having impact factor equal to or more than five (5.0) shall be considered for Category III. The candidate must have major contribution either as a First author/Second author or Corresponding author.

- VII. The candidates who wish to be considered for exemption from screening test should mention the same in the online application form. In case the exemption is claimed, necessary documents in support of the claim should be submitted along with the printout of the online application form.

#### WEIGHTAGE IN SCREENING TEST

- VIII. The candidates having Ph.D. Degree, who could not become eligible for exemption of screening test as notified vide notification no. 1/DTU/Rectt./Guideline/AP/2019/91 dated 27.06.2019 and as mentioned at VI, but have some good research papers as a 1<sup>st</sup> author/2<sup>nd</sup> author or corresponding author will be given weightage of 2% of maximum marks of screening test for each research paper in category II/III for the post of Assistant Professor. However, the maximum weightage including all weightages will not exceed 5% of the maximum marks of the screening test. The candidate must have major contribution in so published papers either as a 1<sup>st</sup> author/2<sup>nd</sup> author or corresponding author in all the papers submitted for consideration of weightages.

#### CATEGORIES:

##### CATEGORY II – PREMIER RESEARCH PUBLICATION

The paper must be a journal paper with impact factor at-least three, indexed in SCI/SSCI or SCI expanded and published in the following:

1. Proceedings of Royal Society
2. American Mathematical Society
3. American Physical Society
4. American Society for Civil Engineers (ASCE)
5. American Society for Mechanical Engineers (ASME)
6. IEEE Transactions (TRIF  $\geq 3.0$ )
7. Association for Computing Machinery (ACM) Transactions
8. Institute of Civil Engineering Publishing, London
9. Institute of Mechanical Engineering, London
10. American Society of Testing Materials (ASTM)
11. Nature Publishing Group

In addition to the above list, the SCI/SSCI or SCI expanded indexed journals with impact factor equal to or more than thirty (30) will be counted in category II.

The candidate must have major contribution either as a First author/Second author or Corresponding author.

##### CATEGORY III – COMMENDABLE RESEARCH PUBLICATION

The paper must be a journal paper with impact factor at-least one (1.0), indexed in SCI/SSCI or SCI expanded and published in the following:

1. IEEE Transactions (TRIF  $< 3$ )
2. IEEE Journals

3. Springer
4. Elsevier (Science Direct)
5. Oxford University Press
6. Pergamon-Elsevier Science Ltd
7. Cambridge University Press
8. Wiley- Blackwell
9. Blackwell Publishing
10. John Wiley & Sons
11. Institute of Engineering and Technology (IET)
12. Biomedical Central Ltd
13. MIT Press
14. Indiana University Press
15. American Meteorological Society
16. American Physiological Society
17. American Society of Microbiology
18. American Chemical Society
19. American Institute of Physics
20. IOP Publishing Ltd.
21. Massachusetts Medical Society
22. IOS Press
23. Princeton University Press
24. Society of Industrial and Applied Mathematics
25. Proceedings of National Academy of Science of the USA

In addition to the above, SCI/SSCI or SCI expanded indexed journals not included in the above list having impact factor equal to or more than five (5) shall be considered for Category III.

The candidate must have major contribution either as a First author/Second author or Corresponding author.

- IX. The candidates who wish to be considered for weightage in the screening test should mention the same in the online application form. In case the weightage in the screening test is claimed, necessary documents in support of the claim should be submitted along with the printout of the online application form.
- X. The candidates shortlisted from the screening test and those who have been exempted from the screening test shall be called for presentation and interview on the notified dates on the University website.

**PROCEDURE TO BE FOLLOWED AFTER SHORTLISTING OF CANDIDATES**

The candidates who have appeared for the screening test shall be shortlisted based on the cut-off of screening test as decided by the University. These shortlisted candidates along with those exempted from the screening test shall be asked to submit 'Academic Record', and 'Experience and Research Details' as per Table 1.

Table 1

Assignment of weightage/points for Academic Record, Research Performance, and other Scholarly Credentials and Academic Achievements for the post of Assistant Professor

	Criteria	Assistant Professor
	Qualification, Experience, Research Performance and other Academic Achievements	Minimum qualification and experience as per recruitment rules of the University
A	Academic Record	Points
1.	UG (B.Tech./ BE/ B.Sc. (Engg.)/B.Sc./ BA/ BBA/ BCA/ BIS (Hons.) or equivalent*) Maximum Points	15
	a. Aggregate Marks $\geq$ 45% or equivalent CGPA	3
	b. Aggregate Marks $\geq$ 55% or equivalent CGPA	6
	c. Aggregate Marks $\geq$ 60% or equivalent CGPA	10
	d. Aggregate Marks $\geq$ 75% or equivalent CGPA	12
	e. Aggregate Marks $\geq$ 91% or equivalent CGPA	15
2.	PG (M.Tech./ ME/ M.Sc. (Engg.)/ MS/ M.Sc./ MBA/ MCA/ MA or equivalent*) Maximum Points	15
	a. Aggregate Marks $\geq$ 55% or equivalent CGPA	6
	b. Aggregate Marks $\geq$ 60% or equivalent CGPA	10
	c. Aggregate Marks $\geq$ 75% or equivalent CGPA	12
	d. Aggregate Marks $\geq$ 91% or equivalent CGPA	15
3.	Ph.D. Maximum Points The papers must be mentioned in the Ph.D. Thesis under List of Publications. The candidates can claim weightage/points against any one of the following (a, b, c, d, e, f) only.	15
	a. Ph.D. with 5 SCI/SCIE/SSCI indexed journal papers from the work contained in the Ph.D. Thesis as first/second/third <sup>0</sup> /corresponding author	15

	b. Ph.D. with 4 SCI/SCIE/SSCI indexed journal papers from the work contained in the Ph.D. Thesis as first/second//third <sup>o</sup> / corresponding author	12
	c. Ph.D. with 3 SCI/SCIE/SSCI indexed journal papers from the work contained in the Ph.D. Thesis as first/second//third <sup>o</sup> / corresponding author	10
	d. Ph.D. with 2 SCI/SCIE/SSCI indexed journal papers from the work contained in the Ph.D. Thesis as first/second//third <sup>o</sup> / corresponding author	8
	e. Ph.D. with 1 SCI/SCIE/SSCI indexed journal papers from the work contained in the Ph.D. Thesis as first/second//third <sup>o</sup> / corresponding author	6
	f. Ph.D. with 3 papers in UGC-CARE listed journals (other than a, b, c, d, e above) from the work contained in the Ph.D. Thesis as first/second//third <sup>o</sup> /corresponding author (2 points/paper) (Maximum Points: 6)	6
4.	UGC/CSIR/ICAR/GPAT/GATE/ICMR/Equivalent Examination/Test qualified at state/ national level: Maximum Points	5
	a. SLET/SET/Equivalent*	2
	b. NET-Lectureship/ GATE/GPAT-Qualified/Equivalent*	3
	c. NET-JRF/Equivalent* OR GATE/GPAT- All-India Rank up to 500	5
	TOTAL POINTS – A	50**

\* Equivalency shall be decided by the University

<sup>o</sup> In case the first and second authors are candidate's supervisor(s)/co-supervisor(s)

\*\*To be scaled down to 30 Points

B	Experience and Research Performance	Points
5.	Teaching/Research/Industrial Experience: Maximum Points  [The experience shall be counted from the day the candidate becomes eligible as per Recruitment Rules (RR) of the University as prescribed (applicable for 5a, 5b and 5c)].	10
	a. Teaching (UG/PG)/ Industrial Experience in Equivalent position	1/Year
	b. Research Experience in R&D organization	1/Year
	c. Teaching-cum-Research Fellow (Full-Time)/ Research Fellow (Full Time)	1/Year
6.	Research Publications: Maximum Points	25
	a. International/ National Journal indexed in Clarivate Analytics (SCI/SCIE/SSCI)	

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	(i) First/Second/Corresponding author(s)	3/Paper
	(ii) For other Co- authors	1/Paper
	<b>b. Research papers in UGC-CARE list of journals (Other than 'a' above)</b> (Maximum Points: 10)	
	(i) First/Second/Corresponding author(s)	2/Paper
	(ii) For other Co-authors	1/Paper
	<b>c. Books Published with ISBN, International Publishers: To be divided equally if more than one author</b> (Maximum Points: 4)	2/Book
	<b>d. Books published with ISBN, National Publishers: To be divided equally if more than one author</b> (Maximum Points: 2)	1/Book
	<b>e. Book Chapters/ Full Papers in International Conference Proceedings with ISSN/ISBN</b> (Maximum Points: 4)	
	(i) First/Second/Corresponding author(s)	1/Paper
	(ii) For other Co-authors	0.5/Paper
7.	<b>Research Projects (Completed)</b> Maximum Points	5
	<b>a. Project above 15 lakhs</b>	
	(i) Principal Investigator (PI)	5/Project
	(ii) Co-PI	3/Project
	<b>b. Project above 5 lakhs</b>	
	(i) Principal Investigator (PI)	3/Project
	(ii) Co-PI	1/Project
	<b>c. Project above 2 lakhs</b>	
	(i) Principal Investigator (PI)	1/Project
	(ii) Co-PI	0.5/Project
8.	<b>Patents:</b> Maximum Points	5
	<b>a. Awarded</b>	5/Patent
	<b>b. Published</b> (Maximum Points: 3)	1/ Patent
9.	<b>Research Guidance:</b> Maximum Points	5
	<b>Ph.D guided and Degree awarded to the scholar</b>	
	<b>a. as Sole Supervisor</b>	3/Scholar
	<b>b. as Joint Supervisor</b>	2/Scholar
	<b>TOTAL POINTS – B</b>	<b>50<sup>#</sup></b>

<sup>#</sup> To be scaled down to 20

PG-Post Graduation, UG-Under Graduation, SCI- Science Citation Index, SCIE- Science Citation Index Expanded, SSCI- Social Sciences Citation Index

**NOTES:**

- a. Assessment of the candidates shall be based on the evidence produced by the applicant such as copy of the publications, sanction letters of the projects, certificates of utilization/completion of the projects (issued by the Institute/ University), acknowledgements and approval letters for patents published/ awarded, Ph.D. award letter/notification of research scholars guided, etc.
- b. Depending upon the exigency and requirements of the University, the condition of minimum/maximum number of candidates to be called for interview may be relaxed by the University. The University shall have the right to restrict the number of candidates to a reasonable number to be called for interview.
- c. Teaching/Industrial experience in equivalent position as regular faculty or as contract/ adhoc/ temporary faculty with minimum commitment of 11 months/year in any recognized University/ College or Institution of Higher Education at equivalent position shall be counted for 5(a) of Table 1. The teaching experience shall be counted from the day the candidate becomes eligible as per Recruitment Rules (RR) of the University as prescribed.
- d. Research experience as full-time Post-doctoral Fellow/ Research Associate/ Research Scientist/Teaching-cum-Research Fellow/Research Fellow in recognized University/Institution/Research Organization in India or abroad shall be counted for 5(b) and 5(c) of Table 1. The research experience shall be counted from the day the candidate becomes eligible as per Recruitment Rules (RR) of the University as prescribed.
- e. If a class/division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class/division.
- f. In case, procedure for conversion of Grade Point to percentage of marks is mentioned on the degree itself, the same shall be applied or otherwise, Grade Point in 10-point scale system will be adopted and the Cumulative Grade Point Average will be converted into equivalent marks as below:  
$$\text{“Percentage of Marks} = 10 \times \text{CGPA”}$$
- g. If any false information is provided by the candidate, his/her candidature for the post shall stand cancelled.

**Composition of the Screening Committee:**

All the applications of the shortlisted candidates shall be scrutinized by a Committee, constituted by the Vice Chancellor, consisting of the following:

1. A Dean of the University (Chairperson)

2. Head of the concerned Department
3. Five faculty members at the level of Professor/Associate Professor from the University, out of which at least one representing SC/ST/OBC /Minority/Women/ Persons with Disability.
4. Member-Secretary, not below the rank of Associate Professor.

The committee shall award/verify the points (Annexure 33.20A), based on the criteria given in Table 1, claimed by the shortlisted candidates. The confidential report (Annexure 33.20B), prepared and duly signed by all the Members of the Committee, shall be placed in a sealed cover and submitted to the Vice Chancellor for necessary consideration at the time of interview of the candidates.

Seminar/Presentation by the short-listed Candidates:

- i. Before the interview, the University shall assess the teaching aptitude and ability of the candidate through seminar/ lecture using latest technology.
- ii. A Presentation Assessment Committee, constituted by the Vice Chancellor, consisting of the following shall evaluate the teaching aptitude and ability of the candidate:
  - a. Pro Vice-Chancellor/ A Dean of the University (Chairperson)
  - b. Head of the concerned Department
  - c. Six Professors of the University, out of which at least one representing SC/ ST/ OBC/ Minority/ Women/ Persons with Disability
  - d. Two external subject experts (if the external expert(s) are not available or do not turn up due to any reason, the Professor(s) from the University shall be nominated)
  - e. Secretary, not below the rank of Associate Professor
- iii. The shortlisted candidates shall be required to make a presentation before the Committee on a specified date and time as notified by the University on the University website [www.dtu.ac.in](http://www.dtu.ac.in). This committee will grade, in the prescribed proforma (Annexure 33.20C), all the candidates who make their presentations.
- iv. The confidential report (Annexures 33.20C and 33.20D), prepared in the form of marks/points using the formula (Annexure 33.20E) by each Presentation Assessment Committee Member separately and duly signed by the Member and Chairman of the Committee, shall be placed in a sealed cover and submitted to the Vice Chancellor for necessary consideration at the time of interview of the candidates.

**Overall weightages of the Academic Record, Experience and Research Performance, Presentation, Domain Knowledge and Interview**

**For the final selection of the candidates:**

- 50% weightage (30% Academic Record, 20% Experience and Research Performance) shall be given on the points/scores earned by the candidate and duly verified by the screening committee, based on the criteria/parameters as given in Table 1.
- 15% weightage shall be based on the performance in the seminar/presentation to assess the teaching aptitude and ability of the candidate and shall be given by the Presentation Assessment Committee.

**The Selection Committee**

- There shall be a Selection Committee, constituted as per Delhi Technological University Statute 1<sup>st</sup>, 2009, Section 16 for making recommendation to the Board of Management for appointment to the posts of Assistant Professors, consisting of following members, namely:
  - (i) The Vice-Chancellor
  - (ii) One of the Deans of related discipline nominated by the Board of Management
  - (iii) Three experts not connected with the University to be nominated by the Vice-Chancellor from a panel of not less than seven names approved by the Academic Council for each Department/School
  - (iv) Four members of the selection committee (who shall include at least two experts) shall form a quorum for a meeting of the selection committee.
- The selection committee shall consider the recommendations of the Screening Committee (50%) and Presentation Assessment Committee (15%) and also assess the candidates' domain knowledge (15%) and interview performance (20%). The selection committee shall award the final marks to all the candidates appeared for interview in the proforma (Annexure 33.20F).
- The minimum percentage of marks for the suitability of selection of candidates for each discipline shall be decided by the University. However, in any case, it will not be less than 50%.

**Important Instructions:**

1. The last date for submission of online application will be as specified.
2. The upper age limit shall be 35 years. Crucial date for determining the age limit shall be the last date for receipt of applications will be as specified.

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3. The application fee shall be as decided by the University from time to time. The application fee will be accepted through online mode only. No other mode of payment will be accepted by the University. The candidates are directed to enclose the printout of online fee receipt with the printout of the online Application Form and other required documents.
4. The printout of the online Application Form along with supporting documents should reach to the Registrar, Delhi Technological University within 10 days from the last date of online submission of applications.
5. Admit Card for appearing in the Screening Test should be downloaded from the University's website [www.dtu.ac.in](http://www.dtu.ac.in). The candidates should bring two copies of the same, duly cross signed on photograph along with photo bearing ID, i.e., AADHAR Card/Voter ID Card/Driving License/Passport on the day of the Screening Test. One copy of the admit card will be retained by the University at the time of Screening Test. Applicants shortlisted in Screening Test will bring second copy of the Admit Card duly signed by the Invigilator (Screening Test) and will submit the same at the time of verification of Documents on the day of Interview.
6. Candidates will be informed through e-mail for presentation & interview and the details will also be uploaded on the University website.

#### General Instructions for all Candidates

- i. The candidate must be a citizen of India.
- ii. Application Form must be accompanied by online fee as prescribed. No other mode of payment will be accepted by the University.
- iii. Application Form must also be accompanied by self-attested copies of Educational and Professional Qualifications, Experience, Caste Certificate/PH Certificate (in case claiming benefit of reservation).
- iv. Prescribed Educational Qualifications are minimum & mere possession of the same does not entitle candidates to be called for interview. Where number of applications received are more, the University reserves the right to short-list the candidates to be called for interview and no claim for refund of fee shall be entertained in any case.
- v. The University reserves the right to fill or not to fill any or all the posts advertised, no correspondence whatsoever will be entertained from the candidates regarding postal delays, conduct and result of screening test/interview and reason for not being called for interview.
- vi. The number of posts advertised is provisional and can be varied as per the requirement of the University.
- vii. Reservation benefits will be available to the EWS/SC/ST/OBC/PH category candidates in accordance with the instructions / orders / circulars issued from time to time by the Govt. of Delhi. The reservation benefits under SC/STs shall be admissible as per judgment dated 12.9.2012 of Hon'ble High Court of Delhi as passed in No. 5390/2010, CM No. 20815/2010 – Deepak Kumar and Ors Vs District and Sessions Judge, Delhi and Ors. as per which SC/ST

- candidates of other States/UTs shall also be eligible for reservation benefit. However, this shall be further subject to policy decision of Govt. of Delhi for SC/ST migrants of other States.
- viii. The OBC candidates must be in possession of filled prescribed Annexure I, along with his/her caste certificate issued by the Govt. of Delhi only.
  - ix. The candidates applying under EWS category must fulfill the condition as prescribed by the Govt. of NCT of Delhi vide circular no. F.19(10)/2018/S-IV/1595 dated 28.05.2019.
  - x. The candidates applying for more than one discipline should submit separate application form along with requisite fees.
  - xi. The Educational qualification, age, experience and other conditions of eligibility as stipulated above against the post shall be determined as on the closing date of receipt of applications.
  - xii. Applicants already in employment in Government Department/ Autonomous Bodies/Universities under Central/State Government should apply through proper channel.
  - xiii. The persons working in private organization, claiming previous experience of working in Government Department/Autonomous Bodies/Universities under Central/State Government on regular basis, should enclose a certificate from that Govt. organization stating no vigilance or disciplinary case was pending or contemplated against them. Failure to provide the same shall make them ineligible for consideration to the post.
  - xiv. Incomplete application and those received after closing date or without requisite fees shall be rejected and no claim for refund of fee shall be entertained in any case.
  - xv. Candidates must ensure that their application must reach the University well in time. The University will not be responsible for any postal delay or loss.
  - xvi. No TA/DA in connection with the submission of application form or appearing in the screening test/presentation/interview will be paid to the candidate.
  - xvii. If the qualification possessed by the candidate is equivalent, then the authority (with number and date) under which it has been so treated must be indicated and its copy must be attached.
  - xviii. No documents will be accepted or considered by the University after submission of application form by the candidate and no subsequent request for its change will be considered or granted.
  - xix. In case of any query candidate may enquire at email id [recruitment@dtu.ac.in](mailto:recruitment@dtu.ac.in) or call at 01127871044-45, Ext. No. 1132.
  - xx. Any dispute regarding this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.

The candidates are required to fill up the online application form and also send the printout of online filled Application Form with the desired/relevant documents to the Registrar, Delhi Technological University within ten days from the last date of submission of online application.

The printout of the online application form along with all the desired documents and requisite fee receipt should be submitted in the Office of The Registrar, DTU, Administrative Block on any working day OR sent by post, so as to reach the Registrar, Delhi Technological University, Shahbad Daultapur, Bawana Road, Delhi-110042 (In case the closing date happens to be a public holiday the next working day will be the last date for receiving of applications).



Table 1

Assignment of weightage/points for Academic Record, Research Performance, and other Scholarly Credentials and Academic Achievements for the post of Assistant Professor

	Criteria	Points	Points Claimed by the Candidate	Points Verified by the Committee
A	Academic Record			
1.	UG (B.Tech./ BE/ B.Sc. (Engg.)/B.Sc./ BA/ BBA/ BCA/ BIS (Hons.) or equivalent*) Maximum Points	15		
	a. Aggregate Marks $\geq$ 45% or equivalent CGPA	3		
	b. Aggregate Marks $\geq$ 55% or equivalent CGPA	6		
	c. Aggregate Marks $\geq$ 60% or equivalent CGPA	10		
	d. Aggregate Marks $\geq$ 75% or equivalent CGPA	12		
	e. Aggregate Marks $\geq$ 91% or equivalent CGPA	15		
2.	PG (M.Tech./ ME/ M.Sc. (Engg.)/ MS/ M.Sc./ MBA/ MCA/ MA or equivalent*) Maximum Points	15		
	a. Aggregate Marks $\geq$ 55% or equivalent CGPA	6		
	b. Aggregate Marks $\geq$ 60% or equivalent CGPA	10		
	c. Aggregate Marks $\geq$ 75% or equivalent CGPA	12		
	d. Aggregate Marks $\geq$ 91% or equivalent CGPA	15		
3.	Ph.D. Maximum Points The papers must be mentioned in the Ph.D. Thesis under List of Publications. The candidates can claim weightage/points against any one of the following (a, b, c, d, e, f) only.	15		
	a. Ph.D. with 5 SCI/SCIE/SSCI indexed journal papers from the work contained in the Ph.D. Thesis as first/second/third <sup>o</sup> /corresponding author	15		

	b. Ph.D. with 4 SCI/SCIE/SSCI indexed journal papers from the work contained in the Ph.D. Thesis as first/second/third <sup>o</sup> /corresponding author	12		
	c. Ph.D. with 3 SCI/SCIE/SSCI indexed journal papers from the work contained in the Ph.D. Thesis as first/second/third <sup>o</sup> /corresponding author	10		
	d. Ph.D. with 2 SCI/SCIE/SSCI indexed journal papers from the work contained in the Ph.D. Thesis as first/second/third <sup>o</sup> /corresponding author	8		
	e. Ph.D. with 1 SCI/SCIE/SSCI indexed journal papers from the work contained in the Ph.D. Thesis as first/second/third <sup>o</sup> /corresponding author	6		
	f. Ph.D. with 3 papers in UGC-CARE listed journals (other than a, b, c, d, e above) from the work contained in the Ph.D. Thesis as first/second//third <sup>o</sup> /corresponding author (2 points/paper) (Maximum Points: 6)	6		
4.	UGC/CSIR/ICAR/GPAT/GATE/ICMR/Equivalent Examination/Test qualified at state/ national level: Maximum Points	5		
	a. SLET/SET/Equivalent*	2		
	b. NET-Lectureship/ GATE/GPAT-Qualified/Equivalent*	3		
	c. NET-JRF/Equivalent* OR GATE/GPAT- All-India Rank up to 500	5		
	<b>TOTAL POINTS – A</b>	<b>50**</b>		

\* Equivalency shall be decided by the University

<sup>o</sup> In case the first and second authors are candidate's supervisor(s)/co-supervisor(s)

\*\*To be scaled down to 30 Points

B	Experience and Research Performance	Points	Points Claimed by the Candidate	Points Verified by the Committee
5.	Teaching/Research/Industrial Experience:	10		

	Maximum Points			
	[The experience shall be counted from the day the candidate becomes eligible as per Recruitment Rules (RR) of the University as prescribed (applicable for 5a, 5b and 5c)].			
	a. Teaching (UG/PG)/ Industrial Experience in Equivalent position	1/Year		
	b. Research Experience in R&D organization	1/Year		
	c. Teaching-cum-Research Fellow (Full-Time)/ Research Fellow (Full Time)	1/Year		
6.	Research Publications:	25		
	a. International/ National Journal indexed in Clarivate Analytics (SCI/SCIE/SSCI)			
	(i) First/Second/Corresponding author(s)	3/Paper		
	(ii) For other Co- authors	1/Paper		
	b. Research papers in UGC-CARE list of journals (Other than 'a' above)			
	(i) First/Second/Corresponding author(s)	2/Paper		
	(ii) For other Co-authors	1/Paper		
	c. Books Published with ISBN, International Publishers: To be divided equally if more than one author	2/Book		
	(Maximum Points: 4)			
	d. Books published with ISBN, National Publishers: To be divided equally if more than one author	1/Book		
	(Maximum Points: 2)			
	e. Book Chapters/ Full Papers in International Conference Proceedings with ISSN/ISBN			
	(Maximum Points: 4)			

	(i) First/Second/Corresponding author(s) (ii) For other Co-authors		1/Paper 0.5/Paper	
7.	Research Projects (Completed)	Maximum Points	5	
	a. Project above 15 lakhs			
	(i) Principal Investigator (PI)		5/Project	
	(ii) Co-PI		3/Project	
	b. Project above 5 lakhs			
	(i) Principal Investigator (PI)		3/Project	
	(ii) Co-PI		1/Project	
	c. Project above 2 lakhs			
	(i) Principal Investigator (PI)		1/Project	
	(ii) Co-PI		0.5/Project	
8.	Patents: Points	Maximum	5	
	a. Awarded		5/Patent	
	b. Published	(Maximum Points: 3)	1/ Patent	
9.	Research Guidance:			
	Ph.D. guided and Degree awarded to the scholar	Maximum Points	5	
	a. as Sole Supervisor			
	b. as Joint Supervisor		3/Scholar	
	<b>TOTAL POINTS – B</b>		2/Scholar	
			50*	

\*To be scaled down to 20

PG-Post Graduation, UG-Under Graduation, SCI- Science Citation Index, SCIE- Science Citation Index Expanded, SSCI- Social Sciences Citation Index

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 (under Delhi Act 6 of 2009, Govt. of NCT of Delhi)

**Discipline** :  
**Post** :  
**Advertisement No.** :

**SCORE CARD FOR SCREENING COMMITTEE**

1631  
 2

S. No.	Name of Candidate	Application No.	Category	Academic Record		Experience and Research Performance	
				30 Points		20 Points	

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Discipline :  
 Post :  
 Advertisement No. :

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641  
2

**SCORE CARD FOR PRESENTATION ASSESSMENT COMMITTEE**

**For assessment of Teaching Aptitude and Ability of the candidate**

S. No.	Name of Candidate	Appl. No.	Category	Criteria for Assessment					Passion and Zeal for Teaching (A to D)	
				Communication Skills (A to D)	Presentation Skills (A to D)	Organization of the Contents (A to D)	Subject Knowledge (A to D)	Conduct with special Reference to Humility and Compassion (A to D)		

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**Post** :  
**Advertisement No.** :

**SCORE CARD FOR PRESENTATION ASSESSMENT COMMITTEE**

**For assessment of Teaching Aptitude and Ability of the Candidate**

S. No.	Name of Candidate	Application No.	Category	Assessment of Teaching Aptitude and Ability (15 Marks)

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2





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**Formula for Conversion of Grades to Marks/Points (out of 15 marks)**

**With the assumption that the candidate scores the marks/points**

= 15 (for all A's in the 6 columns of 33.20C)

= 10 (for all B's in the 6 columns of 33.20C)

= 05 (for all C's in the 6 columns of 33.20C)

= 00 (for all D's in the 6 columns of 33.20C)

)





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Discipline :  
 Post :  
 Advertisement No. :

**SCORE CARD FOR SELECTION COMMITTEE**

S. No.	Name of Candidate	Application No.	Category	Academic Record	Experience and Research Performance	Assessment of Teaching Aptitude and Ability	Assessment of Domain Knowledge	Interview Performance	Total Points scored out of 100 Points
									30 Points

→ 671  
2

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