

# I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

*Estd. Under Punjab Technical University Act, 1996  
(Punjab Act No. 1 of 1997)*

Ref. No. : IKGPTU/Reg/NF/ 2530

Dated : 23.12.2020

## NOTIFICATION

**Sub: Standard Operating Procedure (SOP) for processing the Guest Faculty Honorarium bills.**

Hon'ble Vice Chancellor has approved the Standard Operating Procedure (SOP) for processing the Guest Faculty Honorarium bills.

The detail guidelines of SOP are as below:

- i) The guest faculty honorarium for any month shall be subject to the maximum limit of Rs. 50,000/- and other terms and conditions as per the Notification No. IKGPTU/Reg/NF/2260-2264 dated 06.11.2020 (copy attached).
- ii) At the beginning of the session teaching load will be assigned to empanelled guest faculty members by the concerned HOD. A copy of the time-table of each guest faculty must be available with Director/Campus Incharge.
- iii) The billing cycle for payment of honorarium of guest faculty will be from 21<sup>st</sup> day of every month to 20<sup>th</sup> day of next month.
- iv) Every guest faculty will submit his hourly details in Form No. 01 (attached herewith) and submit to his/her HOD up to 21<sup>st</sup> day.
- v) The HOD will verify the claim submitted by guest faculty and certify the same after properly checking the time-table and total classes engaged by the guest faculty. The HOD will forward duly certified Form No. 01 to Director/Campus Incharge (Dy. Deans in case of Main Campus) latest by 22<sup>nd</sup> day of the month. In case of delay, the salary will be processed next month.
- vi) The HOD will ensure that total lectures held by guest faculty for a particular subject in a semester must be within reasonable limits as per credit requirements of that subject even if there is need to conduct extra classes.
- vii) The Director/Campus Incharge/Dy. Dean will check, recommend and forward the guest faculty claims (Form No. 01) to Director Main Campus latest by 23<sup>rd</sup> day of the month.

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- viii) Director Main Campus will check and consolidate total claims received from different departments/campuses and recommend and forward the total claim to HRM Branch latest by 25<sup>th</sup> day of every month in (Form No. 02).
- ix) HRM Branch will check and verify the total claims and recommend and forward the same to Registrar for final approval of the Honorable Vice-Chancellor latest by 26<sup>th</sup> of every month.
- x) After approval from Honorable Vice-Chancellor, the file will be sent to Finance & Accounts Department for the final release of payment. The account section will process the bills within 3 working days.
- xi) HoD will submit the record after end of the every semester including the feedback of guest faculty by students.

**Enclose:** As stated above


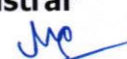
  
(Sandeep Kumar Kazal)  
Registrar

**Endst. No. IKGPTU/Reg/NF/** 2531-2535

**Dated:** 23.12.2020

A copy is forwarded to the following officers for information please.

1. I/C Secretariat, O/o Vice Chancellor: For information of Vice Chancellor
2. Finance Officer
3. Director (Main and Other Campuses): To inform all Deputy Dean (Faculty), HoDs (Teaching) and Incharge, Constituent Campuses
4. Data Base Administrator (HRM)
5. Incharge (ITS): For upload on website

  
(Sandeep Kumar Kazal)  
Registrar  


# I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

Estd. Under Punjab Technical University Act, 1996  
(Punjab Act No. 1 of 1997)

Ref. No. : IKGPTU/Reg/NF/ 2260

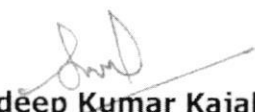
Dated: 06 .11.2020

## NOTIFICATION

### Sub: Revision of honorarium for Guest Lecture.

As approved by Chairman, BOG, rate of Honorarium to be paid for guest lectures is revised as under:

Sr. No.	Item	Amount
1.	Honorarium for Guest Lecture to faculty with Ph.D qualification	Rs. 1000/- per hour upto maximum of Rs. 50,000/- per month
2.	Honorarium for Guest Lecture to faculty with M.Tech or equivalent qualification	Rs. 750/- per hour upto maximum of Rs. 50,000/- per month


  
(Sandeep Kumar Kajal)  
Registrar

Endst. No. IKGPTU/REG/NF/2261-2264

Dated: 06 .11.2020

A copy is forwarded to the following for information:

1. I/C Secretariat Vice Chancellor: For the information of Vice Chancellor
2. All HOD's (Non-Teaching), IKGPTU
3. Director (Main & Constituent Campuses): To inform all Deputy Dean (Faculty), HoDs (Teaching) and Incharge Constituent Campuses.
4. Incharge (ITS): To upload on University website

  
(Sandeep Kumar Kajal)  
Registrar