

F.No.3/42/2013-SD/AM  
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS  
Sutradhara Division(Admn.)

CIRCULAR

New Delhi, the 3<sup>rd</sup> July, 2013

**Subject:- Guidelines for enhancement of emoluments to contractual staff.**

IGNCA has been engaging Research Fellows and other staff on contract basis for meeting various requirements of academic and administrative works. There are some academic and other persons on contract who have worked for many years and have specialised in academic & other areas of work at IGNCA. Requests are often received from the HoD's for extension of the tenure of the persons deployed on contract and enhancement of their remuneration. In order to avoid ad hoc increases in remuneration and to consider the engagement/extension, the following guidelines are implemented with immediate effect.

- (i) Persons will be engaged strictly on projects with clear deliverables and time lines.
- (ii) In normal cases, the contract of JRFs/SRFs will end with the completion of the contractual period;
- (iii) In cases, where the HoD feels that the person has exceptional qualities and who has actively enhanced and helped in the working of the division, HoD may recommend continuation of the services of the person;
- (iv) A screening Committee chaired by Joint Secretary with HoD and one or more outside experts as members will examine the recommendations of the HoD and the report of the contractual employees as well as the deliverables with time-lines to be accorded/assigned as per the need of the project. The recommendation will include:-
  - (a) Areas of work of the person and how it has helped the divisions so far;
  - (b) A detailed report of work done by the contractual staff;
  - (c) The deliverables with the time-line of work to be assigned for the next one year;
  - (d) The emoluments being presently paid. Also enhancement of emolument wherever felt necessary with justification.

The recommendation will be submitted to Member Secretary for approval. While a certain degree of flexibility will be permitted with regard to emoluments, depending upon the merits of the case, by and large, it will be ensured that there is a general uniformity of emoluments among persons doing the same kind of work.

*Jayanta Kumar Ray*  
(Jayanta Kumar Ray)  
Director(Admn.)

ALL HOD's

Copy to:-

1. PA to Member Secretary
2. PA to Joint Secretary
3. Chief Accounts Officer



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- 4. HOD(M&VA) ✓ 12/7/13
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- 6. Director (CIL) ✓ 12/7/13
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- 8. CAO ✓ 12/7
- 9. PD (KD) ✓ 12/7/2013
- 10. Controller (MC) ✓ 12/7
- 11. Director (NMM) ✓ 12/7/13
- 12. Consultant(CDN)
- 13. Under Secretary(Project Cell & EMU) ✓
- 14. Under Secretary ✓
- 15. SO(S&S) ✓
- 16. SO(CDN / EMU) ✓ 12/7/2013
- 17. Accounts Branch ✓ 12/7

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