

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

Sutradhara Division (Admn. Unit)

New Delhi, the 26th February, 2014

Sub: Standard Operating Procedure (SOP) for engagement of Researcher/Project Personnel/Associates etc. for Projects under Annual Action Plans.

I. Procedure for Engagement:-

1. Based on the Annual Action Plans, all current academic personnel will fill in their Project Management Work Book to indicate the work they will undertake for that year.
2. Additional assistance will be sought for projects only when it is evident that all the available academic personnel in the Divisions/Units are fully engaged.
3. The proposal from the HoD/Coordinator will be submitted as follows:-
 - (i) Proposal will have details of the project for which requirement of researcher/project personnel has arisen. This should have also been cleared by the Advisory Committee of the particular division.
 - (ii) Work to be done by the personnel will be given in the format of Project Management Work Book (Annexure-I).
 - (iii) Recommendation of remuneration/level of engagement of the Project personnel be indicated with full justification.
 - (iv) Eligibility criteria of personnel to be engaged.
 - (v) A background note bringing out all above details for the website and a brief advertisement for the newspaper.
4. Efforts may be made to club requirements of project researcher/assistants etc. of the particular division/unit so that expenditure on advertisement can be saved.

5. Normally the names will be received only through proper publicity but in exceptional cases where the work warrants it, scholars/persons may be recommended under GFR Provisions 184.

6. Names so received will be put up to a Screening Committee consisting of:

Joint Secretary	:	Chairman
Two or more Experts	:	from the Advisory Committee
HoD/Coordinator	:	Member Convener

7. Recommendations of the Screening Committee will be put to Member Secretary for approval.

II. Tenure:

- i) The engagement will be for the period of the project.
- ii) In case the project is for a period of one year or more the engagement will be as follows:
 - a) There will be a performance review of the working of the project personnel after six months of taking up the assignment;
 - b) Based on the review, extensions will be accorded for a further period of one year (or project period whichever is less);
 - c) Further extensions of one year period, at a time, will be accorded, depending upon the project period and to be based upon performance reviews of the project personnel carried out by HoD (or JS in specified cases).
- iii) The tenure of contractual engagement shall neither be construed as a regular appointment nor shall it entitle the contractual appointee to claim regular employment in the IGNCA under any circumstance.
- iv) Notwithstanding anything contained in sub-clauses 2 (i) & (ii) above, the contract of appointment shall automatically come to an end at the expiry of the period of engagement unless specifically and expressly extended further.

III. Other Terms and Conditions:

- i) The remuneration will be decided according to the need of the project on a lump-sum basis;
- ii) No fringe benefits like medical, CPF and LTC, etc.; will be extended to the Project personnel.
- iii) The contractual appointee will be entitled for leave @ two and a half days for each completed calendar month of service. The leave of one calendar year will not be carried forward for next calendar year. No other kind of leave shall be admissible under any circumstances.
- iv) The contractual appointee shall submit the report of work done by him/her as per the targets set for a particular period or year to the HoD concerned.
- v) The engagement would be on a full time basis and the personnel engaged on contract would not be permitted to take up any other assignment during the period of her/his engagement in the project.
- vi) The contractual appointee shall, during the period of his/her contract of service, faithfully serve the IGNCA and shall at all times devote his/her time and energies to honestly and diligently pursuing, executing, superintending, organising, promoting and improving the aims and objectives of the project and shall do and perform all such services, functions, acts, matters and things at any place in India or abroad, as the Member Secretary of the IGNCA shall from time to time direct. In case of any serious misdemeanor, the contractual engagement may be terminated forthwith.

The SOP-4 circulated vide No.3/50/2012-SD/AM dated 5.9.2013 stands revised accordingly.

(Jayanta Kumar Ray)
Director (Admn.)

Copy to;

- 1. PS to MS
- 2. PS to JS
- 3. All HoDs

ANNEXURE-I

DIVISION:

NAME OF PERSONNEL:

Project/Programme	Manpower		Budget (Rs. In lakhs)		Deliverables (Quarter-wise)		Timeline	
	Internal(Division): Principi Investigator/Project Director/Coordinator	External (Outside Division): Principal Investigator/Project Assistant(s)/Resource Person(s)/Intern(s)	2013-14	2014-15	2013-14	2014-15	2013-14	2014-15