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No.F.15-11(08/2010-Acad(HRA)

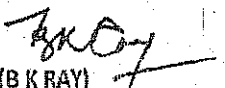
Date: 15.10.2012

### Office Memorandum

Subject:- Payment of HRA to Research Scholars -Clarification.

In continuation of office Order No.107 dated 29-10-2010 (F.2-23/2010-Estt) and Office Memorandum of even number dated 18-01-2011 on the subject mentioned above, the undersigned is directed to say that the issue of payment of HRA to Research Scholars has been further reviewed by the Competent Authority and it has been decided to regulate payment of HRA as per the following guidelines:-

1. No HRA shall ordinarily be paid to any Research Scholar as the Institute is a residential one. However, as the Institute does not have family accommodation, married research scholars shall be permitted to stay outside and receive HRA as per entitlement subject to their submitting an Undertaking (In Non-Judicial Stamp Paper) to this effect as format given in Annexure-1;
2. Status Quo ante shall be maintained in respect of such Research Scholars as have been already permitted to stay outside prior to issue of this Office Memorandum and HRA shall continue to be paid to them as per prescribed rate;
3. Those Research Scholars who have completed two years of research and are in the final phase of completion of their work and who want to stay near the Institute instead of Hostel at Madanpur, such Research Scholars may be permitted to stay outside subject to merit of each case with the approval of the Competent Authority and shall be paid HRA;
4. In case of exigency, a Research Scholar may be permitted to stay outside by the Competent Authority with proper justification and on the recommendation of his/her supervisor and the Head of the School concerned. He/she would also furnish an Undertaking (Non-Judicial Stamp Paper) in the prescribed format as given at Annexure-1.
5. All Research Scholars irrespective of their status who have been permitted to stay outside shall have to pay Hostel Establishment charges for each semester. However, no mess dues /advances shall be paid by them and if already paid, the unutilised advances shall be refunded by the Hostel concerned.

  
(B K RAY)  
Registrar

Copy for information to:-

1. The Warden with a request to suitably inform all the Research Scholars
2. All Heads of Schools / All Deans
3. Chairman, CISTC for uploading the order in Intranet
4. AR (FA) / OSD (Academic)
5. Deputy Director
6. Secretary to the Director
7. Secretary to the Registrar
8. Office Order file