

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
OFFICE OF THE REGISTRAR

No. AO/Registrar/PhD/2017

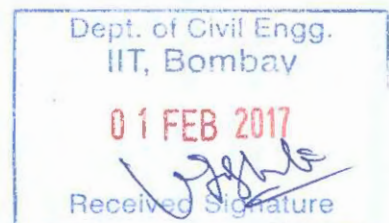
Date: 16 January, 2017

- Sub.: 1. Payment of honorarium to the thesis referees
2. Payment of honorarium and TA/DA to the External Examiners.

1. It has been brought to the notice that payment of honorarium to the thesis referees are delayed for one or the other reasons, which is causing bad impression on the part of the Institute and hinderance in the smooth functioning of the thesis evaluation process. The matter was reviewed and with the approval of Dean (AP) a new processes was introduced to obtain bank account details of the concerned referees for online transfer the amount of honorarium to the referees account through ECS. However, it is noted that the online transaction is not taking place smoothly and in some cases, the delay is still occuring.
2. Subsequent to the decision taken by the Government of India regarding demonitization, the Institute is finding it difficult to disburse cash advance to the PhD supervisors for conduct of PhD viva and disburse the Honorarium and TA/DA to the External examiners on the same day. The settlement of TA/DA and honorarium are done through cheque / demand draft / wire transfer, resulting delayed payment and causing inconvenience to the PhD Supervisor / Academic Office and the External Examiners. This again is causing hurdle for the smooth conduct of the viva-voce examination for PhD students.

The above matter was considered in a meeting held on 16th January, 2017 with the officials from the Accounts Section, Cash Section and Academic Office. Keeping in mind the importance of the PhD thesis evaluation procedures, the defence viva-voce examination and after understanding the processes involved, the following modus operandi is issued for smooth functioning :

1. Accounts section will arrange for online transection of honorarium to the thesis referees within one working day after receipt of the payment note from the Academic Office. An intimation of payment will be sent by the Accounts / Cash section to the receipted referee and the AR (acad) for information and f.n.a. (if any).
2. Payment of honorarium and TA/DA to the External Examiner is to be made on the day of PhD defence viva-voce examination itself. The mode of payment may be Cheque / DD / Wire transfer as desired by the Ext. Examiner. The concerned units should ensure the following -
 - a) Academic Office to send related documents / papers concerned with honorarium and TA/DA payment to External Examiner to the PhD supervisor (through Head of the Department Office) well in advance from the date of defence.
 - b) The Office of the Head of Department (in consultation with the PhD supervisor) should complete necessary formalities as required for payment of Honorarium and TA/DA to the External Examiner on his/her arrival or day of defence (as the case may be) and present the papers to the Accounts Section while the defence is in process for preparation of



cheque/dd/wire transfer. Collect the cheque/dd/wire transfer receipt and handover the same to the External Examiner on the same day before his/her leaving the Institute and obtain due acknowledgement.

- c) Accounts / Cash section to ensure that payment of honorarium and TA/DA to the External Examiner is made on the same day either through Cheque / Demand Draft / Wire Transfer (as the case may be). The Cheque / DD / receipt for wire transfer to be handed over to the official from the concerned department for onward transmission. The posting of account and other official formalities may be done as usual to complete the process for records.

All concerned units should note for compliance and incorporate functional modifications, if required to comply the above instructions.


Registrar

To
The Heads of all academic Units
The Dy. Registrar (F&A)
The Dy. Registrar (Acad.)

copy for information to :

1. The Dy. Director (FEA)
2. The Dy. Director (AIA)
3. The Dean (AP)
4. Asstt. Registrar (Acad - PG)
5. Asstt. Registrar (F & A - students unit)

→ Ekta,
Bhate &
Santay
- pl note the process.
- file

W
circulate to all faculty.

W
1/2/19