



**ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY
KASHMIR
OFFICE OF THE DEAN RESEARCH**

CIRCULAR

Subject: Processing of salary of Project Staff-reg

It has come to notice that Departments/Principal Investigators (PIs) are forwarding Salary bills of the staff engaged in various externally funded research projects (referred here as Project Staff) to the Office of the Dean Research without following any particular deadline. Further the salary bills of the Project Staff working in the same Project are forwarded separately. Besides the excess leaves availed by the Project Staff are not deducted at the Department/Principal Investigator level, instead Project Expenditure Form/OEMS sheet is generated with full salary amount. This is creating issues in the cases where deductions are to be made before generating Project Expenditure Form/OEMS sheet as the same is not editable. In order to ensure that salary bills of Project Staff are timely processed following terms & references are notified:

1. That the bills, complete in all respects (documents, endorsements etc), for the release of salary of all the project staff should reach to the office of the Dean Research by or before **5th of every month**. In case there is holiday(s), the next working day shall be the last day for the submission of salary bills. In case the bills are received after the due date, the same shall not be processed in that month with the bills received within the stipulated due date. The delays in such cases shall be the responsibility of the indenting Department/ Centre / Office/ PI.
2. The salary bills deficit in necessary documents but received within the stipulated due date, shall also not be processed unless all the formalities are completed. Any kind of delay in such cases shall be the responsibility of the indenting Department/ Centre / Office/ PI.
3. All salary bills which belong to the same project/period, should be forwarded to the office of the Dean Research as a single case rather than splitting them into individual cases.
4. All salary bills should only be forwarded/ addressed to the office of the Dean Research and should not be directly forwarded/ addressed to the office of the Finance Officer.

The above terms and references shall also be applicable in other cases of candidates receiving fellowships from various funding agencies like DST-PDF, ICSSR-PDF, DST-WISE, DS-KOTHARI etc excluding PhD scholars availing IUST fellowships.


**Assistant Registrar
RESEARCH**

No: IUST/DR/25/860
Dated: 01-05-25

Copy to:

- All Deans/Officers of the University
- All Heads/Directors/ Coordinators of the Departments/Centres
- All Principal Investigators for information
- SSVC for kind information of HVC
- PA to Registrar for kind information of Registrar
- File