

F.No: 3/42/2013-SD/AM  
Indira Gandhi National Centre for the Arts  
Sutradhara Division  
Establishment Section

Dated: 22<sup>nd</sup> May, 2018

**Standard Operating Procedure (SOP) for enhancement of emoluments to contractual staff appointed for various academic and administrative works.**

IGNCA has been engaging various academic (Research Fellows), administrative and other staff on contract basis for meeting various requirements/works. There are some academic and other persons on contract who have worked for many years and have specialized 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 send their recommendations for continuation of the services of the persons to Deputy Secretary (Academic);
- (iv) Deputy Secretary will submit the recommendation of the HoD with the following details to Director (A). Director (A) will process the file and submit to Member Secretary for final approval:
  - (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 emoluments being presently paid. Also enhancement of emolument wherever felt necessary with justification and duration of the extension necessary.

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.

  
(Anurag Trivedi)  
Director (A)

All HoDs/Regional Directors