

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
Sutradhara Division

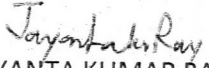
Standard Operating Procedure(SOP) for engagement of Researcher/Project Personnel/Associates etc. for Projects under Annual Action Plans.

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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 researchers/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.
8. In the appointment order it may be indicated that if work is not satisfactorily undertaken as per the first milestone of work, the services of Researcher/Project Personnel will be discontinued.
9. The order will be issued to the newly engaged personnel in the format at Annexure II.


(JAYANTA KUMAR RAY)
Director (Admn.)
5.09.2013