

JADAVPUR UNIVERSITY

URGENT COMMUNICATIONS DURING LOCKDOWN PERIOD:: JU FINANCE-5

CIRCULAR FOR ALL CONCERNED

Payment of Salary, Pension, Fellowships etc..for the fifth month during the COVID-2019 affected period

In continuation of the earlier communications dated 27.3.2020, 28.4.2020 & 29.5.2020 and 30.6.2020 (during Lock-down and Un-locking period); we would like to make the following announcements further from the Finance Office-JU to address issues relating to the disbursement of Salary, pension, fellowships and allied matters.

1. The Salaries for the month of July 2020 (this is the fifth month during the Lockdown and unlocking period in the country in view of the Corona pandemic) have been processed for payment by 31st July 2020, through Banks transfer. This has been possible for Govt. support and the continuous and active help and co-operation from a section of colleagues of Pay Section and Cash section. **The disbursement of due allowances and other payments Upto March 2020 has been taken care of; further discussions are going on for payments after that period.** All employees can view and download their Pay slip of July 2020 on and from Pay-day, from the newly launched portal: finance.jdvu.ac.in/e_payroll.

Arrangements of obtaining the Income Tax Declaration and submission of Tax applicability option [where the scope for checking of tax liability under both the options were given] is successful and those not responded, has been placed automatically with Option-1, as per Gol notification.

HRA Declaration and submission of data through the portal is also successfully done; **The proof of HRA drawn by the Spouse from Govt and Govt-aided establishments must be submitted by 14th August 2020 for verification and record.** Those neither submitted hard copies of HRA declaration, as per G.O.; nor availed on-line submission, will be treated as per rule.

2. **The Pensioners were given the benefit of the revision of Pension, as per Govt. orders, with the Pension of June 2020 [For the GPF Scheme-G.O. dated 13.3.2020 & For the CPF Scheme-G.O. dated 12.6.2020]. This month, we are going to provide the arrears of five months to all the Pensioners (Jan to May 2020)** and the arrangements have been made with the Banks for disbursement of Pension of July 2020 by 1st Banking day of August 2020. **This has been possible due to the active support of only two staff of the section [out of seven], where a Pensioner & many staff from other sections were specifically deputed for the Pension revision & implementation job by the undersigned, as well as, Cash Section. I am indebted to all of them personally for their unquestionable help and support, too keep commitments given to our respected Seniors and Predecessors.**

The last day of the submission of 'Life Certificate' which was 15th March 2020, has been extended to 21st August 2020, where the Section is opening twice/thrice a week.

The Welfare Unit is opening twice/thrice a week to help all the communities and all can contact the Superintendent at 8697978188, for any problems.

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3. The Research Fellows, receiving their monthly payments from the University will also get their due Fellowships for July 2020, as per attendance report of February 2020, if found otherwise eligible and arrangements are made with the Banks for their disbursement of fellowships by 1st Banking day of August 2020, despite the total Lockdown in view of the Corona pandemic. This has been possible due to the support & help of a section of employees of the concerned sections. For any problems & issues as to non-payment, backlog etc., the Scholars are requested to contact the Superintendent in mail: cdyutiman@gmail.com.

The Grants (second installment) under RUSA is still awaited, thus, the entire process of extension of tenure of Fellows is yet to be finalized.

4. The JU Vendors, service providers and other agencies & payees of the University are requested to note that we are regularly paying the bills lying with us, in RUSA (Accounts), UGC Cell, the Accounts Section and in Research section. **The bills of 2019-20, involving TDS of Income Tax or GST can't be processed after 30th April 2020, as deposit of money to the Government after that date will attract penalty & interest.**

The vendors/service providers, whose bills are lying in the departments or those vendors who are yet to submit the bills, are requested to bear with us for our inability to make the payments at the present moment. The requisitions not processed for Order during 2019-20 will be transferred to the current year's provision automatically.

The few sincere & dedicated staff members, who took the risk of attending the office during COVID LOCK-DOWN period [19 March to 31 May 2020] deserve to be sincerely thanked. Those members of the staff who are not in a position to come to the office must appreciate the measures adopted by us to ensure the payment of salaries, pensions, fellowships and scholarships to the JU community for four continuous month; that too 'under revised scale' and also 'in time'. During June & July, the attendance of Finance has been down for many reasons, which requires attention of all.

It may be mentioned that the Government of West Bengal is also keen to ensure that flow of statutory payments is maintained and has hence released the Salary grants upto June 2020; further claim has just been sent by us last week. **Be in touch through mail, as the restrictions in movement is there and social-distancing clause still is in force and the attendance of staff has been reduced; thus the speed of normal functioning should not be expected.**

The options for the Donation to the Hon'ble Chief Minister's Relief Fund for helping the relief of COVID pandemic and also to the JU Amphan Relief Fund, as per call of our ProVice Chancellor Sir is open and any option given upto 20th will be recovered from the current month and thereafter will be recovered from next month's salary. Those interested can send their options by email to the FO at: fo@jadavpuruniversity.in.

FINANCE OFFICER

To,
All Concerned

Date: 28.7.2020