

JADAVPUR UNIVERSITY

Date: 27.3.2020

URGENT COMMUNICATIONS TO ALL CONCERNED

Following announcements are made from the Finance Office to address some issues relating to the disbursement of salary, pensions, fellowships and allied matters.

1. **All Employees are requested to note that their Salaries have been processed (under the revised scale, provisionally) and arrangements have been made with the Banks for their disbursement on the first day of banking in April 2020, despite the total Lockdown of the country in view of the Corona pandemic. The disbursement of allowances and other payments can't be made with the pay bill, as all concerned data was not available with us.**

Precautions have been taken for an error-free fixation for all, but still there may be few mistakes, which will be rectified later, after which we can disburse the arrears of January & February 2020.

We will distribute fixation sheets immediately after the office resumes. However, we are trying the mailing options, if it works.

2. **The pensioners are also assured that arrangements have been made with the Banks for disbursement of their pensions on the very first or second banking day in April 2020.** Kindly note that the unrevised pension has been released, as the revision order for the CPF scheme is yet to be received from the Govt. We have a plan to process the revision in April, if everything goes well. However, as per commitment of Govt. all pensioners are entitled to get arrears from January 2020.

The last day of the submission of 'Life Certificate' was decided as 31/3/2020. **But this date will definitely be revised, in view of the present crisis.**

In JU we accept Life Certificates in February & March every year, although February is preferred keeping in view of the renewal of JU Group Mediclaim in February [upto 25th] every year. But this year, the period of the acceptance of the Life Certificates is extended upto 30th April 2020 or even beyond that if required.

For employees retiring on March 2020, their pension and retirement benefits could not be processed, for shortage of time and other logistic issues. We will try to release their dues, once we are back to normal office functioning.

3. **The Research Fellows, receiving their monthly payments from the University, are also assured that their Fellowship payments of March 2020 is being processed, as per attendance report of February 2020 and arrangements are made with the Banks for their disbursement of fellowships on the very first week in April 2020, despite the total Lockdown in view of the Corona pandemic.**

4. **In view of the Lockdown of the country the Vendors, service providers and other payees of the University are requested to bear with us for our inability to make the payments at the present moment.** We will process the payments as soon as the University reopens.
5. All bills of March relating to Projects will be accepted later upon the reopening of the University. The modalities of the same will be notified later. The Government has already extended the end of the financial year to June 2020.
6. **One good news is that the RUSA project which was scheduled to end this March has been extended by the GoI. We thus have time for completion of projects and processing of bills for payment in next few months, after we resume normal activities. However, as on date the extension has come without any additional fund.** So, formal extension of the tenure of any appointments under RUSA shall not be automatic. We need to take a decision in the matter on the basis of availability of fund after the reopening of the University.

Hope to receive all possible help & cooperation from all concerned. Be in touch in mail, as there is now lock-down and social-distancing clause is in force.

FINANCE OFFICER

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To,
All Concerned