

JADAVPUR UNIVERSITY

URGENT COMMUNICATIONS:: JU FINANCE-2

Date: 29.4.2020

CIRCULAR FOR ALL CONCERNED

In continuation of the first communication dated 27.3.2020 (during Lock-down period); we would like to make the following announcements from the Finance Office-JU to address some issues relating to the disbursement of Salary, pension, fellowships and allied matters.

- 1. All Employees are requested to note that their Salaries for the month of April have been processed (under the revised scale, provisionally) and arrangements have been made with the Banks for their disbursement on 30 April 2020. This has been possible due to continuous and active help and support from a section of colleagues of Pay Section and Cash section, despite the continuation of the total Lockdown in the country in view of the Corona pandemic. The disbursement of allowances and other payments could be made with the pay bill, as all concerned data was not available with us.**

Arrangements have been made for on-line availability of the (i) Fixation sheet for the Pay revision and (ii) Pay slips of March & April 2020. The link to be clicked on your computer/laptop/mobile is as follows: https://finance.jdvu.ac.in/e_payroll; **USER ID is the employee ID and PAN in capital letters in the PW.**

Another important issue is the option for tax deduction under new reduced I T rates. As per GoI (Ministry of Finance) notification no. Circular No. C1 of 2020 Dated 13th April 2020, if no option is available, then the old rates of income tax will be applied. If such option has been given for the new & reduced rates, it can't be changed. All individuals are required to compute their tax liabilities and submit their forms (to be available on website/e-payroll) by May 2020.

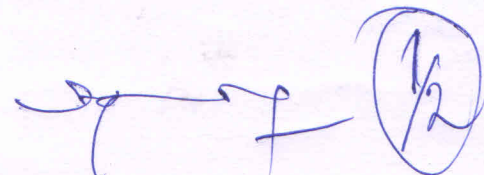
- 2. The pensioners are also assured that arrangements have been made with the Banks for disbursement of their pensions of April which will be released on 2nd May 2020. This is has been possible due to continuous and active help and support from a section of colleagues of Retirement Benefits Cell, alongwith the Cash section, despite the continuation of the total Lockdown in the country in view of the Corona pandemic. 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.**

The last day of the submission of 'Life Certificate' was earlier fixed on 31/3/2020, but now the last date has been extended to 31st May 2020.

For employees retiring on March 2020, their pension and retirement benefits are being processed in April, as per availability of manpower and supporting forms and documents.

As confirmed by the Personnel Section, those retiring in April 2020 and are in the GPF scheme where we can't release their dues for the closure of PF office since 20.3.2020.

- 3. The option for the Donation to the Hon'ble Chief Minister's Fund is still open and the contribution further given by the employees will be recovered from next month's salary.**



Those forgot earlier and now interested can send their options by email to: jucoronarelieffund@jadavpuruniversity.in

4. **The Research Fellows, receiving their monthly payments from the University, are assured that their Fellowship payments of April 2020 are being processed, as per attendance report of February 2020, if found otherwise eligible and arrangements are made with the Banks for their disbursement of fellowships on the very first banking day of May 2020 with the help of Superintendent & a few willing staff, 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.**
5. For those RUSA Project Fellows/Doctoral Fellows/Post-Doctoral Fellows who are yet to receive any payment for the period till March 2020, all PIs & HoDs/Directors may send a mail to: fo@jadavpuruniversity.in for processing their payments at the earliest. Payment of travel bills and all vendor bills are being processed with the willing and available staff in the UGC/RUSA -Accounts Cell.
6. **The JU Vendors, service providers and other agencies & payees of the University are requested to note that we have started paying of all bills lying with us, mainly in RUSA, UGC Cell, the Accounts Section and partly in Research section. The bills of 2020-21, 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.**
7. **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. We will process the payments as soon as the University reopens.**

We hope to receive all possible help & cooperation from all concerned. The few members of the staff who took the risk of attending the office 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. 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 of April 2020 in the month itself.

Be in touch through mail, as there is now lock-down and social-distancing clause is in force and expected to continue at least till 21 May 2020.

Date: 29.4.2020

To,
All Concerned


FINANCE OFFICER

