

JADAVPUR UNIVERSITY

Date: 28.8.2020

URGENT COMMUNICATIONS DURING LOCKDOWN PERIOD:: JU FINANCE-6

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 and 28.7.2020 (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 August 2020 (this is the sixth month during the Lockdown and unlocking period in the country in view of the Corona pandemic) have been processed for payment by 28th August 2020, through Banks transfer, as 31st August is a day for complete lockdown. 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. All employees can view and download their Pay slip of August 2020 on and from Pay-day, from the newly launched portal: finance.jdvu.ac.in/e_payroll

As per request of communities, the Form-16 [Part-A & Part-B], as available in the Income Tax TRACES portal is uploaded in our Salary e_portal, which can be viewed and downloaded, like pay slips, from each employees' dashboards.

Arrangements has been made for opening of the Income Tax Declaration and submission of Tax applicability option [where the scope for checking of tax liability under both the options were given] through our e_portal from next week, which can be viewed and modified till 17th September 2020.

Those neither submitted hard copies of HRA declaration, as per G.O.; nor availed on-line submission, will be treated as per rule. Hardcopy document of HRA proof of the spouse need to be submitted in all applicable cases, as per declaration.

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- dated 13.3.2020 & For the CPF Scheme-dated 12.6.2020]. Their Pension related arrears of five months to all the Pensioners (Jan to May) has also been released. We are planning to disburse other arrears applicable for the Post-2016 Pensioners before Puja.

Arrangements have been made with the Bank for disbursement of Pension of August 2020 on 1st September 2020, as previous three days the banks are closed. This has been possible due to the support & help of only two staff of the section [out of seven], alongwith a Pensioner & many staff from other sections, specifically allotted for the job by the undersigned, including 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 Welfare Unit is opening twice a week (Tues & Thu) 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 August 2020, as per attendance report of February 2020, if found otherwise eligible and arrangements are made with the Bank for their disbursement of fellowships on 1st September 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.

For the projects with a time-bound spending conditions, will be allowed to submit documents for reimbursements and/or adjustments positively by August 2020.

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'.

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 August 2020; which encouraged us to function properly. **Be in touch through mail, as the restrictions in movement is there and social-distancing clause still is in force, the attendance has been reduced; thus the speed of normal functioning should not be expected.**

The options for the Donation to the JU Fund towards IT Support for the Students for helping the needy students and also to the JU Amphan Relief Fund to help affected students, is open and any option given upto 20th of a month 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.

To,
All Concerned

FINANCE OFFICER

Finance Officer
Jadavpur University