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REGISTRAR

Letter No.07062021 _ 1/CTDT/Circular/Wages

Dated:08.06.2021

CIRCULAR

Sub: CTDT – Research Projects – Payment of wages/Salary to the Project Staff during COVID 19 Lockdown Period – Regarding.

**Ref: 1. Vice Chancellor's Note Approval dated 15.04.2020.
2. CTDT Circular Ref No.15042020_1, dated 15.04.2020.**

The pay bills pertaining to the Project Staff /Scientist working in various projects being operated at CTDT during the COVID 19 pandemic lockdown period have been admitted based on the data submitted by the Principal Investigator through the login of CTDT portal depending on the availability of funds in the respective projects, vide reference 1 and 2.

Due to total lockdown during the second wave, the Principal Investigators working in various University departments and constituent colleges/Regional Centres have been requesting to submit the claim towards Wages / Salary of various staff working in their projects through online portal of CTDT. Therefore, it is informed that the Principal Investigators can send the generated PDF copy of the claims by E-mail attachment to Director, CTDT at directorctdt@gmail.com to make the payment directly to the Bank account of the project staff working from home.

The claim for Wages / Salary should be made only for those projects the grants are already received and the balance amount is available in the respective head of account "Salary / Wages". Once the COVID 19 pandemic lockdown is over, the Principal Investigators are requested to submit the original claims duly signed by the Project staff, Principal Investigator and HOD / Dean (only in the case of Constituent colleges/Regional Centres) for the purpose of accounting and auditing without fail.


8/6/21
REGISTRAR i/c

To

1. All Teaching Staff – University Departments/Constituent colleges/Regional Centres
2. Director – RCC (with a request to send e-mail to all staff)
3. Heads of the Departments
4. Deans
5. PS to Vice-Chancellor
6. PA to Registrar
7. Office of CTDT
8. Stock file