

JADAVPUR UNIVERSITY

Date: 29.5.2020

URGENT COMMUNICATIONS DURING LOCKDOWN PERIOD:: JU FINANCE-3 **CIRCULAR FOR ALL CONCERNED**

In continuation of the first communication dated 27.3.2020 & 28.4.2020 (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 May 2020 have been paid today, through Banks transfer. This is has been possible due to continuous and active help and support from a section of colleagues of Pay Section and Cash section, this is the third month during the Lockdown in the country in view of the Corona pandemic. The disbursement of allowances and other payments could not be made with the pay bill, as all concerned data was not available with us. Arrangements are being made to pay the arrears of two months (Jan & Feb, 2020)with the salary of June 2020.**

After the launching of the finance.jdvu.ac.in/e-payroll, all employees can view and download the Pay slip of May 2020 from today. Arrangements have been made for on-line availability of the HRA Declaration submission through the portal. The Income tax declaration Form will be available in the portal shortly,

- 2. The pensioners are also assured that arrangements have been made with the Banks for disbursement of their pensions of May 2020 will be released on 1st June 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. This has been possible due to the support & help of a section of employees of the concerned sections.**

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 30th June 2020.

The option for the Donation to the Hon'ble Chief Minister's Fund is still open and the contribution will be recovered from next month's salary. Those interested can send their options by email to the FO.

3. The Research Fellows, receiving their monthly payments from the University, are assured that their Fellowship payments of May 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 by May 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.**
4. 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.
5. 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 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. 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 May 2020 in the month itself.**

Be in touch through mail, as there is now lock-down and social-distancing clause is in force normal functioning should not be expected.

FINANCE OFFICER

Date: 29.5.2020

To,

All Concerned