



THE DIRECTORATE OF
RESEARCH, DEVELOPMENT & CONSULTANCY
KATHMANDU UNIVERSITY
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From: Director - Research, Development & Consultancy
To: All those who are employed and paid through research project funding (Project Staff)
Subject: Issuance of Appointment Letter, Identity Card and provision of electronic Attendance Record

Dear all concerned,

The Director of Research, Development & Consultancy notifies herewith all Project Staff to respond to the announcement made on 30 September at the time of RF/RA Policy Briefing, regarding new record keeping policy for the staff at the Directorate and issuance of a separate Identity Card no later than October 17, 2015. All Project Staff will be required to maintain the Attendance Record electronically (electronic signature) with Time-In and Time-Out and the payment to be made on the basis of this for both on Charge-out-rate as well as Monthly Salary, Fellowship or Stipend. Failing to respond to this notice will lead to delay in payment effective from the Nepali month of *Kartik*, for which RDC will not take any responsibility.

1. All the Principal Investigators (PI)/Co-Principal investigator/Project Coordinator/Team Leaders are required first to furnish Terms of Reference/Terms and Conditions to their Project Staff, signed by PI (on behalf of Kathmandu University) and the Employee. For qualifications of Project Staff, refer Policy Statement 1.4 and 1.5 (www.ku.edu.np/research)
2. Refer 1.6 Pricing and Costing Policy for titles to be designated to the Project Staff and guidelines on Charge-out-rates, salary of the project staff etc.
3. The Directorate of RDC will furnish Appointment Letter on the basis of TOR furnished by PI. Library issues ID and Manager-HR shall assist in confirming electronic sign-in as soon as ID is furnished.

Reminder: Deadline 17th October 2015 for electronic attendance record.

Signed by Prof. S. Sharma, Director- RDC.