

Minutes of the RDC Meeting held at the School of Education

Venue: School of Education

Date: 3rd June 2016

Timings: 2-4pm

Meeting was attended by besides the Director of RDC Prof. Dr. Subodh Sharma, Manager Mr. Biraj Pradhan, Dr. Laxman Gyawali, Dr. Bal Chandra Luitel, Mr. Tika Ram Pokhrel, and Mr. Parbat Dhungana.

Agenda for the meeting was Orientation on Advance Settlement procedure and other issues.

1. Advance Settlements in case of travel has to be done within 35 days from the day of return from the travel as specified in the Kathmandu University Financial Regulation. In case of delay there is legal provision of penalties or if justified only the Registrar has the authority for approval of such cases. Whereas in case of purchase the same is to be achieved within 7 days from the day advance was approved.

At the School of Education, there are few cases where such delay has been experienced. In such cases Principal Investigators were advised to approach the Office of the Registrar with proper justification, and if found justified Directorate of the RDC will recommend for approval.

2. There was a case of Faculty whose request for leave was approved for further study/training abroad by the Office of Registrar. Faculty were supported financially under NORHED, however it was not clear in the TOR as to should the Faculty be provided additional incentives for covering local transport.

It was suggested that while offering scholarships, incentives for local transport is also included, and additional claim is only granted if its requirement is clearly spelt in project proposal. Thus as the Faculty has already made a claim, it was recommended that the funding agency be approached to inquire if they have any objections. Alternatively request may be put forwarded to Executive Council meeting. Important point here is that double payment for the same purpose should be avoided.

3. There was also a pending case of monetary incentives offered to the local participants in field, both the amount and the case of deduction in income tax.

To this case, it was recommended that for the cases where participants have already received the incentives with amount as specified in the project proposal and income tax has not been deducted; a separate request for the deduction of income tax from the project budget be put forwarded. Regarding the question of what amount is approved for the participants or resource person, it was recommended that this has to be as agreed upon through a meeting in presence of university officials.

4. Confusion on TA/DA and Other Incentives

There was a confusion on monetary incentives offered to the local participants for participation on certain events out in field, which was considered as TA/DA. Infact this is Additional Incentives and a 15% TDS is must in such cases.

5. Delayed response from the Office of the Registrar on Advance Settlements

Concerns were raised on delayed response from the office of the Registrar on Advance Settlements, to which it is clarified that if there are any delays, obvious reasons is incomplete documentation, and it is Principal Investigators responsibility to ensure that the papers are in place and well documented. However, issue of money in advance without even the first instalment being settled is in practice at Kathmandu University so as not to hinder the process of project implementation.

6. Faculty receiving Incentives from PIs without contributing to RDC Corpus Fund

There was a case identified where a Full TIME Faculty (FT-U) had received monetary incentives from PI without contributing 40% to RDC Corpus Fund. This was strongly recommended as against RDC policy and immediate correction be made.

7. Use of Receipt of Payment template 4.1 and 4.2

Project Staff were still found not familiar to the use of the templates. Receipt of Payment was used for multiple items including both taxable as well as non taxable items. To this issue it was clarified that this Receipt of Payment be used only in the cases where VAT/PAN bills are not found available, and amount not exceeding Rs. 5,000/- and only one item for each receipt of payment.

8. Issue of Letter of Appointment and Terms of Reference

It was clarified that the Letter of Appointment is provided to the Project Staff by the Directorate of RDC only after receiving TOR (Terms of Reference) from Principal Investigator. TOR may be drafted based on guidelines given in the Annex 13.

Appointment letter in the format specified in Annex 10 is for the purpose of Library to offer Identity Card . Appointment Letter in the format specified in Annex 14 is for the purpose of Individual Staff to keep a record of the same for claiming a Letter of Experience at the end of the project period.

9. Overhead in Consultancy and Research

An Overhead of 10-15% (negotiable) is mandatory in all Research Projects, whereas 20% overhead (non-negotiable) is compulsory for Consultancy. To which category do your Project falls, please refer to the Guidelines (Guidelines 2.1.1 Breakdown of Fund) for making this decision. If 20% Overhead is not included in the budget, same will be charged and added into 15% Consultancy Fee making the Overhead to 20%.

Prepared on 5th June 2016 by the Director-RDC for circulation