



भारतीय | INDIAN
सांस्कृतिक | COUNCIL FOR
सम्बन्ध | CULTURAL
परिषद् | RELATIONS

No. Ch. /Hindi/2018-19

July 13, 2018

The Registrar,
Dept. of Hindi,
Shivaji College, University of Delhi,
Delhi-110007.

Offer of Appointment

Dear Sir/Madam,

We are glad to inform you that Dr. Jyoti Sharma, Assistant Professor, Dept. of Hindi, Shivaji College of your University, has been selected for deputation as Visiting Professor to ICCR's Hindi Chair at the Zagreb University, Croatia for a period of two years from September, 2018 onwards. The terms and conditions of her deputation would be as follows:-

a. Tenure: - The period of deputation will commence from the date she joins the University and ends on the day she is relieved from the University. The deputationist is entitled for the preparation/joining time of up to 7 days at the time of commencement and completion of tenure, during which she should report to ICCR to sign her joining report/relieving report. If there is any gap between the date of signing the joining report/relieving report and joining her parent University, it should be regularized by the latter under applicable rules.

b. Obligations:-

(i) Dr. Sharma will discuss and finalize the curriculum in consultation with the Zagreb University.

(ii) Dr. Sharma will teach the finalized curriculum/course in consultation with the Zagreb University, Croatia and will take part in other activities of the University such as departmental Seminars, Conference, faculty meetings etc.

(iii) Dr. Sharma will deliver at least one public lecture during the deputation to be arranged by the University, which would be termed as "ICCR Lecture on India."

(iv) Dr. Sharma would work together in arranging talks on India, workshops on Indian current academic/social interest etc.

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(v) **Conduct and performance:** - The Visiting Professor will abide by the host University's code of conduct and human resources policies and laws of the country for deputation.

(vi) **Employment of Spouse and Family members:-** The spouse of Dr. Sharma and dependent family members if residing with her shall not accept any employment in Croatia, on payment basis without prior permission of the ICCR, who will consider such proposals only if recommended by the concerned Mission/Post and in consultation with the Ministry of External Affairs, when necessary. **(Note-All expenditure on accompanying spouse and family members will be borne by Dr. Sharma herself)**

c. Pay & other remuneration payable by ICCR :-

(vii) During the period of deputation, Dr. Sharma will draw from the relevant Mission/Post the same basic pay and grade pay as is being drawn by her in the present scale of pay in parent organization, with annual increments to the next higher stages in the scale.

(viii) No other allowance, including deputation duty allowance, will be admissible.

(ix) The Quantum of Additional Allowance admissible will be determined on the basis of the country of deputation. The Quantum of Additional Allowance once fixed, will remain unchanged for the duration of the deputation and will not be affected by any revision of pay scales/grade pay on account of annual increment, promotion or grant of ACPs or any other factors.

(x) Further, the Quantum of Additional Allowance will stand reduced to the extent of any honorarium being paid by the University under the MoU with ICCR.

(xi) The Pay and other admissible allowance and their drawal during home leave will be regulated in terms of relevant provisions of IFS (PLCA) Rules.

(xii) Dr. Sharma will not accept any other remuneration other than as provided in this letter and in the MoU while on deputation.

Pension/Provident Fund: - During the period of deputation, Dr. Sharma will continue to be governed by the rules of the parent University i.e. Shivaji College, University of Delhi, Delhi-110007 relating to the pension/provident fund etc. The Mission/Post will remit employers subscription to the provident fund by RBI drafts through deduction from the monthly salary bills to her parent institution under intimation to the ICCR.

d. Leave: -

(xi) During the period of deputation Dr. Sharma will be entitled for 2 ½ days earned leave for each completed month of service and a maximum of 8 days casual leave in a calendar year. For lesser periods of deputation, casual leave would be calculated proportionately.

(xii) Any additional leave requested and granted by ICCR to Dr. Sharma will be treated as extraordinary leave without pay.

(xiii) The leave request should be routed through the relevant Head of Mission/Post to ICCR.

(xiv) She will not apply for any kind of leave to the parent institution/University in India and will not carry over any credit of un-availed leave on return.

(xv) No Leave Salary Contribution will be given.

e. Passage & Baggage Allowance:-

(vii) Dr. Sharma will be provided to and fro international air passage by the cheapest economy class and shortest route for herself only and 560 kgs unaccompanied baggage allowance exclusive of free baggage allowance provided by the airline.

(viii) The return passage will be available only on completion of assignment.

(ix) Dr. Sharma is not entitled for any other passage to India or any other destination at the cost of ICCR during the entire period of her deputation. The ICCR will not bear any expenses related to premature return of Dr. Sharma to India under any circumstances.

f. Other facilities to be provided during the stay of the Visiting Professor abroad :-

i) Accommodation, medical care, office space and other facilities will be on the basis of the MoU signed between ICCR and the University of Croatia, Zagreb.

h. Settlement of final dues:- The final dues on her return will be settled only after receiving Performance/Assessment Report from the concerned University and the Mission.

g. Recall: - If circumstances arise which necessitate termination of appointment of Dr. Sharma the decision thereof would be taken by ICCR in consultation with the University.

Any matter not covered above will be referred to ICCR whose decision will be final.

The appointment will be subject to the formal acceptance of the terms and conditions of the offer detailed in this letter by Dr. Sharma with the formal concurrence of her parent institution. Dr. Sharma is required to join the ICCR in September, 2018, however, the exact date from which her services are required will be intimated in due course on receipt of concurrence from her. We shall be grateful if the formal acceptance of this offer with formal concurrence of your parent institution together is sent to us latest by 18.07.2018 so that we may proceed further in the matter.



(Nalini Singhal)

Programme Director (Chairs)

Copy to:

1. The Head of Chancery, Embassy of India to Zagreb, Croatia.
2. Dr. Jyoti Sharma, Assistant Professor, Shivaji College, University of Delhi, Delhi-110007.
3. Personal file of Dr. Jyoti Sharma



(Nalini Singhal)

Programme Director (Chairs)