



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

No. Ch. /UNIL/16-17

06.10.2016

The Principal
Shivaji College (University of Delhi)
Ring Road, Raja Garden
New Delhi-110 027

Offer of Appointment

Dear Sir,

We are glad to inform you that Dr. Jyoti Sharma, Assistant Professor, Dept. of Hindi, Shivaji College, (University of Delhi) New Delhi, has been selected for deputation as the Visiting Professor to ICCR Chair of Hindi at University of Lausanne, Lausanne Switzerland, for a period one semester from February, 2017. The terms and conditions of your 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 Institute. 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) Obligations of Dr. Jyoti Sharma will be in accordance with the ICCR and University of Lausanne, Lausanne Switzerland.

(ii) Dr. Jyoti Sharma will teach course at the University of Lausanne, Lausanne in consultation with the University of Lausanne, Lausanne Switzerland.

(ii) Dr. Jyoti Sharma will finalize the curriculum/course with the consultation of University of Lausanne, Lausanne Switzerland.

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

AZAD BHAVAN, INDRAPRASTHA ESTATE, NEW DELHI - 110 002

Tel. : 23379309, 23379310 Fax : 23378639, 23378647, 23370732, 23378783, 23379509

Website : www.iccrindia.net

(iii) 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. She will be governed by the provisions of IFS (Conduct Rules) & CCS (CCA) Rules during the period of deputation.

(iv) Employment of Spouse and Family members:- The spouse of Dr. Jyoti Sharma and dependent family members if residing with her shall not accept any employment in Switzerland, 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. Jyoti Sharma herself.)**

c. Pay & other remuneration payable by ICCR :-

i) During the period of deputation, Dr. Jyoti 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.

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

iii) 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.

iv) Further, the Quantum of Additional Allowance will stand reduced to the extent of any amount/honorarium being paid by the University under the MoU with ICCR,

v) Your leave will be regulated in terms of relevant provisions of IFS (PLCA) Rules.

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

d. Pension/Provident Fund: - During the period of deputation, Dr. Jyoti Sharma will continue to be governed by the rules of the Shivaji College, New Delhi, 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.

e. Leave: -

(i) During the period of deputation Dr. Jyoti 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. No leave salary contribution will be paid by the Council.

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

(iii) Grant of leave will be regulated in terms of relevant provisions of CCS (Leave) Rules.

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

(v) 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.

f. Passage & Baggage Allowance:-

(i) Dr. Jyoti Sharma will be provided to and fro international air passage by the cheapest economy class and shortest route for himself only and 100 kgs unaccompanied baggage allowance exclusive of free baggage allowance provided by the airline.

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

(iii) Dr. Jyoti 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. Jyoti Sharma to India under any circumstances.

g. 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 Lausanne, Lausanne Switzerland.

ii) Where the University is not responsible for providing either accommodation or medical coverage, the same would be the responsibility of ICCR.

iii) Where the University is responsible for medical coverage, ICCR will not be liable for any additional medical expense over and above what is being provided by the University/Institution.

iv) Where ICCR is responsible for medical coverage, ICCR shall reimburse actual medical expenditure as provided in the AMA Rules applicable to Government servants posted abroad, with the proviso that ICCR shall not provide any assistance for any disease/ailments/health problems from which the Visiting Professor was already suffering at the time of joining the ICCR.

h. Improvement of conditions of service: - Notwithstanding anything contained in this letter, Dr. Jyoti Sharma shall unless otherwise decided by the ICCR, be entitled to receive in whole or in part, as may be authorized by the Council. the benefits of any improvement that may be sanctioned by the ICCR subsequent to the date of this letter in the terms and conditions of service of the members of the branch of the service to which she may belong for the time being and decision of ICCR in respect of such improvement in terms and conditions of Dr. Jyoti Sharma shall operate so as to modify to that extent the provisions of this letter.

i. 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.

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

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. Jyoti Sharma with the formal concurrence of her parent institution. Dr. Jyoti Sharma is required to join the ICCR in **February, 2017**. 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 with the relieving order is sent to us latest by **16th October, 2016** so that we may proceed further in the matter.


(Raj Kumar)
Programme Officer (Chairs)

Copy to:

1. The Ambassador, Embassy of India, Switzerland, Berne
2. Dr. Jyoti Sharma, Assistant Professor, Dept. of Hindi, Shivaji College, (University of Delhi) New Delhi-110027
3. Personal File of Dr. Jyoti Sharma


(Raj Kumar)

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(Raj Kumar)
Programme Officer (Chairs)