



**Kerala State Council for
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KSCSTE – KSCSTE Fellowships - Revised HRA Policy - Approved – Orders issued.

Council (M) Order No21/2024/KSCSTE Thiruvananthapuram, Dated: 05-02-2024

Read: Council (M) Order No. 165/2019/KSCSTE dated 13/12/2019

ORDER

KSCSTE has been providing fellowships to students and researchers to pursue Doctoral and Post-doctoral research in Kerala. In case of the KSCSTE Research Fellowship, the admissibility of HRA is considered as per council order read above. However, for Post-Doctoral Fellowships, 10% HRA offered as per existing guidelines and no admissibility criteria has been stipulated. In this context, in order to avoid disparity and to evolve a uniform criteria on HRA admissibility for Fellowship schemes, KSCSTE is adopting the following norms which should form part of the “Terms and Conditions” on acceptance of all sorts of Fellowships hereafter.

1. House Rent Allowance (HRA) shall not be admissible to those who occupy Institutional accommodation facility, irrespective of any nominal rent, if paid by them and also for those who are residing in own house. The Fellow should submit a Self-declaration to this effect in certificate **Format-A** (*attached in Annexure-1 to this order*). The certificate should be countersigned by the Scientist Mentor/Warden/Registrar/Finance Officer of Host Institution. This document should be submitted along with the signed agreement (T&C) on receiving the grant.
2. Fellows residing outside the Host institution by paying rent shall be eligible for HRA subject to a maximum limit of 10%. Admissible rate of HRA is based on the ‘Place of duty’ of the Research/Post-Doctoral Fellow. In this regard, the rule prevailing in the Host institution can be followed to decide the admissible rate of

HRA, and should be subject to a maximum limit of 10%. In this case, the Fellow should submit a Certificate as per Format-B (*attached as Annexure-II to this Order*) which should be countersigned by the Scientist Mentor and further attested by the Registrar/ Finance Officer of the Host Institution. This document should be submitted along with the signed agreement (T&C).

3. Any change in the accommodation status by the Fellow should be informed to the Host-Institution and the payment of HRA should be made accordingly by the Host Institution.
4. Any unpaid amount under HRA released by KSCSTE should be reflected in the Utilization Certificate submitted to KSCSTE at the end of the Project year which shall be adjusted in the subsequent release or to be refunded to KSCSTE in the case of final settlement of grant.

The above HRA policy shall be applicable to all Research and Post-Doctoral Fellows of KSCSTE for new selections with effect from December 2023. On-going Fellows shall be paid HRA as per the agreement executed by them during selection/initial sanction of the Fellowship.

DR. S PRADEEP KUMAR.
MEMBER SECRETARY

To

All R&D Centres of KSCSTE
Registrars, Universities in Kerala

Copy to:

KSCSTE Website
PS to EVP/PA to MS
SF/OC

Forwarded/By Order

Section Officer

ANNEXURE I

FORMAT A

(Applicable for Fellows residing in own house or availing Institute/University Hostel facilities)

I, Dr./ Mr./Ms.....hereby

declare that I am availing the hostel/accommodation provided by the University/Institution *OR* residing in my own accommodation ("")*whichever is applicable* from..... .. to..... (Period of grant) and hence not eligible to avail House Rent Allowance as per KSCSTE norms.

Scientist Mentor

(Signature, Name & address)

Research/Post-Doctoral Fellow

(Signature, Name & address)

.....

ANNEXURE II

FORMAT B

(Applicable for Fellows residing on rental accommodation outside the Institute)

I, Dr./Mr./Ms.....hereby declare that

I am residing on rental accommodation from..... to..... (Period of grant) and

eligible to avail House Rent Allowance as per host institution rules subject to a maximum of 10%

according to KSCSTE norms.

Scientist Mentor

(Signature, Name & address)

Research/Post-Doctoral Fellow

(Signature, Name & address)

Certificate by the Director/ Registrar/Finance Officer of Host Institution

Certified that Dr./Mr./Ms.....is not availing the University/Institution accommodation facility during the project duration. The Fellow is residing on rental accommodation and has submitted copy of Rent receipt. The Fellow is eligible to avail House Rent Allowance at the rate of *% per month as per Institute/University rules.

(The maximum admissible rate of HRA is 10% as per KSCSTE norms)*

Director/ Registrar/Finance Officer

Signature, Name & Designation

Address

(Office Seal)