



SHRI VISHWAKARMA SKILL UNIVERSITY

(State University enacted under the Government of Haryana Act 25, 2016)

NOTIFICATION

The Executive Council (EC) in its 44th meeting held on 22.06.2026 vide Item No. EC/44/SP/02 has considered and approved the minutes of the meeting dated 09.06.2026 recommending the Standard Operating Procedure (SOP) for timely payment to outside experts / members of statutory bodies / committees including Ph.D. related payments.

The approved Standard Operating Procedure (SOP) is hereby notified for implementation across all branches of the University with immediate effect as per the approved recommendations of the Committee:

1. Creation of University Expert Database

The University shall maintain a centralized database of all external experts containing:

- Name and designation
- Institution
- PAN Number

Copy of RC

- Bank Account Number and IFSC
- Mobile Number and E-mail ID

Once registered, the expert shall not be required to submit these documents repeatedly.

2. Advance Processing Before Event

The concerned branch shall send details of invited experts to Accounts Branch at least three working days before the event.

Accounts Branch shall verify:

- Bank details
- PAN details
- Applicable honorarium/TA-DA entitlement

before the event takes place.



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3. Nomination of Accounts Nodal Officer

Accounts Branch shall nominate one official as Nodal Officer for all activities involving external payments.

The Nodal Officer shall coordinate with:

- Research Branch
- Examination Branch
- Academic Branch
- Establishment Branch

for completion of payment formalities.

4. Single Window Documentation System

A standardized "Expert Payment Form" shall be introduced containing:

- Attendance Certificate
- Honorarium Claim
- TA/DA Claim
- Bank Details
- PAN Details
- Expert Signature
- Certification by Organizing Branch

All information shall be collected through a single form.

No separate claim forms shall ordinarily be required.

5. Documentation on Same Day

Before the expert leaves the campus or concludes the online assignment:

- Attendance shall be verified.
- Proceedings shall be recorded.
- TA/DA claim shall be completed.
- Expert Payment Form shall be signed.
- Accounts Nodal Officer shall verify completeness of documents.

Any deficiency shall be removed immediately on the same day.



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6. Digital Workflow

The organizing branch shall upload scanned documents to a designated digital folder/ERP portal on the same day.

Physical movement of files shall be minimized.

7. Time Limit for Processing

Day of Event (Day 0):

Documentation completed and verified.

Next Working Day (Day 1):

Accounts Branch processes the claim.

Within Two Working Days (Day 2):

Payment released through NEFT/RTGS/PFMS directly to the expert's bank account.

Under normal circumstances, no payment shall remain pending beyond two working days after receipt of complete documents.

8. Advance Financial Approval

Annual rates approved by Competent Authority for:

- Ph.D. Thesis Evaluation
- Open Viva-Voce
- RAC/DRC Meetings
- Selection Committees
- Board of Studies
- Academic Council
- Examination Work
- Other Statutory Bodies

shall be treated as standing financial sanction.

Separate financial approval for each case shall not be required unless specifically mandated.



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09. Scope of SOP

This SOP shall apply to:

- External Experts
- Ph.D. Examiners
- Viva-Voce Examiners
- RAC/DRC Members
- Selection Committee Members
- Board of Studies Members
- Academic Council Members
- Statutory Bodies
- Subject Experts
- Guest Speakers and Resource Persons

Post-Payment Posture & Compliance on e-File: After releasing the payment to the outside experts/members of Statutory Bodies etc., an e-file may be sent to the Accounts Branch for information by the respective branch(es). However, the names of such experts, whose identity cannot be disclosed, shall not be put up to the Accounts Branch and approval obtained on file will be sufficient only.

07.07.2026
Assistant Registrar (Estt.)

Assistant Registrar
For Registrar
Establishment Branch
SVSU, Dudhola, Palwal

Dated: 7-7-2026

Endst No. SVSU/2026/Estt./ 2108-2115

A copy of the above is forwarded to the following for information and further necessary action:

1. All Deans / Chairpersons / Directors / Principals / HODs, SVSU, Palwal
2. The Dean Academic Affairs, SVSU, Dudhola, Palwal.
3. The Director- Transit Office, SVSU, Gurugram.
4. Joint Director (Audit), SVSU, Dudhola, Palwal.
5. CAO, Accounts Branch, SVSU, Dudhola, Palwal.
6. OSD to VC (for kind information of the Hon'ble Vice Chancellor, SVSU, Dudhola, Palwal).
7. PA to Registrar (for kind information of the Registrar, SVSU, Dudhola, Palwal).
8. IT Cell, SVSU – For uploading this notification on the University website.
9. File.

07.07.2026
Assistant Registrar (Estt.)

Assistant Registrar
Establishment Branch
SVSU, Dudhola, Palwal