



टाटा मूलभूत अनुसंधान संस्थान
TATA INSTITUTE OF FUNDAMENTAL RESEARCH
होमी भाभा रोड, कुलाबा, मुंबई - 400005
Homi Bhabha Road, Colaba, Mumbai 400005
भारत सरकार के परमाणु ऊर्जा विभाग की स्वायत्त संस्था
एवं समविश्वविद्यालय

An autonomous institute of the Department of Atomic Energy,
Government of India, and a Deemed University

दूरभाष/Telephone : 022-2278 2306
फैक्स/Fax : 022-2280 4501

वेबसाइट/Website: www.tifr.res.in
ईमेल/Email: director@tifr.res.in

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OFFICE ORDER OD-11-2016

Credit Facility on e-Wallets.

1. It has been decided to extend credit to e-wallets of employees, students, and postdocs (datanet account holders only) in the Colaba Campus so that they do not need to pay cash or enable salary top up for their e-wallet expenses. The cost of purchases using the e-wallet will be recovered at the end of the month when the salary is processed. The following policy and procedures will be followed:
2. **Eligibility:** All the staff members with GP more than Rs.4200/- and all PhD and Int. PhD research scholars, and TIFR Visiting Fellows will be entitled to receive a credit of Rs.5000/- in their e-wallet. Staff members with GP of Rs.4200/- and below, and Junior Research Scholars (TIFR MSc students) will get credit of Rs.2000/-. Upon promotion to GP above Rs.4200/-, the credit amount will be increased automatically.
3. **Project staff members:** JRF/SRFs, students, postdocs, and all other staff appointed on projects for fixed tenure need to deposit a security amount of Rs.5000/- in order to avail of the credit facility.
4. **Mode of operation:** The credit will be added to the eligible users' wallets on April 1st, 2016. Users can make purchases in the Canteens as usual. At the end of the month the amount spent will be recovered from individual's salary. The full credit amount will be available again after the processing of the salary.
5. **Undertaking:** All staff members have to provide written undertaking to the Canteen - In-Charge acknowledging recovery of canteen dues from their salary at the end of the month/final settlement.
6. **Getting transaction details:** All the information related to utilization and recovery will be available on Data net and users can login to it through their personal datanet id. The Canteen supervisors may also be approached for this if a user who does not have access to a computer wants to see his/her transactions.
7. **Leaving the Institute:** The Credit amount extended to the user will be recovered at the time of leaving the Institute, as part of the "no dues" process.

Sd/-
(Sandip P. Trivedi)
Director