

12611  
**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**  
**KRISHI BHAVAN: NEW DELHI**

F.No. 9(7)/2007-CDN (A&A)

Dated the 26<sup>th</sup> July, 2011

Sub: Manual of Policies and Procedure of Employment of Consultants – Reg.

The Government of India, Ministry of Finance has framed the 'Manual of Policies and Procedure of Employment of Consultants' which defines the broad policies and procedures for selection, contracting and monitoring of consultants and other professional service providers, financed from GOI's resources. This manual is also broadly based on the GFR and contains detailed guidelines on issues such as invitation of expression of interest, methods of selection of consultants, types of contracts, important provisions in RFP/Contract, selection of individual consultants, check lists, formats, etc. The Council has already adopted the new GFR – 2005. Accordingly, it has been decided to adopt the Manual of Policies and Procedure of Employment of Consultants in the Council and its Units with the approval of competent authority in the Council. All the ICAR Institutes/Units are, therefore, requested to follow the instructions contained in the Manual scrupulously. This Manual is available on MoF's website for reference/guidance.

  
(Devendra Kumar)  
Director (Fin.)

**Distribution :**

**I ICAR Research Institutes etc :**

1. The Directors/Joint Directors/Project Directors of all Research Institutes/Project Directorates/National Research Centres and Bureaux.
2. Project Coordinators/Coordinated Research Projects/Zonal Coordinators.
3. The Finance & Accounts Officers of all Research Institutes, Project Directorates, National Research Centres and Bureaux.

**II ICAR Headquarters :**

1. All Officers/Sections, ICAR, Krishi Bhavan, New Delhi including Krishi Anusandhan Bhavan I & II, NASC, Pusa, New Delhi.
2. ADG(CDN)/ADG(PIM)/PD, DKMA
3. Director(A)/DS(GAC)
4. Sr. PPS to Secretary, DARE & DG, ICAR/PPS to Additional Secretary, DARE & Secretary, ICAR/PS to AS&FA, DARE/ICAR
5. Sh. Hans Raj, Information System Officer, DKMA, KAB-I for placing this on ICAR Web-site.
6. Secretary (Staff Side), CJSC, NRC on Meat, Hyderabad.
7. Guard file.
8. Spare copies (10).