



INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAVAN: NEW DELHI

F.No. 22(34)/2009-Cdn (A&A)

Dated the 15<sup>th</sup> April, 2010

To

- i) All Directors/Project Directors of ICAR Research Institutes/NRCs/PDs/Bureaux.
- ii) Project Coordinators/Coordinated Research Projects/Zonal Coordinators.

Sub: Quantifying the contribution of scientists/support staff while formulating collaborative foreign projects – reg.

Sir,

ICAR undertakes various externally aided projects. Competent Authority has decided to quantify the contribution of Scientists/Support staff while formulating collaborative foreign projects as per following guidelines and categories:

1) **Manpower**

- a) Scientific support
- b) Technical staff
- c) Administrative and Supporting staff

2) **Infrastructure**

- a) Bench space
- b) Land
- c) Equipment, computers, furniture etc.

3) **Other facilities**

- a) Electricity & Water charges including chemicals etc.
- b) Hiring of vehicles
- c) Library services
- d) Other facilities
- e) Other logistic facilities

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1) **Manpower**

- i) **Scientist** In the different projects, Scientists of various levels are involved. Therefore, in order to have fixed norms, pay and allowance of a Senior Scientist level officer (i.e. Pay Band 4 with grade pay of Rs. 9000/-) is to be considered, the basis to arrive at such contributions. Hence, the mandays actually spent for a project should be quantified in monetary terms taking into account the pay and allowance of a senior scientist and the proportionate time actually spent by the Scientist for the project.
- ii) **Technical** On parity with (i) above, pay and allowance of T-5 level officer is to be considered the basis to arrive at such contributions. Hence, the mandays actually spent for a project should be quantified in monetary terms taking into account the pay and allowance of T-5 (i.e. Pay Band - 2 with grade pay of Rs. 4200/-) and the time/mandays actually spent by the Technical staff for the project.
- iii) **Administrative** On parity with (i) above, pay and allowance of Administrative/Finance & Accounts level officer (Pay Band 3 with grade pay of Rs.5400/-) is to be considered the basis to arrive at such contributions. Hence, the mandays actually spent for a project should be quantified in monetary terms taking into account the pay and allowance of Administrative/Finance & Accounts Officer (i.e. Pay Band - 3 with grade pay of Rs.5400/-) and the time/mandays actually spent by the Administrative staff for the project.
- iv) **Supporting staff** On parity with (i) above, pay and allowance of supporting grade level staff (Pay Band 1 with grade pay of Rs.1800) is to be considered, the basis to arrive at such contributions. Hence the mandays actually spent for a project should be quantified in monetary terms taking into account the pay and allowance of supporting staff (i.e. Pay Band - 1 with grade pay of Rs.1800/-) and the time/mandays actually spent by the Supporting staff for the project.

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**2&3) Infrastructure and other facilities**

As in NAIP, a provision of 5% to 10% of the recurring cost is kept towards institutional charges towards facilities/infrastructure etc. being provided by the institution, 15% of the total recurring cost of project is to be quantified for the use of infrastructure and other facilities such as electricity charges, water charges, use of computers, fax and services of library and other logistic facilities.

The above guidelines may kindly be followed while formulating foreign aided projects.

Yours faithfully,

  
(RAVINDRA PATKAR)  
DIRECTOR (FIN.)

**Distribution:**

1. All DDGs
2. Chairman, ASRB/ND, NAIP/ADG(PIM)/ADG(CDN)/PD (DIPA)
3. DS (DARE) w.r.t. O.M.No.7-9/2009-IC-IV dated 13<sup>th</sup> Nov, 2009.
4. All Sections/Officers at ICAR Hqrs. including KAB-I, II and NASC Complex.
5. Sr. PPS to Secretary, DARE & DG, ICAR/PPS to Additional Secretary, DARE & Secretary, ICAR/ PS to AS&FA, DARE/ICAR
6. Shri Hans Raj, Information System Officer, (DIPA) KAB-I for posting the above mentioned letter in the ICAR Web-Site.
7. Secretary (Staff Side), CJSC, Room No.525, Krishi Bhavan, New Delhi-110001.
8. Guard file.
9. Spare copies-10