



**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN, NEW DELHI-110001**

F. No.: FIN/10/1/2002-CDN(A&A)/e-357760

Date: 10.03.2025

OFFICE ORDER

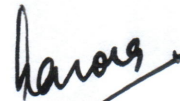
In accordance to the Clause 1.1.12 of the “**ICAR Rules and Guidelines for Professional Service Functions (Training, Consultancy, Contract Research and Contract Service), 2014**”, the Director General, ICAR is pleased to approve the following amendments in the guidelines, with immediate effect:

1. Project Cost Formulation for Professional Services Functions to strengthen the Corpus Funds (Clause 3.5- Consultancy, Clause 4.5-Contract Research and Clause 5.5- Contract Services) – **Annexure-I**
2. Sharing of Intellectual Fee [(Clause 3.6.1- Consultancy, Clause 4.6.1- Contract Research and Clause 5.6.1- Contract Services) of the Professional Services Functions Guidelines] – **Annexure-II**
3. Distribution of Surplus income from Professional Service Functions under Clause 1.3.17– **Annexure-III**
4. Utilization of ‘Surplus Income’ (Clause 1.3.17.4) – **Annexure-IV**
5. Scheme for distribution of consultant(s) and Associates Share including staff of the institute (Clause 1.3.18 of the Policy Framework, Professional Services Functions Guidelines read with Annexure-II) – **Annexure-V**
6. Ceiling on Benefit Sharing payments (Clause 1.3.19 and 1.3.19.1 of the Policy Framework, Professional Services Functions Guidelines) – **Annexure-VI**
7. Sharing of Net Revenue (Clause 11.4 of Chapter 11 ‘Incentives and Benefit Sharing’) as per ‘ICAR Guidelines for Intellectual Property Management and Technology Transfer/Commercialization’ – **Annexure-VII**

It has been further approved that:

1. In cases where professional services are sought by any Government Agency (Central or State) including Autonomous Bodies, Statutory Bodies etc., which are funded through the Consolidated Fund of India or of any State, there should not be any distributable share (Intellectual Fee) to the resource persons from revenue generated out of such Professional Services (Training/ Consultancy/ Contract Research/ Contract Services).
2. The Testing Fee may be deposited entirely with the Institute irrespective of the agency's funding nature, since these are Institute-based facilities.
3. These guidelines will apply where Professional Services are sought by Private Agencies or Public Sector Enterprises.

All the other clauses of the ICAR Rules and Guidelines for Professional Service Functions (Training, Consultancy, Contract Research and Contract Service), 2014 remain the same and in operation.



(Alka Arora)

AS&FA (DARE/ICAR)

Distribution:

1. Directors, all ICAR Institutes/Bureaus/NRCs/ATARIs
2. All DDGs, ICAR
3. ADG, IPTM/NAIF
4. CEO, Agrinnovate India Limited
5. Sr. PPS to DG, ICAR
6. Sr. PPS to Secretary, ICAR
7. JS (Finance), ICAR
8. Director (Admn.), ICAR
9. E-Office Notice Board
10. Guard File.

Copy to: Ms. Parama Sen, Additional Secretary (Pers.), DoE, MoF, North Block

Annexure-I

Project Cost Formulation for Professional Services Functions to strengthen the Corpus Funds (Clause 3.5- Consultancy, Clause 4.5-Contract Research and Clause 5.5- Contract Services)

The following amendments are approved in the costing for Professional Services Functions (Consultancy/ Contract Research/ Contract Services):

| S. No | Particulars | Amount |
|--------------|--|---------------|
| 1. | Direct Expenses (X) b) Cost of Man days of ICAR staff deployed c) Cost of Man days of temporary project staff deployed; d) Cost of recurring expenses (chemicals/glassware/job contract consumables); e) Equipment usage cost, analysis costs and other utilities (Internal) f) Equipment usage cost, analysis costs and other utilities (external) g) TA/DA/Hardship allowance (India) h) TA/DA (foreign) i) Contingencies including external payment envisaged and Other unforeseen direct expenses X = Total 1(a) to 1(h) | |
| 2 | Y= Infrastructural Overhead Charge= 10% of X | |
| 3 | Project Expenses =X+Y | |
| 4 | Intellectual Fee [minimum 50% of (3)] | |
| 5 | Capital Cost | |
| 6 | Total Cost =Project Expense (3) +Intellectual Fee (4) + Capital Cost (5) | |
| 7 | Goods and services tax as applicable | |
| 8 | Total charges to be obtained from the client = Total Project Cost (6) + GST (7) | |

Annexure-II

Sharing of Intellectual Fee [(Clause 3.6.1- Consultancy, Clause 4.6.1- Contract Research and Clause 5.6.1- Contract Services) of the Professional Services Functions Guidelines]

The Intellectual Fee would be shared between the Council and the Institute as given below:

| Para of the Guidelines | Item | Existing Share | Revised Share |
|------------------------|---|----------------|---------------|
| 3.6.1 | Consultancy | | |
| | Consultant (s) and associates (*including remaining staff of the institute) | 70% | 40% |
| | Remaining Staff of the institute | -- | -- |
| | Institutional Income | 30% | 60% |
| 4.6.1 | Contract Research | | |
| | Participating Scientists (*including remaining staff of the institute) | 80% | 40% |
| | Remaining Staff of the institute | 10% | -- |
| | Institutional Income | 10% | 60% |
| 5.6.1 | Contract Services | | |
| | Participating Scientists (*including remaining staff of the institute) | 80% | 40% |
| | Remaining Staff of the institute | 10% | -- |
| | Institutional Income | 10% | 60% |

**included as indicated in para (i) of AS, DoE, MoF letter dated January 17, 1997*

Annexure-III

Distribution of Surplus income from Professional Service Functions under Clause 1.3.17

Para 1.3.17.2 of the existing guidelines shall be aligned with the Corpus Funds Guidelines for the distribution of 60% of the Intellectual Fee as below:

| Para of the Guidelines | Item | Existing Distribution/Corpus Funds Guidelines | Further Bifurcation | % Share |
|-------------------------------|-------------|--|---|----------------|
| 1.3.17.2 | Institute | 70% | Institute Income (to be used as per the Corpus Fund Guidelines) | 65% |
| | | | Institute Staff Welfare Fund (to be used as per 1.3.17.4) | 5% |
| | ICAR | 30% | ICAR Income from Intellectual Assets (to be used as per the Corpus Fund Guidelines) | 25% |
| | | | ICAR Staff Welfare Fund | 5% |

Annexure-IV

Utilization of 'Surplus Income' (Clause 1.3.17.4)

The concerned Institute and the Council shall utilize their respective shares of income as per the Corpus Fund Guidelines. Clause 1.3.17.4 of the existing guidelines on Professional Services Functions shall be aligned with the Corpus Fund Guidelines.

Further, the share of ICAR Institute Welfare Funds and the ICAR Staff Welfare Funds shall continue to be utilized as per the extant ICAR guidelines.

Annexure-V

Scheme for distribution of consultant(s) and Associates Share including staff of the institute (Clause 1.3.18 of the Policy Framework, Professional Services Functions Guidelines read with Annexure-II)

The 40% share of investigators' shares of Consultancy/Contract Research/Contract Service is to be shared in the following pattern:

| S.No. | Staff | Share |
|--------------|--|--------------|
| i. | Scientific Personnel team leading and associated with the project | 60% |
| ii. | Technical staff directly associated with the professional services | 25% |
| iii | Administration/Finance/SSS of the institute handling the services | 15% |

The cumulative earnings by an individual during a financial year exceeding Rs. 10.00 lakhs shall be counted as the brand value of ICAR to be credited to the account of Institutional Income.

Annexure-VI

Ceiling on Benefit Sharing payments (Clause 1.3.19 and 1.3.19.1 of the Policy Framework, Professional Services Functions Guidelines)

The cumulative earnings by an individual during a financial year exceeding Rs. 10.00 lakhs shall be counted as brand value of ICAR to be credited to the account of Institutional Income.

Annexure-VII**Sharing of Net Revenue (Clause 11.4 of Chapter 11 'Incentives and Benefit Sharing') as per 'ICAR Guidelines for Intellectual Property Management and Technology Transfer/Commercialization'**

The following amendment is approved in the Sharing of Net Revenue (Clause 11.4 of Chapter 11 'Incentives and Benefit Sharing' in the 'ICAR Guidelines for Intellectual Property Management and Technology Transfer/ Commercialization'):

| Stakeholder Category | Existing Share | | Revised Share | |
|--------------------------------------|---|--|---|--|
| | Commercialization through AgIn Ltd | Commercialization directly by the Institute | Commercialization through AgIn Ltd | Commercialization directly by the Institute |
| Revenue Net of Taxes | X | X | X | X |
| ICAR Headquarters (Now Corpus Funds) | 10% of X | 15% of X | 30% of X | 35 % of X |
| Agrinnovate India Limited | 20% of X | -- | 20% of X | -- |
| ICAR Institute (Now Corpus Funds) | 25% of X | 40% of X | 25 % of X | 40 % of X |
| Innovator & Team | 40% of X | 40% of X | 20 % of X | 20% of X |
| Institute Staff Welfare Funds | 2.50% of X | 2.50% of X | 2.50% of X | 2.50% of X |
| Council Staff Welfare Funds | 2.50% of X | 2.50% of X | 2.50% of X | 2.50% of X |

The Innovator and team share would be distributed in the same percentage as indicated in para 6 above.

Further, the cumulative earnings by an individual during a financial year exceeding Rs. 10.00 lakhs shall be counted as brand value of ICAR to be credited to the account of Institutional Income/Council indicated in para 6 above. Clause 11.4.3 of the guidelines would stand modified to this extent.