

अन्तर्राष्ट्रीय जनसंख्या
विज्ञान संस्थान
(विश्वविद्यालय समतुल्य)

स्थ एवं परिवार कल्याण मंत्रालय, भारत सरकार का स्वायत्त संगठन
बी.एस. देवशी मार्ग, देवनार, मुंबई - ४०० ०८८. भारत



(स्थापना / Established in 1956)
बेहतर भविष्य के लिए क्षमता निर्माण
Capacity Building for a Better Future

International Institute for
Population Sciences
(Deemed to be University)

An autonomous Organisation of Ministry of Health & Family Welfare, Govt. of India
B.S.Devashi Marg, Deonar, Mumbai - 400 088. INDIA

No. IIPS/Dir /OM./1196/2022
September 15, 2022

OFFICE MEMORANDUM

In suppression of all earlier orders, the Chairperson, Executive Council vide letter no. B-12019/1/2021-Stats(IIPS)/E-8111034 dated 07-09-2022, approved the terms and conditions for the Consultancy Services (both Individual and project) at IIPS. Please find the enclosed terms and conditions for the same.

These changes will be effective from September 7, 2022.

Prof. K.S. James
Director & Sr. Professor

cc to:

1. All Faculty and Staff
2. CAO-cum-Registrar
3. Assistant Finance Officer
4. Assistant Registrar (Admin)
5. Establishment Section
6. Project Support Cell

Rules for Consultancy Services:

The academic staff of the Institute may accept consultancy services by keeping in mind whether the proposed assignment is of interest to the development of the Institute and will not affect the academic staff's regular duties within the Institute. The consultancy services are broadly divided into two categories: (i) Individual consultancy (ii) Project based consultancy.

i) Individual Consultancy:

An academic staff may undertake individual consultancy with the approval of the Director of the Institute based on the recommendation of the Head of the Department. The externally funding agency will have direct agreement with the member of the faculty for the individual consultancy and thus the Institute will not have any commitments on the functioning of the work. A faculty member may take up to a maximum of 45 days of individual consultancy per year. This facility may be used as much as possible during the period of vacation, subject to, there being no adverse impact on the functioning of the Institute. If the consultancy services are offered during the period of regular academic year, Earned Leave (EL) in lieu of the period of the consultancy services shall be deducted from the faculty member. The number of days of consultancy, if not specified in the contract, shall be self-declared by faculty. The amount received from the individual consultancy services up to a maximum of one month's Basic salary in a calendar year need not be shared with the Institute. Any consultancy fees received beyond one month's basic salary in a financial year have to be shared by the faculty with the Institute. The academic staffs should deposit 30 per cent of the amount received beyond one month's salary to the Institute from the individual consultancy service. The individual consultancy of Director and Sr. Professor should be reported to the Chairperson of the Executive Council. The payment of the tax on the consultancy fees received by the member of faculty will be the sole responsibility of the member, who is undertaking the assignment.

ii) Project Based Consultancy:

The Institute encourages academic staff to engage in externally funded research projects that will enhance the knowledge in population and health areas. Each funding agency normally has its own guidelines for the incurring expenditure towards the projects. The members of faculty are eligible to get consultancy fee from any externally funded research projects with the following terms and conditions:

- a. Consultancy fee is allowed only from those funded projects with specific budget line items on faculty/staff time or similar provision in the budget.
- b. The total amount received from the research project consultancy shall not exceed one month's Basic Pay in a financial year.
- c. If any amount over and above one month's basic pay in the line item on faculty/staff time, the balance amount shall be credited to Institute Development Fund (IDF).
- d. A maximum of five percent of the balance amount, thus, transferred shall be used as staff incentive on yearly basis, which may be distributed to the administrative staff of the Institute for helping in various externally funded research projects. The administrative staff are eligible to get the incentive subject to the maximum of Rs. 10,000 per year based on their involvement in the projects. Such incentive is applicable only for projects other than Government funded projects.

Mamni Agarwal
7/9/2022

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B.12019/1/2021-Stats(IIPS)/E- 8111034
Ministry of Health and Family Welfare
Department of Health and Family Welfare
(Statistics Division)

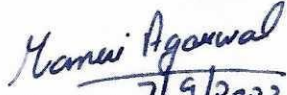
3rd Floor, IRCS Building,
Red Cross Road, New Delhi-110001
Dated: 7th September, 2022

OFFICE ORDER

Subject: Terms and conditions for the consultancy services (both individual and project) and DFPR-reg

I am directed to refer to the Ministry's letter of even number dated 11th August 2022 enclosing the Minutes of 111th EC meeting of IIPS, Mumbai, held on July 20, 2022 and to communicate the terms and conditions for the consultancy services (both individual and project) and DFPR, which are given at **Annexure I & II**.

2. This issues with the approval of the Secretary HFW and Chairman of EC, IIPS, Mumbai.


(Manvi Agarwal)
Dy. Director(Stats)

To

Prof. K.S James
Director & Sr. Professor, IIPS
Govandi Station Road, Deonar
Mumbai-40008

Annexure I**Rules for Consultancy Services:**

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Approval

Annexure II

**DELEGATION OF FINANCIAL POWERS OF INTERNATIONAL INSTITUTE FOR
POPULATION SCIENCES, MUMBAI**

Sr. No.	Particulars	Financial Powers
1	Administrative approval & financial sanction for various expenditures like procurement of goods and services in terms of capital and revenue, statutory expenditures, taxes, levies and duties, academic, library & research-related expenditures, retirement benefits expenditures, and miscellaneous expenditures.	Director & Sr. Professor for an amount below Rs.1 Crore. Director & Sr. Professor with the approval of one of the members of the Executive Council for an amount between Rs.1 Crore and 10 Crores.
2	Acceptance of lowest tender after the call of tenders for procurement of goods and services in terms of capital and revenue with or without negotiations.	More than Rs.10 crore with the approval of the chairperson of SFC.
3	Acceptance of single responsive bid against open tender/proprietary item for procurement of goods and services in terms of capital and revenue with or without negotiations.	Note: Any purchase of an item above Rs 50 lakh in a single purchase may be reported to the next SFC/ EC for ratification.
4	Administrative approval & financial sanction for various expenditures like procurement of goods and services in terms of capital and revenue, statutory expenditures, taxes, levies and duties, academic, library & research-related expenditures, retirement benefits expenditures, and miscellaneous expenditures.	CAO/Registrar, IIPS for an amount below Rs.1,00,000/-
5	Acceptance of lowest tender after the call of tenders for procurement of goods and services in terms of capital and revenue with or without negotiations.	
6	Acceptance of single responsive bid against open tender/proprietary item for procurement of goods and services in terms of capital and revenue with or without negotiations.	

Mamun Agarwal
7/9/2022