

राष्ट्रीय विज्ञान संग्रहालय परिषद
National Council of Science Museums
Block-GN, Sector-V, Bidhan Nagar
कोलकाता/Kolkata-700 091


संख्या/Noi- I-11013/3(122)/2019 | 1109

दिनांक/Dated: July 2, 2019

कार्यालय ज्ञापन/Office Memorandum

Sub: Payment of Honorarium to the staff members of NCSM

The Governing Body, NCSM in its 122nd meeting held on June 20, 2019 at National Science Centre, Delhi, approved, vide Agenda Item No.122.3, the scheme for payment of Honorarium to the staff members involved in outside projects for which NCSM earns consultancy charges, as per guidelines at Annexure 'A'.


(चंद्रकांत दास/C.K. Das) 21/7/19
सचिव/Secretary

To :-

- 1) Directors [NSCM/NSCD/NCSM(Hqrs.)/Science City/CRTL/VITM/BITM/NE]/
MD, CMD
- 2) PPS to DG, NCSM
- 3) CoA/Dy. CoA of all NCSM units
- 4) SO, NSCD
- 5) Dy. CoFA, NCSM (KKM/BC)
- 6) PRO & Hindi Cell, NCSM
- 7) Office copy

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National Council of Science Museums
संस्कृति मंत्रालय, भारत सरकार
Ministry of Culture, Govt. of India
कोलकाता/Kolkata-700091

Annexure 'A'

**GUIDELINES FOR PAYMENT OF HONORARIUM TO STAFF
MEMBERS OF NCSM IN RESPECT OF OUTSIDE PROJECTS
FOR S&T SERVICES TO BE EXECUTED BY NCSM**

- (1) All outside projects for S&T services in NCSM shall be institutional and shall be in the area of expertise & objectives of NCSM.
- (2) The projects shall comprise scientific, technical, engineering or other professional advice/assistance based on the available knowledgebase/expertise of NCSM and envisaging use of NCSM facilities to meet the objectives for execution of the assignment.

It may *inter-alia* cover:-

- Scientific, technical, engineering or other professional advice provided to an outside agency;
 - Literature survey and evaluation reports etc.;
 - Curating, designing, development, erection, commissioning etc.
- 2.1 NCSM has to ensure that attention is not diverted from its R&D and core activities as well as other activities. A proper balance of the manpower and other resources of the NCSM to be deployed between R&D activities and technical services should be decided by the Director General, NCSM.
 - 2.2 The proposal will be approved by DG, NCSM on the basis of recommendation of Director(s);
 - 2.3 On such approval, an MoU/MoA/Agreement will be signed between NCSM and the outside agency. Draft MoU/MoA/Agreement has to be approved by DG, NCSM.

2.4 Authorized signatories to contracts

The signatories in NCSM for all such MoUs/MoAs/Agreements may be nominated by DG, NCSM;

2.5 Financial aspects

2.5.1 Costing of Project

Generally costing of the project shall have the following components:-

2.5.1(i) Direct Expenses

- a) cost of man-days of staff deployed
- b) cost of physical inputs/services/utilities/consumable raw materials/components (if any) with 25% overheads
- c) Equipment usage cost
- d) TA/DA
- e) Contingencies and external payments envisaged e.g. to outside consultants, for procuring data, hiring of infrastructural facilities etc.
- f) Other (if any)

Total direct expenses = sum of [(a) to (f)]

2.5.1(ii) Intellectual/Curators Fee

To be decided by the authority competent to approve the project [minimum equal to manpower charges i.e.i(a)]

2.5.1(iii) Project Charges = Total direct expenses + Intellectual fee i.e. (i) + (ii) above

2.5.1(iv) Consultancy charges = 20% of project charges at 2.6.1(iii) for outside projects.

2.5.1(v) Costing of the project may vary from case to case depending on requirement of each Project.

2.5.1(vi) GST

For the consultancy projects taken up on or after 1st July, 2017, the charges of consultancy project shall include an additional component for payment of GST, which shall be charged as applicable on the date of

issue of invoice/demand note over and above the consultancy charges;

The total consultancy charges project to a client shall thus be total of 2.5.1(i) to 2.5.1(vi).

2.5.2 Terms of payment

NCSM shall endeavour to obtain an advance of maximum percentage, which should not be less than 50% of project charges on or before signing the agreement/MoU. The balance amount of payment could be availed of in instalments, to be negotiated with the client and linked to the project milestones.

2.5.3 Multi-museum projects

The terms and conditions and the contracts for projects for multi-museum shall be decided on case-to-case basis.

2.6 General aspects

2.6.1 Pattern of Distribution of Consultancy charges shall be as follows:

- a) 45% towards corpus fund for augmenting activities of NCSM;
- b) 25% towards medical fund;
- c) 25% towards honorarium to staff;
- d) 5% towards NCSM benevolent fund (staff welfare fund);

2.6.2 Honorarium will be paid based on the recommendations of Directors' Committee and approval of Director General, NCSM.

2.6.3 A copy of the project completion report for all projects undertaken shall be retained for record purpose, with the Director of the Museum/Centre/Laboratory.

2.6.4 Foreclosure of the projects

In the event of project requires foreclosure, the project leader shall submit a comprehensive proposal stating the reasons for foreclosure, to the respective approving authority(s).

2.6.5 Deferment of Instalments

If due to technical reasons, the Museum/Centre/Laboratory is unable to meet its obligations to achieve the agreed milestones as per the MoU/agreement/contract, the Museum/Centre/Laboratory may defer receipt of payment of subsequent instalment(s) from client till such time that it meets with its stipulated obligation. In such cases, where a deferment of subsequent instalment(s) is to be affected, the Museum/Centre/Laboratory shall place the proposal, clearly stating the reasons for non-fulfilment of obligations to the respective approving authority(s).
