

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

संख्या/No. I-11013/3(122)/2019 /1118

दिनांक/Dated: July 2, 2019

कार्यालय ज्ञापन/Office Memorandum

Sub: Development of Corpus Fund in NCSM

The Governing Body, NCSM in its 122nd meeting held on June 20, 2019 at National Science Centre, Delhi, approved, vide Agenda Item No.122.6, the guidelines for development and operation of Corpus Fund for augmenting activities of Science Museums/Centres under NCSM, as per **Annexure 'A'**.



(चंद्रकांत दास/C.K. Das)

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



National Council of Science Museums

Block-GN, Sector-V, Bidhan Nagar

Kolkata – 700091

Annexure 'A'

GUIDELINES FOR DEVELOPMENT OF CORPUS FUND IN NCSM BY OBTAINING FINANCIAL ASSISTANCE FROM OUTSIDE ORGANIZATIONS/ AGENCIES UNDER CORPORATE SOCIAL RESPONSIBILITY ETC.

(Ref: Ministry of Culture letter No.M-II-17/26/2018-Museum-II dated 17.1.2019)

1. **Title:-**

These guidelines would be called as “Guidelines for development of NCSM Corpus Fund”, hereinafter referred to as to “Corpus Fund”.

2. **Effective Date:-**

The guidelines would be effective from 1.4.2019.

3. **Objectives:-**

The objectives for creation of a Corpus Fund in NCSM are as under:-

- (i) To augment and further strengthen the activities of NCSM with the financial assistance from outside organizations;
- (ii) To maintain adequate financial resources essential for sustenance of activities of NCSM;
- (iii) To provide a cushion to deal with operating deficit that may arise in future due to unlikely unforeseen events;
- (iv) To support training abroad of NCSM employees;
- (v) To support such activities in keeping with objectives of NCSM;

4. **Sources of revenue of the fund:-**

- a) Financial assistance from outside corporates/organizations/agencies;
- b) Donations from organizations/individuals with the approval of competent authority;
- c) Royalty and Premia (from licencing from IPR etc.);
- d) Consultancy charges and receipts for providing catalytic support;
- e) Sponsored project and programmes fee;
- f) Non-refundable balance after closure of the projects/work;
- g) Non-refundable balance after completion of activities/programmes;
- h) Interest on investments;
- i) Royalty from Creative Museum Designers (CMD), a wholly owned Company floated by NCSM;
- j) Surplus funds, if any, from NCSM's receipts;

Note: There will be no Govt. contribution to the Corpus Fund.

5. Utilization of Corpus Fund:-

Utilization of Corpus Fund shall be towards the following purposes:-

- a) Creation of immovable and movable assets in NCSM;
- b) Procurement of materials/services required for the projects/activities;
- c) Wages and allowances paid to the personnel exclusively engaged for execution of sponsored projects;
- d) Other direct and indirect expenditures required for execution of the project/activities;
- e) Interest charged and other unlikely liabilities claimed by the funding agency for non-fulfilment of the commitment;
- f) Liability and damages arises out of contract, consultancy/ technology services;
- g) Payment of ex-gratia and compensation to the workmen engaged in project.
- h) Payment of honorarium to the staff members directly and indirectly associated with the project as per the approved scheme of NCSM;

6. Norms & Procedure:-

All norms, procedures, rules & regulations, instructions applicable for incurring expenditure from Govt. of India grant will equally apply to the expenditure from Corpus Fund and should be strictly followed as per the provisions in GFR from time to time.

7. Operation of Corpus Fund:-

- a) Director General/Directors of NCSM units shall have the power to sanction expenditure from Corpus Fund within their delegated financial powers.
- b) Director General of NCSM shall have the power to reappropriate the funds from one unit to other, based on the recommendations of Directors' committee;
- c) NCSM Hqrs./National level museums/centres shall maintain a separate subsidiary ledger for Corpus Fund.

- d) All the national level museums/centres shall furnish a quarterly statement to Director General, NCSM containing following details of Corpus Fund:-
- (i) Opening Balance at the first day of the quarter;
 - (ii) Cumulative receipt during the year (upto the quarter of account);
 - (iii) Cumulative expenditure during the year (upto the quarter of account);
 - (iv) Closing Balance (last day of the quarter);
- e) To facilitate identification of Corpus Fund at zonal level, BITM, VITM, NSCM, NSCD, NEZ & Hqrs. Zone shall maintain separate subsidiary ledger to keep an account of all the transactions related to respective Corpus Funds. Name of zone to be specified on the head of account. For example, Corpus Fund of NSCD shall be read as "Corpus Fund-NSCD".
- f) NCSM (Hqrs.) shall consolidate the balance lying under Corpus Fund of all the zones and shall specify the same as NCSM Corpus Fund in the consolidated accounts of NCSM.

8. **Banker:-**

The Banker shall be any nationalized bank and the account shall be operated jointly by any two authorized signatories for operation of Bank account in NCSM.

9. **Amendment:-**

Directors of museums/centres shall closely watch functioning of Corpus Fund in their respective museum/centre for smooth functioning of the Corpus Fund. In case it is necessary to amend any provisions, the same shall be discussed in Directors' meeting and submitted to Governing Body for approval.

10. **Interpretation:-**

In case of any doubt, interpretation given by the Director General, NCSM shall be final and binding.
