



F.No.Agril Edn 5/1/2016- HRD  
Dated 20 December, 2016

**OFFICE MEMORANDUM**

Sub: - Revised Rates/financial norms for the conduct of ICAR's Summer/Winter Schools and Short Courses.

In supersession of all earlier orders of this office on the above subject, the matter has been further considered by the ICAR and the following are the approved revised Rates/financial norms for the conduct of ICAR's Summer/Winter Schools and Short Courses.

These rates functional norms will be applicable with immediate effect to the summer/winter Schools & short courses which are yet to be conducted and subject to approval ratification by Governing Body of ICAR.

Sl. No.	Head	Existing rates	Recommended rates
1	Boarding and Lodging: Facilities for wholesome meals and refreshments to made available by the Institutional Head in keeping with local conditions. Local Participants are not eligible for boarding and lodging, however, local hospitality i.e. working lunch, tea, etc. To be provided subject to a limit of Rs. 100/- per participants per day, Participants are to be provided accommodation, free of cost, in the institutional Guest House/hostel	21 days: Rs. 1,05,000/- 10 days: Rs. 50,000/- @ Rs. 200/- per participant per day	21 days: Rs. 2,62,500/- 10 days: Rs. 1,25,000/- @ Rs. 500/- per participant per day
2	Travel: The participants will be paid for the journey, to and fro, restricted to AC-II tier train fare or bus or any other means transport in vogue, as the case may be, Actual certificate by the participants. TA may be paid from the place of duty to the summer/Winter School/short Course location and back by the shortest route.	21 days: Rs. 90,000/- 10 days: Rs. 90,000/- (As per actuals)	21 days: Rs. 1,50,000/- 10 days: Rs. 1,50,000/- (As per actuals)
3	Office supplies, laboratory equipment, chemicals, communication charges, laboratory overheads etc.	21 days: Rs. 90,000/- 10 days: Rs. 30,000/-	21 days: Rs. 1,00,000/- 10 days: Rs. 40,000/-

4	Honorarium to Secretarial /Clerical /Technical /Laboratory staff, Class IV (maximum 8 persons)	Rs. 4,000/- @ Rs. 500/- per person	Rs. 8,000/- @ Rs. 1,000/- per person
5	Honorarium to Academic Staff Honorarium for Course Director, Core Academic Staff (four additional staff), other lecturers with maximum of two lectures per person.	21 days and 10 days: Total Rs. 16,000/- (Director: Rs. 2500/- Core Staff: Rs. 1500/- Per Lecture: Rs. 500/-)	21 days and 10 days: Total Rs. 16,000/- (Director: Rs. 2500/- Core Staff: Rs. 1500/- Per Lecture: Rs. 500/-) (No Change)
6	Honorarium and TA/DA for Guest Lectures (not more than four) with travel as per their entitled class, including honorarium per lecture with maximum of two lectures per person.	21 days: Rs. 60,000/- (Rs. 500/-per lecture)	21 days: Rs. 1,00,000/- (Rs. 1,000/-per lecture)
7	Miscellaneous and contingencies	21 days: Rs. 10,000/- 10 days: Rs. 5,000/-	21 days: Rs. 20,000/- 10 days: Rs. 10,000/-

The revised rates/financial norms will also be applicable to training courses conducted under **CAS/Center of Advanced Faculty Training** other ICAR sponsored training courses for similar duration which are yet to be conducted from the date of effect of these rates. The other conditions for conduct of the course are given below.

1. Duration and number of participants are to be taken into the account while giving individual financial sanction to each Summer/Winter School and Short Course. i.e. if duration and number of participants are reduced, proportionate amount is to be deducted from all financial items indicated above.
2. It is mandatory to provide lecture notes and practical manual, as the case may be, to the participants, at the beginning of the course.
3. Copies of lectures of Summer/Winter School should be placed on the Institution website and also distributed to the Library/Agricultural Universities/ICAR Institutes on a CD by the Director of the Summer/Winter School.
4. Summer/Winter School should have at least 15 participants (minimum) or 50% of the maximum number fixed per Summer/Winter School.
5. Academic staff members are to be involved closely in the lectures, discussions and laboratory work. Supporting staff for laboratory work may be drawn from the research scholars, technical staff etc. Honorarium is payable to the Academic and other staff from ICAR organizations also.
6. Number of local participants should not exceed 10% of the total number of participants.

  
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