

Internal Finance

F.No. FIN/6/4/2013-IF

Subject: Checklist for examining the proposals relating to Foreign Collaborative Projects, Foreign Travel and Consultancy Projects with Private Partners

1. Foreign-collaborative Projects
 - i. Recommendation of the SMD from Technical and Essentially angle
 - ii. Clearance of ADG (IP TM) from IPR angle.
 - iii. Political clearance if travel of foreigners involved in the project.
 - iv. Total Project Cost
 - a) Cost to be borne by ICAR Institute
 - b) Cost to be borne by Partner
 - v. Out of total cost to be borne by ICAR Institute
 - a) In-cash contribution
 - b) In-kind contribution
 - vi. Details of in-cash contribution
 - vii.
 - a) Details of in-kind contribution viz. Item, Quantity (in Rupees terms)
 - b) Certification that costing of in-kind contribution has been done as per Circular issued vide F.No. 22(34)/2009-Cdn (A&A) dated 15th April, 2010
 - viii. Certification that the costing (both in-cash and in-kind) is “correct & appropriate”
 - ix. Source/Head of Budget and availability of funds to meet the liability
 - x. If the Project Cost is less than Rs. 50 lakhs, justification for taking up the project from the point of view of strategic alliance
 - xi. Provision/Component of foreign travel by ICAR employees in the project with details
 - xii. Details of other projects handled by the Scientist/s
 - xiii. If the laboratory facilities are proposed to be used, details of for how many other projects the same facility is being used.
2. Foreign Travel
 - i. On long term training/Scholarship
 - a. Approval of the Competent Authority
 - b. Financial implication on the part of ICAR/DARE/Institute
 - c. Details of budget head and availability of funds therein to meet the expenditure
 - d. Whether invitation received in individual capacity of through proper channel
 - e. Number of foreign trainings/visits already undertaken during last year
 - ii. On short term training/conferences/seminar/paper reading etc.
 - a. Approval of the Competent Authority
 - b. Financial implication on the part of ICAR/DARE/Institute
 - c. 25% of the estimated visit cost or Rs. 40000/- whichever is less
 - d. Whether ICAR/Institute funding is less than/equal to (c) above
 - e. Details of budget head and availability of funds therein to meet the expenditure
 - f. FCRA clearance, if expenses are met by foreign parties

- iii. On foreign visit under a particular project
 - a. Approval of the Competent Authority
 - b. Financial Implication on the part of ICAR/DARE/Institute
 - c. Whether provision of the foreign visit is there in the approved project
 - d. Whether funds are available under the project to meet the visit cost

- 3. Checklist for the projects to be taken up by ICAR units in collaboration with Private Sector
 - a. Approval of the Competent Authority for taking up the project by ICAR unit
 - b. Financial implication on the part of ICAR/DARE/Institute
 - c. Whether ICAR unit's total cost to be incurred in the Consultancy Project on manpower, infrastructure etc is funded by the Private Partner or not
 - d. How the consultancy project is beneficial/ useful to ICAR/Institute
 - e. Clearance of ADG (IP&TM) for IPR issues

Principal Investigator