

No.16/71/2007-Admin-II

Dated: 7/10/2014

Office Memorandum:

Sub:-Revised perform for Award of S.R.F./R.As in ICM.R.  
Projects.

I am directed to enclose herewith a copy of Revised Proforma for awards of S.R.F./R.A. in the I.C.M.R. fellowship in the Research Ptojects under the Council.

It is requested that all appointment orders to S.R.F./R.A. may be issued in the revised format of appointment orders in futurer.



(Bharat Bhushan )  
Administrative Officer

No.

Date: -

Subject:- Award of Sr. Research fellowship / R.A. to Mr./Ms. \_\_\_\_\_, project entitled,

“ \_\_\_\_\_ ”

Sir/Madam,

I am glad to inform you that the ICMR has awarded Sr. Research Fellowship/Research Associate to Mr./Ms. \_\_\_\_\_, on a stipend of Rs.18,000/- OR 23,000/- p.m. to carry out research on the project mentioned above under your guidance. H.R.A. and Medical reimbursement will be paid as per the rules of your Institute.

The award of Research Fellow will be subject to the following terms and condition:

**TENURE:** It will be tenable for one year only from the date of joining duty and further extension will be on yearly basis subject to maximum of **Two Years / Three Years** based on the review of progress report by expert group.

The event of his/her leaving before completing one year on the fellowship, he/she may be required to refund the stipend drawn by him/her from the date of joining to the date of leaving the fellowship.

**PRIVATE PRACTICE:** Private Practice of any kind, or taking up any appointment even in an honorary capacity during the fellowship is not permitted.

**ADMINISTRATIVE CONTROL:** The candidate will be under the administrative control of the Institution where he/she works, and will also be subject to the rules and regulations of the Institute.

**LEAVE:** “Leave will be admissible according to the leave rules of the Institution/University. However, in the case of female research fellows/Associates 180 day’s maternity leave with stipend will be admissible. Research Fellow / Associates are not entitled for vacation normally admissible to the staff of an Institution / University”

Contd.....

**HRA.** HRA will only be paid, if the fellow is not availing any hostel facility. A certificate to this effect should be sent alongwith joining report for payment of HRA.

**REPORTS:** The awardees shall submit 1<sup>st</sup> annual reports for the first 10 months. On the prescribed standard Performa. Six copies of the first annual report should be submitted after 10 months from the date of commencement of the fellowship giving complete factual details of the research work done through the Guide along with his/her appraisal. Subsequent annual report should be submitted through the Guide two months before the completion of fellowship tenure. Failure to submit reports in time may lead to termination of the award. Six copies of the final report in the prescribed form clearly shall be submitted one month before the date of termination of the award.

A list of the papers published or presented at Scientific Conferences during the tenure of the fellowship should also be furnished with the annual and final reports.

**PUBLICATION OF PAPERS:** Prior permission for publication of papers based on the research work done during the tenure of the award should be obtained from the Council. The papers should be sent to the Council through the Guide with his/her recommendations. Due acknowledgement to the Council should be made in these papers.

**PAYMENT OF FUNDS:** The stipend and the funds for contingencies shall be paid as per rules of the Council.

**CONTINGENT EXPENDITURE:** An annual contingent grant of Rs. 20000/- p.a. will be admissible for the financial year from 1<sup>st</sup> April to 31<sup>st</sup> March. In case a SRF join duty after 1<sup>st</sup> April, the contingent grant will be proportionate to the period of the award in that financial year. The contingent grant is given to meet petty expenditure for purchase of chemicals, reagents etc. No. non-expenditure article or equipment can be purchased out of the grant.

**TRAVEL:-** Traveling allowance will not be admissible for joining duty on termination of the award.

The Council may approve tours of research associate for:-

1. Attending symposium/seminar/conference provided the fellow/associate is presenting a paper which has been accepted by the organizers of the symposium/seminar/conference.
2. Field work connected with research.
3. TA/DA would be admissible as per the rules application to Central Government Officers with basic pay equivalent to the amount of the fellowship stipend.

NOTE:- The expenditure on this account will be met from the contingent grant sanctioned to the fellow.  
 POST FELLOWSHIP CAREER:-

4. The Research Fellow can register himself/herself for postgraduate qualification and to utilize in his/her the work done by him/her during his/her fellowship tenure. A copy of the thesis submitted for postgraduate degree will have to be sent to the Council for information and record. Due acknowledgement to the ICMR should be made in the thesis by the research fellows.
5. The Research Fellow should send to the Council for information a brief report on the post/job taken by him/her after expiry of the fellowship.

The date indication forenoon/afternoon on which he/she the fellowship may please be intimated to this office. He/she may be asked to report for duty within a month from the date of issue of this letter failing which the award will be treated as cancelled.

Yours faithfully,

Administrator Officer  
 for Director-General

Copy to:-

1. Accounts Section – V, ICMR.
2. The Director/The Registrar, \_\_\_\_\_
3. Mr./Ms. \_\_\_\_\_
4. IRIS Cell No. \_\_\_\_\_

for Director-General

