

राष्ट्रीय विज्ञान संग्रहालय परिषद  
**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 1<sup>st</sup> 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).

\*\*\*\*\*