

**वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्**  
**Council of Scientific and Industrial Research**  
**अनुसंधान परियोजना योजना एवं व्यवसाय विकास निदेशालय**  
**Research Project Planning & Business Development Directorate**  
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**2, Rafi Marg, New Delhi-110001**

No.13/54/LRF/2018-RPPBDD

दिसंबर 18, 2019

**कार्यालय ज्ञापन/ Office Memorandum**

**Sub: Amendment to guidelines issued vide earlier OM with regard to utilization of LRF/ LHRF**

**Ref. Laboratory Reserve Fund Scheme vide OM No. 1(11)/Accounts/2000-2001; dated. 4<sup>th</sup> September 2000 and OM No. 13/54/2004-RDPD; dated October, 1, 2004**

1. The Governing Body of CSIR in its 191 meeting held on April 26, 2019 recommended additional activities for support under Lab Reserve Fund/ Laboratory & Headquarter Reserve Fund (LRF/ LHRF). The inclusion of additional activities was vetted by the Ministry of Finance vide letter No. 9(7)/E.Coord-2016 dated July 17, 2019.
2. A Committee was constituted by DG, CSIR vide OM of even number dated August 21, 2019 to develop Guidelines/ SOPs for utilization of LRF/ LHRF.
3. The Committee proposed the amendments to earlier Guidelines (Para#4.1, 4.2 & 4.3) for additional activities approved for utilization of LRF/ LHRF by CSIR Laboratories as below:

**a) Additional activities included for support under LRF/ LHRF**

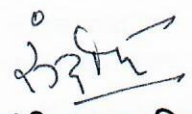
S.No.	Name of Activities
i.	Demonstration or deployment of a CSIR technology/ product in project mode
ii.	Construction of building to support R&D activities
iii.	Preparation of specialized reports through professional Consulting Organization/ Agencies
iv.	Training of Scientists and Technical officers in India and abroad
v.	Scientist and Technical officers for attending International Conferences, Seminar, etc.
vi.	Manpower charges in project mode
vii.	Hiring of Scientists/ Technologists in outsourcing mode for addressing the gaps in translational research, technology marketing and deployment

**b) Guidelines & Procedure:**

- i) Use of LRF/ LHRF funds will be as per applicable existing guidelines of Govt. of India (GoI) and CSIR for that purpose, such as those for procurement of equipment, consumables, manpower, consultancy, works & services;
- ii) To ensure compliance with annual expenditure limits on the additional activities and their purposes, monitoring mechanism at CSIR HQ will be through a Committee consisting of Head RPPBDD, Head MD, Head ISTAD, FA CSIR/nominee, chaired by DG CSIR/nominee. The committee will also determine competitive funds release from



- HRF, monitor outputs from such funds, and maintain overall tracking of expenditure subject to annual limits via a dedicated portal;
- iii) LRF utilization for activities indicated in para#3 a) will be determined at the lab level and reported to the monitoring portal for compliance. Where annual expenditure limits are in place for CSIR, a lab-level budget ceiling is fixed at either 2%, 3% or 4% of the total limit based on Group IV strength of less than 100, 100-200, and more than 200. For expenditure beyond this limit, laboratories would seek permission from the committee, which would be granted based on reasonability/benefit of proposal and the availability of funds within the cap;
  - iv) Authorization mechanisms from CSIR HQ would be applicable for lab expenditure beyond the ceiling from LRF (para#3 b.iii), or from HLRF/CIF. DG/CSIR would be the competent authority. Laboratory Directors would be delegated decision-making power for use of LR up to the ceiling limits provided, subject to consolidated quarterly reporting and case by case uploading to portal;
  - v) Carryover to the subsequent year may be permitted at CSIR level, but not lab level, for any unutilized amount subject to caps;
  - vi) Delegation of power will be as per applicable guidelines. Relevant CSIR/Gol guidelines will be followed as in para#3 b.i;
  - vii) The time span of 3-6 months for bridging period between the projects for manpower charges should be strictly adhered to. All the expenditure on manpower charges during bridging period should be in project mode only;
  - viii) Guidelines issued by International S&T Affairs Directorate to be followed for foreign visits;
  - ix) All expenditures to be incurred as per CSIR Financial Rules;
  - x) Permitted Budget heads for expenditure under the aforesaid activities will be as per guidelines issued vide above referred OMs.

  
(संदीप कुमार तिवारी)  
वरिष्ठ प्रधानवैज्ञानिक

Copy to:

1. All laboratories for:

- a) Directors
- b) COA/AO
- c) Sr. F&AO
- d) Secretary RC & MC

2. At HQs. for:

- a) JS(Admn.)
- b) FA, CSIR
- c) Head, RPPBDD/  
MD/ISTAD/IPD/USD/IT/HRDG/HRDC
- d) DS to DG, CSIR