

RULES FOR RESEARCH & CONSULTANCY WORK IN NFSC



NATIONAL FIRE SERVICE COLLEGE, NAGPUR

MINISTRY OF HOME, AFFAIRS

GOVERNMENT OF INDIA

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INTRODUCTION

The National Fire Service College (NFSC) is committed to advancing the field of fire engineering through comprehensive research and expert consultancy services. Our focus is on developing innovative solutions, enhancing fire prevention and emergency response capabilities, and promoting best practices across industries and communities. By engaging in cutting-edge research, we aim to deepen the understanding of fire behavior, improve safety technologies, and contribute to the formulation of effective policies and standards. Our consultancy work offers tailored advice and practical solutions to help organizations meet regulatory requirements, manage fire risks, and build resilience. Through these efforts, NFSC strives to make significant contributions to public safety and the protection of lives and national property.

Vision:

To be a global leader in fire safety research and consultancy, advancing innovative solutions, setting high standards in fire engineering, and fostering resilient communities through cutting-edge research, expert consultancy, and continuous knowledge dissemination.

Goal:

To advance the science and practice of fire safety through rigorous research and expert consultancy, aiming to develop innovative solutions, enhance fire prevention and response capabilities, and promote a culture of fire safety and resilience in communities and industries globally.

- 1.1. The National Fire Service College, Nagpur must interact with industries, research organizations and governmental agencies for taking up consultancy and sponsored research projects. These are either referred to the NFSC or are sanctioned based on specific project proposals submitted by the faculty members. Such projects pose considerable scientific, technological and academic challenges to the faculty and students of our NFSC. Further, the academic programmes of the NFSC are strengthened by such active interaction with the industries, fire services and various organizations.
- 1.2. These projects and assignments require a great amount of scientific and technical input from the faculty and staff of the NFSC. An opportunity must be given for the NFSC staff to work on live problems of immediate relevance to the country. The students can also be trained to tackle such practical problems. Equally important is the fact that the knowledge and expertise of the NFSC staff are available for solving some of the pressing technological problems faced by the

industries, fire services, organization and the nation. These interactions of the NFSC will be implemented and coordinated by the office of the Head of Academics.

1.3. The projects or assignments coordinated by the office of the Head of Academic are divided into two groups:

1.3.1. **Consultancy Projects:** Projects that can be executed and problems that can be solved readily, utilising the professional knowledge and expertise of the staff are classified as consultancy assignments. The NFSC facilities may be used for research work, theoretical analysis or experimentation required for generating sufficient information and data for this problem solving operation, but these assignments are heavily dependent on the existing know-how and skill of the staff concerned. These are mostly related to the application of an already known technology.

1.3.2. **Sponsored Research Projects:** These are R & D projects sponsored by Government agencies, industries or other institutions with a view to generate new knowledge, to develop a new technological process or to create new products. Considerable amount of studies and research/development work may have to be put in by the investigators to solve the problem and as such these projects are considered as R & D projects. These are long term assignments in emerging areas and in highly specialised fields of Science and Technology.

1.4. The procedures to be followed for undertaking such projects, the administrative controls exercised and the remunerations and incentives given to the staff for undertaking such inter institutional projects are described below.

2. DEFINITION

- a. **'Consultancy'** means projects undertaken by the NFSC for external agencies or individual clients for the development of products and/or processes/analysis and interpretation of results obtained, to carry out field studies, model studies, calculations, or economic and technical consulting and any other form of technical expertise specific interest to the client/Agencies.
- b. **'Client'** means an Individual or an Organization or an Agency for whom the consultancy project is to be or has been undertaken.
- c. **'CI'** means Consultant-In-charge or the 'Consultancy Project Coordinator' who shall be a faculty member and who intends or undertakes a consultancy/testing project.
- d. **'Co-CI'** means Co-Consultant In-charge.
- e. **'Department'** means Department of Fire Engineering of the NFSC.
- f. **'Faculty'** means a person appointed on a regular basis as per guidelines of UGC/AICTE and engaged in teaching to undergraduate or post graduates students.

- g. **'Head of Academics'** means the faculty who is leading the academics.
- h. **'PI'** means Principal Investigator who shall be a faculty member and who intends or undertakes a sponsored research project.
- i. **'Co-PI'** means Co-Investigator.
- j. **'Project'** implies industrial consultancy projects or sponsored research projects.
- k. **'Project Staff'** means a person appointed in conformity with the guidelines to work on a project.
- l. **'RDC NFSC Fund'** means Research and Development Cell fund of NFSC where all funds related to research and consultancy are collected and distributed.
- m. **'Sponsor'** means the organization or agency that offers a project to the NFSC and provides necessary financial support towards successful completion of the project in time.
- n. **'Staff'** means a person appointed on a regular basis in NFSC and is not engaged in classroom teaching.
- o. **'Testing'** refers to testing of a component or a product against a standard.

3. CONSULTANCY PROJECTS

A consultancy assignment is taken up when a client, generally, an industry or an institution approaches - NFSC with a specific problem. The consultancy project is evolved through mutual discussion between the client and the consultant. This includes the problem definition, cost, time frame, scope etc.

- a. The Consultancy jobs can be taken up by any member of the Academic staff, including the Head of Academics with the prior approval. The engagement of the faculty members in such jobs can be taken up to such an extent that it does not interfere with the discharge of their academic and/or other duties of the NFSC. The participation of the research/postgraduate students in such work is to be encouraged.
- b. Consultancy services offered may cover a range of activities such as fire audit, fire fighting system design, fire risk assessment, developing disaster management plan, testing of material in labs, upgradation work of fire services, preparing technical specifications, developing SoP, conducting short term courses and other works.
- c. Only regular faculty members of the NFSC can be the Consultancy-in-charge of the Consultancy Job. Visiting/Guest faculty, etc. can be involved in the consultancy activities as Co-CI. The Co-CI(s) should also obtain concurrence of Head of Academics.

- d. All consultancies, whether carried out by an individual or a group of faculty consultants and irrespective of the quantum of facilities of the NFSC availed, is considered as NFSC Consultancy /testing.
- e. Each consultancy will be the responsibility of the NFSC and not of any individual.
- f. No consultancy will be undertaken by academic staff and any other members in his/her individual capacity.
- g. The NFSC can also bid for the Consultancy Proposal in association with other agencies/organization/institute. Before bidding an MoU needs to be signed between the parties.
- h. The entire expenditure for the operation of the consultancy project is required to be met by the client.
- i. The responsibility for operation and closure of the consultancy project lies with Consultant-in-Charge (CI). The office of the Head of Academics and Account Section shall provide the necessary administrative support.

The external Organization / Agency or a client requests the NFSC or a faculty member in the NFSC to undertake a specific project. In case the NFSC is approached, the Head of Academics will identify the faculty member(s) available for undertaking such work.

3.1 General norms

- a. Facilities of the NFSC can be utilised for the assignments.
- b. Availability of external assistance and subcontracting is permitted.
- c. Students can be employed on a part time basis.
- d. Any know-how developed as a part of the consultancy assignment will be the property of the client. Patent if any can be taken jointly with the client.
- e. Wherever necessary, a Memorandum of Understanding can be signed between the NFSC and the client explicitly stating the terms and conditions for the award and execution of the project. The NFSC will not give any Bank guarantee or Indemnity Bond for the money received from the clients.
- f. The consultancy charges are worked out on equivalent man-day basis, number of visits, consumables etc.
- g. The number of days required for consultancy must be mutually decided by the consultant staff member and the client.
- h. Consultancy assignments are often taken up to solve an immediate problem, to verify a specific design, to undertake specialized testing and to design and develop certain components or structures.

- i. To minimize the travel time and cost, travel airlines including hiring of vehicles for field works and road journeys to minimize the travel time are permitted (as per government notified rates and norms). These costs shall be paid by the client as decided during taking approval from the Head of Academic.
- j. These are assignments such as testing of material, calibration of instruments, providing technical expertise for up-gradation of fire services, system design etc.
- k. The rates for the different types of tests may be standardized by NFSC based on the formula given Table-1 below.

Table 1: Formula to Estimate Material Testing Charges

Sr. No.	Description	Formula
1.	Cost of the Equipment	X_{ii} (Rs.)
2.	Life of the Equipment (5 Years for Computer & 10 years for others). The maximum value to be considered will be 5 years for Computer & 10 years for others respectively.	L_i
3.	Hourly Cost of Equipment	$Y_i = \frac{X_{ii}}{2000L_i}$
4.	Testing Time	T_i hours
5.	Cost of Facilities (To be credited to DDF/CDF as Equipment Charges)	$F = \sum_{i=1}^n Y_i T_i$ Where i is the number of equipment
6.	Cost of Contingency/Consumables, Lodging, and boarding, field expenses, travel etc.	C
7.	Honorarium to Technical/Supporting Staff	D
8.	Honorarium to CI and Co-CIs	E
9.	Cost of Testing Service	$P = 2 \times (F + C + D + E)$
10	NFSC Charge (IC)	$0.5P$

- i. Institutional Share Provision: Upon submission of a consultancy project proposal (except material testing), CI shall allocate an institutional share at a rate of 25% of the total contracted project cost (see Table-2) for calculation.

Table 2: Formula to Estimate Consultancy Charges (except material testing)

Item	Consultancy project
Total money received	G
GST	L
Total contracted amount (T)	G-L
NFSC share (P)	0.25 T
Remaining amount (F)	0.75 T
Total expenditure	E
Balance Amount for distribution (S)	F-E

Note: For large consultancy projects funded by Government Organizations, the institutional share may be negotiated with the approval of the Head of Academics.

- l. Consultancy Fees: Consultancy projects must have a minimum budget of Rs. 100,000/- excluding GST.
- m. If a faculty member wants to be a consultant for discussions/suggestions/advice for external clients, the following rates should be charged. However, this is not restricting to either minimum or maximum criteria.
 - a. Professor: Rs. 20000/- per hour
 - b. Associate Professor: Rs. 15000/- per hour
 - c. Assistant Professor: Rs. 10000/- per hour
- n. However, the CI has the freedom to fix the Consultant fee after negotiating with the firm based on a brain-hour basis. CI is also free to fix a lump sum charge, if the service is given for a longer duration. Nevertheless, before accepting the offer, the concerned faculty must inform and take administrative approval from the Head of Academic.
- o. Interim Distribution: For consultancy projects with a budget of Rs. 10 lakhs or more, interim fund distribution may be allowed, ensuring that the total distribution does not exceed 60% total amount, and is proportionate to the completed work.
 - i. A separate ledger account shall be maintained for each project by the Account section.
 - ii. The Accountant shall be responsible for submitting audited statements of accounts as required by sponsors.
 - iii. Ministerial staff may receive remuneration from projects and other sources, not exceeding 60% of their gross salary per financial year. Technical staff may receive remuneration up to 100% of their gross salary.

- iv. Faculty members may divert part or all of their remuneration to their Professional Development, if desired.
- v. Consultancy project norms also apply to sponsored short-term courses.
- p. Termination: The project may be terminated by either party by giving the other party a notice period of 30 days. However, both parties will meet any residual obligations in connection with the project.
- q. Work Performance: Every effort will be made to complete the specified work according to the planned time schedule. However, NFSC will not be held responsible for delays caused beyond its reasonable control.
- r. There shall be no criminal/civil liability to the Consulting Team and NFSC.
- s. Disclaimer: Any and all deliverables including but not limited to reports, know-how, Intellectual Property, data, information by the NFSC under the Consultancy is on an as-is-where-is basis and the NFSC does not make any representations, conditions, or warranties, either express or implied, with respect to such deliverables. NFSC will not be liable for any damage or loss, whether direct, consequential, incidental, or special which the company or Clients or its agents suffer arising from any defect, error or fault of the deliverables or its failure to perform. The NFSC does not give any warranty of fitness for a particular purpose, or merchantability. The Company /Client acknowledges that it has been advised by NFSC to undertake its own due diligence regarding the deliverables before its commercial launch or sale. All the deliverables pursuant to the consultancy /testing project are generated using academic methodology and hence are transferred on an as-is-where-is basis. The institute and/or employee(s)/student(s) shall not be liable for loss or damage of any kind whatsoever.

3.2 How to Apply for Approval

- a. The consultancy assignment may be taken by individual who will be the consultant of the project. If more than one consultant is involved in the execution of the programme, one of them (first listed faculty) will be considered as principal consultant. The work can commence only with a written request, received from the client. The coordinator in consultation with the client and other consultants works out the consultancy charges based on the amount required for the materials to be purchased, staff to be employed, the equipment to be utilised and for the time of the consultants and other staff involved. They also agree on the time frame and the results to be achieved from the assignment. The consultant then applies in the prescribed format to the Head of Academics for approval. The consultant should ensure that all relevant documents are enclosed along with the proposal form. Application form to be submitted by CI is enclosed in Annexure-I.

- b. Revisions on duration or value of the assignment can be permitted generally with the concurrence of the client. The work shall commence only after the Head of Academic approves the assignment and a Unique ID is assigned to the work.

3.3 Administrative Support

The NFSC provides the following administrative support and accounting facilities for carrying out the consultancy assignments:

- a. The Head of Academic will sanction expenditure, recruitment of staff and distribution of honorarium to the consultants and NFSC staff. For purchase of material and equipment the Government rules shall apply.
- b. The account section shall maintain all the accounts with regard to the consultancy assignments. All consultancy charges received directly by the NFSC is to be forwarded to the Head of Academic for remittance into the NFSC faculty/staff account.
- c. Temporary advance upto Rs. 25,000/- is sanctioned by the Head of Academic for minor purchases and incidental expenses. The consultant must settle these accounts as per government norms.

3.4 Progress of Consultancy

Some of the clients organize review meetings to monitor the progress of the consultancies. The copies of the letters sent to clients about the progress of the project and the minutes of the review meetings, requests made for extension of the consultancies are to be forwarded to accounts section for record purposes. Proforma for furnishing review status of projects/consultancy assignments is given in Annexure II.

3.5 Closure of Consultancy Assignment

- a. The date of prospective closure of the Project is determined as given in the approval form. If the project is to be extended, prior permission of Clients is to be obtained and sanction obtained from the Head of Academic. Consultancy is treated as closed when the final distribution is made. Final distribution proposal format is given in Annexure III.
- b. NFSC shall retain project reports for a period of three years from the closure of consultancy work. Also, testing reports shall be kept for three years from the date of issue.

3.6 Incentives to the Consultants

- a. There is no ceiling on the amount that can be earned by the consultant, through consultancy assignments.
- b. Membership (life or annual) of a professional body and subscription to journals may be permitted from the NFSC fund but renewal charges should be met by the Consultants themselves.

- c. Expenses towards the visits abroad for presentation of papers/attending conferences in the related area can be met, if such travel is approved by the client and the same is included in the cost of the consultancy.
- d. The health insurance charges during visits abroad can also be paid from the consultancy project.

3.7 Incentives to the Sections

- a. The NFSC shall allot a portion of the consultancy earnings (upto 10% of cost of to be distributed in case of consultancy projects and for testing honorarium to Technical/Supporting Staff as decided) to sections involved
 - o Office of head of academics including head of academics,
 - o Laboratory section
 - o Academic section
 - o Account section etc.
- b. The amount allocated to the section for distribution shall have a ceiling on staff as mentioned above.

3.8 Distribution of Consultancy Fund

- a. It is the responsibility of the Project Coordinator to make a proposal for the distribution of the amount received in a consultancy project at different stages, based on the quantum of work contributed by the team members. The form for distribution of funds is given in Annexure III.
- b. The final distribution of the consultancy charges will be made only if the distribution proposal is accompanied with the information in the given Annexure II.

3.9 Manpower Hiring under Consultancy Project

- a. CI can directly hire the personnel on Temporary/Ad-hoc (for a maximum period of 6 months) after getting approval from the Head of Academics. 1 CL per month may be given to such manpower.
- b. Manpower hiring for more than 6 months
 - It should be made through advertisement
 - i. For the advertisement, CI is required to provide the details of qualifications along with the desired experience and the nature of the job for a particular post. Any additional qualification requirement proposed by the CI will be put as desirable/preferable in the advertisement. 1 CL per month may be given to such manpower.
 - ii. The selection of the candidates will be through a Selection Committee proposed by CI and be approved by the Head of Academics. The selection of the candidate by the committee shall have to be approved by Head of Academics

- iii. The duration of the job offer for the Temporary appointment shall be for a maximum of the duration of the project. The subsequent extension should be on the recommendation of CI and approval by the Head of Academics on a case-to-case basis.
 - iv. The selection like walk-in-interview/online may be conducted with prior approval of the Head of Academics.
- c. External consultants may be engaged with prior approval from the Head of Academic, with their remuneration capped at 40% of the total consultancy project budget. Also, NFSC will prepare a pool of experts from which consultants can be engaged directly for consultancy work
- d. **NFSC Students Employed on Part-time basis**
- i. Facility exists to utilize students for specific works in consultancy projects. Students registered through other categories such as through projects for M.Tech/Ph.d are not eligible for remuneration if funded/sponsored by government or private organisation.
 - ii. Application for part time employment of students in consultancy/sponsored and other projects for U.G/P.G students of NFSC is given in Annexure IV.
 - iii. Remuneration rate has to be fixed as Rs. 100/- (UG) and Rs.200/- (PG) per hour.
 - iv. During the Academic session, only part-time engagement is allowed. Such part-time engagement should not exceed a maximum period of 40 hrs per month. During vacation period this is 160 hrs/months.
 - v. The payment shall be only for the duration in which the student has actually worked. The payment is made based on the certification given by the co-ordinator.
 - vi. All part-time payments will be only for the duration of the project. The part-time payments have to be made within two months of completion of the work by the students from the contingency head of the projects.

4. **SPONSORED RESEARCH**

A sponsored research project may be initiated either by the faculty member of the NFSC submitting a proposal to the sponsoring agency or by a client institution or industry seeking the help of the NFSC. The sponsored programme can be taken individually by individual faculty/academic staff of NFSC or collectively by a group of investigators. One of the investigators must be the Principal Investigator (PI) while others are the principal co-investigators. Funding agencies generally prefer to have a co-investigator (Co-PI) who can take the place of the principal investigator in case the latter goes on leave or resigns. Projects funded either by the various Ministries of Government, Council for Scientific and Industrial Research, Department of Science and Technology, Science &

Engineering Research Board, NGOs, Private organisations, private fire protection industries, private companies etc. are also governed by special conditions of sponsors.

4.1 How to Apply

- a. Project proposals are generally made by the faculty/academic staff for submission to the funding agencies for their approval and sponsorship. Proposals are to be prepared in the standard format(s) prescribed by the funding agency to whom the proposal will be submitted. Apart from the objectives, the proposal will contain provisions for all anticipated expenses relating to staff, equipment, materials, travel and contingencies. An NFSC overhead equal to 20% of the total cost (or as per funding agency norms) of the project is to be included in the proposals.
- b. In the case of sponsored projects the faculty member who has less than two years only for superannuation at the time of submitting the project proposal should include another faculty member with a longer service by at least one more year, as a Co-Investigator.
- c. A form as in Annexure V is also to be filled in giving the details of the infrastructural facilities to be provided by the NFSC. The proposal together with the details of infrastructure required from the NFSC is submitted to the Head of Academic. The Head of Academic, after the scrutiny of the project proposal and the NFSC's commitments with respect to the infrastructure facilities, issues a Certificate for the NFSC's willingness to extend support for the project utilizing the NFSC's facilities. The proposal can then be forwarded to the sponsoring agency.
- d. Proposals of value more than Rs. 1 Crore will have to be presented before a committee chaired by the Head of Academic.

4.2 Initial Steps

- a. Project Identification Number: As soon as the project sanction is communicated to the NFSC by the funding agency, the account section assigns a project number, which is used in all correspondences within the NFSC. This helps to identify the project and to facilitate the correct booking of the expenses.
- b. Date of Commencement: The date of commencement of the project; is the date of receipt of the first installment of the project fund from the funding agency or the date of approval of the project/date of joining of the staff, whichever is acceptable to the funding agency.

4.3 Recruitment of Staff for Sponsored Research Projects

The Head of Academic helps the PIs to recruit the various categories of staff required for the project. Appointment, selection, tenure, and remuneration of project staff shall adhere to prescribed guidelines. Open selections shall be conducted for all project positions, with appointments made on

contractual basis only. The procedure to be followed for the recruitment of each category of staff is given below:

a. Staff appointed through regular selection

- i. Appointments can be made through campus announcement/advertisements in newspapers (if sufficient funds are available) and through circulation to other Institutions.
- ii. Various categories of project posts, their consolidated pay and the minimum qualifications required for each post, additional desirable qualification and experience can also be prescribed in the advertisement. If suitable candidates are not available, the post can be filled by appointing a lower category of staff.
- iii. The following step by step procedure is to be followed for the recruitment of staff:
 - In the case of the selection process the PI has to send a request to the Head of Academic for recruitment of staff giving the minimum qualifications and experience, desirable qualification, duration of the appointment etc.
 - Head of Academic issues the advertisement/announcement on the request of the coordinators as per the prescribed norms for which the expenditure if any will be debited to the project contingencies.
 - Applications from candidates including their bio-data on plain paper are received directly by the PI.
 - Applications are processed and short-listed by the PI and then sent to the Head of Academic with their recommendations for scrutiny and approval.
 - Head of Academic constitutes a Selection Committee and intimates it to the PI.
 - The PI, in consultation with the Chairman and members of the Selection Committee has to fix a date and venue for the interview and also to take action for calling candidates for interview.
 - Written Tests (if required) and the Selection Interview are to be organized by the PI in consultation with the Chairman and Selection Committee Members.
 - Bio-Data of the candidate in the prescribed form to be obtained and certificates verified before the commencement of interview.
 - Depending upon the availability of funds, the coordinator can decide about paying travel fare by Sleeper class train/bus journey to the outstation candidates.
 - The proceedings of the Selection Committee meeting prepared in the standard format provided to be sent to the Head of Academic for getting approval.

- On approval by the Head of Academic issues an Offer of appointment to the selected candidate(s).
- Appointments are initially made for one year or six months duration (or as per norms of sponsoring agency) which are extendable for the full duration of the project. The total duration a project staff member can be engaged in one or more projects should not exceed five years.

b. Staff appointed on ad-hoc basis

Staff can be appointed on an ad-hoc basis at any time of the project. Application(s), to be made by the candidates for ad-hoc appointments including part-time employment are in the standard format as given in Annexure IV. This application with the recommended salary, is forwarded by the PI to the Head of Academic who will appoint the staff on the advice of a committee. The committee meets every week. The candidate can be given a consolidated salary commensurate with his/her qualification and experience, conforming to the designation of the project posts.

c. Part-time Employment

Staff can also be appointed on a part-time basis, with the salary being fixed in proportion to the actual duration of work in a day. Payment shall be made as per minimum wages act.

d. Duration of appointment

On adhoc basis for five months with 10 days break extendable upto 5 years. However staff appointed as Senior Project Officer, Project Associate can be appointed for one year and their services extended for another year without break in service.

4.4 Project Staff Administration

The following procedure will apply with regard to the administration of staff recruited on selection or ad-hoc basis.

- a. The Project staff will work directly under the supervision of the PI. Their attendance and punctuality in work, the allocation of duties are all made by the PI.
- b. The personal files of the project staff will be maintained by the Establishment Section.
- c. The project staff are eligible for 30 days Leave in full calendar year (or as per norms of sponsoring agency). For durations less than a year, the leave eligibility will be proportional to the number of days the staff member has worked.
- d. Project Staff are not eligible for Bonus and LTC.
- e. Leave can be approved by the PI. But if the leave exceeds the permitted level, it will be treated as leave without pay. This is to be approved by the Head of Academic.

- f. The female staff appointed through the selection process is eligible for Maternity Leave as per rules.
- g. The transfer of project staff from one project to another is not permissible. They can be appointed again only through a fresh appointment process.
- h. The project staff must be advised to give sufficient notice well in advance before they leave the project.
- i. The salary of the last month in service will not be distributed until a *no-dues* certificate in the prescribed form is received from the PI to Establishment Section. The staff has to surrender the ID card at the time of relieving.
- j. Care must be taken by the PI to see that the staff members are not engaged beyond the duration of appointment or the closing date of the project.

4.5 Administrative Support by Head of Academic

The NFSC provides the following administrative support and accounting facilities for carrying out the sponsored research projects:

- a. The Head of Academic sanctions expenditure, recruitment of staff and distribution of honorarium to the PI and NFSC staff.
- b. For purchase of material and equipment the GFR rules or funding agency rules shall apply.
- c. Temporary advance upto Rs. 25000/- may be sanctioned by the Head of Academic for minor purchases and incidental expenses. The PIs must settle these accounts as per government rules.

4.6 Project Accounts

- a. The project account is being maintained by the account section. The expenditure can be incurred only as per the head of sanction. Any deviation or reappropriation is possible only with the prior approval of the sponsoring agency. Funds also cannot be diverted, for creating the infrastructural facilities without the approval of the funding agency.
- b. Whenever funds are to be claimed from the funding agency or bills to be sent against sanction, the same is sent to sponsoring agencies by the PI through the Accounts Section. For release of grants in subsequent years also, the Accounts Section may be approached for necessary statements of Accounts (Provisional or audited as the case may be) and for utilisation certificates. Release of grants at the right time is to be ensured by the PI, as deficits in project funds will affect the progress of the project.

- c. All bills and invoices for payment against purchase order are to be sent to the Accounts Section for settlement.
- d. All bills duly certified with all the particulars, towards hiring of taxis, purchase of books, entertainment, subcontracting, travel expenditure of visitors etc. must be sent to the account section,
- e. The accounts of the project will be audited every year. Audited Statement of Account and Utilisation Certificates will be sent to the sponsors by PI for approval of the Head of Academic. If, however, a provisional statement of Account is required for claiming funds from sponsors, the Account Officer may be approached for the same.

4.7 Incentives to the PIs

- a. The Project Investigators (PIs) can attend Conferences/Seminars workshops in related areas utilising the project grants. There is no ceiling for registration fee for attending National or International Conference held in India or abroad. Specific approval of the funding agency to utilise the grants for travel abroad is to be obtained.
- b. Health Insurance coverage, during visits abroad and personal accident insurance for both PI and project staff on work relating to projects is permitted.
- c. Membership (life or annual) of a professional body (National or International) and subscription to journals is permitted.

4.8 Travelling

- a. The PIs/Consultants are permitted to be away on an average of one day per week (not exceeding four days in a calendar month) on duty for project work. Prior permission of the Head of Academic in prescribed form must be obtained for all such travels.
- b. The staff member who will be undertaking the travel has to apply for approval. Approval will be given by the Head of Academic. Care must be taken by the PI that the total expenditure for travel does not exceed the amount allotted for the purpose. The final TA bill after performing the journey has to be forwarded to the Accounts Section directly.
- c. Approval Process: Domestic travel deviations require approval from the Head of Academic, while international travel necessitates approval from the competent authority. Project-related international travel for students shall be approved by the Head of Academic, upon recommendation from the client. International travel in projects can be permitted only with the concurrence of the client.
- d. The short and long visits abroad by the Project Investigators requires a certification by the Head of Academic that they have made alternate arrangements for carrying out the projects /

consultancy during their absence. Therefore the PIs are to take note of the following, before sending the request to the Head of Academic.

- For short leave (30 days to 90 days): When one of the investigators goes on short leave, the other investigator(s) should also give his concurrence in writing that he will be available to carry out the project. If by chance all investigators are absent they must get a written concurrence from another faculty member to carry out the project in their absence.
 - For long leave (more than 90 days) under the normal circumstances, the project investigators should not proceed on long leave without completing the project and submitting the final report to the sponsoring agency.
- e. In case there are more than one investigator, the remaining investigator(s) should give their written concurrence that they will carry out the project during the long absence of one of the investigators.
 - f. However, the long absence of the investigator should have the concurrence of the funding agency. Also, the concurrence of the sponsoring agency should be obtained to nominate any other faculty as an investigator.
 - g. The client shall meet all the travel, boarding and incidental expenses of the travel undertaken for the work. This should be specified and included in the estimated cost of the project.
 - h. TA and DA may be reimbursed on presentation of certified bill as per government or funding agency norms.
 - i. Project staff on tour can be reimbursed boarding and lodging expenses, on production of certified bills as per government or funding agency norms.
 - j. Travel Expenses: Travel arrangements should prioritize efficiency and convenience to minimize absence from the NFSC. Reimbursement for travel expenses, including Daily Allowance (DA) or actual boarding and lodging costs, shall be subject to specified limits. Local travel expenses will be reimbursed based on actuals. Specific travel conditions imposed by sponsors shall be adhered to.
 - k. Out-of-Pocket Expenses: Daily allowances for fieldwork shall be reimbursed based on specified rates, applicable during the period of work at the project site.

Category of Staff	Rate
Group 'A' and 'B' and Consultants	Rs.1000/- per day or part of a day
Group 'C', Project staff and others	Rs.750/- per day or part of a day

5. OTHER NORMS FOR RESEARCH AND CONSULTANCY WORK

5.1 GENERAL

- a. A separate account shall be opened for getting funds for research and consultancy.
- b. Approval Process: Individuals must obtain approval from the Head of Academic, before undertaking any projects. All project funds shall be remitted to NFSC accounts, managed by the Office of the Head of Academic.
- c. Time Allocation: Faculty engaged in consultancy projects shall dedicate no more than one working day per week, with an additional day permitted during weekends, not exceeding 104 man-days annually.
- d. Ethics and Misconduct: In cases of malpractice or misconduct related to projects, the Head of Academic, may restrict the involvement of implicated staff in new projects pending resolution, ensuring completion of existing obligations.
- e. Procurement and Insurance: All project-related purchases shall adhere to Government norms. Equipment transported off-campus must be insured prior to relocation.
- f. Advisory Roles: Faculty may accept honorary positions on the boards of companies, limited to five memberships, provided there is no direct involvement in the operations of the respective industries.
- g. All the procurement shall be as GFR-2017 with latest amendments. Since the projects are time bound, the full financial power shall be given to the Head of Academic.

5.2 UTILIZATION OF INSTITUTE SHARE

NFSC Share: The NFSC share shall be used for procurement of laboratory equipment (50%), Development of Academic Section (25%) and Staff welfare (25%).

- a. The funds may be utilized for various purposes outlined in detail, including travel, exploratory visits, engagement of project staff, training, membership fees, and equipment procurement.
 - b. Items purchased with funds remain the property of the NFSC.
 - c. Funds may be utilized for departmental infrastructure, equipment maintenance, repairs, conferences, engagement of project staff, and other specified purposes, subject to approval of the Head of Academics.
6. **ADMISSION OF PROJECT STAFF TO ACADEMIC PROGRAMS:** Project staff may be eligible to register for M.Tech and PhD subject to NFSC norms, with specific conditions outlined regarding fellowship eligibility and obligations.

7. **SPONSORS SPECIFIC CONDITIONS:** Projects must adhere to specific conditions imposed by sponsors, such as designations, qualifications, and employment conditions for manpower and expenditure.
8. **EXCEPTION CLAUSE:** Changes to these guidelines, not constituting policy changes, may be approved by the Head of Academic based on recommendations from the internal committee.
9. **REVIEW:** These rules shall be reviewed periodically, typically every three years or as needed.

Annexure I

Serial No. _____

NATIONAL FIRE SERVICE COLLEGE, NAGPUR

APPLICATION FOR CONSULTANCY WORK

TITLE OF THE _____

ASSIGNMENT: _____

Name and Address of the Client (Copy of letter from the Client attested by the Consultant is to be enclosed)

Proposed date of commencement

Total Consultancy Fee ['A']

Proposed date of completion

Details of work: Design Development Trouble shooting Advice Investigation (Specify).....

	Name of Consultant	Lab/Dept/Centre	Remarks
1			
2			
3			
4			
5			

EXPENDITURE ESTIMATES ['E']

- | | | |
|---|--|-----------|
| 1 | Equipment utilisation cost. (Lab. Name.:.....)
(Justification to be given as per format in reverse) | Rs. _____ |
| 2 | Value of stores consumed from NFSC..... | Rs. _____ |
| 3 | Cost of items bought from outside..... | Rs. _____ |
| 4 | Charges for using outside facilities..... | Rs. _____ |
| 5 | Expenditure on salaries/wages of project staff employed..... | Rs. _____ |
| 6 | Expenditure on subcontracts if any..... | Rs. _____ |
| 7 | Other expenses * (specify)..... | Rs. _____ |

Total Rs. _____

@ Charges for using central facilities such as Computer Centre, Central Workshop, Glass Blowing Section and Photography etc.

* Expenditure on items like travel, honorarium to external consultants, charges for printing, photocopying, binding, etc.

Nature of Work _____

.....

Date.....

Consultancy In-Charge

For office use
No.

Dated

Approved

**Head of Academic
NATIONAL FIRE SERVICE COLLEGE**

Annexure II

PROFORMA FOR FURNISHING REVIEW STATUS OF PROJECTS / CONSULTANCY ASSIGNMENT

- 1. Title of the project & No. :
- 2. Department / Centre :
- 3. Principal Investigator :
- 4. Co-Investigator(s) :
- 5. Sponsoring Agency :
- 6. Value of project :
- 7. Date of commencement :
- 8. Closure date :
- 9. Extension, if any :
- 10. Review meeting details :

	First	Second	Third	Fourth
Date				
Venue				
Recommendations of the Review Committee				

- 11. If Review meetings are not held, please state how the satisfactory progress / completion of the project has been assessed :
- 12. Any other remarks :

Signature of the Principal Investigator

Name:

Date:

Annexure III

Serial No.

To be sent to Account Section in

DUPLICATE

NATIONAL FIRE SERVICE COLLEGE, NAGPUR

PROPOSAL FOR DISTRIBUTION OF CONSULTANCY EARNINGS

DISTRIBUTION PROPOSAL: First Second Third Final

Approval No:

Date of Approval:

Name of the Client _____

Total Consultancy Fee Rs.: _____

Sl. No.	Amount	Receipt No.	Date	Pay in slip Sl. No.	Tax (\$)	Balance Amount as per pay - in - Slip
1						
2						
3						

1. TOTAL BALANCE AMOUNT AS PER PAY-IN-SLIP Rs. _____

2. EXPENDITURE

a) Department/Centre:-

- Equipment Utilisation Cost. ...
- Stores Consumed ...
- Others (Specify) ...
- Sub Total of (a) _____

b) Outside:-

- Bought out Stores ...
- Charges for External Facilities ...
- Salaries/Wages ...
- Sub contracting ...
- Others (Specify) ...
- Sub Total of (b) _____

3. TOTAL EXPENDITURE [(a+b) of Sl.No.2]: 'E' ----- Rs. _____

4. BALANCE (Sl.No.1- Sl.No. 3) ----- Rs. _____

5. INSTITUTE'S SHARE ----- Rs. _____

6. OTHER'S SHARE ----- Rs. _____

7. AMOUNT AVAILABLE FOR DISTRIBUTION Rs. _____

• Certified that i) all expenses incurred upto date are shown here

• ii) no pending bills are to be paid for

.....

.....

Consultant-In-Charge

Head of Academic

To: Accounts, NFSC

No.:

Date:

Referred to Project Accounts Section for verification of all expenditure mentioned on prepage and arrange for payment.

Account Section

Payment of Rs. as remuneration to the staff members as indicated in this distribution proposal has been approved by the Head of Academic.

For Central Administration: Rs.

DDO

NATIONAL FIRE SERVICE COLLEGE, NAGPUR

Distribution of Honorarium to Staff

Enclosure to Distribution proposal ref.

Laboratory:

Sl. No.	Name and Designation	Employee No and Pay Bill No.	Amount of Honorarium	Income Tax*	Net Amount*	Acquittance by payee / through Bank
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Signature of the Consultant-In-Charge

NOTE: *columns 5 & 6 will be filled in by the Accounts Section.

Annexure IV

NATIONAL FIRE SERVICE COLLEGE, NAGPUR

(The application and Bio-data along with Photocopies of Certificates to be enclosed at the time of submission of Adhoc application form)

PARTICULARS OF THE CANDIDATE RECOMMENDED FOR ADHOC APPOINTMENT

- 1. Name & Address of the candidate :
- 2. Father's / Husband's Name :
- 3. Date of Birth & Age (*) :
- 4. Do you belong to SC/ST (*) :
- 5. Educational Qualifications (*) :

QUALIFICATION ACADEMIC/TECHNICAL	UNIVERSITY/ INSTITUTION	YEAR OF PASSING	% OF MARKS	DIVISION OBTAINED
-------------------------------------	----------------------------	--------------------	---------------	----------------------

GATE Score, if any: -

6. Previous Experience if any (*):

(*) Certified copies to be enclosed for items 3, 4, 5 & 6

7. Details of Experience on Adhoc / Regular Basis

PROJECT No .	DESIGNATION	FROM	TO	PAY DRAWN
--------------	-------------	------	----	-----------

Certified that the information furnished is true to the best of my knowledge.

DATE :

SIGNATURE OF CANDIDATE

Forwarded to Head of Academic for appointment on Adhoc basis:

RECOMMENDATIONS OF THE CONSULTANTS/CO-ORDINATOR

1. Project No. in which to be appointed :
2. Title of the Project/Consultancy Assignment :
3. Name of the Client/Sponsoring Agency :
4. Duration of the Project/Consultancy Assignment :
5. Designation of the Post :
6. Provision of Staff Sanction Exists in the Project : YES / NO
7. Duration Recommended :
8. Consolidated pay recommended : Rs. /-p.m. +
9. If the pay recommended is higher than the minimum, :

Detailed justification may be furnished.

Date:

SIGNATURE OF THE CO-ORDINATOR
(NAME OF THE CO-ORDINATOR)

SEAL:

FUNDS POSITION:

Remarks if any:

**APPLICATION FOR PART-TIME EMPLOYMENT OF STUDENTS IN
CONSULTANCY / SPONSORED & OTHER PROJECTS FOR U.G/ P.G
STUDENTS [REGULAR SCHEME]**

1. Name of the candidate :
2. Whether the candidate belongs to UG / PG course :
3. If UG / PG, year in which candidate is studying
(Branch of the course may be specified with Roll No.) :
4. Number of HOURS for which the candidate is available
for part-time work and the rate recommended :
- a) -----Hours From----- To-----
b) @ of Rs.----- / hr.

Date:

Signature of the Candidate

P.S: Remuneration rate has to be fixed by the concerned Coordinator at the rate between **Rs. 100/- per hour (UG)** and **Rs.200/- per hour (PG)**.

CO-ORDINATOR SHOULD ENSURE THE DURATION OF PART-TIME EMPLOYMENT OF ANY ONE STUDENT/SCHOLAR SHOULD NOT EXCEED 40 Hrs / Month DURING ACADEMIC SESSION and 160 Hrs / Month DURING VACATION PERIOD

Office Use

Date:

No.:

Approved as recommended above, part-time employment of for a period ofhours with effect fromExpenditure debitable to the above cited project (Subject to availability of funds)

Head of Academic

Date:

This is to certify that Mr/Mrs. _____ has worked on the projects noted below for the period from _____ to _____ He/She may be paid a sum of Rs. _____ (Rupees _____ only) @ Rs. _____ / hour from Contingency of the Project No. _____

PROJECT CO-ORDINATOR

Allocation

Project Number _____

Amount Rs _____

To
The Head of Academic,
National Fire Service College, Nagpur

Received sum of RS. ----- (Rupees -----
-----) from the Head of Academic, National Fire Service College,
Nagpur- 440013 for -----
-----.

Signature with
Roll Number, Branch & Semester

Annexure V

**INFRASTRUCTURAL FACILITIES REQUIRED FROM NFSC FOR
SPONSORED RESEARCH PROJECTS**

(For Internal use only, to accompany all project proposals)

- I. (A) Name of the project :
- (B) Principal Coordinator(s) :
- (C) Sponsoring Agency being approached :
- (D) Value of the project proposed :
- (E) Duration of the project proposed :

II. WHETHER

- (a) Additional space is required. If yes, specify area and estimated cost :
 - i) for equipment/stores :
 - ii) for project staff :
- (b) Whether additional furniture required
If yes, please specify the cost :
- (c) Whether existing water/power supply system in the Lab is sufficient. If not specify additional requirements and cost of their modification/erection. :

III. STATE whether cost of the whole or any part of the infrastructural facilities listed under II above to be met from proposed projects funds or the Institute funds. Please Specify :

IV. WHETHER recurring costs are to be Incurred by the Department/Centre on The future maintenance of the equipment Acquired. If yes, please specify the amount for :

- a) Personnel
- b) Equipment

V. Has the Co-ordinator ascertained from the Department about the ready availability of the existing facilities proposed to be utilised in his project. :

VI. ANY other facility specifically required to be provided for by the Institute, but not provided for by the Sponsoring Agency

(e.g. Air-conditioning of rooms etc.) :

VII. Provision for Institute Overheads :

VIII. The Investigator (in cases where he/she is the sole Investigator in the project) is agreeable to the following :

a. to nominate another faculty member to look after his/her project in case he/she goes on short leave (upto 90 days)

b. to get prior approval of the funding agency to nominate another faculty as co-investigator, before he proceeds on long-leave (more than 90 days)

CO-ORDINATOR(S)

**Head of Academic
NFSC**

PS: The facilities listed under II, III, IV and VI are to be provided by the Department / Centre