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कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research  
Department of Health Research, Ministry of Health  
and Family Welfare, Government of India

**Division of Human Resource Development**

File No.: HRD/IES/GRANT/GUIDELINES

Date: 05.05.2025

**Office Memorandum**

**Subject: Guidelines regarding utilization of research contingency grant under ICMR Emeritus Scientists program-reg.**

The undersigned is directed to refer to the OM No.2/4/2023-Admn-/E-Office No.167495, dated 22/02/2024 regarding revision of ICMR-Emeritus Scientists Guidelines. In this regard the guidelines pertaining to the utilization of the research contingency under the ICMR-Emeritus Scientist Program are enclosed herewith for information and necessary action.

This issues with the approval of the competent authority of the ICMR.

(Pradeep Chaudhry)

Administrative Officer-HRD

*Enclosure: As Above.*

*Copy To:*

1. All ICMR-Emeritus Scientists.
2. Host institutes of all ICMR-Emeritus Scientists.
3. Finance and Accounts-I & IV, ICMR-Hqrs, for information.
4. ICMR admin. Hqrs. New Delhi

# INDIAN COUNCIL OF MEDICAL RESEARCH

## ICMR Emeritus Scientist program

### Guidelines for utilization of research contingency grant

The Indian Council of Medical Research provides support to active scientists/faculty after superannuation from their services to pursue their research activities of national relevance, to lead it to a logical outcome, under this Emeritus Scientist program. It also aims to leverage their expertise for ICMR research endeavors and national health research priorities.

Under this program the selected Emeritus Scientist (ES) are given a financial support of monthly remuneration (honorarium) equivalent to last pay drawn minus pension along with a research contingency grant of Rs. five lakh per year (Guidelines copy enclosed).

The following guidelines for utilization of research contingency may be followed:

#### A. Release of contingency grant

1. The fund of Rs. five (05) lakhs will be released in one installment at the start of a year details will be mentioned in the sanction letter.
2. For the subsequent years, the contingent grant will be released only after receipt of the annual progress report for previous year along with Statement of Expenditure (SoE) & Utilization Certificate (UC) duly attested by the Accounting Authority of the host institute.
3. In order to avoid break and continuity of funding, the annual report and SoE & UC should be submitted 1-2 months before the end of a particular year.
4. Expenditure committed for the remaining months (in that year) can be included as committed expenditure in the SoE. In no case the Annual report/SoE/UC should be submitted later than one month of the end of the year tenure.
5. Unspent balance would be adjusted in the next year installment.
6. The final year fund would be released only after receiving of the SoE and provisional UC for the penultimate year.
7. Final year allocation would be after adjustment of unspent balance as per the SoE & UC.
8. Entire fund for the last year would be released in one go with a mandatory condition that the ES would submit final report and UC within next 3 months from the date of completion of final 5th tenure.

#### B. The research contingency of five lakhs may be utilized for the following purpose:

1. This is meant for recurring expenditure.
2. All expendable and non-expendable articles acquired for research work of the project should be purchased in accordance with GFR and with the procedure in vogue in the host institutions.
3. The contingency grant can be utilized for research project related purposes only, but not limited to:
  - a) Consumable items required for research work.
  - b) Acquisition of books and documents of relevance to the research topic in case these are not available in the library, these would become the property of the Institution's library and after purchase and accession may be issued to the Department / Scientist till they are needed.
  - c) Charges for specialized investigations for which facilities do not exist in the host institute
  - d) Publication Charges/Article Processing Fees/ reprints/ off-prints of research papers published as an outcome of the research.
  - e) Printing of project related documents/questionnaires etc.
  - f) Preparing software for data management or Apps for data entry and analysis
  - g) Computer utilities, charges for analysis of data (computer charges)
  - h) Expenses in connection with the preparation of the annual progress reports
  - i) Field work/travel connected with the research work (TA/DA would be as per the ES guidelines entitlement).
  - j) Communication Charges
  - k) **Grant cannot be used for purchase of furniture items/office equipment/travel abroad for any conferences/seminars/symposia/workshops/trainings etc.**

Annexure-I		
Format for Statement of Expenditure (SoE)/Utilization Certificate (UC)		
(Period .....)		
1.	Sanction Letter No.	
2.	Name of the ICMR Emeritus Scientist & host institute name	
3.	Date of joining	
4.	Statement of Expenditure	From.....To.....
5.	Committed Expenditure if any, with justification/reason to be given	Period to be given From..... To.....  Honorarium amount of committed expenditure: Reason:  Contingency amount of committed expenditure: Reason:
6.	Honorarium	Funds sanctioned: Funds utilized: Unspent balance:
7.	Research contingency	Funds sanctioned: Funds utilized: Unspent balance:
8.	Break up of contingency funds utilized for:	
	Item name/details	Amount expenditure against each

**Signature of the ICMR-Emeritus Scientist:**

**Signature and seal of Accounts Officer with date:**

**Signature and Seal of Head of the Institute:**