

INDIAN INSTITUTE OF TECHNOLOGY DELHI
Industrial Research & Development Unit

Ref. No. IITD/IRD/IM-109 / 1194

Dated 11/2/2011

Subject: Norms for Payment to the Outside Consultants and Professional Agencies hired under Consultancy Jobs/Sponsored Research Projects.

Reference: IITD/IRD/M-109/4520 dated 11/05/2009

On the recommendations of the IRD Board the Director has kindly approved the following revised guidelines in connection with the above subject:

- In any Consultancy or Sponsored Project, up to 20% of the operational budget (i.e. excluding the overheads and taxes), or Rs.2.0 lakhs whichever is less can be outsourced to external consultants or external professional agencies. In each such case, the PI/CI would give a certificate that the appointed consultants(s)/the external agencies are the most suitable available agencies for undertaking the job.
- In case the requirement for outsourcing exceeds Rs.2.0 lakhs or the 20% of the operational budget of the project/consultancy, the concerned PI/CI should get approval for appointing the consultants/external agencies as well as the terms of such appointment from the sponsoring agency/client. This is required to ensure transparency as client should be aware if a significant part of the work is being carried out by external agencies/consultant and not be IIT Delhi. **However, such proposals will be considered by a Committee duly constituted under the Chairmanship of Dean, IRD.**

The above norms are applicable with immediate effect.


Kalyan Kr. Bhattacharjee
Assistant Registrar, IRD

Distribution

1. All heads of the Deptts./Centres : With a request to kindly circulate the above decision among all the PIs/CIs for their information
 2. All Deans
 3. Registrar
 4. P.S. to Director
 5. A.R.IRD accounts
 6. M-62 file
 7. Mr. Sudesh Kr. Bansal
SDP, IRD Unit
- For incorporating /updating the IRD Admn. Manual & Website.