

**Research Scheme- Revised Financial Norms for Research Studies/Seminars etc. w.e.f. 23.9.2011) F.No.8-3/2011-Research.**

Sl. No.	Activities & Items of Expenditure.	Approved Norms (with the cost ceilings )
<b>A.</b>	<b>RESEARCH WORK &amp; EVALUATION STUDIES (Through Research Institutions/ NGOs or Departmentally)</b>	
(i)	Project Director	Project Director will be in honorary capacity and will not be paid for the study project. In exceptional cases, honorarium may be considered subject to the extent of 10-15% of the total salary component of an approved study project.
(ii)	Project Coordinator	Rs.25,000/- p.m. consolidated.
(iii)	Research / Statistical Officer	Rs. 20,000/- p.m. consolidated.
(iv)	Investigators/ Research Assistants	Rs. 10,000/- p.m. consolidated.
(v)	Consultancy	Rs.30,000/-
(vi)	Secretarial staff- Typist	A Typist/Data Entry Operator @ Rs. 7,000/- p.m.
(vii)	Travel cost	As per project requirement and justification and GOI norms ( to be examined at the time of scrutiny of project proposal).
(viii)	Data processing charges	As per estimates and rationale for the study proposal.
(ix)	Contingency	5% of the project cost.
(x)	Overhead charges including rent, cost to the institute, etc.	5% of the project cost, however, in case of UGC approved institutions or an institute wholly supported by Union or State Government the rates as applicable in the institutions.
<b>A.I</b>	<b>INDIVIDUAL RESEARCH ON SPECIFIC ISSUES OF CONCERN TO WOMEN AND CHILD</b>	
(i)	Fellowship	As per UGC rates for the JRF/SRF ( for persons having more than two years' research experience).
(ii)	TA/DA	As for research studies mentioned above.
(iii)	Printing of schedule & report; data processing	As per justification and requirement.
(iv)	Contingency, including books, stationery etc.	Rs.5,000/- per annum.
<b>A.II</b>	<b>ACTION RESEARCH</b>	
		Norms would be as for research studies mentioned above.  Assistance for action research would be available for any proposal/ activity concerning women and child development, irrespective of fact that those schemes are being conducted by a State Government or an NGO/ any other body.

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<b>A-III.</b>	<b>PRE-SANCTION AND ONGOING EVALUATION OF THE INSTITUTION/NGO</b> (No individual request is required. Department will decide the need as and when necessary. It will also cover schemes of other departments including those of the state governments also which also benefit either women or child).	
(i)	For area based project type proposals:	The financial pattern for the personnel and other items will be as per the Research & Evaluation component mentioned earlier. It will be subject to the justification and project requirements. However, this will be subject to an average ceiling of Rs.6000/- per such evaluation.
(ii)	For individual evaluations	Consolidated amount will be paid @ Rs.500/- per person day for the days decided in advance ; TA and DA as per the Research & Evaluation component mentioned earlier. However, in exceptional cases, travel by air could also be allowed with the prior approval of Secretary.
<b>C.</b>	<b>PREPARATION OF SPECIALIZED PAPERS, PROJECT REPORTS /PROPOSALS, DESIGNS OF MULTICENTRIC STUDIES, PREPARATION OF SCHEDULES, QUESTIONNAIRE ETC. PREPARATION OF MANUALS, REPORTS, REPLICATION/ MODIFICATION OF EXISTING MATERIAL, PREPARATION OF INSTRUCTIONAL MATERIAL – AUDIO VISUAL</b>	
(i)	Consolidated fee	@ Rs.1000/- per person day x days.
(ii)	Typing, report writing etc. charges	As per justification and actual;
(iii)	Data/literature collection charges	As per justification and actual;
(iv)	Contingency including postage, telephone charges, photocopying	@7.5% of total remuneration; TA/DA and accommodation charges will be provided if the activity involved outstation visit as per the GOI rates.
(v)	Professional fees	@Rs.1000/- per person day; Editing charges – @Rs.750/- per person day; Art work - @Rs.500/- per person day ; However, consolidated amount will be paid as decided in advance.
(vi)	Printing	As per GOI norms/Rules.
(vii)	Translation	
(viii)	Other expenses	
(ix)	Preparation of instructional material -audio/visual	
<b>D.</b>	<b>SUPPORT FOR ORGANIZING SPECIAL MEETINGS FOR RESEARCH AND EVALUATION ACTIVITIES INCLUDING FOR PRE-PROJECT DISCUSSIONS OR MEETINGS ON EMERGING ISSUES OF CONCERN TO WOMEN AND CHILD</b>	
(i)	Honorarium to experts	@ Rs.1000/- per person.
(ii)	TA/DA of experts	As per GOI norms, in exceptional cases, travel by air could also be allowed with the prior approval of Secretary.
(iii)	Lunch and tea	As per GOI norms.

<b>Sl. No.</b>	<b>Activities &amp; Items of Expenditure.</b>	<b>Approved Norms (with the cost ceilings )</b>
(iv)	Other expenses	Rs.1000/- lump sum.
<b>E.</b>	<b>SPONSORING OF PUBLICATIONS ON WOMEN AND CHILD</b>	
(i)	Expert opinion fees	@ Rs.5000/- per publication;
(ii)	Production cost	100% GIA to the extent of Rs.3.50 lakh.
<b>F.</b>	<b>INFORMATION DISSEMINATION ACTIVITY.</b>	No norms could be defined. It will be as per the justifications and requirements.
<b>G.</b>	<b>SPONSORING PERSONS TO RESEARCH AND MONITORING RELATED TRAINING IMPARTED BY PROFESSIONAL BODIES</b>	Programme fees – full reimbursement ; TA/DA – as per GOI norms ; Book grant - @ Rs.500/- per participant.
<b>H.</b>	<b>INVITING EMINENT SPEAKERS AND ACTIVISTS TO THE DEPARTMENT</b>	Honorarium @ Rs.1000/-. Conveyance – as per actual ; Other expenses including refreshments – Rs.2000/-.
<b>I.</b>	<b>LECTURES ON MAJOR TOPICS OF THE DAY ( 2 EVENTS PER YEAR)</b>	Honorarium @ Rs.5000/- ; TA/DA of the speaker – as per GOI norms; Accommodation – upto 3 star hotel; Hall charges – Rs.5000/-.  Printing and publicity – Rs.20,000/- ;  Other organisational expenses – Rs.5000/-.

**Research Scheme- Financial Norms for Workshops/Seminars**  
**(For three Day event)**

Sl. No	Item of Expenditure	Revised norms
<b>A.</b>	<b>INTERNATIONAL, INCLUDING SAARC LEVEL WORKSHOPS/SEMINAR</b>	
1.	Material to the participants	Rs. 48,000/- (@ Rs.1200/- x 40 persons)
2.	Hall charges	<b>Actual charges or upto :</b>  Rs. 15,000/- per day for metro cities. Rs. 10,000/- per day for A Class City. Rs. 7,500/- per day for B & C Class cities. Rs. 2,000/- per day for rural areas.
3.	Honorarium to the organizing team	<i>Rs.15,000 lump sum.</i>
4.	Accommodation to participants	<b>Per head actual charges or upto:</b>  Rs. 2,500/- per day for metro cities. Rs. 1,500/- per day for A Class city. Rs. 1,000/- per day for Class- B & C cities. Rs. 350/- per day for rural areas..
5.	TA for 25 Inland participants; Overseas-5 participants	As per GOI rules.
6.	DA	-do-
7.	Pre-workshop expenses including commissioning of base papers or theme papers	Rs.40,000/-
8.	Honorarium to resource persons	20,000/- ( @ Rs.2,000/- a day x 10 persons).
9.	Stationery	Rs.10,000/- lump sum.
10.	Contingency including postage & ministerial assistance	Rs.25,000/- lump sum.
11.	Publications & distribution of the seminar proceedings	Rs.15,000/- lump sum for 50 sets. Rs. Rs. 40,000/- if the Ministry finds worth publication at larger scale.
12.	Working lunch and tea	As per GOI norms.
<b>Total grant to each organization shall not exceed Rs. 5.50 lakh</b>		

Sl. No	Item of Expenditure	Revised norms
<b>B.</b>	<b>WORKSHOP/SEMINARS AT NATIONAL LEVEL</b>	
1.	Material to the participants	Rs. 30,000/- (@ Rs.600/- x 50 persons)
2.	Hall charges	<b>Actual charges or upto :</b> Rs. 15,000/- per day for metro cities. Rs. 10,000/- per day for A Class City. Rs. 7,500/- per day for B & C Class cities. Rs. 2,000/- per day for rural areas.
3.	Honorarium to the organizing team	Rs.15,000 lump sum. ( @1500/- per head x 10)
4.	Accommodation to participants	<b>Per head actual charges or upto:</b> Rs. 2,500/- per day for metro cities. Rs. 1,500/- per day for A Class city. Rs. 1,000/- per day for Class- B & C cities. Rs. 350/- per day for rural areas..
5.	TA/DA	As per GOI rules.
6.	Pre-workshop expenses including commissioning of base papers or theme papers	Rs.25,000/-
7.	Honorarium to resource persons	Rs.20,000/- (@ Rs.2000/- per day x 10 persons)
8.	Stationery	10,000/- lump sum.
9.	Contingency including postage & ministerial assistance	Rs.15,000/- lump sum.
10.	Publications & distribution of the seminar proceedings	Rs.15,000/- lump sum for 50 sets. Rs.40,000/- if the Ministry finds the proceedings worth publication at larger scale.
11.	Working lunch and tea	As per GOI norms.
	<b>Subject to the ceiling of Rs.4.00 lakh.</b>	

<b>C.</b>	<b>WORKSHOP/SEMINAR AT STATE LEVEL</b>	<b>Revised norms</b>
<b>Sl. No</b>	<b>Item of Expenditure</b>	<b>Proposed changes with cost ceilings</b>
1.	Material to the participants	Rs. 25,000/- (@ Rs.500/- x 50 persons)
2.	Hall charges	Actual charges or upto :  Rs. 10,000/- per day for metro cities. Rs. 7,500/- per day for A Class City. Rs. 6,000/- per day for B & C Class cities. Rs. 3,500/- per day for rural areas.
3.	Honorarium to the organizing team	Rs.10,000/- lump sum.
4.	Accommodation to participants	Per head actual charges or upto:  Rs. 2,500/- per day for metro cities. Rs. 1,500/- per day for A Class city. Rs. 1,000/- per day for Class- B & C cities. Rs. 350/- per day for rural areas..
5.	TA/DA	As per GOI rules.
6.	Pre-workshop expenses including commissioning of base papers or theme papers	Rs.15,000/-
7.	Honorarium to resource persons	Rs. 10,000/- (@ Rs.1000/- per person x 10 person)
8.	Stationery	Rs.10,000/- lump sum.
9.	Contingency including postage & ministerial assistance	Rs.10,000/- lump sum.
10.	Publications & distribution of the seminar proceedings	Rs.20,000/- lump sum.
11.	Working lunch and tea	As per GOI norms.
<b>Subject to the ceiling of Rs.3.00 lakh.</b>		

**Note:** These ceilings are for the maximum entitlements. Pro rata deductions could be made in case, the number of days are less. Internal re-appropriations to the extent of 10 % of the receiving head will be permissible to the organization and upto 15% with the prior permission of the Ministry.