

INDIAN COUNCIL OF MEDICAL RESEARCH, NEW DELHI

No. F&A/ICMRHQ/2024

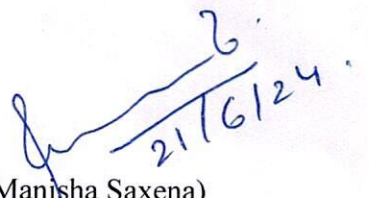
Dated: 21st June 2024

Office Memorandum

Sub: Agency charges for Outsourcing Agency for Project Staff in ICMR Projects (Intra-Mural) and (Extra-Mural)

The Competent Authority has already approved hiring of Project Staff, under ICMR Intra-Mural and Extra-Mural Projects, through outsourced agency only. In this regard, it is hereby clarified that the expenditure on account of charges of outsourced agency viz. Service Charges, EPF, ESIC, GST etc will be incurred from the available balance under Salaries budget of the particular project. If the balance is not available under salaries component, the same may be met from contingency budget of the project. However, if the balance under salaries and contingency is not sufficient, Institutes/Centres must submit the demand to the concern Division of the ICMR Headquarters for release of additional budget. In the Intra-Mural Projects, Institutes/Centres may utilize the budget of Grant-in-Aid (General) [Sub-Head: Other Administrative Expenses] to meet out the agency charges.

Further, Institutes/Centres need to maintain separate expenditure ledger of agency charges of outsourced agency for hiring of Project Staff.


(Manisha Saxena)
Sr. DDG(A) & Sr. FA

Copy to:

1. PS to DG
2. PS to Additional DG
3. PS to Sr. DDG(A) & Sr. FA
4. All the Divisional Head of ICMR Headquarters
5. All the Director/Director-in-Charge of ICMR Institutes/Centres
6. DDG(A)
7. ADG(A) / ADG(F)
8. DDO