

INSTITUTE OF ECONOMIC GROWTH, DELHI

CONSULTANCY RULES

1. Definition of Consultancy

- 1.1. Consultancy involves preparation of papers or reports or other such documents based on deskwork or fieldwork for and at the invitation of government agencies, public sector agencies, donor agencies, international agencies, etc for a specified remuneration, irrespective of whether or not a contract is signed.
- 1.2. Examinations, lectures, selection committee and other professional work of the faculty are not to be included under consultancy.
- 1.3. Remuneration received for monographs, papers, lectures, evaluations, refereeing and other academic contributions are not to be included under consultancy in so far as they do not arise out of a contract for a consultancy.

2. Approval of Consultancy

- 2.1. All consultancy assignments by the faculty members should be undertaken with prior approval of the Director and Chairman, Board of Governors (BoG) of the Institute. Should the need arise in a specific case, the Chairman may constitute a three-member Committee comprising of the Director and two members of the Board of Governors to advise him/her on the request for consultancy.
- 2.2. Before accepting the consultancy, the faculty member concerned shall submit the following details to the Director for assessing the consultancy request:
 - Period of consultancy;
 - Name and address of the sponsoring agency;
 - Title of the consultancy job;
 - A brief description of the work to be done;
 - The consultancy fee expected to be received for the work; and
 - Copy of any draft contract.

3. Conditions of consultancy

- 3.1. A faculty member will normally be allowed to spend a maximum of 45 days a year inclusive of summer vacation for consultancy. In special cases, the Chairman, Board of Governors, on the recommendation of the Director, may accord permission beyond 45 days.
- 3.2. The consultancy work should not interfere with the normal teaching/research work of the Institute and other duties which may be assigned to faculty members by the Director.

4. Leave Rules Relating to Consultancy

- 4.1. Ordinarily, all consultancies will be done by faculty members by taking earned leave or leave without pay.
- 4.2. Any leave without pay will be termed “consultancy leave” and will be allowed in addition to the extraordinary leave of a maximum of five years in a career allowed to each faculty, and also in addition to the two months per year of Study leave/academic leave allowed to the faculty.
- 4.3. Earned leave or leave without pay for the purpose of consultancy can be taken in two or three installments, if the nature of work to be done so requires, with the prior approval of the Director.
- 4.4. For consultancies not exceeding 15 persons days of work spread at most over six months, which do not require travel outside the city, a faculty member can undertake consultancy without taking leave, provided the consultancy is for a Ministry of the Central Government or a planning/policy making body of the Central Government such as the Planning Commission, or for a multilateral agency such as an UN agency or the World Bank/IMF.

5. Sharing of Consultancy Fee

- 5.1. For consultancies undertaken under earned leave or leave without pay, the faculty member will not be required to share the consultancy fee with the IEG.
- 5.2. For consultancies not exceeding 15 person days of work, for which the Director and Chairman BoG have given prior permission without taking leave, the consultancy fee will have to be shared with the Institute. Of the consultancy fees received by a faculty member in a year (to be counted from April 1 to March 31) in excess of Rs.30,000/-, 25% will be shared with the Institute.
- 5.3. All faculty members will be asked to give an annual statement of the total amount of consultancy fee received during the year, by source of payment and amount received from each source.
- 5.4. Honorariums received from lectures, monographs, papers, evaluations, refereeing and other academic contributions, unless they emerge from a consultancy contract, will not be counted as consultancies, and will not need to be shared with the Institute.

6. Use of Fund

- 6.1. The consultancy fees shared by the faculty members with the Institute shall be remitted to the Institute’s R & D fund or to any other fund of the Institute as decided by the Committee for Administration and Finance.