



**CORPUS FUND-ICAR GUIDELINES, 2023**

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAVAN, NEW DELHI**

<b><u>TOPICS</u></b>	<b><u>CONTENTS</u></b>	<b><u>Page No</u></b>
Preamble		1
SECTION – I:	Short Title and Commencement	2
SECTION – II:	Definitions	2-3
SECTION – III:	Mandate of Corpus Fund-ICAR	3
SECTION – IV:	Objective / Purpose	3
SECTION – V:	Constitution of the Corpus Fund Committee	3-4
SECTION – VI:	Procedure for Accrual and Allocation of Fund	4-5
SECTION – VII:	Operational Guidelines of the CF-ICAR	5-6
SECTION – VIII:	Guidelines for Utilization	6-8
SECTION – IX:	Investment of CF-ICAR	8
SECTION – X:	Financial Reporting and Accounting Procedure	8
SECTION – XI:	Taxation policy	8
SECTION – XII:	Restricting Clause	8
SECTION – XIII:	Exception and Residual Clause	8

## **PREAMBLE**

The Indian Council of Agricultural Research (ICAR) is the premier research institution in the field of agricultural research and education. It is an autonomous body under the Department of Agricultural Research & Education (DARE) under the Union Ministry of Agriculture and Farmer's Welfare, Government of India. In course of carrying out its research activities, ICAR and its institutions across the nation generates revenue through sale of various by-products apart from earning through Sales/Service, Fees/ Subscriptions, Income from Investment of Earmarked/ Endowment Funds, Income from Royalty/ Publications, Income from Revolving Funds, Income from Training, contract research and consultancies and other income etc.

In order to strengthen financial support and to attain self-sufficiency in the field of research and development and also to streamline the usage of revenue generated by ICAR it was considered essential to create Corpus Fund of ICAR and frame the rules and guidelines for governing the same.

In view of the enabling provisions and instructions contained under **Rule 229 (iv) & (v)** of the General Financial Rules, 2017, the Hon'ble Minister of Agriculture and Farmer's Welfare, DARE, GOI is pleased to approve creation of a Corpus Fund for Indian Council of Agricultural Research (ICAR) out of internal accruals of ICAR. This fund will be called "**Corpus Fund-Indian Council of Agricultural Research (CF-ICAR)**".

**GUIDELINES ON CORPUS FUND**  
**INDIAN COUNCIL OF AGRICULTURAL RESEARCH (CF-ICAR)**

**SECTION: I Short Title and Commencement**

- (i) This may be called ‘Corpus Fund-Indian Council of Agricultural Research’ (CF-ICAR)
- (ii) They shall come into force with effect from the date approval accorded by the Governing Body (GB) of ICAR and of the Department of Agricultural Research & Education (DARE)

**SECTION-II: Definitions**

In this guideline unless the context otherwise requires:

- (i) ‘Governing Body’ means Governing Body of ICAR
- (ii) ‘Corpus Funds’ means the Corpus Fund of ICAR.
- (iii) ‘Council’ means Indian Council of Agricultural Research Headquarters, New Delhi.
- (iv) ‘Competent Authority’ means the Director General of ICAR.
- (v) ‘Secretary’ means Additional Secretary DARE & Secretary ICAR.
- (vi) ‘Financial Advisor’ means Additional/Joint Secretary & Financial Advisor, DARE.
- (vii) ‘Joint Secretary (Finance)’ means Joint Secretary (Finance) of ICAR
- (viii) ‘CFC’ means Corpus Fund Committee
- (ix) ‘IFD’ means the Internal Finance Division of Council

**SECTION-III: Mandate of Corpus Fund-ICAR**

The ‘Corpus Fund of Indian Council of Agricultural Research’ (CF-ICAR) is created with the approval of the Hon’ble Union Minister for Agriculture & Farmer’s Welfare and will

be operational at the Headquarters of ICAR at New Delhi out of the internal revenue resources generated in ICAR and its institutions, in accordance with the instructions contained under **Rule 229 (iv) & (v)** of the General Financial Rules, 2017 as under

Rule 229 (iv): *‘All autonomous organizations, new or already in existence should be encouraged to maximize generation of internal resources and eventually attain self-sufficiency’*

and

Rule 229 (v): **Corpus fund created out of internal accruals of the body, approval of the administrative ministry must be obtained.**

This centralized fund will meet the requirement of funds for all ICAR institutes and will be utilized primarily to meet the expenditure on the research and development activities as indicated in the guidelines.

#### **SECTION-IV: Objective / Purpose**

The primary objective of the Corpus Fund of ICAR hereinafter referred to also as “Corpus Fund-ICAR” is to acquire self-sustenance, stabilize and strengthen the research and development activities and to have a long-term financial support from sources other than the Ministry of Finance and external funded project agencies/departments.

#### **SECTION-V: Constitution of Corpus Fund Committee**

(i) Proposals related to application /usage of fund out of CFI shall be considered and approved by a Corpus Fund- ICAR Committee (CFC) comprising of following officials:

- 1) Director General, ICAR – **Chairman**
- 2) Secretary, ICAR – **Member**
- 3) AS & FA, DARE/ICAR – **Member**
- 4) One DDG, nominated by the Director General, ICAR- **Member**
- 5) Concerned DDG and Director of concerned Institute- **Co-opted Member**
- 6) JS (Finance) – **Member**

(ii) **Quorum**

Four members shall constitute the quorum for CFC at the Council. Presence of Chairman **and AS & FA, DARE/ICAR** shall be required for completion of quorum.

(iii) **Meeting of the Corpus Committee**

The Corpus Fund-ICAR Committee shall meet at least once in every quarter.

(iv) **Institute Corpus Fund Committee**

There will be an Institute Corpus Fund Committee in each institute which will examine the proposals related to expenses to be met out of Corpus Funds out of the institute's share. The Institute Corpus Fund Committee will comprise of the Director of the Institute as Chairman and 4-5 officials of the institute as members including the Administrative and Finance Head of the institute.

## **SECTION-VI: Procedure for Accrual and Allocation of Fund**

The following income as reported in the Annual Statement of Accounts of ICAR shall constitute internal accruals of ICAR:

**Schedule 8:** Income from Sales/Service (it does not include capital items) and  
Income from training, contract research, consultancies & professional services;

**Schedule 10:** Fees/Subscriptions

**Schedule 12:** Income from Royalty/Publications

**Schedule 13:** Interest Earned (Other than those on Government Grants)

**Schedule 14:** Other Income (excluding capital receipts on disposal of assets)

In addition to above, following income/ accumulated receipts also will become part of the Corpus Fund.

(i) Receipts under Revolving Funds;

(ii) Loans and Advances (principal amount); and

- (iii) Any other internal revenue

## **SECTION-VII: Operational Guidelines of the CF-ICAR**

- (i) The Corpus Fund-ICAR will be created initially from the accumulated internal revenues available in the bank account of Council Headquarters.
- (ii) A dedicated separate Bank account will be opened and operated to create and maintain to receive revenue receipts from the institutes and also to make allocation to institutes out of the accumulated funds.
- (iii) Institute will be entitled to retain 70% of the amount of total revenue generated during a financial year for its utilization in the subsequent financial year, after approval of the accounts in Council. 60% of the amount retained (i.e. 60% of retained earnings by the institute) will be required to be utilized for core R&D activities invariably.
- (iv) 30% of total revenue generated by the institute in a financial year will be remitted/refunded to Council in the bank account opened for Corpus Fund-ICAR on or before June in the following year. Proposals related to expenditure out of the Central Corpus maintained at Council will be routed through the respective subject matter divisions which will recommend these proposals to the Corpus Fund Section of IFD at Council.
- (v) 70% of the amount generated and permitted to be retained at the Institute will be available only for utilization and not to be carried forward to subsequent years. Any amount remaining unspent out of permissible ceiling of 70% of the revenue in a year shall be remitted to the Corpus Fund account maintained at Council by every institute or before the close of the financial year.
- (vi) **A separate Corpus Fund Section dealing shall be created which will function under the overall supervision of JS(F), ICAR.** The accounting records for the 'Corpus Fund of Indian Council of Agricultural Research' (CF-ICAR) shall be maintained by the Corpus Fund Section of the IFD which will also maintain the institute-wise records for the revenue generated in a year, permissible amount retained, amount actually utilized and amount remitted to the CFC (30% of the ICAR Headquarters share and also the unspent amount out of 70% amount).

- (vii) Corpus Fund Section handling the 'Corpus Fund of Indian Council of Agricultural Research' (CF-ICAR)' will also deal with requests from ICAR institutes not generating adequate revenue for any financial assistance through CF-ICAR as forwarded by respective SMDs and place the same before the CFC for consideration and approval.
- (viii) Government Grants/interest earned on Government Grants and any other funds other than internal revenue as already defined in these guidelines will not be transferred either directly or indirectly to the Corpus Fund Account maintained at Council Headquarters.

### **SECTION-VIII: Guidelines for Utilization**

The broad list of items/activities is classified under the following two categories namely "Category-A – "Items allowed for incurring expenditure at Institute level", "Category-B– "Items allowed for expenditure with Council's approval". This is tabulated as under:

#### **Category-A: Items allowed for incurring expenditure (Institute Level)**

- (i) Research and Operational Expenses (chemicals & consumables, glassware, fertilizers, seeds, salts & minerals farm manure, other consumables, feeding and upkeep of animals, other research expenses including outsourced manpower engaged in research and allied activities). Prescribed norms are to be followed wherever applicable to economize the expenditure
- (ii) Contingent Administrative expenses (such as rent, rates & taxes, electricity/ water/ security charges, POL, vehicle hiring etc).
- (iii) Minor repairs and maintenance of buildings, farm, infrastructure and all other assets up to 10.00 lakhs in each case. (Rs.20.00 lakhs in National Institutes). **This should not be more than 20% of the revenue retained by the Institute.**
- (iv) Civil & Electrical Works including Minor Works up to 5.00 lakhs in each case. (Rs.10.00 lakhs in National Institutes). **This should not be more than 15% of the revenue retained by the Institute.**

- (v) Procurement of equipment for Scientific Research, Farm Equipment/Implements (including Tractor) costing up to Rs 15.00 lakhs in each case and for other Office costing up to Rs. 5.00 lakh in each case. **This should not be more than 15% of the revenue retained by the Institute.**
- (vi) PR and Publicity Expenditure including Exhibitions, Fairs, Foundation Day etc. (within delegated of powers of Directors of the Institute /Directors of the National institutes in each case).

**Category-B: Items allowed for incurring expenditure (Approval at Council Level)**

**(a) *Institute Corpus Funds***

- (i) Civil & Electrical Works exceeding the amount shown under ‘A’ above.
- (ii) Procurement of equipment for Scientific Research, Farm Equipment/Implements (including Tractor) costing above Rs 15.00 lakhs in each case and for other Office costing above Rs. 5.00 lakh in each case.

**(b) *Central Corpus Funds***

- (i) The Corpus Fund will be utilized to supplement Research & Development activities, identifying the gaps in research and the funds shall be utilized to make a fruitful contribution to all such activities. ICAR shall develop a perspective plan, detailing the R&D activities to be taken up from Corpus Fund.
- (ii) The Corpus Fund shall be utilized judiciously to enhance future revenue generation through activities such as tissue culture, planting material etc.
- (iii) Interest bearing loans and advances paid to employees
- (iv) Need based financial assistance for Competitive Research Projects also can be provided. The Competitive Research Projects proposals will be monitored and supervised by the NASF which will formulate separate guidelines for the purpose.
- (v) Arrears of pay and allowances of on revision of pay etc.

*(ICAR Institute will refer the proposal to the SMD for items included under 'B' for obtaining approval of Council. The SMD will process it on the file and convey approval after obtaining the approval of Corpus Fund Committee.)*

#### **SECTION-IX: Investment of CF-ICAR**

The accumulated funds at Council Headquarters will be invested in term deposit after obtaining rates from Scheduled Commercial Banks as recommended and approved by the Corpus Fund committee/Competent Authority. The interest earned thereof will be accounted in the CF-ICAR. Moreover, units can also keep the idle funds (other than liquid funds) out of the funds allocated to them in TDRs only to earn interest thereupon.

#### **SECTION-X: Financial Reporting and Accounting Procedure**

Institutes will account the details of revenue generated during a financial year in the respective schedule of Annual Accounts of the Institute. Expenditure incurred from the Corpus Funds out of Institute Share and Council's Share will be shown distinctly and shown in the respective expense Schedules of Annual Accounts of the Institute.

#### **SECTION-XI Taxation policy**

The accumulation under the Fund will be governed as per the applicable provisions of the Income Tax Act.

#### **SECTION-XII: Restricting Clause**

The recommendations of the Corpus Funds Committee (CFC) will be in alignment to the Government of India instructions and economy measures issued by the Government of India from time to time. The recommendations of the Corpus Funds Committee (CFC) shall be placed before the Competent Authority with the financial concurrence of Financial Advisor, DARE.

#### **SECTION-XIII: Exception and Residual Clause**

Any exception to the above guidelines or changes in the guidelines will need specific approval of the Hon'ble Union Minister of Agriculture & Farmers' Welfare.