

Important

Date: - 27.09.2019.

OFFICE ORDER

With the approval of Joint Secretary(Training), MoHFW & In-Charge, Director, NIHF, it has been decided to implement the following systemic changes in the processes in strict accordance with GOI norms/rules so as to speed up decision-making, accelerate the pace of work, reduce channels of submission, developing core competencies and strengthening the infrastructure to be followed in the NIHF in supersession of earlier Orders in respect of these processes: -

A) Training/Academic/Activities: In order to upscale the training/ academic/evaluation activities in the Institute, the following measures are to be implemented.

(i) All HoDs would undertake at least 10 training programmes in one training calendar year. Each Faculty will also undertake a minimum 3 such activities. Every Department would also undertake at least one evaluation of studies with regard to newly emerging health issues/challenges. New activities including training of newly recruited ministerial staff in various health/AYUSH/ICMR institutions may also be planned so as to trained them on administrative/establishment matters.

(ii) In order to facilitate **Promotion of R&D activities** in the NIHF, Labs would undertake R&D activities, validation of kits, developing the RBM Labs into reference lab for Government of India for testing the samples received for food safety etc. and many such activities so as promote R&D work and also to generate revenues for the Institute optimally at least 10% of the Institute annual budget every year. All out efforts would be made to ensure acceleration of patent activities in the NIHF in collaboration with leading/premier technical /health Institutes, as required. The working of research staff (AROs/ROs) and Lab staff to be reoriented with proper training and exposure so as to meet the changing needs of R&D activities in the Institute.

(iii) **Off-loading Faculty from non-core non-academic activities:** In order to develop core competences, all the faculty would be off-loaded from their non-core, non-academic activities like Workshop maintenance, security, horticulture, stores, housekeeping, hostel, computer centre, press, mess/canteen activities which are of purely administrative nature. **The current practice of faculty in-charge, therefore, stands discontinued with immediate effect.** If necessary, expertise services may be carried out by professionals on hiring basis outsourcing them through GeM under the Institute Admn, and If necessary, by strengthening of staff the administrative sections with the approval of SFC/Governing Body.



iv. The existing Nodal Officers System has been re-visited and it has been decided that there would be only Nodal Officers(NOs)to be engaged for monitoring the project activities in the Institute on rotational basis **if period has exceeded 3 years**. Whereas Director would be Principal Investigator, NO would be at the level of Professor. Moreover, Asstt. Nodal Officers (ANO) appointed/nominated for any project activities also stands dis-continued with immediate effect.

B) Honorarium:In terms of the provisions of FR 46 (b), the Central Government may grant or permit a Government servant to receive an honorarium as remuneration for work performed which is occasional or intermittent in character and either so laborious or of such special merit as to justify a special reward. The maximum amount of Rs. 5000/- can be sanctioned to a regular govt. servant in one financial year.


However, it is observed that at most time, faculty and staff are being considered for honorarium exceeding the ceiling of Rs. 5000/- (Rupees five thousand only) in a financial year. Even honorarium is being given to faculty for delivering lectures /course coordinator as a part of regular academic/training activity of the Institute or any project - related activities, which is otherwise part of their regular job responsibilities and therefore, are not covered under the provisions of FR 46(b). Therefore, this practice needs be discontinued and in no case, a maximum ceiling of Rs. 5000/- (Rupees five thousand only) would be admissible to any of the regular staff in one financial year including that of project-related activities. **No such incentive would be admissible to any contractual staff.**

However, for external resource persons/faculty/examiner may continue to get honorarium as per Institute norms approved by SFC/GB.

C) Transport arrangements:

In addition to the orders/restrictions issued vide Office Order No. dated 18.09.2019, the transport arrangements **on tours** for a team would be arranged by the Institute empaneled agency M/s. Ashok Travel and Tours (ATT) or alternatively by the State Tourism Department/Corporation with GST bill. In case of non-availability of such transport by the aforesaid agencies, the App-based transport providing agencies like Ola/Uber may also be hired and bills reimbursed on production of bill, subject to maximum of Rs. 5000/- per day/250 kilometers from the original point of airport/railway station.

D) Accommodation/Hotel: - During the outstation tours, hostels are to be arranged by the Institute empaneled agency i.e. ATT. Alternatively, stay arrangements are to be done at the State Tourism Hotels/Private Hotels may also be booked online as per entitlements and bills submitted accordingly, for reimbursement. This will be applicable to all Tours whether from the Institute's supported/ field visits or even project supported field visits. The food bills provisions to be governed by the Govt. of India norms as amended from time to time. **No participants from Delhi/NCR cities would be allowed to avail Hotel facility from their place of posting unless they stay in Delhi.**



As a matter of policy, all the participants would be first accommodated in the Institute's Guest Houses/hostel as per admissibility/availability/entitlements. In case of Institute accommodation is not available, a non-availability certificates(NAC) is to be provided by Warden and only then, empaneled hotels would be considered for the accommodation for trainees during their training Programme in the Institute.

These Orders shall be implemented with immediate effect of issue of this Office Order.



(Anil Kumar)
Deputy Director (Admn.)

To: -

1. All HoDs/Nodal Officers/Faculty/Sectional Heads – with request to bring it to the notice of all concerned staff members working under them.
2. Dr. Rajesh Kumar/Dr. Ankur Yadav, Asstt. Professor and Sub-Dean.
3. Computer In-charge – to upload the Circular on the Institute's website.
4. PA to Deputy Director (Admn.)

Copy for kind information to: -

PPS to Joint Secretary (Training) and I/C, Director, NIHFV.