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## GUIDELINES FOR INTERNATIONAL RESEARCHERS TO WORK IN LABORATORIES/INSTITUTES OF ICFRE'S

### 1. Preamble:

Indian Council of Forestry Research and Education (ICFRE), an autonomous body in the Ministry of Environment, Forests and Climate Change has been undertaking the holistic development of forestry research, education and extension through need based planning, promoting, conducting and coordinating research, education and extension, covering all aspects of forestry. ICFRE has nine National Level Research Institutes and four Centres of Excellence located in different bio- geographical regions of the country to cater to the forestry research and education oriented needs of India. In order to keep up with the pace of forestry research and education on the international firmament, ICFRE has been facilitating International exchange programmes pertaining to research and education works in forestry. Collaboration in research and education by networking with eminent Institutions within and outside the country is encouraged by ICFRE in order to widen the knowledge base of the Institutes and Centres of Excellence of the Council.

### 2. Guidelines:

ICFRE intends to promote association, co-operation and collaboration with international researchers as they bring in proficiency and expertise in new areas thus contributing to qualified human resource, for working on mandate of ICFRE and its Institutes towards forestry research, education and extension.

The guidelines applicable for the international researcher to work in different Institutes/Centre of excellence, the respective funding agency and ICFRE shall be as under:

#### 2.1 About Duration of Fellowship and Financial Matters:

- a) The Fellow is entitled for fellowship for the duration it has been sanctioned by the funding agency. The fellowship will be terminated on expiry of tenure without notice.
- b) The external funding agency shall place funds for the fellowship at the disposal of the ICFRE institute, which shall release the emoluments payable to the Fellow on monthly basis.
- c) Once a Fellow accepts the fellowship and joins, it is obligatory for him/her to continue the fellowship for the normal tenure. No Fellow shall discontinue his/her fellowship without the prior approval for the concerned Head of the Institute. In case he/she wants to discontinue

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his/her fellowship prior to the completion of the tenure or the attainment of original objective of research, he/she must obtain permission from the funding agency. In case he/she leaves the fellowship without prior approval of the concerned Head of the Institute, he/she will be liable to refund the entire fellowship paid to him/her and all the cost incurred till then in the project.

- d) Detailed research programme that the Fellow intends to pursue must be submitted to the Head of the Institute before commencing the work. The fellow will also ensure that all the related clearances from Govt. as well as respective High Commission are obtained well before joining the Institute.
- e) Head of Institute will verify all details related to the fellowship and ensure that the same is within the purview of Law of the State.
- f) ICFRE shall not provide any emoluments to the Fellow except those provided from the external funding agency under the agreement.
- g) Benefits like medical attendance, gratuity, Provident fund, Pension, Leave travel concessions are not applicable for the fellowship.
- h) The Fellows will use the grant provided by the funding agency for the fellowship, purchase of chemicals, consumables and travel.
- i) The procurement shall be done by the ICFRE institute as per its own norms and provided to the Fellow. Fellows should not use research funds for purposes other than the approved research programme.
- j) The Fellow is eligible to claim TA/DA as admissible to the officers of the ICFRE drawing the same salary in accordance with the rules of the Institute for tours undertaken only in connection with his/her approved research programme or presentation of research results in a conference/seminar/symposium, etc. and not for attending any course for which certificates are awarded. He/She is free to seek additional travel grants from any other funding agency for the above stated purposes.
- k) An Institutional charge of US\$ 500/- per month will be levied in case of individuals in personal capacity. An added US\$50 per month will be charged for use of internet facilities in the premises.
- l) In case of Government of India sponsored fellows, no Institutional charges will be levied.
- m) All Fellows may be allowed hostel accommodation wherever available on payment of prescribed charges of rent, water and electricity. If accommodation is not provided, house rent allowance will be admissible subject to availability of this provision under the fellowship. House rent allowance will be allowed as per the rules of the institution subject to the condition that HRA payable, in no case, shall be more than the rates payable to Central Govt./ICFRE employees in the area.





## 2.2 General Guidelines

### 2.2.1 On joining

- a) The Fellow will be a signatory to the Terms and Conditions of ICFRE and the funding agency and shall abide by all the extent as well as any other rules, regulations/procedures of the funding agency/Institute/Council prescribed from time to time.
- b) The Director of concerned Institute should ensure the credentials of the individual check his/ her Visa details for valid stay in the country and ensure that no rules of the State are violated.

### 2.2.2 On Agreement to be signed

- a) An MoU duly drafted by Head of Institution as per the requirement in the case will be signed between the Fellow and Director of respective Institute.
- b) A copy of the above MoU will also be sent to the concerned Embassy/ High Commission for information and further necessary action.

### 2.2.3 On Place of work

- a) Fellows will be attached to the Divisions of the Scientists (Supervisors) with whom the collaborative proposal has been developed. The Fellows can use the equipment and other facilities of the Institute as envisaged in the project. A bond will be signed by the fellow for safe usage of equipment.
- b) The Director of the Institute must ensure adherence to Biodiversity Rules and provisions of other conventions to prevent bio-piracy.

## 3. About Reports, Publications, Patents, Acknowledgments, relieving from the Institute and dispute thereof.

### 3.1

In all the publications arising out of the research work carried out during the period of fellowship, ICFRE and the funding agency shall be acknowledged prominently for the support by the Fellow.

### 3.2


Similarly, any publication/patent arising out of the work of the Fellows will be given due credit to the scientists/Supervisor for the joint work.

3.3

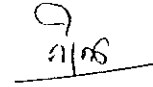
Comprehensive final report detailing the research work done during the entire tenure will be submitted to the Institute through the Supervisor in the format of the funding agency along with the papers published before being relieved or terminated. Where formats are not available, ICFRE project completion report format may be used. The Head of the Institute shall forward the report to ICFRE, and to the funding agency.

3.4

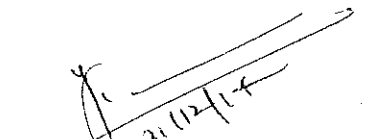
In the event of any question, dispute or difference whatsoever arising between the Fellow, his/her Department/Ministry or Institution (as the case may be) and ICFRE institutes out of or concerning fellowship and other related aspects, the same shall be governed by the laws of India being in force and the rights and liabilities hereunder shall, wherever necessary, be accordingly determined by the appropriate courts of India.

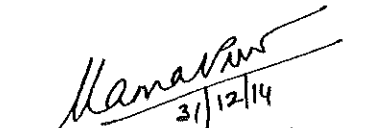
  
31/12/2014  
(Dr. Savita)

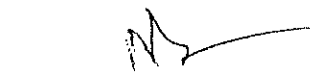
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