

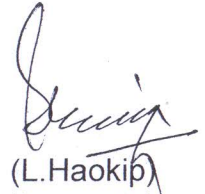
**The National Institute of Health and Family Welfare  
(Accounts Section)**

Dated:- 24th March, 2022

**Subject:- Guidelines for Administration of Development Fund (DF) of NIHFW, New Delhi.**

The 64th meeting of the SFC held on 29th January 2022 has approved the guidelines for administration of Development Fund (DF) of NIHFW. The same is enclosed herewith for information please.

This issues with the approval of Competent Authority, NIHFW.



(L. Haokip)  
Section Officer (Accounts)

Copy to:

1. All HODs & Sectional Heads.
2. PA to Director/Dean/DD(A)
3. I/c Computer Centre- with a request to kindly upload Office Order in the Institute's website.

The 64th meeting of the SFC held on 29th January 2022, approved the guidelines for administration of Development Fund (DF) of NIHFV with minor modifications in the Agenda which was presented before the SFC.

The modified Guidelines for Administration of Development Fund (DF) of NIHFV are as follows:-

### Background

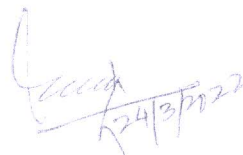
The National Institute of Health and Family Welfare (NIHFV) is an Autonomous Organization which was established on 9th March, 1977. The NIHFV comes under the Ministry of Health and Family Welfare, Government of India, acts as an 'apex technical institute' as well as a 'think tank', catalyst & innovator for management of public health and related health & family welfare programmes by pursuing multiple functions of Education & Training, Research & Evaluation, Consultancy & Advisory services as well as provision of specialised services through inter-disciplinary teams.

The Development fund was created with the approval of the SFC in its 43<sup>rd</sup> meeting held on 30<sup>th</sup> September, 2002 and ratified by the Governing Body in its special meeting held on 3<sup>rd</sup> July, 2003. The DF is created with an objective to overcome the shortfall in fund for enhancing the infrastructural facilities as well as to act as a contingency whenever there is a dearth due to non-receipt of grants in time from the Ministry. This fund will be generated through the overhead charges the Institute collects from the research projects undertaken from various Ministries and other National and International funding agencies etc.

The following revised guidelines will be applicable for the Development Fund of NIHFV:-

#### A. Objectives of the Fund:

1. The fund will help the Institute to serve as contingency fund, which can be advanced whenever there is a monetary dearth due to non-receipt of the grants in time from the ministry. However, on receipt of grants the amount of advance shall be reimbursed to the fund.
2. To facilitate the students and faculty of the Institute for attending various international, national level seminars, workshops, competitions to develop their academic career and future prospects based on a review system as modified by the Institute from time to time.
3. To develop the best human resources for teaching and research in the Institute by providing various opportunities for the existing faculty through various exchange programmes.

  
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4. To develop research/teaching networks of Institutions within the country in the areas relevant to the Institute.
5. To create research infrastructure.
6. To create and modernize facilities in the Institute.

**B. Sources: (Receipt/Revenue transferred to the Fund)**

*The sources of DF are:*

1. *Course fee of training programmes conducted by the Institute (after adjusting the expenditure incurred by the Institute).*
2. *Institutional services charged by the Institute on funded projects/activities (after adjusting the expenditure incurred by the Institute).*
3. *Revenue from disposal of the surplus/unserviceable stores items created under the funded projects.*
4. *Receipt from the hostel/Guest House.*
5. *Miscellaneous receipts by way of hiring charges of auditorium, halls, parks etc.*
6. *Rent received from NHSRC, SBI etc. in respect of the hired building.*
7. *Revenue from research, evaluation, consultancy projects undertaken by the Institute; and*
8. *Any other income generated by the Institute.*

**C. Utilization:**

The Institute will utilise the DF on the following items:

1. Purchasing of Capital goods, Other Equipment, Books and Journals.
2. Enhancing facilities for students and staff.
3. Establishment & Modernization of computer centre and other related IT facilities.

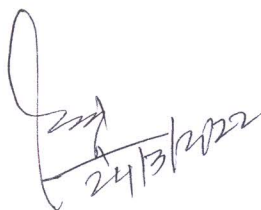
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4. Establishment of Short term visiting positions of scholars.
  5. Enabling Faculty, Students and Staff to attend various conferences, seminars, training programme helpful in enhancing their capacity.
  6. To Develop higher level intellectual capacity of the Institute through various innovative mechanisms including developing networks of research/teaching institutions in the country.
  7. Any other purpose in the interest of Institute with the approval of the Standing Finance Committee/Governing Body.

Note: The Principal amount of DF shall be used for non-recurring expenditure only in exceptional cases with the permission of the Chairperson, SFC and recurring expenditure shall be met out only from "interest amount" of the DF. Unutilized interest amount of a financial year shall be merged with principal amount of the DF on first April of next financial year.

**D. Management of DF**

The annual interest earned per annum can be utilized from Development Fund (DF) for the purpose as specified in point No. C as per the existing purchase rules as well as other guidelines for each activity as modified from time to time.

  
24/3/2022