

FAQs related to the implementation of the Scheme of ‘Multi-Disciplinary Research Units (MRUs) in the Government Medical Colleges

| S.No. | Question | Response/Clarification |
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| 1 | What is the procedure & format for submission of the proposal for establishment of MRU in the medical college? | <ul style="list-style-type: none"> ▪ Application is required to be submitted in the prescribed format with all supporting documents. ▪ No. of copies required to be submitted: 10 ▪ The format of application is given in the Guidelines available at www.dhr.gov.in. |
| 2 | Which are the authorities competent to sign the Memorandum of Agreement (MoA)? | <ul style="list-style-type: none"> ▪ MoA strictly as per format given in the Guidelines. ▪ Should be signed by the Principal Secretary/Secretary (Health & FW or Medical Education) or any officer authorized by the aforesaid authority on behalf of the State Government (copy of the authorization letter should be attached to MoA) and by the Principal of the concerned medical college. ▪ The name and designation of the signing officer should be clearly mentioned, with the Rubber Stamp. ▪ No. of copies: 3 (in original) |
| 3 | How much space is required to be provided by the medical college for establishment of the MRU? | <ul style="list-style-type: none"> ▪ Minimum space (covered) of approx. 300 sq. mtrs (between 2500-4000 sqft) is to be provided in the premises of the medical college for the establishment of MRU. ▪ Location, Layout, with earmarking of the area (in sq mtr/sqft) should be clearly attached with the application format. |
| 4 | Whether the entire space should be at one place only or can be at various locations? | <ul style="list-style-type: none"> ▪ As far as possible, the entire space should be at one place only. ▪ In case, it is scattered or at different floors, it should be close to each other and easily accessible to function as a common & dedicated lab. ▪ A proper name board shall be displayed at each place mentioning Multi-Disciplinary Research Unit approved by DHR (GoI) |
| 5 | How to meet the expenditure in case the cost of renovation exceeds Rs.25 lakhs? | <ul style="list-style-type: none"> ▪ Maximum admissible expenditure on renovation is Rs.25 lakhs only. ▪ Any expenditure over and above this ceiling should be borne by the State |

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| | | Government/Medical College or from any other source available to the medical College. |
| 6 | What procedure is to be followed for execution of renovation work? | <ul style="list-style-type: none"> ▪ Procedure under the General Financial Rules or as per rules & mechanism followed under the rules of the State Government/medical College, ensuring transparency, competitiveness and eliminating favours/ arbitrariness, should be followed. ▪ As far as possible, services of State PWD/in-house engineering department/any Govt. agency should be utilized. |
| 7 | How to select the equipments for the MRU? | <ul style="list-style-type: none"> ▪ Selection of equipment is to be made from the indicative list of equipments given in the Guidelines. ▪ It should be need based as per the research activities to be undertaken by the MRU, focused on Non-Communicable diseases. ▪ This should be based on the recommendations of the Purchase Committee and the Local Research Advisory Committee. ▪ If any equipment is already available in the medical college, it needs to be ensured and certified that it cannot be spared for the MRU. |
| 8 | What should be specifications of the equipment? | <ul style="list-style-type: none"> ▪ The specifications should be worked out/finalised based on the needs of the research projects to be undertaken, available literature, accessing the information from other medical colleges/institutions if they have already prepared the specifications, consulting experts, etc in the field by the Procurement & Equipment Committee of the State Medical College (SMC). ▪ No approval is required from the DHR/ICMR in this regard. |
| 9 | What procedure should be adopted for procurement of equipment? | <ul style="list-style-type: none"> ▪ Procedure under the General Financial Rules or as per rules & mechanism prescribed by the State |

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| | | <p>Government/medical College, ensuring transparency, competitiveness and eliminating favours/ arbitrariness, should be followed.</p> <ul style="list-style-type: none"> ▪ Note: If a single offer is received in response to tender floated to a number of parties, the Medical Colleges may follow the rules/procedures/instructions as applicable in such cases, after having satisfied that there is no cartelization in the submission of bids and about the reasonableness of rates and technical specifications. |
| 10 | How to take care of the expenditure on annual maintenance of the equipment? | <ul style="list-style-type: none"> ▪ Efforts should be made to procure the equipments with the provisions for extended warranty. ▪ For example, the equipment come with a normal warranty of 2-3 years, provision should be made for extended warranty of another two years or so, to cover a total period of atleast five years. The cost on this account may be built in the cost of equipment. |
| 11 | Whether equipment, which is not included in the indicative list in the Guidelines, can be procured? | <ul style="list-style-type: none"> ▪ Since such equipment should be need based, these proposals will be considered as part of the research projects. The request for equipments to be used in respect of a particular project duly forwarded by the Head of the Institute & recommended by the Local Research Advisory Committee (LRAC), the decision will be communicated to the medical college accordingly. ▪ However, overall limit will remain Rs.5.00 crore per MRU. |
| 12 | What is to be done in case the cost of any equipment works out to be more than the cost mentioned in the indicative list? | <ul style="list-style-type: none"> ▪ The rates mentioned in the guidelines are only indicative. ▪ Procurement may be done by the medical colleges without making a reference to the DHR/ICMR as per tendered rates, subject to the overall ceiling of Rs.5.00 crores for procurement of equipments. |
| 13 | Can services of Consultants be hired for preparation of | <ul style="list-style-type: none"> ▪ There is no provision for hiring of consultants for the civil work/renovation |

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| | specifications, design, preparation of tender document, etc for civil works/renovation and procurement of equipment? | and procurement of equipment. <ul style="list-style-type: none"> ▪ However, in case work is entrusted to an agency or on turn- key basis, the departmental charges/contingencies/ consultancy fee as normally charged by that agency (PWD/State procurement agency, etc) will form part of the overall cost. |
| 14 | What are the salaries of the contractual staff sanctioned for the MRU? | <ul style="list-style-type: none"> ▪ The staff is to be engaged on contractual basis and on consolidated remuneration as indicated in Appendix-II of the scheme guidelines. ▪ These are maximum payable rates. If desired, the initial remuneration can be fixed at lower rate as per norms and suitably increased on annual basis. |
| 15 | What are the qualifications and eligibility criteria for the appointment of contractual staff? | <ul style="list-style-type: none"> ▪ Generally, the ICMR pattern for similar categories of staff may be followed. (Details are given at Annexure-A) ▪ However, medical college may make requisite adjustments to suit the requirements of research projects proposed to be taken up or to adopt the criteria followed by the State Medical College/ Institution. ▪ The terms & conditions for engaging the staff on contract basis may be drafted in such a manner that they may not claim for regularization of their services. |
| 16 | Whether the contractual MRU staff can be granted annual increase in the salary? | Annual increase of not more than 5% may be considered, subject to the condition that the total recurring expenditure does not cross upper limits of remuneration as per scheme guidelines given in Annexure-A . |
| 17 | Which main committees are required to be constituted for implementation of the project? | In order to ensure transparency and speedy implementation of the project, it is desirable to constitute the following committees: (1) Civil Works Committee; (2) Procurement Committee; (3) Staff Recruitment Committee; and (4) Local Research Advisory Committee. (5) Monitoring & Evaluation Committee to review progress of physical, financial and scientific activities. |

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| | | There can have different nomenclatures for the committees as per practice prevailing in the Medical College. |
| 18 | Whether there is a provision for providing any training to the MRU Staff? | <ul style="list-style-type: none"> ▪ Yes. Expenditure on training of MRU staff can be met from the provision of recurring grant. ▪ Besides, DHR has a separate scheme of 'Human Resource Development for Health Research' where eligible regular faculty of the medical college, including those associated with the implementation of the MRU & VRDL Scheme can apply for fellowships/assistance for start-up projects, etc, as per scheme guidelines. |
| 19. | What actions are required for undertaking research activities at the MRU? | <ul style="list-style-type: none"> ▪ Pending completion of requisite infrastructure, the concerned medical colleges are required to (1) take parallel action for developing concept research proposals into full length proposals; (2) initiate research activities on NCDs with the help of the core staff for MRUs. |
| 20 | What procedure is to be followed for funding of research projects developed by the MRU in case the recurring grant is not sufficient to meet the entire needs of research activities? | <ul style="list-style-type: none"> ▪ Establishment of MRU with the limited core staff is intended to empower and encourage the medical colleges to undertake biomedical/health research, which was lacking due to non-availability of requisite facilities and environment. ▪ In addition to undertaking in-house research with the available recurring grant under the MRU scheme, good research proposals should be developed for which separate financial assistance can be sought from other agencies, like DST, DBT, DSR, ICMR, Grant-in-aid scheme of DHR, etc. |
| 21 | What should be composition of the Local Research Advisory Committee in the medical college for the MRU? | <ul style="list-style-type: none"> ▪ The composition of Research Advisory Committee should be broad-based and outside experts, including research scientists from ICMR/DST/DBT, research institutes located locally in city of the medical college, should also be included. ▪ Schedules of Research Advisory Committee meetings may be sent to DHR/ICMR in advance, so that |

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| | | possibilities of deputing experts from Government of India/ICMR could be considered. |
| 22 | Whether recurring grant for engaging staff and incurring of expenditure on consumables is permissible pending completion of infrastructure? | Yes, this can be considered from the 2 nd year of sanctioning of the MRU, subject to the initiation of research activities. |
| 23 | What is the periodicity and format for reporting the progress of implementation? | Quarterly basis: For the period April-June; July-September; October-December and January-March. Format is given at Annexure-B. |
| 24 | What is the format of Utilization Certificate and the documents required to be attached? | UC is required to be submitted in Form GFR 19-A along with the Statement of Expenditure duly audited by the State AG or the State auditor as applicable to the medical college/institution and the progress/performance report. |
| 25 | In case audit by the AG is yet not conducted, whether audit certificate for the expenditure incurred can be furnished from the C.A. or any other agency? | In case, AG audit is taking time, audited account from the C&AG empanelled CA firm or the auditor authorized by the State Government may be furnished, countersigned by the concerned Principal of the medical college. |
| 26 | What action is to be taken if UCs are pending in respect of funds received under other schemes of Ministry of Health & Family Welfare? | <ul style="list-style-type: none"> ▪ As per instructions of Ministry of Finance (Department of Expenditure), it would not be possible to release funds to the medical college in case UC is pending against the medical college in respect of grants received under any other scheme of Ministry of Health & Family Welfare. ▪ It is, therefore, imperative to take urgent follow up action to settle the pending UCs in respect of other schemes of MoHFW as a special drive. ▪ In this connection, kindly contact the officer in the concerned Division of the MoHFW as well as Sr. Accounts Officer, Office of the Chief Controller of Accounts (CCA), Nirman Bhawan, New Delhi to obtain the 'Pending UC Clearance Certificate', after submission of UC with requisite documents. |

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| 27 | Expenditure in connection with the visits of DHR/ICMR teams? | Can be met from the Administrative Expenditure head of the scheme. |
| 28. | Format of research publications? | Should be in the Vancouver Style. |
| 29 | Review by the State Health Department? | State Health Department should also review the progress of implementation of the MRU and its research activities from time to time and their findings should be shared with the DHR/ICMR. |
| 30 | What are the contact points in the DHR & ICMR for seeking any clarification and advice on the scheme? | <p>For administrative and financial matters:</p> <p>(1) Sh. Raj Kumar, Deputy Secretary, DHR (MoHFW), Tel : 011-23736218 E-mail : raj64in@gmail.com</p> <p>(2) Sh. S.N.Sharma, Under Secretary, DHR (MoHFW): Tel No.011-23736228) E-mail: sn.sharma68@nic.in</p> <p>(3) Dr. Naveen Sharma, Scientist-C (PMIU), DHR (Tel. No.01123736085) E-mail: naveenbiotechster@gmail.com</p> <p>(4) Dr. Hemlata, Scientist-C (PMIU), DHR (Tel. No.01123736085) E-mail: hemlata.jaint@gmail.com</p> <p>For higher level & Policy intervention: Sh. Manoj Pant, Joint Secretary, DHR (MoHFW): Tel No. 011-23736222 (FAX: 011-23736219) E-mail: jsmp-dhr@gov.in</p> |

Government of India
Ministry of Health & Family Welfare
Department of Health Research

GUIDELINES FOR ENGAGEMENT OF CONTRACTUAL STAFF FOR THE ESTABLISHMENT OF MULTI-DISCIPLINARY RESEARCH UNITS (MRUS) IN THE STATE GOVERNMENT MEDICAL COLLEGES/INSTITUTIONS:

I. Core staff to be engaged at each MRU (to be appointed purely on contractual basis)

| S.No. | POST | No. of Posts | Monthly consolidated remuneration | Estimated Expr. Per annum |
|---------------------------|-------------------------------|---------------------|--|----------------------------------|
| 1. | Research Scientist-II | 1 | 58,900 | 706800 |
| 2. | Research Scientist-I | 1 | 48,469 | 581628 |
| 3. | Lab Technician | 2 | 18,360 | 440640 |
| 4. | Lab Assistant/DEO (Grade 'A') | 1 | 16,179 | 194148 |
| TOTAL NO. OF STAFF | | 5 | | 1923216 |

Indicative Eligibility criteria

(1) Name of Post: Research Scientist –I

(i) Essential Qualifications

MBBS from any institute recognized by MCI or BE/B.Tech degree in Bio Technology;
or

First class Master's Degree in Life Sciences or related subject or equivalent degree from a recognized University; or

Second Class M.Sc, plus Ph.D degree in Life Sciences or related subject or equivalent from a recognized University.

(ii) Desirable Qualifications:

(a) Doctorate or M. Tech Degree in related science or engineering subject or MD in the related subject from a recognized university for candidates with first class relevant degree.

(b) Additional Post-doctoral research/teaching experience in relevant subjects in recognized institute(s)

- (c) Knowledge of Computer Applications or Business Intelligence tools/Data Management
- (d) Experience of working in similar schemes in Government or any autonomous organization.

(2) Research Scientist-II

(i) Essential Qualifications

Post graduate degree (MD/MS/DNB) with 5 years R&D/teaching experience or postgraduate diploma in medical subjects with 6 years R&D /teaching experience in the required subject from recognized university; or

MBBS recognized by MCI from any institute recognized by MCI or equivalent degree from a recognized University with 8 years R&D/Teaching experience in the relevant subject after MBBS degree; or

BDS/B.V.Sc&AH degree recognized by DCI/VCI with 9 years R&D/Teaching experience in the relevant subject after BDS/B.V.Sc degree; or

First class Master's Degree in relevant life science subjects or equivalent degree from a recognized University with 8 years R&D/Teaching experience in the relevant subject after Ist class Master's Degree; or

Second Class M.Sc, +Ph.D degree in the relevant subject or equivalent from a recognized University with 8 years R&D/Teaching experience in the relevant subject after M.Sc +Ph.D.

(ii) Desirable Qualifications:

(a) Doctorate or M. Tech Degree in related science or engineering subject or MD in the related subject from a recognized university for candidates with first class relevant degree.

(b) Additional Post-doctoral research/teaching experience in relevant subjects in recognized institute(s)

(c) Knowledge of Computer Applications or Business Intelligence tools/Data Management

Notes:

1. MD/MS/MDS/Ph.D in relevant subject shall be treated equivalent to 3 years' experience.

2. Postgraduate Diploma in medical subjects/M.Tech/M.V.Sc in the relevant subjects shall be treated equivalent to 2 years' experience.

(3) Lab Technician

12th pass in Science Subjects and 2 years diploma (DMLT or PMW or radiology/radiography or required subject) or 12th in Science Subjects with one year DMLT and one year required experience in a recognized organization as a Lab Technician or two years field/ laboratory experience* or Animal House Keeping in Govt. recognized Orgn.

*B.Sc degree shall be treated as 3 years' experience

(4) Lab Assistant/Data Entry Operatory

(i) Lab Assistant

Technician 'A' or equivalent with five year relevant experience* eg 10th /Matric / High School/ equivalent with one year required experience from Government/ recognized institute or with certificate of one year training in the relevant area or ITI or National Trade Certificate issued by National Council for Vocational Training and successful completion of ATS in relevant trade from a Govt. recognized board with five years relevant experience.

*12th pass will be treated as two years' experience and B.Sc degree shall be treated as 3 years' experience

(ii) Data Entry Operator

12th Pass in Science Stream with Mathematics as a subject from recognized board, or DOEACC 'A' level from a recognized institute and 2 years' experience in EDP work in Govt., Autonomous, PSU, or Recognized Institution or Bachelor's degree in Computer Application/IT/Computer Science from a recognized Institution/University, with one year experience. Knowledge of MS Office, MS Word, MS Power Point and MS Excel.

A speed test of not less than 8000 key depressions per hour through speed test on computer.

Desirable: Graduates will be preferred.

Annexure-B

Performa for Review of progress Establishment of Multi-Disciplinary Research Units (MRUs)

- 1. NAME OF THE STATE:**
- 2. NAME OF THE MEDICAL COLLEGE/INSTITUTION:**
- 3. DATE OF VISIT:**

| S.No. | Particulars | Information | Remarks/comments, if any of Review Team |
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| A | Whether Guidelines & Sanction Order for the Scheme has been received | | |
| B | FINANCIAL | | |
| (Grant Received) : | | | |
| 1. | Total amount of grant received (year-wise) | | |
| 2. | Out of (i) above, amount for Renovation/civil works. | | |
| 3. | Out of (i) above, amount for equipments | | |
| 4. | Interest accrued on the grant | | |
| 5. | Whether separate books of accounts maintained for MRU | | |
| (Expenditure incurred): | | | |
| 6. | Expenditure incurred on Renovation/civil works | | |
| 7. | Expenditure incurred on equipments. | | |
| 8. | Whether UC/SOE for the grant received furnished to ICMR/DHR in GFR 19-A | | |
| 9. | Details of UCs pending from other departments and action taken to settle the same. | | |
| C | CIVIL WORKS | | |
| 1. | Verification of the site identified and firming up of requisite space of 300 sq. mtr. | | |

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| | for establishment of MRUs in the Medical College premises | | |
| 2. | Status of Preparation of <ul style="list-style-type: none"> ▪ Detailed layout/design ▪ cost estimates for renovation/ civil works. | | |
| 3. | Status of completion of formalities for award of work for renovation/civil works and the name of the executing agency | | |
| 4. | Likely date for completion of Renovation/ Civil Works | | |
| D | EQUIPMENTS | | |
| 1. | Selection/identification of the need based equipment as per requirement of projects to be undertaken (from a indicative/broad list of equipments mentioned under the scheme) | | |
| 2. | List of equipments purchased out of the list given in the guidelines. | | |
| 3. | Timelines for placement of orders for procurement of equipments with clear delivery schedule. | | |
| 4. | Plan for annual maintenance of the equipments (i.e. whether provision made for extended warranty period, etc.) | | |
| 5. | Whether a Register for permanent and semi-permanent assets maintained in the prescribed format under the GFRs | | |
| E | STAFFING | | |
| 1. | Whether advertisement issued for the recruitment of contractual staff for MRU. If so, date of advertisement. If not, | | |

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| | reasons therefor? | | |
| 2. | Date of submission of applications. | | |
| 3. | Date of interview to be held. | | |
| 4. | Whether selection made for the staff. | | |
| 5. | Likely date by which appointment letters to be issued. | | |
| 6. | Likely date by which incumbents are expected to join. | | |
| F | RESEARCH ACTIVITIES | | |
| 1. | Action Plan for initiating research activities pending completion of infrastructure/procurement of equipment (like development of concept proposals into full-length proposals and their submission to the ICMR) | | |
| 2. | For research priorities at medical college level, the composition of local Research Advisory Committees (RAC-MRU) is in place or not, which would identify the research priorities and projects. (composition, if constituted) | | |
| 3. | Frequency of meeting of Local Research Advisory Committees to identify research priorities and progress of MRU defined | | |
| 4. | Nomination of one senior level official as nodal officer for the project for interaction with the State Government and DHR/ICMR and contact details | | |
| 5. | Setting up of internal mechanism for project implementation (Brief description to be attached as an annexure) | | |

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| 6. | Full length Research Projects in Non-communicable Diseases generated in the line of concept proposals submitted earlier along with MRU establishment proposal | | |
| 7. | Whether any proposal submitted to any other funding agency or to ICMR for funding of research proposals. | | |
| 8. | No. and names of departments in the medical college engaged actively in proposal writing. | | |
| 9. | No. of proposals having multi-departmental involvement as co-investigators in the proposals. | | |
| 10. | Annual schedule of meeting of Research Advisory Committee for the calendar year. | | |
| G | ANY SUGGESTIONS | | |
| | Suggestions, if any for effective implementation of the scheme | | |

(Add separate sheet wherever required)

Signature (with name/designation):

(Team leader)

Signature (with name/designation) :

(Nodal Officer for MRU at Medical College)

Signature : _____

(Principal/ Dean, Medical College or Head of Institute)