

Department of Floriculture and Landscaping
Punjab Agricultural University, Ludhiana

Subject: Consultancy for Landscape Designing

1. Consultancy rules need to be amended:

Existing	Proposed
<p>5.2 : Procedure</p> <p>(a) A consultancy project may originate when a prospective client contacts :</p> <p> (i) Director, Consultancy Service</p> <p> (ii) The Vice-Chancellor, Deans/Directors/ Officers of the University</p> <p> (iii) A faculty/staff member</p> <p> (iv) Head of a department</p> <p>(b)(i) When the prospective client approaches a (i) above and/or there is a need for multi- disciplinary team to deliver the consultancy, the Director, consultancy will facilitate the formation of key team by involving the respective HoDs and the concerned scientists. One scientist will be appointed as PI and other(s) may be appointed as Co-PI for the project.</p> <p> (ii) When the prospective client approaches a (ii) above they will refer the proposal to the Head through the Director who will identify the department(s) that are considered capable of undertaking the work.</p> <p> (iii) When the client approaches a (iii) above, the concerned scientist will inform HoD and a copy to Director, Consultancy and HoD will act as per 5.2 (c)</p> <p>(c) When the proposal is referred by the Director Consultancy services to the Head of a department, or in case client approaches HoD, or as per 5.2 b(iii), the Head shall place the proposal before the Departmental Administrative Committee , which in consultation with the faculty concerned shall recommend for nomination to the Head, an individual consultant, or a group of consultants as PI and Co-PI. In case of multi- disciplinary work, the Director will form requisite team.</p> <p>(d) Once the proposal is received by the Head of the Department from Administrative committee, the acceptance or otherwise will be sent to the</p>	<p>5.2 : Procedure</p> <p>(a) A consultancy project may originate when a prospective client contacts :</p> <p> (i) Director, Consultancy Service</p> <p> (ii) The Vice-Chancellor, Deans/Directors/ Officers of the University</p> <p> (iii) A faculty/staff member</p> <p> (iv) Head of a department</p> <p>(b)(i) When the prospective client approaches a (i) above and/or there is a need for multi- disciplinary team to deliver the consultancy, the Director, consultancy will facilitate the formation of key team by involving the respective HoDs and the concerned scientists. One scientist will be appointed as PI and other(s) may be appointed as Co-PI for the project.</p> <p> (ii) When the prospective client approaches a (ii) above they will refer the proposal to the Head through the Director who will identify the department(s) that are considered capable of undertaking the work.</p> <p> (iii) When the client approaches a (iii) above, the concerned scientist will inform HoD and a copy to Director, Consultancy and HoD will act as per 5.2 (c)</p> <p>(c) When the proposal is referred by the Director Consultancy services to the Head of a department, or in case client approaches HoD, or as per 5.2 b(iii), the Head shall place the proposal before the Departmental Administrative Committee , which in consultation with the faculty concerned shall recommend for nomination to the Head, an individual consultant, or a group of consultants as PI and Co-PI. In case of multi- disciplinary work, the Director will form requisite team.</p> <p>(d) Needs to be simplified and revised for fast expedition (<u>Head should be empowered for approval of consultancy project up to Rs.</u></p>

Director Consultancy Service, who shall indicate to the client, the acceptance or otherwise of the consultancy project. Where the work can be accepted, he shall convey to the client the extent of involvement of the University. The routine testing which does not require the service of a consultant will be carried out by the concerned department at rates fixed by the University.

6. Estimation of Consultancy Fee

6.1 Consultancy Project :

APPENDIX II gives the format for the estimation of consultancy fee. The consultancy fee must be carefully estimated based on correct/appraisal of the estimated expenditure under the different heads, as given below :

(a) Remuneration :

(i) Professional Consultancy Fee :

The Consultant shall set time charges based on man-hours, man days or man months of time expended for the various members of the staff involved. The time rate may be taken as two times or more the hourly or daily salary of the faculty/staff member involved. **Higher rates may be charged for expert advice and other work involving an extremely high level of knowledge and professional skill.**

The professional consultancy fee for consultancy may be calculated on a per day basis as follows

i) **2 times** or more the gross salary of faculty/staff per day.

ii) Remuneration to technical and supporting staff of the department directly involved in the work

iii) **Remuneration to students, if involved @ Rs. 1000 per visit**

iv) The following charges for landscaping consultancy be levied :

		Area(Sq.yds) Charges in (Rs)	
		Pvt.	Govt./Semi Govt.
a) <u>Residences</u>	Upto 500	10,000	5,000
	500-1000	20,000	10,000
	1000-2000	30,000	15,000
	Above 2000	* 40,000	20,000

2,00,000/- as per approved rates).

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i) **2 times** or more the gross salary of faculty/staff per day.

ii) Remuneration to technical and supporting staff of the department directly involved in the work

iii) **Remuneration to students, if involved @ Rs. 2000 per visit**

iv) The following charges for landscaping consultancy be levied :

		Area(Sq.yds) Charges in (Rs)	
		Pvt.	Govt./Semi Govt.
a) <u>Residences</u>	Upto 500	40,000	20,000
	500-1000	80,000	40,000
	1000-2000	1,20,000	60,000
	Above 2000	1,60,000	80,000

*** Rs. 5000/- per 100 Sq.yards extra**

b) Schools/colleges/hospitals and others

Upto 1 acre 20,000 10,000

1 - 5 Acre 40,000 20,000

6 - 10 Acre 60,000 30,000

Above 10 acres * 1,00,000 50,000

*** Rs. 10,000/- per acre extra**

(c) Hotels/clubs/resorts/farmhouses/ residential colonies, factories/ and other establishments.

Upto 1 Acre 50000 25000

1-5 Acres 100000 50000

5- 10 Acres 150000 75000

***Rs. 25000/- per acre extra**

Terms and conditions for Landscape Advisory Service

a) Landscape consultancy will be provided as an extension service of the University

b) Site plan will be submitted by the beneficiary in the department (Preferably AUTOCAD)

c) Landscape planning will be done by the department and the landscape plan execution or maintenance thereof shall be the responsibility of the beneficiary

d) All the payments for landscape consultancy shall be deposited in advance to the department of Floriculture and Landscaping in the Scheme Establishment of Landscape Nursery RF-3

e) The travelling allowance will be paid by the beneficiary in case of site visit.

f) Additional charges @ Rs. 10,000/- will be charged for 3D and virtual tour plans (VR).

g) Rs. 5,000/- per visit per person will be charged for additional visits with the approval of Head of the department.

h) For residential landscape*: Visiting charges will be Rs. 5,000/- per visit within 25 Km from PAU and Rs. 10,000/- per visit beyond 25 Km from PAU

h) For Schools/Hospitals/Hotels landscape*: Visiting charges will be Rs. 10,000/- per visit within 25 Km from PAU and Rs. 20,000/- per visit beyond 25 Km from PAU

* Only site analysis and suggestions will be provided on site

(v) Advisory services for commercial entrepreneurs in floriculture

b) Schools/colleges/hospitals and others

Upto 1 acre 80,000 40,000

1 - 5 Acre 1,60,000 80,000

6 - 10 Acre 2,40,000 1,20,000

Above 10 acres 4,00,000 2,00,000

(c) Hotels/clubs/resorts/farmhouses/ residential colonies, factories/ and other establishments.

Upto 1 Acre 2,00,000 1,00,000

1-5 Acres 4,00,000 2,00,000

5- 10 Acres* 6,00,000 3,00,000

***Rs. 50,000/- per acre extra**

Terms and conditions for Landscape Advisory Service

a) Landscape consultancy will be provided as an extension service of the University

b) Site plan will be submitted by the beneficiary in the department (Preferably AUTOCAD)

c) Landscape planning will be done by the department and the landscape plan execution or maintenance thereof shall be the responsibility of the beneficiary. Two visits for execution of the design will be part of the designing consultancy.

d) All the payments for landscape consultancy/visit shall be deposited in advance in the comptroller office, PAU, Ludhiana.

e) The travelling allowance will be paid by the beneficiary in case of site visit.

f) Additional charges @ Rs. 10,000/- will be charged for 3D and virtual tour plans (VR).

g) Rs. 5,000/- per visit per person will be charged for additional visits with the approval of Head of the department.

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* Only site analysis and suggestions will be provided on site

(v) Advisory services for commercial entrepreneurs in floriculture

1. The advisory charges @ Rs. 5000/- per visit (inclusive of service tax) shall be levied for the proposal in floriculture for a private grower(s) and the information will be given to Director, Extension Education.

2. Rural farmers with land holding of <5 acres shall be levelled for free consultancy in floriculture
(vi) Consultancy Charges for participation of faculty and staff members of the University in Radio/TV talks as well as in other cultural programmes/events held outside the University

(a) No faculty/staff member is allowed to participate in such events until and unless he/she is deputed/ sponsored by the University for the purpose with express approval of the competent authority even during his/her leave period. However, in case where time to seek prior approval at the disposal of any faculty/staff member for participation in any event is short, post facto approval may be granted considering the merits of the case. The staff member accepting the assignment directly without the approval of the competent authority shall be liable for disciplinary action.

(b) The request from the concerned agency/ organization is required to be made to the concerned Controlling Officer well in advance clearly indicating the time of participation, nature of job, terms and conditions finalized for hiring the services of the University experts/officials and the payment of remuneration/service charges proposed to be paid alongwith copy of agreement, if any.

© No blanket permission be granted for participation in such events. The request for participation be made by the concerned agency/organization afresh for each individual item/assignment, which may be considered for granting permission only in case the services of the concerned faculty/staff members are not required in the University in connection with some urgent/important assignment during the relevant period.

(d) The faculty/staff members participating in any activity except as mentioned under 4 (c) be liable

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to deposit the amount of remuneration/service charges/royalty/profit etc. as the case may be received/earned from such programmes/events or activities in the University account as per 5.1 (iii).

(e) These rules will not apply for TV/Radio programmes/ Lectures or any other event, duly approved by the competent authority in accordance with the mandate of the University. However, they have to contribute the University share as specified in the statutes in the event of receiving any remuneration/service charges/royalty/profit etc.

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2. Final year MSc and PhD students will also be involved in designing and execution of landscape plans.
3. Services of Asstt. Architect/Draftsman from Engineering Unit will be taken for preparation of 3D and virtual tour plans (VR).