

## **Guidelines for commissioning writing of cases for changing**

1. These guidelines will apply to writing of comprehensive cases on any topic relating to Public policy formulation, appraisal, implementation and evaluation to be used for training of senior IAS officers in mid-career training programmes. Cases can be written by individual Academicians or practitioners or by a team of researchers.
2. Academy may invite proposals for writing cases or such proposals may be submitted *suo motu* by the researchers. In both events, the proposals will be evaluated by the academy and the research topic will be approved.
3. It is expected that the draft case study will be submitted within 60 days of the approval of the proposal. The draft case study will be reviewed by the academy and the case-writer may also be invited for a discussion / presentation. Case writer will revise the case study keeping in view the suggestions/ comments received from the academy, and submit the final draft for acceptance. The case study shall be accompanied by a teaching note and any related information (in appendices). The desired length of the case would be between 3000-5000 words, excluding appendices and teaching note.
5. Case writers will be paid a fee / honorarium at following rates:
  - Senior Consultant – Rs 150,000
  - Consultant – Rs 75,000
  - Serving Civil Servants – Rs 50,000 (honorarium)

These rates are for writing one case, whether case is written by an individual or a team. In the event of a case being co-authored, the scale of compensation will be decided on the basis of the scale applicable to the lead author and compensation shall be appropriated between the authors, as per their internal arrangement.

6. Professors/ Associate Professors or equivalent in India will be treated as Senior Consultants for the purpose of compensation. In other cases, including retired civil servants, the category (senior consultant or consultant) will be decided having regard to

the previous work experience, nature of publications authored by the case-writer and other relevant factors.

7. In case any Research Assistant is engaged by the case writer for assisting in research/ interviews and data collection, the author/s may bill for the man days for which the researcher has been engaged, subject to a maximum limit of 15 days. The Research assistants will be compensated at the rate of Rs 1500 per day.
8. 70% of the payment for writing the case study would be released after presenting the draft case study to the academy and its acceptance and balance 30% will be released after submission and approval of the final case study and the teaching note.
10. The copyright of the case, so authored, will vest in the Academy. The Academy may however, allow upon receipt of request from the author/s the permission to use the case study for teaching/ training.