



भा.कृ.अनु.प.- कृषि ज्ञान प्रबंधन निदेशालय  
ICAR-Directorate of Knowledge Management in Agriculture  
कृषि अनुसन्धान भवन – I, Krishi Anusandhan Bhavan – I  
पूसा कैम्पस, नई दिल्ली – 110012, Pusa Campus, New Delhi-110012

F.No. DKMA/25-1/2024-GAS  
Computer No. 329848

Dated: 28.07.2025

**Office Order**

In continuation to earlier Office Order of even number dated 20.01.2025 and on the basis of advertisement dated 17.05.2025, the Competent Authority of ICAR-DKMA is pleased to expand the panel of External Editors (English and Hindi) and External Proof-readers (English and Hindi) by including some more experienced External Editors (English) and External Editors (Hindi). As this is an extension of the empanelment, the original validity of the panel will remain same as notified vide Office Order No. DKMA/25-1/2024-GAS dated 20.01.2025 i.e. three years (20.01.2025 to 19.01.2028).

**Empanelment of Editor (English):**

S. No.	Name	Address
1.	Sh. Anil Kumar	H.No. 17E, Session House Marg, Karnal 132001, Haryana.
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**Empanelment as Proofreader (English):**

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*(Signature)*

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9.	Ms. Vandana Tatra	J-134, Second Floor, Mayfield Gardens, Sector 51, Gurgaon-122018, Haryana.
10.	Ms. Jyoti Soni	A-28, Krishi Vihar, JB Tito Road, New Delhi 110048
11.	Sh. K.V. Malam	"SHILP", Nandanbag Society, I/F Fulnath 2 Apartment, Timbavadi Bypass, Junagarh, Gujarat 362015.
12.	Sh. Tilak Chandra	WZ-124B, Third Floor, Near Yadav Sweets, Todapur, New Delhi 110012.
13.	Sh. Kapil Kumar Sharma	57, Ekta Nagar, PH-2, Rama Mandi, Jalandhar (Punjab) 144005.

**Empanelment as Editor (Hindi):**

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3.	Ms. Neha Kumari	B1001, Myhna Heights, SH35 Varthur Gunjur, Bengaluru – 560087.
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5.	Sh. Manish Kumar	36/350, Trilok Puri, Delhi – 110091.
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3.	Ms. Vandana Tatra	J-134, Second Floor, Mayfield Gardens, Sector 51, Gurgaon-122018, Haryana.
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8.	Ms. Neha Kumari	B1001, Myhna Heights, SH35 Varthur Gunjur, Bengaluru – 560087.

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11.	Sh. Yash Sharma	Shriram Coloney, Ward No. 22, Bhawanimandi, Jhalawar, Rajasthan – 326502.
12.	Sh. Pintu Kumar	Sri Vijay Krishna Singh Path, North Nehru, Patliputra, Patna-800013.

• **Main Tasks, Responsibilities and Scope of Work**

- The empaneled external editors and proof-readers shall have to do the editing and proof-reading of publications as per standard guidelines and in-house style of the ICAR.
- The editing and proof-reading of publications will be assigned to one or more empaneled editors and proof-readers depending on the quantum and priority of work.
- The editing and proof-reading work will be assigned to the empaneled person(s) on the basis of approved rates of ICAR.

• **Time Frame**

- The empanelment of editors and proof-readers is valid for three years i.e. 20.01.2025 to 19.01.2028 which can be extended for a period of one year or more as deemed fit as per requirement and urgency of work. The empanelment of any editor/proof-reader can be discontinued at any time during the empanelment period with the approval of PD, DKMA.

• **Deliverables**

- The editors and proof-readers on panel are expected to deliver/supply the edited/ proof-read version either in the form of hard copy or soft copy as per the editorial standards/guidelines and in-house style of ICAR. The stipulated timeline for completing the assignment shall be as under:

Timeline		
No. of printed pages	Editing	1st Proof-reading
Up to 300 Pages	20 Days	15 Days
Up to 500 Pages	30 Days	25 Days
Up to 700 Pages	45 Days	35 Days
Up to 900 Pages	60 Days	45 Days
More than 900 Pages	90 Days	60 Days

• **Monitoring of the quality of editing and proofreading**

- The quality of editing and proof-reading work will be judged by the concerned In-charges and Project Director, DKMA.
- In case the quality of work done is not satisfactory, the editor/proof-reader may be asked to make necessary modifications/improvements in a time bound manner without any extra payment.
- Editor/Proof-reader may be removed from the panel in case of non-completion of the assigned work in time or unnecessary delay or continuously failing to maintain the quality of the work done.

• **Rates**

- All the empaneled Editors and Proof-readers will be paid remuneration for the assigned work of Editing and Proof-reading as per the approved ICAR rates for editors/proofreaders vide D.O. No. 25-7-2014-EEU dated 16.03.2020 of ICAR-DKMA: -
  - a. Rates for Editing – Rs.50/- per manuscript page.
  - b. Rate for Proof reading – Rs. 15/- per page three times.



- **General guidelines**

- The empaneled editors and proofreaders can do the assigned work at their convenient place.
- In case of urgency, empaneled editors and proofreaders can be requested to complete the work at DKMA in time bound manner, failing which appropriate action will be taken.
- The existing panel will become infructuous on the implementation of new panel.
- The name and logo of ICAR shall not be used on the empaneled editors'/ proof readers' visiting cards and other communication material.
- No other facility except the approved rates will be payable to the assignees.
- The Project Director, ICAR-DKMA, reserves the right to withdraw the Editing/Proof-reading work or cancel the entire panel at any stage. The decision of the PD, DKMA in all matters will be final and binding on the Editors and Proof-readers.

- **Guidelines for editing and proofreading**

- The manuscript is the sole property of ICAR, anyone found misusing it will face the legal consequences to core entrenchment.
- Editing of ICAR books needs checking of scientific names from <https://www.ipni.org/> (for plants) or <https://www.sciname.info/> (other organisms) along with proper use of grammar as well as usage and abusage, punctuation, and spell check.
- Use SI metric system of units, i.e. meter, kilogram, second. In case of data given as acre and pound these may be converted as 1 acre = 4,047 square meters (0.405 hectares), 1 pound = 0.404 kg.
- Placement of tables, figures, captions should be at the relevant place.
- In case illustrations have international boundary, it is necessary to indicate courtesy. Check if author has obtained permission from Geographical Survey of India.
- Cross check references from the text of the book and standardize the references.
- Give table no. as 1,2,3; and the numbers should correspond with those given in text.
- Strictly follow the style of Reference presentation as given below:
  - a. **In text:** Black (1971) or (Black 1971); Dickerson *et al.* (1974) or (Dickerson *et al.* 1974), (Smith and Jones 1974, Smith and Jones 1977). Groups of references cited in a sentence in the text must be listed in chronological order as in the previous sentence.
  - b. **In list:** Full name of journal in italics, volume no. in bold, pp range, e.g. 112-23). References list should be typed in alphabetical order. The reference list should be first sorted alphabetically by author(s) and secondly chronologically.

- **For Journal Articles**

- Author(s). Year. Article Title. Journal title (full name in italics) volume number (bold): page-page. Aparna K, Rao D L N and Manna M C. 1980. Microbial inoculation of chickpea (*Cicer arietinum* L.) enhances rhizosphere effects on soil biological quality. *Agrochimica* **58**(2): 114-125.

- **For Whole Books**

- Jensen A. 1978. Chlorophylls and carotenoids. (In) *Phycological and Biochemical Methods: Physiological and Biochemical Methods*, 208 p. Hellebust J A and Craig J S (Eds). Cambridge University Press, Cambridge.

- **For Chapters from Books**

- Author(s). Year. Title. Book title (italics). Page-page. (Ed.). Publisher, address. Clark J A and McArthur A J. 1994. Thermal exchanges. (In) *Livestock Housing*, 1<sup>st</sup> edn, pp 97-122. Wathes C M and Charles D R (Eds). CAB International, Wallingford, UK.

- **For Symposium**

- Devegowda G, Raju M. V L N, Afzali N and Swamy H V L N. 1998. Mycotoxin picture world-wide: Novel solutions for their counteraction. (In) *Proceedings of 14th Alltech's Annual Symposium on Biotechnology in the Feed Industry*, 5 May 1997, Bengaluru, pp 241-55.

- **For Websites**

- Give all websites at the end of the references. Give it also in the text. The names and dates at the two places should correspond. Date of website access should be indicate as DD-MM-YYYY

  
(Ajay Gautam)  
Deputy Secretary,  
ICAR-DKMA

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