ICAR

Directorate of Knowledge Management in Agriculture
Krishi Anusandhan Bhavan-I,
Pusa, New Delhi –110 012

F.No. DKMA/12-12/2017-GAS   Dated: 13.12.2017

Office Order

The Competent Authority of DKMA has empanelled the following external editors and proof-readers (English & Hindi) on the basis of open advertisement. The empanelment will be for 03 years from the issue of this letter.

Editors & Proof Readers (English)

S.No.	Name with Contact Details	Empanelled as
1.	**Dr. Rajendra Prasad Sharma** H. No. 46-47, II Floor Pkt B-6, Sec-3, Rohini, Delhi 110 085 Ph 9899635898	Editor & Proof-reader
2.	**Mr. J.S.Chouhan,** A/36, ARG PURAM, Kanota-Nayala Road,. Hardhian Singh Pura, Jaipur, Rajasthan. Ph 09414025636	Editor & Proof-reader
3.	**Dr. Shankar Lal** G648, Kailash Vihar, Avas Vikas No.-1, Kalyanpura, Kanpur 208 017. Ph 09559628866	Editor & Proof-reader
4.	**Mr. Rakesh Prakash** 621, I Block, 1ˢᵗ Avenue, Gaur city, Sec-4, Noida West 201 009 Ph 9811153163	Editor & Proof-reader
5.	**Dr Dhyan Singh** B-305, Plot-7, Sector-10, Dwarka, New Delhi 110 075 Ph 09999781477	Editor & Proof-reader
6.	**Dr. Parmanand Burman,** D-33, Uttam Nagar East (Near Palifactory Gurudwara), Delhi 110 059. Ph 8368521213, 8527264402	Proof-reader
7.	**Ms. Jyoti Soni** A-28, Krishi Vihar, Delhi 110 048. Ph 09821961208	Proof-reader
8.	**Ms. Raji Soman** C-10, 1ˢᵗ Floor (B), Ramapark, Uttam Nagar, New Delhi 110 059 Ph 9971806262, 9810374760	Proof-reader

Editors & Proof Readers (Hindi)

S.No.	Name with Contact Details	Empanelled as
1.	डॉ. उपेन्द्र नाथ पाण्डेय कोठी नं. 365ए, द ट्रिब्यून आफीसर्स कालोनी, सेक्टर 30 ए, चंडीगढ़–160030 मो – 9876011650 ईमेल – dr.upendranathpandey@gmail.com	संपादक सह प्रूफरीडर

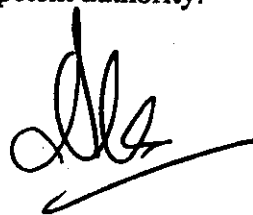|		
2.	डॉ. इन्द्र कुमार शर्मा सेन्ट्रल बैंक ऑफ इंडिया आंचकार्यालयए प्लाट 4 ब्लाक 54 देशबन्धु गुप्ता रोड,ए करोलबाग, दिल्ली–110005 मो – 9868212983 ईमेल – sharmaindra@yahoo.com	संपादक सह प्रूफरीडर
3.	श्री शोभित जायसवाल 4 सी–128, व्रतलोक सोसाइटीए वसुन्धरा, गाजियाबाद (उ.प्र.) मो – 9868490038 ईमेल – shobhit.journo@gmail.com	संपादक सह प्रूफरीडर
4	डॉ. राकेश प्रकाश 621, आई ब्लॉक, फर्स्ट एवेन्यू गौर सिटी, सेक्टर–4, ग्रेटर नोएडा वेस्ट (उ.प्र.) 201009 मो – 9811153163 ईमेल – rakesh.prakash@gmail.com	संपादक सह प्रूफरीडर
5.	डॉ. शंकर लाल जी 648, कैलाश विहार, आ.वि.नं. 1, कल्याणपुर, कानपुर–208017 मो – 9559628866, 9140596439 ईमेल – shankarlal72@gmail.com	संपादक सह प्रूफरीडर
6.	डॉ. विजय शर्मा ए 23/एस 6, कार्तिक कुंज अपार्टमेंट, शालीमार गार्डन–2, गाजियाबाद (उ.प्र.) मो – 9899132960 ईमेल – vijaysharma_24@Hot mail.com	संपादक सह प्रूफरीडर
1	सुश्री नन्दिता अधिकारी 606/1, गली नं.–2, श्री नगर, रानी बाग, शकूर बस्ती, दिल्ली–110034 मो – 9582927796 ईमेल – nanditaadhikari78@gmail.com	प्रूफरीडर
2	श्री पार्थ शर्मा ई–195, द्वितीय तल, नोएडाए सैक्टर–15, (उं.प्र.) 201309 मो – 9910666276 ईमेल – paarthkaushalsharma@gmail.com	प्रूफरीडर

- **Main Tasks, Responsibilities & Scope of Work:**
  The responsibility of the Editors and Proof Readers will be as under:
  a. The editing and proof reading work will be assigned to the empanelled person on the basis of approved rates of ICAR
  b. The editing and proof reading of publication will be assigned to one or more empanelled editors and proof readers depending on the quantum and priority of work.
  c. The empanelled editors and proof readers shall have to do the editing and proof reading of publications as per standard guidelines and house style of the ICAR.
- **Time Frame**
  a. The empanelment of Editors and Proof Readers will be for Three year.
  b. The empanelment of Editors and Proof Readers will be for three year which can be extended for a period deemed fit as per requirement and urgency of work.
  c. The empanelment of Editors and Proof Readers can discontinued at any time during the empanelled period with the approval of competent authority.

- • **Deliverables**

  The Editors and Proof Readers on panel is expected to deliver/supply the edited version either in the form of hard copy or soft copy as per the editorial standards/guidelines and house style of ICAR.

- • **Monitoring of the quality of Editors and Proof Readers**

  The quality of Editing and Proof Reading will be judged by the concerned In-charges and Project Director DKMA

- • **Rates:**

  All empanelled editors and proof readers will have to do the assigned work of editing and proof reading on the basis of the approved rates for Editors/Proof-reader vide O.O. No. 25-10/2014/EEU of DKMA is as under:-

  i. **Rates for Editing** – Rs. 50/- per manuscript page containing 400 words

  ii. **Rates for Proof Reading** – Rs. 10/- per page/time (400 words)

- • **General guidelines:**

  i. The empanelled editors and proof readers can to do the assigned work of editing and proof reading at their convenient place.

  ii. In case of urgency of assigned work of editing and proof reading, the empanelled editors and proof readers can be requested to work and complete the work at DKMA.

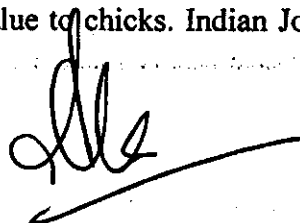 iii. The existing panel will become infructuous on the implementation of new panel.

GUIDELINES FOR EDITING & PROOF-READING

- • The manuscript is sole property of the ICAR, Anyone found missing it will face the legal consequences to core entrenchment.
- • Editing of ICAR books needs checking of scientific names from www.sio2000. Org along with proper use of grammar as well as usage and abusage, punctuation, and spell check.
- • Use metric system of units. Use meter, kilogram, second system in case of data are given. eg 1 acre = 4,047 square metres (0.405 hectares)cm, 1 pound= 0.404 kg.
- • Placement of tables, figures, captions should be at the relevant place.
- • In case if figures have international boundary, it is necessary to indicate courtesy because author has to have permission from Geological Survey of India.
- • Cross check references from the text of the book and standardize the references.
- • Avoid plagiarism.
- • Spell check the text.
- • Give table no. in 1,2,3; and the numbers should correspond with those given in text.
- • Provide colour figures in .jpeg; /.tiff format minimum 1.2 mb.
- • Strictly follow the style of Reference presentation

a. **In text:** Black (1971) or (Black 1971); Dickerson et at. (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 and in italics) volume number (bold): page-page.

Tyagi Praveen K, Tyagi Pramod K and Verma S V S. 1998. Effect of water soaking of wheat bran on phytase phosphorus autolysis and its feeding value to chicks. Indian Journal of Animal Sciences 68 (5): 669-71.

FOR WHOLE BOOKS

Author(s). year. Title .(Ed.).Edition if any, Number of pages. Publisher, address. Mandal, A. B, Yadav A 5, John' T S and Pathak N N. 2004b. Nutrition and Disease Management of Poultry. International Book Distributing Agency, Charbagh, Lucknow.

FOR CHAPTERS FROM BOOKS

- Author(s). year. Title. book title. Page-page. (Ed.).Publisher, address. Clark J A and McArthur A J. 1994. Thermal Exchanges. Livestock Housing.I't edn, pp. 97-122. (Eds) Wathes C M and Charles D R. 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. Proceedings of 14th Alltech's Annual Symposium on Biotechnology in the Feed Industry. pp. 241-55. 5 May 1997. Bengaluru.

FOR WEB SITES

- Give all web sites at the end of the references in the text appear at the end of the paper and vice versa and that names and dates at the tgwo places correspond.

(Dr. V.K.Bharti)
Under Secretary (DKMA) I/C

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2. Section Officer, Cash Section, DKMA
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