

**Department of Science & Technology
Terms & Conditions of the Grant**

1. Approval of the research proposal and the grant being released is for the specific project sanctioned and should be exclusively spent on the project within the stipulated time. The Institute is not permitted to seek or utilise funds from any other organisation (Government, Semi-Government, Autonomous and Private Bodies) for this research project. Any **un-spent balance out of the amount sanctioned must be surrendered to the Government of India through a crossed Cheque/ Demand Draft drawn in favour of Drawing & Disbursing Officer, DST.**
2. For permanent, semi-permanent assets acquired solely or mainly out of the project grants, an audited record in the form of a register in the prescribed format (attached) shall be maintained by the Institute. The term "Assets" include (a) the immovable property acquired out of the grant; and (b) movable property of capital nature where the value exceeds Rs 1000/-. The Institute is required to send to the Department of Science & Technology a list of assets acquired from the grant. The grant shall not be utilised for construction of any building unless specific provision is made for that purpose. Full infrastructural facilities by way of accommodation, water, electricity, communication etc. for smooth implementation of the project shall be given by the Institute.
3. All the assets acquired from the grant will be the property of Government of India and should not be disposed off or encumbered or utilised for purpose other than those for which the grant had been sanctioned, without the prior sanction of this Department.
4. At the conclusion/ termination of the project, the Government of India will be free to sell or otherwise dispose off the assets which are the property of the Government. The Institute shall render to the Government necessary facilities for arranging the sale of these assets. The Government of India has the discretion to gift the assets to the Institute or transfer them to any other Institute if it is considered appropriate.
5. The Institute/ PI will furnish Annual Progress Report of the work on the project on a yearly basis ((ie. if the date of start of a project is 12.09.97 the first Annual Technical Progress report shall be for the period 12.09.97 to 30.09.98, the next will be from 01.10.98 to 30.09.99 and so on). In addition, the DST may designate Scientist/ Specialist or an Expert Panel to visit the Institute periodically to review the progress of the work being carried out and to suggest suitable measures to ensure realisation of the objectives of the project. During the implementation of the project the Institute will provide all facilities to the visiting scientist/ specialist or the Expert Panel by way of accommodation etc. at the time of their visit. On completion of the project 5 copies of a final consolidated Project Completion Report (Annexure) on the work done on the project should be sent to the DST.

6. At the time of seeking further instalment of grant, The Institute/ PI has to furnish the following documents:
 - a) Utilisation Certificate (**UC**) and Statement of Expenditure (**SE**) for the previous financial year (in original or copy if sent earlier);
 - b) Latest authenticated Statement of Expenditure including Committed Expenditure, for expenditure since 1st April of that financial year till the previous month; and
 - c) Technical Annual Progress Report, if not sent earlier.
7. Request for specific approval of the Department to **carry forward** the unutilised grant to the next financial year for utilisation for the same project, should be sent along with SE & UC, after completion of the financial year.
8. The Comptroller & Auditor General of India, at his discretion, shall have the right of access to the books and accounts of the Institute maintained in respect of the grant received from the Government of India.
9. The institute will maintain separate audited accounts for the project. If it is found expedient to keep a part or whole of the grant in a bank account earning interest, the interest thus earned should be reported to the DST and should be reflected in the Statement of Expenditure. The interest thus earned will be treated as a credit to the Institute to be adjusted towards further instalment of grant.
10. The institute will not entrust the implementation of the work for which the grant is being sanctioned to another institution nor will it divert the grant receipts to other institute as assistance. In case the Institute is not in a position to implement or complete the project, it should, forthwith, refund to this Department the entire grant received by it or the balance grant with it.
11. All the personnel including Research personnel appointed under the project, for the full/ part duration of the project, are to be treated as temporary employees and will be governed by the Administrative rules/ service conditions (for leave, TA/DA etc) of the implementing Institute. They are not to be treated as employees of the Government of India and the DST will have no liability, whatsoever, for the project staff after completion of the project duration.
12. For the expeditious implementation of the research project, the PI will take the assistance of the Institute in the process of selection and appointment of staff and payment to them. Scale and emoluments for the posts not covered under DST's OM are governed by norms prevalent in the implementing Institution or as may be decided in consultation with DST.
13. The DST reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilised or appropriate progress is not being made.
14. The project becomes operative with effect from the date on which the Draft/ Cheque is received by the implementing Institution. This date should be intimated by the Institution authorities/ Principal Investigator to this Department. It will, in no case be later than one month after the receipt of the draft/ cheque by the Institute.

15. If the PI to whom a grant for a project has been sanctioned wishes to leave the Institution where the project is based, the Institute/ PI will inform the same to the DST and in consultation with DST, evolve steps to ensure successful completion of the project, before relieving the PI.
16. The Department reserves the right to the data/information generated out of the project work. Investigators wishing to publish technical/scientific papers based on the project work should take prior permission to avoid any policy implications.

REQUEST FOR ANNUAL INSTALMENT WITH UP-TO-DATE STATEMENT OF EXPENDITURE

(Year Means Financial Year i.e. 1st April to 31st March of Next Year)

- | | |
|---|--|
| <p>1. Sanction Letter No. _____</p> <p>2. Total Project Cost Rs. _____</p> <p>3. Sanctioned/Revised
Project cost
(If applicable) Rs. _____</p> <p>4. Date of Commencement
of Project _____</p> <p>5. Statement of Expenditure</p> | <p>6. Grant Received in Each Year :</p> <p>a. I Year Rs. _____</p> <p>b. II Year Rs. _____</p> <p>c. III Year Rs. _____</p> <p>d. Interest, Rs. _____
If any</p> <p>e. Total Rs. _____</p> |
|---|--|

Month

Year

Note :

1. Expenditure under the sanctioned heads, at any point of time, should not exceed funds allocated under that head, without prior approval of DST i.e. Figures in Column (vii) should not exceed corresponding figures in coloumn (iii).
2. Utilisation Certificate for each financial year ending 31st March has to be enclosed, along with request for carry-forward permission to next year (See Annexure – V).

Statement of Expenditure

(to be submitted financial yearwise i.e. DOS* to 31st March of that financial year say 20XX, 01-04-20XX till 31.03.20XX+1year and so on)

Sr No (I)	Sanctioned Heads (II)	Funds Allocated (indicate sanctioned or revised (III)	Expenditure Incurred			Total Expenditure IV + V + VI (VII)	Balance as on (date) (VIII) = III – (IV+V+VII)	Requirement of Funds upto 31 st March next year	Remarks (if any)
			1 st Year (DOS to 31 st March next year) (IV)	2 nd Year (1 st April to 31 st March next year) (V)	3 rd Year & so on (1 st April to project duration) (VI)				
1.	Manpower costs								
2.	Consumables								
3.	Travel								
4.	Contingencies								
5.	Others, if any								
6.	Equipment								
7.	Overhead expenses								
8.	Total								

Name and Signature of Principal Investigator:

Date:

Signature of Competent financial authority: _____
(with seal)

Date: _____

*** DOS – Date of Start of project**

Note :

1. Expenditure under the sanctioned heads, at any point of time, should not exceed funds allocated under that head, without prior approval of DST i.e. Figures in Column (VIII) should not exceed corresponding figures in Column (III)
2. Utilisation Certificate (Annexure III) for each financial year ending 31st March has to be enclosed along with request for carry-forward permission to the next financial year.

ANNEXURE - V

UTILISATION CERTIFICATE (TWO COPIES) FOR THE FINANCIAL YEAR 1ST (ENDING 31ST MARCH)

1. Title of the Project/Scheme
2. Name of the Institution
3. Principal Investigator
4. Deptt. Of Science & Technology letter No. & Date sanctioning the project.
5. Head of account as given in the original sanction letter
6. Amount brought forward from the previous financial year quoting DST letter No. and date in which the authority to carry forward the said was given
 - i. Amount
 - ii. Letter No.
 - iii. Date
7. Amount received during the financial year (Please give No. & Date of DSTs sanction letter for the amount)
 - i. Amount
 - ii. Letter No.
 - iii. Date
8. Total amount that was available for expenditure (excluding commitments) during the financial year (S. No. 6+7) Rs.
9. Actual expenditure (excluding commitments) incurred during the financial Year (upto 31st March) Rs.
10. Balance amount available at the end of the financial year Rs.
11. Unspent balance refunded if any (Please give details of cheque No. etc.) Rs.
12. Amount to be carried forward the next financial year Rs.

ANNEXURE – V (Contd.)

UTILISATION CERTIFICATE

Certified that out of Rs.of grants-in-aid sanctioned during the year in favour of under this Ministry/Department Letter No.....and Rs. on account of unspent balance of the previous year, a sum of Rs. has been utilised for the purpose of..... for which it was sanctioned and that the balance of Rs. remaining unutilised at the end of the year has been surrendered to Government (vide Challan No. dated)/will be adjusted towards the grants-in-aid payable during the next year i.e.....

Signature of Principal Investigator
Date

Signature of Registrar/
Accounts Officer
With date

Signature of Head
of the Institute with date

2. Certified that I have satisfied myself that the conditions on which the grants-In aid was sanctioned have been fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilised for the purpose for which it was sanctioned:-

Kinds of checks exercised.

- 1.
- 2.
- 3.
- 4.
- 5.

Signature
Designation
Date