

## **TERMS AND CONDITIONS FOR S & T PROJECTS**

### **(A) Release of grants and financial management**

#### **The duration of the projects will normally be three years**

- i) The grants for the project are released on the basis of yearly requirements taking note of the progress and expenditure incurred. The first sanction order indicates the budgetary allocation for the duration of the project under various heads like Equipment, Manpower, Travel, Consumable, Contingency etc.
- ii) The first installment of grant is released along with the first sanction order. It consists of the grant for the 'Equipment' and recurring grant including 'Overheads' for the first year of the project.
- iii) Diversion of funds from non-recurring head i.e. Equipment to recurring head like Manpower, Consumable etc. is normally not allowed. However, reallocation/ reappropriation of grants under different heads requires prior approval of this Ministry.
- iv) The Equipment sanctioned for the project should be procured at the earliest to avoid any cost escalation. The PI and the implementing Institute should complete all formalities for placing the order so that there is no delay in procuring the equipment.
- v) The subsequent installment of grant would be released annually on the basis of expenditure incurred in the previous financial year and expected expenditure in that year. Request for release of the next installment should be accompanied by the following documents:
  - a) Utilisation Certificate and Statement of Expenditure for the previous financial year (in original or copy if sent earlier);
  - b) Latest authenticated Statement of Expenditure including Committed Expenditure, for expenditure since 1<sup>st</sup> April of that financial year till the previous month; and
  - c) Technical Annual Progress Report, if not sent earlier.
- vii) Formal approval of the Ministry must be taken to carry forward the un-utilised grant from the previous financial year to the present financial year. This request may be made while sending the authenticated Statement of Expenditure and Utilisation Certificate after the financial year.
- viii) The Statement of Accounts and the Utilisation Certificates are financial year wise and are to be submitted within a period of 3 months from the 31<sup>st</sup> of March of that year.
- ix) The implementing institute will maintain separate audited accounts for the project. Any interest earned should be reported to this Department and should be reflected in the Statement of Expenditure.

- x) 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 to other institute as assistance. In case the Institute is not able to implement the project, it should refund to this Department the entire grant or the balance grant at the earliest.
- xi) For permanent, semi-permanent or infrastructural assets acquired solely from the project grants, an audited record in the form of a register in the prescribed format shall be maintained by the Institute.
- xii) The grant shall not be utilised for construction of any building unless specific provision is made for this purpose in the sanction order.
- xiii) 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.

**(B) Progress Monitoring and Evaluation**

- i) The PI through the implementing Institute will furnish to this Department 5 copies of the Annual Technical Progress report of the work carried on the project during a financial year.
- ii) This Department may designate Scientist/ Specialist or an Expert Panel to visit the Institute periodically to review the progress of the work being carried out. The implementing 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.
- iii) The PIs/co PIs will be required to present the technical progress of their project in the Project Evaluation & Review Committee (PERC) of Standing Scientific Advisor Group (SSAG) meeting convened from time to time.
- iv) On completion of the project, the PI through the Institute should send the following documents to this Department to enable settling of project case:- as well as electronic text on CD. The Ministry may be in discretion published all or any part of the report in any of its publication or on its website.
  - a) 5 copies of the Project Completion Report in the prescribed format;
  - b) Consolidated audited statement of expenditure and utilisation certificates;
  - c) List of assets/ equipment in the prescribed format; and
  - d) DD/ cheque for any un-spent amount with the Institute.
- v) The PI may be called upon to make presentation before the PERC / SSAG if necessary