

**Guidelines
On
Research Study/Seminar
(GRANT – IN – AID SCHEME)**



Government of India
Ministry of Statistics and Programme Implementation
Central Statistics Office
Sardar Patel Bhavan, Sansad Marg, New Delhi-110001
Website: www.mospi.gov.in

2016

1.0 Introduction

The Central Statistics Office (CSO), the Ministry of Statistics and Programme Implementation has been promoting research studies¹ and seminars² in the field of official statistics by way of providing financial assistance and data support to the eligible institutions. The financial assistance is provided under the Grant-in-Aid scheme of the Plan Scheme **Capacity Development (Capacity Development of CSO and Institutional Development and Capacity Building)**. The guidelines indicate the eligibility conditions, procedure for submission of proposals and general conditions of assistance.

1.1 Proposals Eligible for Assistance

1.1.1 The CSO would provide financial assistance to only those research projects and Seminars/Conferences/Workshops which are relevant to the official statistics. In particular, the proposals on the following are considered eligible for assistance:

- (i) Studies/ surveys contributing to bridge the data gaps in official statistics.
- (ii) Studies/ surveys contributing to the development³ of methodologies for improving official statistics.
- (iii) Studies/ surveys to assess/ evaluate the existing statistical reporting systems including the coverage, content and timeliness.
- (iv) In-depth statistical analysis and studies based on reports and data sets released by official agencies with a view to facilitate policy formulation and development planning.
- (v) Methodological studies⁴, Pilot studies, Case studies, etc. which complement and can provide value addition to strengthen the official statistical system.
- (vi) Statistical studies on social sectors, namely health, nutrition, education gender, employment and unemployment or under-employment, disability, crime, drug abuse, child and women trafficking, undocumented migration, social security scheme, social security for disabled persons, crime against women, economic contribution of home based workers, valuation of non- economic household activities of women, dependency of livelihood on livestock.
- (vii) Studies on Natural Resource Accounting (NRA) and environment statistics, Statistical measurement of air /water pollution, land degradation, waste generation; Statistical measurement of Green House Gases emission; impact of climate change on different sectors viz. agriculture, health, natural resources etc.

¹ Hereafter the Research Study, Research Project, Study etc mean the same

² The word Seminar has been used for Seminar/Workshop/Conference

³ Example to develop a methodology for seasonal adjustment of Index of Industrial Production (IIP) and other indicators.

⁴ Example methodological studies on estimation of public and private expenditure on social sector such as health education etc.

- (viii) Any other statistical study/survey which contributes to or enhances the official statistical system.
- (ix) Conferences, seminars and workshops having adequate relevance to official statistical system.

1.1.2 The proposals relating to Mathematics, pure theoretical research in Statistics etc., and for holding annual meetings of statistical associations/societies will not be eligible for financial assistance.

1.2 Institutions Eligible for Assistance

1.2.1. The professional/ research institutions engaged in the field of official statistics with qualified statisticians, economists and social scientists and belonging to one of the following categories are eligible for assistance under the scheme:

- (i) Government institutions including Directorates of Economics and Statistics of States/Union Territories.
- (ii) Institutions receiving annual recurring grants from the Central or State Government Agencies including Indian Statistical Institute, Council for Scientific and Industrial Research (CSIR), Indian Council of Agricultural Research (ICAR), Indian Council of Medical Research (ICMR), University Grants Commission (UGC), Central University, State University & its affiliated colleges etc.
- (iii) Institutions registered as professional society under the Societies Registration Act.
- (iv) Institutions registered as 'Trusts' under Trusteeship Act.
- (v) Institutions incorporated under the Companies Act, and
- (vi) Proprietary and Partnership concerns of repute.

1.2.2 The reputation of a particular institution and its eligibility for receiving assistance in the case of institutions listed at Sl. Nos. (iii) to (vii) will be decided by the Competent Authority of the Ministry. The institutions are therefore advised to submit copies of registration certificates, audited annual reports and balance sheets of last three years, details of payment of service tax, etc along with their proposals.

1.3. Sanction Procedure

1.3.1 The Subject Matter Division (SMD)⁵ in the Ministry will scrutinize every project proposal received and may call for any clarification or additional information if required.

1.3.2 The scrutinized and complete proposals will be placed before the expert (s) appointed by the SMD with the approval of competent authority for recommendation to the Screening Committee for consideration.

⁵ Subject Matter Division (at present Training Division)

1.3.3 All proposals which satisfy eligibility conditions/criteria and recommended by expert (s) shall be placed before the Screening committee constituted by the competent authority of the Ministry for the purpose, for consideration and approval of the proposals.

1.3.4 The meeting of the expert (s) and Screening Committee will be held at least twice in a (financial) year.

1.3.5 The proposals, which are accepted by the “Screening Committee”, will be further processed for administrative/ financial approval.

1.3.6 The Ministry will issue a sanction letter in respect of every approved project. The sanction issued would indicate tasks to be accomplished, the amount of assistance, schedule of payment and other conditions of assistance like signing of Bond/MOA⁶ and providing Bank Guarantee wherever applicable. The institutions receiving the assistance would be required to submit requisite documents as per sanction letter.

1.4. The proposals should be addressed and submitted to **The Additional Director General, Training Division, Central Statistics Office, M/o Statistics and Programme Implementation, 9th Floor, Jeevan Prakash Building, 25 Kasturba Gandhi Marg, New Delhi-110001.** The proposal should also be submitted by email gja-mospi@nic.in.

2.1 Research Study Proposal Submission

2.1.1 The institution seeking financial assistance should submit the proposal in prescribed formats as listed below:-

| | |
|---|--------------------|
| A forwarding letter along with an undertaking from the head of the institution. | Format -I |
| The technical details of the proposal | Format -II |
| The financial details of the proposal | Format -III |

2.1.2 The eligible institutions would submit the proposals with complete details/supporting documents in the prescribed format. Incomplete proposals shall not be considered.

2.1.3 The profile of the institution should not exceed ten pages which should include brief details of similar projects completed during the last five years. The organizations seeking financial assistance should submit one copy each of the reports of three best projects completed by them at the time of making the request.

2.1.4 The technical details of the project should be furnished in a concise, complete and logical manner. In particular, it should contain (a) the objectives, (b) data elements and sources, (c) proposed analytical framework and methodology, (d) specific outputs envisaged, and (e) likely potential and value addition in regard to official statistics and its applications. In the case of primary surveys, geographical coverage, subjects of enquiry, sampling and survey units, sampling

⁶ Memorandum of Agreement

scheme and sample size, survey and estimation methods, etc. should be invariably provided. The relevance of the study/ survey to official statistics also needs to be indicated in the proposal. The details as per Format –II.

2.1.5 The financial details should include both unit costs and total costs in respect of various expenditure heads including expert/ professional fee, travel cost, computer hiring charges or data processing charges, stationery and printing, telephone and postage charges, training and workshops, survey expenses, software development and tabulations, overhead costs, etc. No financial assistance is given for procurement of equipment including computer hardware/ scanner/ printer. The details as per Format -III.

2.1.6 The general guidelines for financial scrutiny for research studies are given below:

- i. The Salary of the Project Director/Experts, if he is working as regular employees of the institute, would not be charged from the project cost during the project period.
- ii. The cost of the component relating salary/professional fees to experts and other staffs should normally not exceed the 50% of the total cost of the project. Check the reasonableness of expert time schedule and survey staff based on the type and volume of work, sample size, etc.
- iii. Overhead expenses should not exceed 5% of project cost.
- iv. There should not be any provision for purchase of any equipment/furniture including telephone, FAX, Xerox machine, computer, etc.

2.2 Financial Assistance

2.2.1 The quantum of financial assistance for the studies/ surveys except natural resource accounting studies would normally be up to a maximum of Rs. 15 lakhs. In the case of Natural Resource Accounting studies the project assistance should not exceed Rs.20 lakhs.

2.2.2 In case of projects costing seven lakhs or less, the assistance would be released in two installments in proportion of 40:40:20. For projects costing seven lakhs or more, the assistance may be released in four installments usually in installments of 30:30:20:20. The assistance released would be linked to specific milestones/deliverables to be achieved as per time schedule indicated in the proposal and also in the Memorandum of Understanding/Agreement signed with the Ministry on approval of the project study. The release would also be dependent on the completion of formalities like submission of progress reports by the organization and the Monitoring Officer, if any, appointed by the Ministry and utilization certificates.

2.2.3 On signing of the Bond/ MOA, the first installment of assistance would be released. However, in case of non – governmental institutions, a bank guarantee equivalent to the amount of advance also has to be submitted before release of first installment. These institutions can also

take the option of not taking any advance installment and claim installments on the basis of completed work as stipulated in the sanction letter. In that case no bank guarantee would be required.

2.3. Other Conditions of Grant

2.3.1 The amount of assistance would be released in favour of the institution or university or authorized person by designation only and not to the Project Director or the Researcher. Thus all sanctions of the Ministry will be issued in favour of the institution.

2.3.2 The institutions or the Project Director will not accept any financial assistance from any other source for the project unless it is included in the proposal and approved by the Government.

2.3.3 The persons employed in the project will not be treated as the employee of the Government of India. The conditions of their service will be governed in accordance with the rules and orders of the institution.

2.3.4 The financial assistance is not available for incurring any capital expenditure.

2.3.5 The institution will provide the required infrastructure facilities like accommodation furniture, computer, library, laboratory equipment, communication facilities and secretariat services. The overheads for providing these facilities will be normally 5% of the project cost and the maximum overheads in exceptional cases can only be up to ten percent.

2.3.6 The data collected for the project should not be used or shared for any purpose other than for the completion of the project till the report is accepted by the Ministry and released for the public use.

2.3.7 The institution shall make suitable arrangement for the safe custody of data including schedules, working sheets, tabulations, CDs, manuscripts, etc. relating to the project for a period of three years after the completion of the study/ survey.

2.3.8 The Project Director and other experts mentioned in the project proposals should not be changed without the prior approval of the Ministry.

2.3.9 The institution receiving grants from the Government are governed by the "General Financial Rules" of the Government. The utilization and audit certificates are to be furnished to the Government in prescribed format.

2.3.10 In case of non-compliance of terms and conditions as laid down in the sanction letter, the institute will have to return the entire money along with interest of 10% per annum.

2.3.11 The institution may re-appropriate expenditure from one sanctioned sub-head to another, subject to a maximum of 15 percent in either case within the overall sanctioned amount. Prior approval in such cases is not necessary. All such re-appropriation, however, should be reported to the Ministry.

2.4 Duration of the Project/Study

2.4.1 The duration of any study/ survey except the natural resource accounting studies would not generally exceed one year. However, in exceptional cases and if adequately justified, a time frame of more than 12 months but not exceeding 18 months could be allowed for the completion

of the study/ survey. In the case of natural resource accounting studies, the normal duration of a study would not exceed 24 months.

2.4.2 In normal circumstances, no extension of duration of the project would be admitted. However, in exceptional circumstances beyond the control of the agency, it would be permitted, if applied well in time with adequate justification for the delay. If the permission for extension of duration is not obtained/ granted, the Ministry has the right to:

- (i) Impose a penalty by reducing 1% of sanctioned amount of the project for delay of a month or part thereof for first six months of delay and thereafter the penalty would be @2% per month provided the delay is exclusively on the part of project director. The penalty will be imposed with the stipulation that it will not, in any way, be prejudicial to the quality of the proposed project/ study;
- (ii) Terminate the project; in that case, institution will have to refund the entire amount along with penal interest of 10% per annum;
- (iii) Impose any other penalty as decided by the Secretary, MoSPI.

2.5 Monitoring

2.5.1 The Ministry of Statistics and Programme Implementation has the overall responsibility of monitoring the project. The Ministry may appoint a Monitoring Officer/ Committee for every sanctioned project. The monitoring officer could be from the Ministry or Statistical Officers working in other Ministries/ Departments. The monitoring officer will maintain the conduct of the study/ survey and its completion as per time schedule. He would also recommend, wherever appropriate and warranted, the release of various installments based on physical progress of the study/ survey.

2.5.2 A monthly progress report indicating the physical and financial progress of the project, other than Natural Resource Accounting (NRA) project for which quarterly physical and financial report has to be submitted by the institutions receiving assistance from the Ministry. The progress report in the prescribed format has to reach both the Ministry and the monitoring officer/Committee by tenth of every month or quarter in case of NRA project or as indicated. The institution is also required to submit a utilization certificate duly signed by the Head of the Institute/ Registrar of University for Government / Government affiliated bodies, Recognized universities and deemed universities while claiming second and subsequent installments. Based on the recommendations of Monitoring Officer and Utilization Certificate, the second and subsequent installments would be release after taking the administrative and financial approval from the competent authority. In case of other Organizations, the utilization and audit certificates will be certified by Chartered Accountant for release of second and subsequent installments.

2.5.3 The monitoring officer will function till the completion of the project and will ensure that the report submitted by the research fulfills the objectives of the project. In case of any exigency

or request from the Monitoring Officer before the completion of the project, the Ministry may appoint an alternate Monitoring Officer.

2.5.4 The monitoring officer will be financially compensated by payment of a lump sum amount of Rs.2,000/- as honorarium for each project of 18 months' duration or less. For projects of duration above 18 months, an honorarium of Rs. 3,000/- will be paid.

2.6 Changes in Approved Project

2.6.1 The Project Director will report to the Ministry changes he/she makes in the project design and no major change will be made therein unless the prior approval of the Ministry has been obtained.

2.6.2 On request from the Institution, the Ministry may in exceptional cases, permit the appointment of another Project Director.

2.7 Extension

2.7.1 On request from the Project Director, the Ministry may grant extension of time to complete the project.

2.8 Termination of Grants

2.8.1 If the Ministry is not satisfied with the progress of the project, or if it finds that these rules are being seriously violated, it reserves the right to terminate its grant-in-aid. Further, the ministry may recover entire amount of fund already released for the study with interest at 10% per annum.

2.9 Submission of Project Report

2.9.1 The Project Director/ Principal Researcher would prepare a draft report on completion of the study/ survey and submit three (3) copies of the same to the Ministry. The report will be examined by the SMD. If necessary, it may get the opinion of expert (s) and pay a honorarium of Rs. 1000/- to each expert for the purpose.

2.9.2 If the institution fails to submit the draft report by the stipulated time, the institution will be debarred from receiving the financial assistance under the scheme and necessary and appropriate action will be initiated with the approval of competent authority.

2.9.3 The Project Director or his nominee may even be asked by the Ministry to give a power point presentation of the report before the Screening Committee or interested Officers of the Ministry. The suggestions/opinions given in the course of presentation and the subsequent discussion along with the suggestions of the concerned Division and Subject Expert may be taken into account by the Project Director in finalizing the report.

2.10 Final Report

2.10.1 The final report of the project will be submitted by the Project Director (ten copies) on completion of project period in no case later than one month thereafter.

2.10.2 A soft copy in MS Word and PDF version will be submitted within two weeks of communicating the comments. It needs to be ensured that the revision has been made as per the comments received and reasons for non-acceptance of the comments, if any, should be properly explained in the forwarding letter.

2.10.3 The institution is also required to send the primary and secondary data collected as a part of the project to the Ministry in CD as ASCII file or as any commonly used database files.

2.10.4 The Project Director shall also give the report in a CD in MS Word and PDF. Once the final report is accepted and stipulated number of copies of the report, including one in CD-ROM and three summary copies are received, the file shall be processed for payment of final / last installment.

2.10.5 The final report which will be comprehensive enough to serve as a definite record is expected to cover the following points:

- ❖ Background
- ❖ Objectives
- ❖ Literature Review
- ❖ Design and Methodology
- ❖ Data, Analysis and Discussions of result
- ❖ Findings and Conclusions
- ❖ Suggestions/Way forward

2.11 Dissemination of Reports

2.11.1 The Ministry of Statistics and Programme Implementation will have the right to make available the report of the studies to the users including Central and State Government agencies and the National Library. It may also place a summary of the report in its website or/ and in the publication(s) of the Central Statistics Office (CSO). However, the Ministry will not be responsible for the findings or opinions expressed in the report and the institution which prepared the report will be responsible for the same.

2.11.2 The institution is also free to publish the report of the studies. However, it should be clearly acknowledged on the first page of the report that the study has been carried out with financial support provided by the Ministry of Statistics and Programme Implementation. It should also contain disclaimer that the Ministry is not responsible for the findings and opinions expressed in the document.

3.1 Submission of Proposal for National and International Seminar⁷

3.1.1 The institution seeking financial assistance should submit the proposal in prescribed formats.

| | |
|--|-------------------|
| A forwarding letter along with an undertaking from the head of the institution. | Format-I |
| Application for Grant-in-Aid for holding National/International Seminar/ Conference/ Workshops | Format -IV |

3.1.2 The profile of the institution should not exceed **four** pages which should include brief details of similar workshop/seminar/conference conducted during the last two years. The organizations seeking financial assistance should submit one copy each of the proceeding of workshop/seminar etc., conducted by them at the time of making the request.

3.1.2 The technical details relating to workshop/seminar should include (a) the objective/ relevance of the seminar, (b) the duration of the conference/ seminar, (c) the details of technical sessions, (d) type of participants and expected numbers and (e) facilities being provided by the institution. The details as per Format -IV.

3.1.3 The financial details should include item-wise various expenditure heads like travel cost, accommodation charges, banners, computer hiring charges, stationery, seminar kits, printing of proceeding of seminar, telephone and postage charges, seminar/ workshop material, overhead costs, etc. However, no financial assistance is given for food items, stationery and seminar kits, procurement of equipment's including computer hardware/ scanner/ printer, overhead costs and miscellaneous cost.

3.1.4 Proposals can be addressed and submitted to as per details at Para 1.4

3.1.5 The proposal not submitted in prescribed format will not be considered.

3.2 Financial Assistance

3.2.1 The quantum of financial assistance will be maximum Rs. 2 lakhs for the National Seminars/ Workshops/ Conferences and Rs. 5 lakhs for International Seminars/Workshops/Conferences. The amount will be released based on actual expenditure as reimbursement on submission expenditure statements/vouchers. For international seminar, the approval of Ministry of External Affair/Ministry of Home Affair should be obtained and a copy of approval be submitted to the Ministry.

⁷ Seminar include Seminar/Conference/Workshop

3.2.2 The amount of assistance would be released in favour of the institution or university or authorized person by designation only and not to the individual person. Thus all sanctions of the Ministry will be issued in favour of the institution.

3.2.3 The financial assistance is not available for incurring any capital expenditure.

3.2.4 The institution will provide the required infrastructure facilities like library, laboratory equipment, communication facilities and secretariat services.

3.2.5 The institution receiving grants from the Government are governed by the "General Financial Rules" of the Government. The utilization certificates are to be furnished to the Government in prescribed format.

3.3 Sanction Procedure

3.3.1 The proposal for organizing seminar etc should be submitted at least six months in advance from the date of event.

3.3.2 The Ministry will scrutinize every proposal received and may call for any clarification or additional information if required.

3.3.3 The scrutinized and complete proposals will be placed before the expert (s) appointed with the approval of competent authority for recommendation to the Screening Committee for consideration.

3.3.4 All proposals which satisfy eligibility conditions/criteria and recommended by expert (s) shall be placed before the Screening committee constituted by the competent authority of the Ministry for the purpose, for consideration and approval of the proposal.

3.3.5 The meeting of the expert (s) and Screening Committee will be held at least twice in a (financial) year.

3.3.6 The proposals, which are accepted by the "Screening Committee", will be further processed for administrative/ financial approval.

3.4 Submission for Reimbursement of Sanctioned Amount

3.4.1 The Institutions/Organization would require submitting the following documents to the Ministry for reimbursement of sanctioned amount that was sanctioned/ approved for conducting the National/International workshop/seminar/conference.

(i) A forwarding letter from the head of the institution.

- (ii) Declaration letter from the Head of the Institution by stating that the sanctioned amount has utilized in those activities for which Ministry has given the approval.
- (iii) Statement of Expenditure (Detailed item-wise expenditure) duly certified by the organization.
- (iv) Printed 3 copies of proceeding/report of the workshop/seminar/conference.

3.4.2 The above necessary documents would be submitted within three months from the date of completion of National/International workshop/seminar/conference for reimbursement. If the institution fails to submit the above documents within the stipulated time, a written permission may be asked from the Ministry for extension of submission of the documents for reimbursement else the documents will not be processed for payment. After receipt of the reimbursed amount, the Institution/Organization would require to submit a Utilization Certificate in the prescribe format GFR-19A and details of item-wise expenditure.

3.5 Duration

3.5.1 The total duration of all such conferences/ seminars/workshops should not exceed five days.

3.5.2 The date and duration of any workshop/seminar would not generally change. However, if any change in the date and duration of workshop, the same may be intimated to the Ministry and obtain approval for utilization of sanctioned funds.

3.7 Monitoring

3.7.1 The Deputy Director General/ Director-in-charge for the grant-in-aid scheme will be a monitoring officer for every sanctioned workshop/seminar/conference. H/she may also recommend any other officer of the MOSPI or any other Ministries/Departments with the approval of competent authority as a monitoring officer depending upon the sector and scope of the workshop.

3.8 Dissemination of Reports

3.8.1 The Ministry of Statistics and Programme Implementation will have the right to make available the proceeding/report of the workshop/seminar to the users including Central and State Government agencies and the National Library. It may also place in its website or/ and in the publication(s) of the Central Statistics Office (CSO). However, the Ministry will not be responsible for the findings or opinions expressed in the report. The institution which prepared the report will be responsible for the same.

3.8.2 The institution is also free to publish the proceeding/report of the workshop. However, it should be clearly acknowledged on the first page of the report that the workshop/seminar/conference has been carried out with financial support provided by the

Ministry of Statistics and Programme Implementation. It should also contain disclaimer that the Ministry is not responsible for the findings and opinions expressed in the document.

3.8.3 The name of the Ministry of Statistics and Programme Implementation has to be prominently displayed on the banners and other documents prepared by the institution. The institutions / Organizations being provided financial assistance is required to provide free registration to one or two officers from the Ministry for attending the seminar / conference. In case, CSO could not participate in the Seminar / Conference, the institution /organization should submit a copy of all the technical materials to CSO.

<Forwarding Letter>

Address/ ph /fax no & email id
Dated:

To

The Additional Director General,
Training Division, Central Statistics Office
Ministry of Statistics and Programme Implementation
9th Floor, Jeevan Prakash Building
25 K. G. Marg, New Delhi-110001

Subject: Proposal for undertaking/conducting a research study/ project on.....

Sir,

I am glad to forward herewith a proposal for undertaking/conducting a research study/seminar on..... at a total cost of Rs..... The research study/ project is proposed to be completed over a period of..... months/years. Mr./Ms./Dr..... who is working as in this institution will be the Project Director.

2. I certify that this institution will provide all the facilities and infrastructure for the completion of the research study/project and undertake as follows:

- (a) This proposal or other similar proposal has not been submitted to any other agency/ Department for funding/ the proposal has also been submitted to..... for partial funding up to Rs.....lakhs (Strike out which ever not applicable).
- (b) The Institute does not have the resources to meet the expenditure for conducting the research study/project from its own resources.
- (c) The Project Director will continue to work in the institution till the completion of the study/project. In case the Project Director leaves without completing the project, the institution will take full responsibility to complete the project as per the existing terms and conditions.
- (d) The institution will take full responsibility for monitoring the progress of the research study/project, sending progress reports and utilization certificates, etc. in the prescribed formats and ensuring proper and timely implementation.

3. It is requested that the project proposal may be considered favorably for providing financial assistance of Rs.....

4. Details of documents enclosed are given in the attached Check-list.

Signature of the Head of the Institution
Name of the Head of the
Institution& Stamp

TECHNICAL PROPOSAL

1. **Name & Address of the Institution:**
2. **Name of the Project Director/ Principal Research Investigator**
3. **Title of the Project**
4. **Objectives of the Project**
5. **Methodology: (in case of primary data collection) should mention about** (i) Geographical coverage; (ii) Sampling design; (iii) Sample size (iv) Sampling units (v) Estimation Procedure etc.
6. **Description of data sources and analytical tools:**
7. **Work programme:**
 - (i) Tasks
 - (ii) Activities
 - (iii) Outputs
 - (iv) Logical sequence of activities and outputs leading to realization of the objectives
8. **Activity Time Schedule**
9. **Staffing Time Schedule**
10. **Profile of the Institution: -** As per Annexure-A
11. **Curriculum Vitae of each of all staff of the project (including Project Director) in the staffing schedule:-** As per Annexure-B
12. **Suitability of Institution:**

| S. No. | Particulars | |
|--------|--|---------------|
| 1. | Experience of the Organization/Institution in the field | |
| 2. | Other activities in which the organization/institution is involved | |
| 3. | Financial resources of the Organization/Institution (Bank account Nos.) | |
| 4. | Whether Organization/Institution has been declared bankrupt at any point of time | Yes/No |
| 5. | If so, reasons therefore | |
| 6. | Whether Organization/Institution ever blacklisted by Government at any point of time, if so the details thereof. | |

FINANCIAL PROPOSAL

1. Name of the Project Director/ Principal Research Investigator:
2. Title of the Project:
3. Employee time:

| Sl. No. | Name | Employment Status (in codes)* | Position | No. of months | Remuneration per month | Total Remuneration |
|----------------------|------|-------------------------------|----------|---------------|------------------------|--------------------|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| | | | | | | |
| Total (Col.7) | | | | | | |

* Employment status codes

| Category | Codes |
|---|-------|
| A regular employee of the Institution engaged in the Project on a full time basis | 1 |
| A regular employee of the Institution engaged in the project on a part time basis | 2 |
| An employee recruited specifically for the Project on a temporary basis | 3 |
| An independent expert | 4 |

5. Estimated Travel Cost including field survey (in case of primary data collection):

| Sl. No. | Name | Place of Visit | Mode of travel | Travel cost | Duration of Stay | Per diem/ Allowance Per day | Total per diem/ allowance |
|--------------------------------|------|----------------|----------------|-------------|------------------|-----------------------------|---------------------------|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
| | | | | | | | |
| Total | | | | | | | |
| Total (Cols. 5 & 8) | | | | | | | |

Mode of Travel (Codes): Air- 1; Rail-2; Taxi-3; Own Car-4; Bus-5; Others-6

6. Workshop expense

| Sl. No. | Type of Workshop | Duration | No. of Participants | Total Cost |
|---------|------------------|----------|---------------------|------------|
| | | | | |

7. **Cost of Report writing**
8. **Cost of Report Printing**
9. **Revenue Expenses (recurring) on Stationery, telephone, faxes, etc.:**
10. **Contingencies:**
11. **Overhead expenses (5%):**

12. Summary of Financial Statement:

| Sl. No. | Item | Amount (Rs.) |
|----------------|--|---------------------|
| 1. | Fees, salaries, consultancy etc. | |
| 2. | Travel expenses <ol style="list-style-type: none"> i. Daily allowance ii. Travel cost (local field survey) | |
| 3. | Workshop expenses | |
| 4. | Field survey, | |
| 5. | Report writing & printing expenses | |
| 6. | Expenses on stationery, telephone, fax, postage, etc. | |
| 7. | Contingencies | |
| 8. | Overhead expenses (5%) | |
| Total | | |

Signature of the Project Director with date

APPLICATION FOR SEEKING FINANCIAL ASSISTANCE FOR SEMINAR/ CONFERENCE ETC

(To be submitted at least 6 months in advance from the date of event)

| | |
|--|--|
| 1. Name of the Organization: | |
| 2. Status of the Organisation: (Registered Society/ University etc) In case of registered Societies etc., give details of date & place of registration, registration number, registering authority etc. | |
| 3. Experience of the Organization in the relevant field | |
| 4. Whether Organization Applicant has been blacklisted by any institution of the Government at any point of time, if so the details thereof. | |
| Seminar/ Conference/ Workshop details | |
| 5. Name of the Seminar / Symposium/ Workshop/ Conference | |
| 6. Proposed dates of the event | |
| 7. Objectives of the event/seminar etc | |
| 8. Name of the Chairman & members of the Organizing Committee | |
| 9. Please attach i. Topics to be discussed, ii. Tentative agenda, iii. List of Resource person/speakers invited, iv. Tentative list of participants (National and International) | |
| 10. If foreign participants are being invited , clearance of concerned administrative organization, M/o External Affairs, M/o Home Affairs for organizing the event as well as participation to be obtained | |
| 11. Expected outcome of the event/seminar and please also discuss the importance, usefulness and impact of the event/seminar in context of the Official Statistical System. | |
| Financial details | |
| 10. Budget estimates (Item wise) for the event/seminar | |
| 14. Details of assistance required from MOSPI (i) Amount (ii) Items of expenditure for which the amount requested from MOSPI will be utilized | |
| 15. Account details for e- payment of the grant | |
| 16. (a) Financial assistances received earlier by MoSPI | |

| | |
|---|--|
| | |
| 16(b). If yes, sanction letter number, date and amount received from MOSPI | |
| 16(c). Whether Utilization certificate and audited accounts Statement sent | |
| Financial resources for Seminar /Conference | |
| 17(a). Name of other sponsoring organizations along with financial support sought/being received from them | |
| 17(b). Co-sponsorship / contribution etc. | |
| 17(c). money to be received from registration fee | |
| 17(d). Publication of advertisements | |
| 17(e). Sale of pre-conference and post conference proceedings | |
| 17(f). Any other resources | |
| 17(g). Total | |
| 18. Steps propose to be taken to implement the recommendations of the seminar/conference etc. | |
| 19. Is this Seminar held annually? If yes provide the follow up action (s) taken in the last 3 years | |

The organization agrees to abide by all the terms & conditions of Grant –in –Aid/financial assistance as given in the Annex and any revision/change therein would be accepted by the competent authority of the organization.

| | |
|---|---|
| Name & Signature of the Convener of the Seminar / Conference with date | |
| Recommendation of the head of the Institution | Name Signature Seal Date |

Conditions governing Financial Assistance for Seminar etc

- 1) The grant has been made for a specific purpose mentioned and shall be spent for the specific purpose only.
- 2) The grant –in- aid for the seminar/conference etc., is on reimbursement basis.
- 3) The institute has not applied for or not obtained grant for the same purpose/item of expenditure from any other Ministry/ Department of Central /State Government.
- 4) The organization shall render an account of item wise expenditure incurred from out of the grant within three months.
- 5) The organization shall send to this office not later than 6 months after the close of the financial year in which the expenditure is incurred, an audited statement of accounts and utilization certificate duly certified by the auditor that the grant has been Utilized for the purpose for which it was released.
- 6) The Accounts of the grant should be open for audit by the Government. The Audit authorities as well as this office shall have authority to call for such details and documents as they seem necessary in order to satisfy themselves that the grant has been utilized in accordance with the rules and for the purpose for which it has been given and the organization shall furnish to the audit authorities and this office the information and documents required by them.
- 7) No portion of the grant will be spent on entertainment, lunch, tea etc. or the items other than specified in sanction order.


(Name & Signature of the Head of the institute)

Date:

Seal

ECS PAYMENT FORM

All fields are mandatory. Please contact the concerned person in Ministry/Department from where funds are being released to you for necessary approval. In case any mandatory information is not available with you or registration please contract the concerned Ministry/Department. Unique Agency code is required for Agency communication with Program Division. This will be Agency Identity in system. Unique Code will be required for generating sanction ID, which is mandatory for release of funds to agency.

| Agency Details | |
|---|---|
| | |
|  | |
| Type of Registration: | <input type="text" value="-- Select --"/> * |
| Agency Name: | <input type="text"/> |
| Act/Registration No: | <input type="text"/> |
| Date of Registration(DD/MM/YYYY): | <input type="text"/> |
| Registering Authority: | <input type="text"/> |
| State of Registration: | <input type="text" value="--Select--"/> * |
| TIN Number: | <input type="text"/> |
| TAN Number: | <input type="text"/> |
| Address1: | <input type="text"/> |
| Adress2: | <input type="text"/> |
| Address3: | <input type="text"/> |
| City: | <input type="text"/> |
| State: | <input type="text" value="ANDHRA PRADESH"/> * |
| District: | <input type="text" value="-- Select --"/> * |
| Pin Code: | <input type="text"/> |

| | |
|----------------------------|----------------------|
| Contact Person: | <input type="text"/> |
| Phone No: | <input type="text"/> |
| Alternate Phone/Mobile No: | <input type="text"/> |
| Email: | <input type="text"/> |
| | |

Note: In case of drop downs in the form, please state specifically.

BANK DETAILS :-

| | |
|--------------------------------------|--|
| Name of the Bank | |
| Address (Full Postal Address) | |
| Branch/Branch name | |
| Account Number | |
| Name as per Bank Ledger | |
| Type of account | |
| IFSC Code of the Bank | |
| MICR Code of the Bank | |

CANCELLED CHEQUE :- Also provide a scanned copy of a "**CANCELLED CHEQUE**"

FORMAT OF BOND

(For use of Non-Government Organisations)

KNOW ALL MEN BY THESE PRESENTS THAT we the, an institute/society/trust registered under the Societies Registration Act, 1860 (21 of 1860)/Trusteeship Act and having its office atin the State of (hereinafter called the 'Obligors' which term shall unless exclude or repugnant to the context be deemed to include his successors or assigns) are held and firmly bound to the President of India (hereinafter called the 'Government') in the sum of Rs.(Rupees..... only) well and truly to be paid to the President on demand and without demur for which payment we bind ourselves and our successors and assignees by these presents.

2. SIGNED this day ofin the year two thousand and.....

3. WHEREAS on the Obligors request, the Government has as per Union Ministry of Statistics and Programme Implementation letter No. dated(hereinafter referred to as the 'letter of Sanction' which forms an integral part of these presents and a copy thereof is annexed hereto as Annexure- A) agreed to make payment of Rs (Rupeesonly), in favour of the Obligors for the purpose ----- on condition of the Obligors executing a bond in the terms and manner contained hereinafter and which the Obligors have agreed to.

4. WHEREAS the Obligor agrees to submit both physical and financial progress reports monthly (or quarterly in case of NRA project) to the Monitoring Officer/Committee and also a copy to the Ministry of Statistics and Programme Implementation, failing which the Ministry has the right to terminate the project with full refund of amounts already disbursed. The periodical audited statement will be submitted to the Ministry of Statistics and ProgrammImplementation by the organization before release of each instalment except in case of research institution set up by an act of parliament whose report is laid on the table of Parliament or Universities. If regular process of audit takes more time the accounts may be got audited by a Chartered Accountant.

5. NOW the condition of the above-written obligation is such that if the Obligors shall duly fulfill and comply with all its the conditions mentioned in the Letter of Sanction, then the above written bond or obligation shall be void and of no effect, but otherwise it shall remain in full force and virtue. If a part of the grant is left unspent after the expiry of the period within which it is required to be spent, the obligors agree to refund the unspent balance along with interest thereon at the prevailing borrowing rate of the Government of India unless it is allowed to be

carried over.

6. The Obligor agrees and undertakes to surrender/ pay to Government the monetary value of all such pecuniary or other benefits which it may receive or derive/have received or derived through/ upon unauthorized use of such grant. The decision of the Secretary, Ministry of Statistics and Programme Implementation concerned will be final and binding on the obligors as regards the monetary value of aforementioned to be surrendered/ paid to the Government.

7. In case of delay of completion of project with in approved timeframe, if not properly justified, the Ministry has the right to:

- (i) Impose a penalty by reducing 1% of sanctioned amount of the project for delay of a month or part thereof for first six months of delay and thereafter the penalty would be @2% per month provided the delay is exclusively on the part of project director. The penalty will be imposed with the stipulation that it will not, in any way, be prejudicial to the quality of the proposed project/ study
- (ii) Terminate the project; in that case, institution will have to refund the entire amount along with penal interest of 10% per annum
- (iii) Impose any other penalty as decided by Screening Committee

8. AND THESE PRESENTS ALSO WITNESS THAT

The decision of the Secretary to the Government of India in the Ministry of Statistics and Programme Implementation on the question whether there has been breach or violation of any of the terms or conditions mentioned in the Letter of Sanction shall be final and binding on the Obligor; and

9. Obligor on the day herein written above and accepted byfor and on In witness thereof, these presents have been executed as under on behalf of the behalf of the President of India on the date appearing below.

SIGNED FOR AND ON BEHALF OF

(Name of the Obligor Association)

in the presence of

- 1) (Name & Signature)
- 2) (Name & Signature)

Witness Name and Address

.....
.....
.....

Accepted for and on behalf of the President of India

(Name and Designation)

Witness

Name & Address

Date.....

Designation

MEMORANDUM OF UNDERSTANDING/AGREEMENT (MOU/A)

BETWEEN THE GOVERNMENT OF INDIA AND THE GOVERNMENT INSTITUTION/AUTONOMOUS BODY FUNDED BY THE GOVERNMENT/GOVERNMENT UNDERTAKING CONCERNING RESEARCH PROJECT

The Government of India, represented by the Ministry of Statistics and Programme Implementation (hereinafter referred to as “the Ministry”) and the Government Institute/Autonomous Body funded by the Government/Government Undertaking having its office at..... in the State of.....(hereinafter referred to as “Institution”), desiring to undertake research project, have reached the following understanding;

I. Objective

1.1 The institution agrees to undertake the research project for filling the data gaps and strengthening the official statistics.

II Scope

2.1 The Government of India will provide and bear the cost of the project as approved by the Ministry.

2.2 The areas and duration of the project will be as per the approval of the Ministry and will be reviewed by the Ministry.

III Financial Obligation

3.1 The Ministry of Statistics and Programme Implementation vide letter No.dated.....(hereinafter referred to as the ‘letter of Sanction’ which forms an integral part of this MOU and a copy thereof is annexed hereto as Annexure-A) agreed to make payment in favour of Institution of Rs.....(Rupees.....only), on the condition of signing MOU in the terms and manner contained hereinafter and which the Institution has agreed to.

IV General Terms and Conditions

4.1 The Institution agrees to submit both physical and financial progress reports monthly (or quarterly in case of NRA project) to the Monitoring Officer/Committee and also a copy to the Ministry of Statistics and Programme Implementation, failing which the Ministry has the right to terminate the project with full refund of amounts already disbursed.

4.2 The financial assistance is normally not available for incurring any capital expenditure.

4.3 The institution or the Project Director will not accept any financial assistance from any other source for the project unless it is included in the budget of the proposal and approved by the Ministry.

4.4 The institution will provide the required infrastructure facilities like accommodation furniture, computer, library, laboratory equipment, communication facilities and secretariat services. The overheads for providing these facilities will be normally 5% of the project cost or the percentage fixed by the Government from time to time and the maximum overheads in exceptional cases can only be up to ten percent.

4.5 In case of delay of completion of project with in approved timeframe, if not properly justified, the Ministry has the right to:

- i. Impose a penalty by reducing 1% of sanctioned amount of the project for delay of a month or part thereof for first six months of delay and thereafter the penalty would be @2% per month provided the delay is exclusively on the part of project director. The penalty will be imposed with the stipulation that it will not, in any way, be prejudicial to the quality of the proposed project/ study
- ii. Terminate the project; in that case, institution will have to refund the entire amount along with penal interest of 10% per annum
- iii. Impose any other penalty as decided by the Screening Committee

4.6 The Project Director and other experts mentioned in the project proposals should not be changed without the prior approval of the Ministry.

4.7 The MOU shall come into force upon signature and shall continue in force till completion of the study.

The foregoing record represents the understandings reached between Institution and the Government of India upon the matter referred to therein.

For the Government of India

For the Institution

(Signature)

(Signature)

On behalf of Secretary Ministry of Statistics
and Programme Implementation

(Head of Institution)

Date

Date

Format of Monthly Progress Report

1. Name of the project:
2. Name of Project Director:
3. Report for the Month:
4. Progress:

A: Financial:

| Head | Total budget as per project proposal (Rs.) | Expenditure during the month (Rs.) | Cumulative expenditure upto the month | Reasons for excess/shortfall, if any |
|------|--|------------------------------------|---------------------------------------|--------------------------------------|
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B: Physical:

| Activities | Month-wise Target as per Project proposal till the month | Target achieved till the month | Reasons for shortfall/excess, if any |
|------------|--|--------------------------------|--------------------------------------|
| | Month | | |
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**Signature:
(Project Director)**

FORM GFR 19-A

(See Rule 212(1))

Form of Utilization Certificate

Certified that out of Rs. ----- of financial assistance sanctioned till date in favour of -----under Ministry of Statistics and Programme Implementation, Government of India's letter given in the margin below, a sum of Rs. ----- has been utilized for the purpose of project sanctioned to the Institute and the balance of Rs.----- remaining unutilized

| S. No. | Letter No. and date | Amount |
|--------|---------------------|--------|
| | | |
| | Total | |

2. Certified that I have satisfied myself that the conditions on which the financial assistance was sanctioned have been duly fulfilled / are being fulfilled and that I have exercised the following checks to see that money was actually utilized for the purpose for which it was sanctioned

Kinds of checks exercised

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

Seal

Signature-----
Designation-----
Date-----

AUDIT CERTIFICATE

It is certified that we have audited the balance sheet and account book as on -----
----- (Date & Year) and Receipt and Payment and Income and Expenditure Accounts on that
date of the Institute from the book of accounts, records and other documents produced to us by
the Institute.

In our opinion and to the best of our knowledge and according to the explanation given to
us and subject to our observation as detailed below, we report that:-

- I. The Balance sheet read together with notes thereon gives a true and correct view of the state and affairs of the Institute as on ----- (Date & Year)
 - II. The Income and Expenditure Accounts gives a true and correct view of the surplus of funds over expenditure of Rs. ----- for the year ending ----- (Date & Year)
 - III. The Receipt and Payment Accounts give a true and correct view of the transaction of the project for the year ending ----- (Date & Year)
 - IV. Not more than one Bank Account is operated for the Project.
 - V. No funds are kept in the form of fixed deposits.
 - VI. Interest accrued in Savings Bank Account has been taken as receipt for use on Project.
 - VII. Bank reconciliation Statement is being prepared regularly every month.
 - VIII. Cash book being written on real accrued basis.
 - IX. Expenditure shown in the Income and Expenditure Account is properly reflected in the Utilisation Certificate.
 - X. There is no case of diversion of funds.
 - XI. The following Reports certified by the Competent Authority of the Institute form part of the Audit Certificate
 - a) Physical and Financial Progress Report for the period-----
 - b) Cumulative Physical and Financial Progress upto Date-----
 - c) Institutes' fund Utilisation Certificate
- XI. There is no audit objection in so far as the above said accounts audited by us. (In case there is any audit objection and objections raised during the present audit, please furnish the details.)

The certificate shall be on the auditing firm's letter head clearly indicating Signature, Name, Address, Telephone, Fax and email of the Auditor(s) with seal.

PROFILE OF THE INSTITUTION

(Applicable to those Institutions/Organizations registered under Trusteeship/Companies/Societies Act)

- 1. Name and address of the Institution:**
- 2. Name and Designation of the Head of the Institution:**
- 3. Status of the Institute (As per Para 1.2 of the guidelines):**
- 4. Details of Professional staff regularly employed in the Institution in the concerned Branch/Unit:**

| Sl. No. | Designation | Scale of Pay | Number |
|----------------|--------------------|---------------------|---------------|
| | | | |

- 5. Details of computer and infrastructure facilities already available.**
 - a. Hardware
 - b. Software
 - c. Internet facility
 - d. Office accommodation
 - e. Transport facility
- 6. Details of Major Projects completed during last five years.**
 - a. Title of the Project
 - b. Name of the Project Director
 - c. Detailed description of the project
 - d. Detailed description of actual services provided

Curriculum Vitae

1. Name:
2. Date of birth:
3. Nationality:
4. Personal address:
 - i. (including telephone No., e-mail address)
5. Educational Qualification:
6. Other training:
7. Employment record:

| Sl. No. | Position | Period | | Experience |
|---------|----------|--------|----|------------|
| | | From | To | |
| | | | | |
| | | | | |
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8. List of Publications:
9. Other relevant details:
10. Is he regular employee of the institution: Yes/ No
11. If no, the nature of contract with the institution:
12. Is he available on full time basis? Yes/ No
13. If not, what are his other assignments? Please describe.

Composition of Managing Committee/Governing Body

1. Name and Postal Address of the organization:

2. Details of Managing Committee/Governing Body

| S. No. | Name & Address of the Members | Whether SC/ST/OBC/GEN | Self-Occupation | Occupation of the Spouse | Position held in the Managing Committee/Governing Body |
|--------|-------------------------------|-----------------------|-----------------|--------------------------|--|
| | | | | | |
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3. Declaration:

- (a) Certified that the composition of the above Managing Committee/Governing Body is in accordance with the approved Bye laws and Memorandum of Association of the Organization.
- (b) Certified that the above Managing Committee was elected by the General Body in its meeting held on _____ The life of the Committee is from _____ to _____.
- (c) Certified that the instant proposal has the consent of all the aforesaid members including the members belonging to Schedule Tribes.

List of current members is enclosed.

Signature of President/Secretary
Full Name of the signatory
Designation
Seal of the organization

Place:

Date:

Conditions governing Grant –in –aid for Project Study

1. The grant has been made for a specific purpose mentioned and shall be subject to the implied conditions (A) The grant shall be spent for the specific purpose only and (B) Any portion of the grant which is not ultimately required for expenditure for the approved purposes shall be duly surrendered to Government.
2. The institute has not applied for or not obtained grant for the same purpose from any Ministry/ Department of Central /State Government.
3. The organization shall render an account of expenditure incurred from out of the grant under various sub heads within two months of the close of the project.
4. The grantee institution will maintain a separate account for this purpose.
5. The organization shall send to this office not later than 6 months after the close of the financial year in which the expenditure is incurred, an audited statement of accounts and utilization certificate duly certified by the auditor that the grant has been Utilized for the purpose for which it was released.
6. The Audit authorities as well as this office shall have authority to call for such details and documents as they seem necessary in order to satisfy themselves that the grant has been utilized in accordance with the rules and for the purpose for which it has been given and the organization shall furnish to the audit authorities and this office the information and documents required by them.
7. No portion of the grant will be spent on entertainment, lunch, tea etc.
8. The Accounts of the grant should be open for audit by the Government.
9. In case of failing to conduct the event or failing to comply with the conditions of grant –in –aid, the organization will be liable to refund to the Government the entire amount of grant with interest (10 %) on the amount granted.
10. Any unspent balance out of the grant received for this purpose will be refunded by the organization immediately.

(Name & Signature of the Head of the institute)

Date:

Seal

ACCEPTANCE OF TERMS & CONDITIONS

The organization agrees to abide by all the terms & conditions, guidelines of the scheme, provisions of GFRs, and any subsequent revision/changes therein.

Date

Place

Signature of President/Secretary

Full Name

Designation

Official Seal