

**GOVERNMENT OF ODISHA  
SCIENCE & TECHNOLOGY DEPARTMENT**

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**Advertisement**

No 2082 / ST dated the 08.05.2015

Applications are invited through proper channel from Principal Investigators of Government Universities, Colleges, State funded Research Institutes and Research Institutes of Government of India functioning in Odisha, for Research & Development project in Basic and Applied Science by Science & Technology Department of Government of Odisha.

**Last date of submission of application: 20.06.2015**

For details advertisement, eligibility and mode of application log on to **<http://www.odisha.gov.in>** , **<http://www.odisha.gov.in/sciencetechnology>**

For any query please contact Director, Science and Technology , Science and Department, Government of Odisha; **Phone-0674-2396460 / 2322715**;  
**Email: [director.bt@gmail.com](mailto:director.bt@gmail.com)**

Sd/- U.B. Mohapatra  
Director, Science & Technology

**GUIDELINES FOR FINANCIAL ASSISTANCE TO  
GOVERNMENT UNIVERSITIES, COLLEGES, STATE FUNDED RESEARCH INSTITUTES OF  
ODISHA AND RESEARCH INSTITUTES OF GOVERNMENT OF INDIA FUNCTIONING IN ODISHA  
TO SUPPORT RESEARCH & DEVELOPMENT PROJECTS IN BASIC & APPLIED SCIENCE**



**Science & Technology Department  
Government of Odisha  
Bhubaneswar-751001**

**Website: [www.orissa.gov.in/sciencetechnology](http://www.orissa.gov.in/sciencetechnology)**

**GUIDELINES FOR FINANCIAL ASSISTANCE TO  
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TO SUPPORT RESEARCH & DEVELOPMENT PROJECTS IN BASIC & APPLIED SCIENCE**

The Science & Technology Department, Government of Odisha endeavors to promote research in emerging areas of basic & applied sciences. The aim of the programme is to encourage Research and Development for the application of Science & Technology for human welfare. The guidelines provide assistance for the preparation and submission of Project Proposals, the method of approval, mechanism of evaluation & monitoring and submission of utilization certificate.

**1. Objective**

The key objective of the scheme is to develop research infrastructure and output of the Universities, Colleges and Research Institutes on Science & Technology of Odisha as these are the main centres of research of the state. Hence the University and College teachers and scientists of Govt. funded Research Institutes need to be supported to meet their requirements of research in all fields of basic and applied science subjects. The Science & Technology Department, Govt. of Odisha will try to help them to achieve their research ambition. At the same time it will also help to develop a human resource of the state in the field of Science & Technology.

**2. Eligibility/Target Group**

The Science & Technology Department, Government of Odisha will provide support to regular teachers of State Universities, Government Colleges and regular scientists of state funded Research Institutes of Odisha and Research Institutes of Govt. of India functioning in Odisha. A person can avail only one research project (either as Principal Investigator/Co-Investigator/ Project Co-ordinator) of Science & Technology Department, Government of Odisha at any given time. The principal Investigator/Project Co-ordinator can apply for research project if she/he has at least five years of service left for attaining superannuation. The S & T Department will also consider collaborative and multi-institutional research projects.

### **3. Advertisement inviting project proposals:**

The Science & Technology Department, Government of Odisha will invite applications through advertisement in local newspapers and/or the website of the Department. The format of application and the guidelines are available in its website [www.orissa.gov.in/sciencetechnology](http://www.orissa.gov.in/sciencetechnology).

### **4. Procedure of application**

The Principal Investigator (or the Project Coordinator in case of multi-institutional projects) are required to submit twelve (12) copies of Project Proposal/application, with an electronic copy of the proposal on a CD in MS Word. The applications must be submitted through proper channel. The Proposal should be prepared and submitted strictly as per the recommended format. The proposal must be very concise and should be printed on both sides of A4 size paper. The applications must reach by the last date. In order to save delay, one can submit an advance copy of the application, but the applicant has to ensure that the application through proper channel reaches the Department within two weeks.

### **5. Tenure and Implementation**

The tenure of the project will be for a maximum period of three years. The effective date of implementation will be from the date of release of funds.

### **6. Nature of Assistance**

Normally, the quantum of assistance for a research project will be under Rs. 10 Lakhs. The Science & Technology Department, Government of Odisha will not provide any grant under Institutional overhead. The Department will provide financial support for the items as follows:

#### **(A) Non-Recurring Grants**

- (i) Equipment: Essential equipments required for the project but not available in the Institution.

The grant of equipment may be utilised to procure the essential equipments needed for the proposed research work. The escalation, if any, in the cost of approved equipment may be met out of savings/re-appropriation from non-recurring head only with the approval of Principal/Registrar of the College/University under intimation to the Science and Technology Department.

The equipments acquired by the Principal Investigator under a Major Research Project must be deposited to University/College/Institution after the completion of the project which will be the institutional property. The University/College/Institution should make every effort to put all the equipment available in the laboratories in effective use.

**(B) Recurring Grants**

- (i) Manpower-Project Fellow/Technical Assistant/Field Assistant (Emolument: Project Fellow: ` 12,000/- per month; for first two years and `14,000/- per month in the third year. Technical Assistant/ Field Assistant: ` 5000/- per month.
- (ii) Hiring Services- Specialized technical work such as sample analysis.
- (iii) Contingency-Advertisement and selection of manpower, spares of apparatus, photocopies, typing, stationary, postage, computation and printing, audit fee needed for the project, etc.
- (iv) Chemicals and Consumables- To meet expenditure on chemicals, glassware and other consumable items.
- (v) Travel and Field work for data collection and collection of other information such as documents and visit to libraries (only inside the country, foreign travel is strictly prohibited in this scheme); the allocated fund should not be used for attending conferences, workshops, seminars or training program etc.

**7. Procedure for approval**

The proposals received will be assessed by a Sub-committee on R & D in Science & Technology. The applicants will be invited to give presentations to defend their proposals. No TA/DA would be paid to the participants. The final decision will be taken up by the Science & Technology Department on the basis of the recommendations made by the Committee.

**8. Procedure for Release of Grants**

- (i) The grant will be released to the Registrar of the University/Principal of the College/Director or CEO of the Research Institute.
- (ii) The first instalment of the grant shall comprise of 100% of the Non-recurring grant and the total Recurring grant approved for the 1<sup>st</sup> year.

- (iii) The second instalment of the grant shall be released on the basis of recommendation of the expert committee, progress report, submission of expenditure statement and utilization certificate of the first year.
- (iv) The third year grant shall be released on the basis of recommendation of expert committee, progress report, submission of expenditure statement and utilisation certificate of the 2<sup>nd</sup> year. The third year grant shall comprise of 90% of the recurring grant approved for the third year.
- (v) In case of two- year project, the second year grant shall comprise of 90% of the recurring grant approved for the second year.
- (vi) The remaining 10% of the Recurring Grant of third year (or 2<sup>nd</sup> year of the two-year duration projects) will be released after final presentation of the research findings before the sub-committee and on receipt of following documents for final reimbursement.
  - (a) Five copies of the final report of the project along with soft copy
  - (b) A consolidated Audited Utilization Certificate for the amount actually utilized towards the project duly signed and sealed by Government Internal Auditor/Chartered Accountant, Registrar/Principal/ Director or CEO of the Research Institute as well as the Principal Investigator/Project Coordinator in the prescribed Pro-forma.
  - (c) The unutilized grant, if any, may be refunded immediately through demand draft drawn in favour of the Secretary, State Council on S&T, Science & Technology Department, Government of Odisha, payable at Bhubaneswar.
  - (d) Copy of the research publication of the results of the project in any accepted journal.
  - (e) The Principal Investigators/Project Coordinators/ Institutions are expected to settle the accounts immediately on completion of the project. In case the balance grant is not claimed within six months from the date of completion of the project, the same will lapse and no representation will be entertained on this behalf.
  - (f) It is mandatory to post the Executive Summary of the report, Research documents, Monographs, Academic papers provided under the Project on the website of the University/Institution/College.

## **9. Evaluation and Monitoring**

- Each year, (from the date of release of fund) the Science & Technology Department, Government of Odisha will organize mid-term evaluation interface meeting wherein the Principal Investigator/Project Coordinators will present the progress of the project before the Sub-committee on R & D in Science & Technology.
- On completion of the project, the Principal Investigator/ Project Co-ordinator is required to present the findings of the project before the Sub-committee on R&D in Science & Technology.

## **10. Submission of Utilization Certificate and Expenditure Statement**

The Principal Investigator/Institute would furnish the audited Expenditure Statement and utilization certificate in the prescribed Format as in Annexure-VI and Appendix–A duly signed by the Principal Investigator, the Head of the Institute and the Head of the Finance wing, pertaining to the grant at the end of the each financial year as well as consolidated statement of audited expenditure at the end of the project.

## **11. General**

- (i) After the finalization of the selection procedure, the selected applicants will be informed.
- (ii) The Principal Investigator/Co-investigators/Project Coordinators must send their acceptance letter through proper channel.
- (iii) Project is not transferable in any case.
- (iv) In the absence of the Principal Investigator, the Co-Investigator may act as the Principal Investigator.
- (v) If the Principal Investigator/Project Coordinator is transferred from her/his original place of work to another Institution, No Objection Certificate (NOC) should be furnished for the transfer of the project from both the Institutions stating that necessary facilities will be provided by the Institution in which the awardee is transferred for smooth running of the project.
- (vi) In any research publication, from the outcome of the project the funding agency must be acknowledged.

- (vii) The Project Fellow engaged in the Project may enrol for M.Phil./Ph.D. The data generated and the results obtained out of the Project may be incorporated by the Project Fellow in her/his thesis with concurrence of the Principal Investigator.
- (viii) If the Principal Investigator/Project Coordinator fails to complete the Project, she/he has to refund the entire amount sanctioned with interest, as admissible.
- (ix) The Department of Science & Technology reserves rights to reject any or all the research proposals without assigning any reasons thereof.



**PROFORMA FOR SUBMISSION OF RESEARCH AND DEVELOPMENT PROJECT  
IN SCIENCE AND TECHNOLOGY  
(To be filled by the applicant)**

**PART- I: GENERAL INFORMATION**

1. Name of the Institute/University submitting the project proposal-----  
-----
2. State-----
3. Status of the Institute: State University/Government Colleges of Odisha/State funded  
Research Institute  
  
(Financial assistance for R & D projects will be provided to State Universities,  
Government Colleges and State funded Research Institutes carrying out research in  
any field of S&T).
4. Name and designation of the Executive Authority of the Institute/ University  
forwarding the application -----
5. Project Title-----  
-----  
-----
6. Category of the Project: Research & Development
7. Subject Area (*Please see Annexure-I*)
8. Duration:-----
9. Total Cost (₹)----- (Not to exceed ₹10 Lakhs)
10. Project Summary (Not to exceed one page. Please use separate sheet)

**PART II: PARTICULARS OF INVESTIGATORS**

**11. Name of the Principal Investigator:** -----  
Date of Birth:-----Sex:-----  
Designation:-----  
Department:-----  
Institute/University-----  
Address:-----  
-----  
PIN:-----  
Telephone:-----Fax:-----  
E-mail:-----  
No. of Projects being handled at present:-----  
Nature of Service (Permanent/regular/contractual etc.)-----

**12. Name of the Co-Investigator:** -----  
Date of Birth:-----Sex:-----  
Designation:-----  
Department:-----  
Institute/University-----  
Address:-----  
-----  
PIN:-----  
Telephone:-----Fax:-----  
E-mail:-----  
No. of Projects being handled at present:-----

(If more no. of Co-investigators are involved particulars may be provided as above)

**PART- III: TECHNICAL DETAILS OF PROJECT**

(Under the following heads on separate sheets)

**13. Introduction (Indicate justification for carrying out this Research)**

13.1 Origin of the proposal

13.2 Definition of the problem (in National context and with special reference to the State)

13.3 Objectives

**14. Review of Current Status of research and development in the subject**

14.1 International Status

14.2 National Status

14.3 Importance of the proposed project in the context of current status

14.4 Novelty of the project

14.5 Anticipated products & processes of practical/technology utility/socio-economic relevance expected to be evolved by pursuing the Project

14.6 Expertise available with the proposed investigating Group/Institution in the subject of the project.

14.7 List of 5 experts in India/Odisha in the proposed subject area

Sl. No.	Name	Designation	Address/Telephone/E-mail

**15. Work Plan**

15.1 Methodology

15.2 Risk associated with the research to be addressed

15.3 Proprietary/patented items, if any, expected to be used for this project

15.4 Linking of the research output with Industry to be explained

15.5 Suggested plan of action for utilization of research outcome expected from the project

15.6 Time schedule of activities giving milestones.

Sl. No.	Name of Milestone	Expected Start (Month/Year)	Expected Completion (Month/Year)

15.7 Project Implementing Agency / Agencies

Sl. No.	Name of Agency	Address of Agency	Proposed Research Aspects	Proposed Amount	Cost Sharing %

15.8 Specific deliverables :

**PART IV: BUDGET PARTICULARS**

**16. Budget (In Rupees)**

**A. Non- Recurring ( e.g. equipments, accessories etc)**

Sl. No	Item	Year-1	Year-2	Year-3

**Sub- Total (A)**

**B. Recurring**

**B.1 Manpower (See guidelines at Annexure-II)**

Sl. No.	Position No.	Consolidated Emolument	Year-1	Year-2	Year-3	Total

**Sub- Total (B.1) =**

**B.2 Consumables**

Sl. No.	Item	Quantity	Year-1	Year-2	Year- 3	Total

**Sub- Total (B.2) =**

Other items	Year- 1	Year- 2	Year- 3	Total
<b>B.3 Travel</b>				
<b>B.4 Contingency</b>				
<b>B.5 If any</b>				
<b>Sub total (B =B.1+ B.2+ B.3+B.4 +B.5)</b>				
<b>Grand Total (A+B)</b>				

**Note:** Please give justification for each head and sub-head separately mentioned in the above table

Financial Year: April-March

In case of multi- institution project, the budget estimate to be given separately for each institution

**PART -V: EXISTING FACILITIES**

17. Available equipment and accessories to be utilized for the project:

<b>Sl. No.</b>	<b>Name of equipment</b>	<b>Make</b>	<b>Model</b>	<b>Funding Agency</b>	<b>Year of procurement</b>

## **PART -VI: DECLARATION / CERTIFICATION**

It is certified that

- a) The research work proposed in the scheme/ project does not in any way duplicate the work already done or being carried out elsewhere on the subject.
- b) The same project has not been submitted by the Investigator(s) to any other agency/agencies for financial Support.
- c) The emoluments for the manpower proposed are admissible as per the Department of Science & Technology guidelines (Annexure-II)
- d) Necessary provision for the scheme/project will be made in the Institute/ University / State budget in anticipation of the sanction of the scheme / project.
- e) If the project involves the utilization of genetically engineered organism, it is agreed that we will ensure that an application will be submitted through our Institution Bio-safety Committee and we will declare that while conducting experiments the Bio-safety guidelines of Govt. of India would be followed in toto.
- f) If the project involves field trials/ experiments/exchange of specimens etc. we will ensure that ethical clearances would be taken from concerned ethical Committees /Competent authorities and the same would be conveyed to the funding agency before implementing the project.
- g) Necessary steps will be taken for publication of the research out puts of the project in accepted research journals.
- h) Wherever necessary, steps will be taken for tie up with industry for developing products and/or processes.
- i) I/We agree to accept the terms and conditions as enclosed in Annexure- III. The same is signed and enclosed.
- j) The Institute /University agrees that the equipment, other basic facilities and such other administrative facilities, as per terms and conditions of the grant, will be extended to investigator(s) throughout the duration of the project.
- k) The Institute assumes to undertake the financial and other management responsibilities of the project.

**Signature of Principal Investigator**

**Signature of Co- Investigator**

**Signature of Project Coordinator**  
(applicable only for multi-institutional project)

**Signature of Executive Authority  
of the Institute/University with seal**

**PART – VII: PROFORMA FOR BIODATA OF PROJECT  
COORDINATEOR/ PRINCIPAL INVESTGATOR/ CO-INVESTIGATORS**

\*\*\*\*\*

Name: .....

Designation: .....

Department/ Institute / University: .....

Date of Birth: .....Sex (M/F).....S.C/S.T.....

Education (Post Graduation onwards & Professional Career)

Sl. No.	Board/University	Degree Awarded	Year	Award/ Prize/ Certificate

Research Experience in various institutions (if necessary, attach separate sheets)

Publications (Numbers only): -----

Books: -----

Research Papers, Reports: -----

General articles: -----

Patents: -----

Others (Please specify): -----

List of important publications relevant to the proposed area of work.

Sl. No.	Title of Paper	Authors	Reference of Journal	Year of Publication

Project(s) Submitted / being pursued / carried out by Investigator

Sl. No.	Title of Project	Funding Agency	Duration		No. of Scientists/ Associates Working under the Project	Total Approved Cost of the Project (in Rs.)
			From	To		

Highlights of progress of the project (s) to date (in 200 words) for ongoing project only (if necessary attach separate sheets)

**Place:**

**Date:**

**Signature of Investigator**



**List of Subject Areas for the Consideration of the Project Proposal**

1. Physical Science
2. Chemical Science
3. Earth Science
4. Biological Science
5. Mathematics

**GUIDELINES ON QUALIFICATION, MODE OF SELECTION & EMOLUMENTS FOR RESEARCH PERSONNEL PARTICIPATING IN R & D PROJECT**

**1. Qualification**

- (A) **Project Fellow:** Post-Graduate Degree in relevant subject with minimum 55% marks
- (B) **Technical Assistant/Field Assistant:** Graduate Degree in relevant subject with minimum 55% marks. Only one Technical Assistant/ Field Assistant per project is allowed.

**2. Mode of Selection**

The selection of the Project Fellow may be made by an open selection through a duly constituted Selection Committee. The constitution of Selection Committee will be as under:

- i. Head of the Department will act as the Chairperson
- ii. One Subject Expert (External) (from the institute other than the Institute where the project is undertaken)
- iii. One nominee of the Vice-Chancellor/Head of Institution/Principal (in case of College)
- iv. Principal Investigator
- v. Co-Investigator (if any)

**3. Emoluments**

- (A) Project Fellow: `12,000/- (Per month fixed), for a period of two years and `14,000/- for the third year.
- (B) Technical Assistant/Field Assistant: `5000/- (per month fixed)

**TERMS AND CONDITIONS OF THE GRANT**

***(To be signed and enclosed with the proforma)***

1. Approval of the Research proposal and grant released would be for the specific Project Mentioned in paragraphs I to V of this proposal be exclusively spent on the Project for which it had been sanctioned within the stipulated time. The Institute is not permitted to seek or utilize funds from any other organization (Government, Semi Government, Autonomous or Private) for his research project. Any unspent part of amount would be surrendered to the Govt. of Odisha through an account payee demand draft drawn in favour of the "Drawing and Disbursing Officer, Secretary, State Council on Science & Technology, Science & Technology Department", and carry forward of funds of the next financial year for utilization. For the same project may be considered only with the specific approval of the Science & Technology Department.
2. For permanent /Semi-permanent assets acquired solely or mainly out of the grant, an audited record in the form of a register in the prescribed Proforma (enclosed at Annexure-IV) shall be maintained by the Institute. The term "assets" means Equipments. The grant will not be utilized for construction of any immovable Property, full facilities by way of accommodation, etc., for the project will be given by the Institute.
3. All the assets acquired from the grant will be the property of Government of Odisha and should not without the prior sanction of the Secretary, State Council on Science & Technology / Science & Technology Department", be disposed of or encumbered or utilized for purpose other than those for which has been sanctioned.
4. At the conclusion of the project, the Government of Odisha will be free to sell or Otherwise dispose of assets which are the property of the Government. The Institute shall render to Govt. necessary facilities for arranging the sale / disposal of these assets Government may however, consider the request of host institution to retain the assets created under project for carrying out similar work for the promotion of Science.
5. The implementing Institute / PI/Co-PI in absence of PI will furnish progress report of work on the project every year. The progress of the project will also be reviewed / monitored at least once a year by the concerned Committee etc. In addition the S&T Department shall designate Scientists / Specialists to visit the Institute periodically for reviewing the progress of work and for suggesting such measures so as to ensure early realization of the objectives of the project. On completion of the project, five copies of consolidated report of the work done on the subject would be submitted to the Science & Technology Department.
6. The Institute is required to send to SCIENCE & TECHNOLOGY DEPARTMENT a list of assets referred to at Sl. No. 2 above at the end of each financial year as well as at the time of seeking further installments of the grant.
7. The Principal Investigator(P.I)/Institute would furnish to the Science & Technology Department the audited Expenditure Statement and Utilization Certificate in Annexure-

VI and Appendix-A (Copy enclosed) duly signed by the P.I., the Head of the Institute and the Head of the Finance wing, pertaining to the grant at the end of the each financial year as well as consolidated statement of expenditure at the end of the project.

8. A stamped money receipt be sent to the Science & Technology Department on receipt of the Cheque / Demand draft towards each release.
9. The Accountant General, Odisha at his discretion shall have the right of access to the books and accounts of the Institute for the grant received from the Government.
10. The Institute would maintain separate audited account for the project. If it is found in the bank account earning interest, the interest thus earned shall be deposited in proper head of account of the Govt. (Annexure-V) under intimation to the Science and Technology Department along with the copy of the treasury challan.
11. Sale proceeds, if any as a result of the development of the project arising directly from funds granted by the Science & Technology Department shall be deposited in proper head of account of Govt. (Annexure-V) under intimation to S&T Department along with the copy of the treasury challan.
12. Investigators / Institutes wishing to publish papers based on the research work done under Science & Technology Department project should acknowledge the financial support received from the Science & Technology Department.
13. The Government of Odisha (Science & Technology Department) will have the right to call for drawings, specifications and other data necessary to enable the transfer of know how to other parties and the Institute shall supply all the needed information at the request of the Science & Technology Department which will ensure confidentiality.
14. The Institute may not entrust the implementation of the work for which the grant is being sanctioned to another Institution and divert the grant receipts as assistance to the latter Institution. However, in such situations the express permission of SCIENCE & TECHNOLOGY DEPARTMENT may be obtained. In case the Grantee is not in a position to execute or complete the project, it may be required to refund forthwith to the Government of Odisha (Science & Technology Department) the entire amount of grant with bank interest as admissible.
15. The human resources that may be engaged for the project by the Institute are not to be treated as employees of the Government of Odisha and deployment of such human resource at the time of completion or termination of project, will not be the concern / responsibility of the Government of Odisha. The organization may make reservations for Scheduled Castes, Scheduled Tribes etc. in the human resources to be engaged for the project in accordance with the instruction issued by Govt. of Odisha from time to time.
16. The Science & Technology Department reserves the right to terminate the grant at any stage also to recover the amounts already paid it is convinced that the grant has not been properly utilized for the work on the project and the money spent till the date of this / release and shall also arrange to refund the unspent balance, if any.

17. The project will become operative with effect from the date of release of the first installment for the project.
18. If the Investigator to whom a grant for a project has been sanctioned leaves the Institution where the project is being implemented, he shall submit five copies of complete and detailed report of the work done by him from the project and the money spent till the date of his / her release and shall also arrange to refund the unspent balance, if any.
19. The organization should maintain subsidiary accounts of the Government of Odisha grant and furnish it to the Audit Officer as and when the recurring and non-recurring expenditure exceeds the limits of Rs. 5.00 lakhs.

**Signature of Principal Investigator**

Date:

**Signature of Co-Investigator**

Date:

**Signature of Co-Investigator**

Date:

**Signature of Project Coordinator** (applicable only for multi-Institutional project)

Date:

**Signature of Executive Authority of Institute/University with seal**

### Form of Utilisation Certificate

Name of Department \_\_\_\_\_

1. Certified that a sum of Rs \_\_\_\_\_ (UC Amount) (Rupees \_\_\_\_\_) has been utilized under the scheme \_\_\_\_\_ (Scheme Name) by (grantee) \_\_\_\_\_ out of Grant-in-aid/ Loan of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) sanctioned by \_\_\_\_\_ Department during the financial year \_\_\_\_\_ as indicated below in Table-1.

2. Out of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) remaining unspent balance of the previous years, a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) has been utilized as indicated below in Table-2.

3. The utilization has been made for the purpose it was sanctioned and that a balance of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) remaining unutilized at the end of the year has been surrendered to the Government (vide Challan No. \_\_\_\_\_ dt. \_\_\_\_\_) / will be carried over to the next year \_\_\_\_\_ / will be adjusted towards the Grant-in-Aid/ Loan payable in the next year \_\_\_\_\_.

Table-1 Details of Current Year

Sl.No.	Sanction No & Date	Sanctioned Amount	Utilisation Amount	Balance Amount	Remarks
1	2	3	4	5(3-4)	6
	Total				

Table-2 /Details of Previous Years\*

Sl.No.	Sanction No & Date	Sanctioned Amount	Unspent balance at the close of previous year _____	Utilisation Amount	Balance
1	2	3	4	5	6[(3+4)-5]
	Total				

\*(The details of the previous are now being given in the current year)

4. Certified that I have satisfied myself that the conditions on which the grants-in-aid/loan was sanctioned have been duly fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised

1.

2.

3.

Signature-

4.

Designation-

5.

Date-

**Assets acquired wholly or substantially out of Government grants Register to be maintained by Grantee Institution**

Name of the sanctioning Authority-----  
1. Sl. No.-----  
2. Name of Grantee Institution-----  
3. No. & Date of Sanction Order-----  
4. Amount of the Sanctioned Grant-----  
5. Brief purpose of the grant-----  
6. Whether any condition regarding the right of ownership of Govt. in the property or other assets acquired out of the grant was incorporated in -----  
-----  
-----  
7. Particulars of assets actually credited or acquired-----  
-----  
-----  
8. Value of the assets as on-----  
9. Purpose for which utilized at present-----  
10. Encumbered or not-----  
11. Reasons of encumbered-----  
12. Disposed of or not-----  
13. Reasons of authority, if any, for disposal-----  
14. Amount realized on disposal-----  
15. Remarks-----

**(PRINCIPAL INVESTIGATOR)**

**(FINANCE OFFICER)**

**(HEAD OF THE INSTITUTE)**

**Statement of Expenditure referred to Annexure-VI  
pertaining to the Utilisation Certificate**

Showing grants received from the Science & Technology Department and the expenditure incurred during the period from 1<sup>st</sup> April -----to 31<sup>st</sup> March--  
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Item	Unspent balance carried forward from previous year	Grants received from S & T Department during the year	Other receipts/interest earned if any, on the S & T Department's grant	Total Col (2+3+4)	Expenditure (excluding Commitment) Incurred during the year	Balance (5-6)	Remark
1	2	3	4	5	6	7	8
1.	<b>Nonrecurring</b> (i) Equipment						
2.	<b>Recurring</b> (i) Human resource (ii) Consumables (iii) Travel (iv) Contingency (v) Any other (Receipt of Interest on the Grants received) (if applicable)						

(PROJECT INVESTIGATOR)

(FINANCE OFFICER)



**Head of Account for Deposit of Interest/Others**

Demand No. 27-3425-other Scientific Research-State plan-state sector-60-others-911-  
Deduct Recoveries of other payment (Interest money/others)-1889-Deduct Recoveries-  
49015-Deduct Recoveries of other payments.

**Proceeding of the meeting of the Technical Committee  
held on 18.09.2014 at 4.00 PM in the office chamber of Director, Science &  
Technology ,S & T Department to examine the proposed guidelines for  
Financial assistance to Govt. Universities, Colleges, Research Institutes (both  
Central & State) functioning in Odisha to support Research & Development  
Projects in basic and applied science.**

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The meeting of the Technical Committee was held on 18.09.2014 at 4.00 PM in the office chamber of Director, Science & Technology, S & T Department to examine the proposed guidelines for financial assistance to Government Universities, Colleges, State funded Research Institutes of Odisha and Research Institutes of Govt. of India functioning in Odisha to support Research & Development Projects in Basic & Applied Science. The members present in the meeting is at Annexure-I.

At the outset of the meeting, the Director, Science & Technology briefly stated the objective of the meeting. The points from Sl.No.1 to 11, Proforma-1(Part-I to Part-VII), Annexure-I, Annexure-II, Annexure-III (Terms & Conditions), Appendix-A, B, C, D & E were thoroughly discussed. The committee unanimously agreed with all the points as stated in the proposed guidelines with some modification as given below:

(i) **Point 10- Submission of Utilization Certificate & Expenditure Statement:**

In accordance to the O.M. No.21241 dt.17.07.2014 of Finance Department, the Utilization Certificate shall be submitted in Annexure-VI. Hence the Para at point-10 may be read as

*“The Principal Investigator/ Institute would furnish the audited Expenditure Statement and Utilization Certificate in the prescribed format as in Annexure-VI & Appendix-C duly signed by the Principal Investigator, the Head of the Institute and the Head of the Finance Wing, pertaining to the grant at the end of the each financial year as well as consolidated statement of audited expenditure at the end of the project”.*

(ii) Similarly, correction has been made at Para-7 of Annexure-III (Terms & Conditions) which may be read as:

*“The Principal Investigator (P.I) / Institute would furnish to the Science & Technology Department the audited Expenditure Statement and Utilization Certificate in Annexure-VI & Appendix-C (copy enclosed) duly signed by the P.I, the Head of the Institute and the Head of the Finance Wing, pertaining to the grant at the end of the each financial year as well as consolidated statement of expenditure at the end of the project”.*

(iii) The Format in the Appendix-C may be read as:

*“Statement of Expenditure referred to Annexure-VI pertaining to the Utilization Certificate”*

The meeting ended with vote of thanks.

Director,  
Science & Technology

Senior Scientist,  
S & T  
Department

Deputy Director (Tech),  
Biotechnology  
S & T Department

A.F.A-cum-Under  
Secretary,  
S & T Department