GUIDELINES FOR REVISED SCHEME ON RESEARCH & DEVELOPMENT (R&D) FOR CONSERVATION & DEVELOPMENT

APRIL 2018
(with OM dated 24.07.2019 and OM dated 14.02.2020)

MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE
NEW DELHI
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1. Introduction

1.1 The Scheme on **R&D for Conservation and Development** is a Central Sector Scheme and implemented by the Ministry of Environment, Forest & Climate Change (MoEFCC). The Scheme was originally conceived to provide ‘selective support’ to Universities, reputed institutions including NGOs, professional organisations and other scientific and technical institutions to enable them to undertake specific projects on specific areas of concern and priority and/or urgency of the Ministry in meeting Ministry’s objectives of environmental protection and conservation of natural resources.

1.2 Following decision of GOI to review and revamp all Schemes of the GOI, the scheme was reviewed by an Evaluation Committee headed by the Senior Economic Advisor, Ministry of Environment, Forest & Climate Change for reviewing Schemes of XIIth Five-Year Plan. The Evaluation Committee decided that the existing scheme needs to be revamped, and on the basis of their recommendation, a Standing Finance Committee (SFC) Document has been prepared for revamping of the Scheme. The Revised Scheme for R&D for Conservation and Development has been prepared for 2017-2020 and, based on a review of the Scheme at the end of 2019-2020, will be continued further beyond FY 2020.

1.3 The revised Scheme is open to all institutions in the country with expertise in identified thematic areas to undertake specific projects on specific areas of concern and priority and/or urgency of the Ministry in meeting Ministry’s objectives of environmental protection and conservation of natural resources. Institutions availing such funding under the Scheme will be provided a Grant for the Project duration.
2. **Objectives of the Revised Scheme on R&D for Conservation and Development**

2.1 The R&D Scheme for Conservation and Development is an important Decision Support System for Policy and Planning of the Ministry’s programmers and activities incorporating the key objectives for addressing environmental problems and measures for conservation and protection of environment by building indigenous capacities and strengthen manpower in multi-disciplinary aspects and new and emerging areas of environment and ecology, generating information for taking policy decisions, preparedness and basis for international negotiations, supporting basic and applied research in environment, ecology and related fields, and to facilitate database management on Research projects undertaken under the Scheme on relevant thematic areas of the Ministry.

2.2 Promotion of Research & Development in various facets of ecology and environment for the conservation and protection of environment and natural resources of the country. To plan, support and coordinate environmental research in public interest for enhancing the understanding of environment and ecology and devising strategies and solutions for environmental protection and management for achieving the overarching objectives of sustainable development.

2.3 The research projects will enable the Ministry to build database of Research projects and their findings in identified problem areas for finding practical solutions to issues concerning environmental protection and management and to generate information and knowledge from outcome of R&D projects for developing policies, strategies, action plans, and integration of such outputs in Ministry’s on-going Schemes and Programmes and in better management and conservation of natural resources.
3. **Thematic Areas under the Scheme**

3.1 The R&D for Conservation and Development Scheme will fund specific projects of research/study/activity of priority/concern or urgency in identified thematic areas assigned by MoEF&CC vis-à-vis objectives and mandate of the Ministry.

3.2 **The important thematic areas include:**

1. Biodiversity Conservation including Issues of Alien and invasive species and Human-wildlife Interface.
2. Ecosystems Conservation & Management (Mountain, Forest, Coastal, Wetlands, Pastoral, etc) and Evaluation of Ecosystem Services.
3. Socio-economic issues of environment and Sustainable Development.
4. Conservation and Management of Landscapes and Ecologically sensitive areas including issues of sustainable livelihoods.
5. Sustainable Management of Natural Resources.
7. Pollution Prevention - Clean Technologies and Processes, Cleaner Production, 3Rs, Resource Efficiency, Waste Minimisation and Management, etc.
8. Use of remote sensing technology for inventorisation, assessment and monitoring of country’s natural resources such as land, water, forests, wetlands, glaciers etc. and for environmental conservation and protection on areas given above.

3.3 **Specific Topics for project applications for funding under the Revised R&D Scheme**

The list of specific topics of priority from the aforesaid thematic areas for funding under the Scheme is given at **Annexure-1**.
4. General Criteria for Selection of Projects under R&D Scheme for Conservation and Development

4.1 Criteria of selection include the following:

a) The institutions wherein the projects are to be implemented must have basic infrastructures and facilities such as buildings, laboratories and sufficient scientific manpower to undertake projects of identified thematic areas of the Ministry for applying under the Scheme.

b) The applications have to be only on the specific topics selected by Ministry under the various thematic areas.

c) Preference will be given to applications which have been endorsed (a letter to be attached) by the concerned Department of the State Government (Environment/Forest/Wildlife/Urban Development/Water Resources/etc) or by the Field Director of National Park/Sanctuary of the concerned National Park/Sanctuary or by Chief Conservator of Forest (CCF) of the concerned Forest Division that the Outputs-Outcome of the project to be funded will be taken up for Implementation/Preparation of Conservation-cum-Management Plan.

d) The applicant shall ensure that there is no duplication/overlapping of projects undertaken within Ministry or with other Ministries/Institutions.

e) Grant for developing technologies already developed in the country or elsewhere will not be given.

f) A Project Investigator can get funding for only one project at a time under the Scheme.

g) The applications will be applied ONLY through an on-line MIS Portal for R&D Scheme for Conservation and Development on the MoEFCC website. The Scheme will be advertised on Ministry website seeking on-line seeking proposals from various institutions. Hard copies of applications forwarded by Mail/Speed Post to the Ministry will not be accepted.

h) After approval, all projects are to be registered on the Public Financial Management System (PFMS) Portal of the GOI for fund release.

i) NGOs and Registered Societies will require to first register in the NITI Aayog’s NGO-Darpan Portal and in the MOEFCC NGO Portal: www.moefngo.nic.in

j) Projects funded under the revised Scheme are to be implemented during 2017-2020 and beyond Year 2020 after evaluation.

4.2 Type of proposals to be considered

k) Invited Proposals – The Scheme will be advertised on-line seeking proposals from various institutions.
Commissioned proposals – Proposals that could be directly funded by Ministry to an institution on the basis of urgency/critical or strategic importance. This could include studies of duration of six months up to 2 years also to report on a specific problem.

l) Integrated projects: Projects that are multi-disciplinary projects in nature can also be funded under the Scheme as “Integrated Projects”. Integrated Multi-disciplinary Projects could be by “Consortium” based involving two or more divisions or departments of an Institute or involving Co-experts engaged by the Institution or involving two or more institutions with expertise in the relevant areas of the Project, requiring the support of several institutions in generating data of the multi-sector/multi-disciplinary aspects of the project. The ‘Lead Institution’ (LI) shall apply and coordinate on behalf of the various Partner Institutions/Divisions/Departments involved in various aspects of the study. The Project Investigator (PI) of the Lead Institution/Department shall submit an integrated proposal on behalf of all the institutions concerned and also upon completion, submit an Integrated Project Report to the Ministry. For this, the PI will enter into an MOU for the specific areas of research/data to be generated by the partnering institution. The details of the partnering institution, their credibility, and details of MOU should be clearly reflected in the project proposal. Funds would be released to Head/PI who would be overall responsible for the timely implementation and completion of the project and for the outcomes and deliverables including that of the partnering institution.

m) Projects could be Desk, Desk-cum-Lab, Desk-cum-Field, Desk-cum-Lab-cum-Field study.

n) The Technology developed by the Institutions funded under the Scheme will be used for indigenous purposes only and will not be allowed for use of any other country without prior approval of the GOI.

o) The Institutions may go for the patenting process for any technology developed under the Scheme as per the norms of the Government of India.

p) The revised R&D for Conservation and Development will follow the General Financial Rules (GFR), 2017 of the Government of India and various Instructions and Orders of issued from time to time. These would be available on the MIS-Portal.

q) The funds released for the purpose will not be used to fund same/similar or any other activity by the institution or for any other institution/agency whether nationally/ internationally.

r) The scheme is to be implemented in project mode only in existing Institutions/organisations and will not continue beyond the approved project period.

4.3 Constitution of Steering Committee for revised R&D Scheme

s) The Final approval of selection of applications for funding will be by a Steering Committee headed by Additional Secretary (EF&CC). Copy of the constitution of the Steering Committee is given at Annexure-2.

t) The Ministry will consult concerned sectoral experts and the concerned thematic Division of the Ministry for approving projects under the scheme.

u) The Ministry, if required, may also constitute a Technical-cum-Finance Committee (TFAC) for screening and selection of proposals and its monitoring and evaluation.
5. **Procedure for applying under the Revised R&D Scheme**

5.1 Applications will be made on-line on the MIS-Portal **only** on the MoEFCC website: [http://envfor.nic.in](http://envfor.nic.in). A Notice would be given on the Ministry website advertising the launch of the Revised R&D Scheme.

5.2 All applicants will require to first register on the MIS-Portal [https://repmismoef.nic.in/](https://repmismoef.nic.in/). Once registered on the MIS-Portal, a registration number or ID will be generated for the application. This registration number or ID requires to be used for filling up the proforma for application on-line and for checking status of application whether Received/Under consideration/Approved for funding/Not accepted/Rejected.

5.3 Proforma for applying on-line will be available on the MIS-Portal [https://repmismoef.nic.in/](https://repmismoef.nic.in/) on the Ministry website and is also given at **Annexure-3**. The proforma requires to be filled on-line ONLY. **Hard copies of the application will not be accepted in the Ministry.**

5.4 The application has to be made by the person who would be implementing the project also known as Project Investigator (PI). At the time of application, the PI will require to give an undertaking on a letter on the Institution's letterhead signed by the PI and by Head of Department/Institution along with Declaration by the Project Investigator and countersigned by the Head of Department/Institution with seal and date (**Annexure-4**):

   i) Undertaking by the Project Investigator Head of Institution that the same or similar project is not developed/being implemented/applied for by the institution or by any other institution anywhere (i.e. there is no duplication of work being undertaken).

   ii) Details of Equipment to be purchased under the Project and an Undertaking that the Equipment purchased under the project is not available in the Institution and will be transferred to the Parent Institution beyond Project period.

   iii) Undertaking from the Project Investigator and Head of the institution for projects involving development of technology, pilot/demo projects that the technology/ pilot/demo project proposed to be developed under the Project has not been developed anywhere.

   iv) Undertaking from the Project Investigator and Head of the institution to abide by the Government of India norms including General Finance Rules (GFR) and Instructions and Orders issued by the GOI.

5.5 In case of non-governmental organisations, a Bond is required to be furnished and the proforma for furnishing of Bond is given at **Annexure-5**.

5.6 Procedure involving **“Consortium of Institutions”**

Projects that are multi-disciplinary projects in nature can be funded under the Scheme can be implemented by a “Consortium” involving two or more institutions with expertise in the relevant areas of the Project, requiring the support of several institutions in generating data of the multi-sector/multi-disciplinary aspects of the project. The ‘Lead Institution’ (LI) shall
apply and coordinate on behalf of the various Partner Institutions involved in various aspects of the study. The Project Investigator (PI) of the Lead Institution/Department shall submit an integrated proposal on behalf of all the institutions concerned and also upon completion, submit an Integrated Project Report to the Ministry. For this, the PI will enter into an MOU for the specific areas of research/data to be generated by the partnering institution. The details of the partnering institution, their credibility, and details of MOU should be clearly reflected in the project proposal. Funds would be released to Head/PI who would be overall responsible for the timely implementation and completion of the project and for the outcomes and deliverables including that of the partnering institution.

5.7 The MOU entered by Project Investigator of the Lead Institution along with details of names of the PIs and individual Institutions with scope of study, defined roles and responsibilities and deliverables and outputs and details of fund requirements of component of the project of the individual intuitions has to be submitted as part of the Project proposal. A format for an MOU between Lead Institution with each other institutions is given at Annexure-6.

5.8 All correspondence between Ministry’s Scheme Administrator and PI will be done on the MIS-Portal quoting Registration No. and Password through a dedicated e-mail ID: admn.repmis-moef@gov.in.

5.9 The applicant can look up the MIS-Portal on the MoEFCC website for status of the application under “Status of Applications of New Scheme” using the registration ID – whether Received/Under consideration/Approved for funding/Not accepted/Rejected.

5.10 Once a project has been approved by the Ministry for funding, a separate file number will be auto-generated and assigned by the Portal to the project which will henceforth be used by the PI and by the Ministry for all future references for correspondence. The use of registration ID and the use of dedicated e-mail ID of the Scheme admn.repmis-moef@gov.in will be discontinued by the PI immediately after approval of application for funding and grant of File No. Status of application and all correspondence between Ministry and PI thereafter shall be made through a project specific correspondence page created for each approved project on the MIS-Portal which can be viewed using File No. All deliverables, documents, Reports, etc will be uploaded by the PI on the MIS-Portal under “Approved Projects of New Scheme” which can be opened using the file number. Similarly, Sanction Orders, etc will be uploaded by Ministry on the Portal. Release of funds will be through Public Finance Management System (PFMS) Portal through ECS only. Details of status of release will be also reflected on the MIS-Portal. No hard copies (except copies of Final Technical Report [FTR]) will be sent to Ministry under the new scheme.

5.11 A Project or Study can be of a period of six months to two years. Any extension thereto will require prior approval of the Ministry.

5.12 In case of the Principal Investigator leaving the project incomplete due to any unforeseen compelling reason, the project will be completed as per the original Terms and Conditions by a suitable Co-Investigator from the Institution/Department of University assigned by the Head of Institution/Department within the time-frame and the necessary support will continue to be provided by the Institution to the newly assigned Co-Investigator.
6. **Scheme Financing**

6.1 **General Conditions**

i) Entire scheme is a Central Sector Scheme and as 100% Grants-in-aid.

ii) Grants-in-aid will not be provided for infrastructure/Building Construction and O&M costs of the projects granted funding under the Scheme earlier.

iii) Project Funding can be for the following components: a) Fellowships /Stipend/Salary b) Equipment, c) Consumables, d) Contingency, e) Travel and f) Miscellaneous Costs. Project proposal at the time of application must provide break-up of the broad components along with details and justification.

iii) Project funding (Grants-in-Aid) for research personnel includes Fellows and Associates, Consultants/Experts, Laboratory Technicians and Staff, and outsourced staff including field staff engaged under the project.

iv) Scheme emoluments and service conditions to research personnel shall follow GOI Rules and revised from time to time. O.M. No. 2/6/2013-RE dated 02.09.2015 of MOEFCC is applicable presently and given at Annexure-7.

v) Research Personnel and other staff engaged under the project will be paid through ECS into their respective Bank Accounts, details of which will be furnished by PI to MOEFCC on a monthly basis on a proforma which will be available on the MIS-Portal for the Scheme.

vi) Fund support for purchase of equipment will be for only that equipment not available in the institution.

vii) Purchase of equipment, consumables and other items under the project shall be as per General Finance Rules (GFR) 2017 and procedures of purchase laid out by GOI, and relevant Instructions & Orders issued by MoEFCC/GOI.

viii) In addition, project will also fund costs of equipment not available in the Institution, consumables, travel (if field or lab-cum-field project), documentation (including photographs, maps, reports, etc). Fund support will cease with completion of project and/or completion of tenure of project.

ix) Fund support for field work require details of survey/field/study area, details and frequency of field work, frequency of sampling including collection of samples, etc.  

x) Funds will be released by Ministry by ECS after registration in Public Finance Management System (PFMS) Portal of GOI. Fund release will be made in instalments. The number of instalments of release for each project will be decided at the time of project approval.

xi) All fund release will be made by MoEF&CC through a two-stage process of (I) Issue of Sanction Order and (ii) Release of funds directly through ECS to the PI through the Registrar of University/Head of the Institution. The PI and the Head of the Institution will be directly responsible for the timely completion of the Objectives laid out in the Project and for the outputs/deliverables.
xii) A separate Budget Head and Bank Account will be created for the Project by the Head of the Institution wherein the project is being implemented and payment will be made by ECS to that Budget Head.

xiii) Expenditure will be as per General Finance Rules (GFR), 2017 and various Instructions, Circulars and Orders of the GOI.

### 6.2 Norms* for Funding

The following are the norms for funding different components of the Research Projects funded by the Ministry:

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<th>S.N.</th>
<th>COMPONENT</th>
<th>NORM FOR FUNDING</th>
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<tr>
<td>1.</td>
<td>Pay and Allowances for Research Staff engaged under the Project</td>
<td>As per norms of DST/GOI norms or as revised by DST/GOI from time to time</td>
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<td>2.</td>
<td>Honorarium to retired Professors/ Senior Scientist/Consultants</td>
<td>Maximum of Rs 30,000/- per month, subject to other Government Rules.</td>
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<td>3.</td>
<td>Support staff including technical/non-technical Assistant, field Attendant/Field Worker, Computer Data Entry Operator</td>
<td>As per GOI Rules or in case GOI rules have not been specified, as approved during project approval.</td>
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<td>4.</td>
<td>Equipment/Instruments including purchase of computers, software and other equipment required under the project and approved by Ministry that are not available in the Department/Institution or are available in the Department/Institution but not for specific use in the Project.</td>
<td>100% on Competitive Bidding/Tender Basis in accordance with GOI Rules and norms as applicable.</td>
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<tr>
<td>5.</td>
<td>Travel/Consumables/Expendables, other project charges</td>
<td>On case-to-case basis</td>
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<td>6.</td>
<td>Contingency</td>
<td>5% of total project cost (excluding institutional charges) for projects upto Rs 50 lakhs, the quantum will be decided for projects $\geq$ Rs 50 lakhs.</td>
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<td>7.</td>
<td>Institutional Charges</td>
<td>Project cost $&lt; Rs 20 lakhs of Project cost. Project $\geq Rs 20$ lakhs to Rs 50 lakhs will be 15% of project cost subject to a minimum of Rs 4 lakhs and a maximum of Rs 5 lakhs For project costing $&gt; Rs 50$ lakhs, quantum will be decided on case-to-case basis. Institutional charges are not applicable to autonomous/subordinate institutions/Centres of Excellence of the Ministry and Regional Offices of the Ministry.</td>
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* Subject to periodic centralised revision by the Department of Science & Technology, Government of India

6.4 The last and Final Instalment for “Settlement of funds” will be based on submission of Final Technical Report and its approval/acceptance by Ministry, actual expenditure, and subject to fulfilment of GOI Rules, norms and conditions specified in the Sanctions and at the time of project approval (Section 9.2).
7. Guidelines for Selection of Research Fellow (JRF)/(SRF)/Research Associate/Research Officer in Research Projects funded under the Scheme

The following guidelines govern the selection procedures for JRFs and SRFs solely for the purpose of funding projects under the R&D Scheme for Conservation and Development.

(a) The available number of fellowships/associates is to be advertised by the concerned organizations/institutions where the appointment is to be made, in at least one national newspaper and Employment News and the website of the institution at least two months prior to the dates on which the candidates are to be called for the oral interview. The calls for the interview must be sent at least three weeks in advance to enable candidates from different parts of the country to make advance travel arrangements. (Suitable TA/DA—rail fare for II class—would be paid to the candidates called for interview.)

(b) The screening of the applications for calling candidates for interviews should be done by a Screening Committee approved by the Head of the host institution. The minimum educational criteria would be same as applicable for UGC-CSIR NET examination. The final Selection Committee should also be approved by the Head of the host institution and should consist of at least three expert members and the Principal Investigator of the Project.

(c) During the oral interview, the candidate should be tested for his basic understanding, his knowledge in the subjects relevant of the proposed research programme.

(d) In selecting candidates through the oral interview, preference should be given to candidates who have passed national written tests like UGC-CSIR national entrance test (NET-JRF & NET) and the GATE examination of Ministry of Human Resource Development.

(e) A separate new category of Project Fellow/Associate is introduced. Project Fellows/Associates are candidates selected by Selection Committee. These fellows are not NET-qualified, i.e., neither NET-JRF nor NET, and would be given fellowships at the rate given in the table.

Selection of non-NET Candidates

f) Prior Approval of the RE Division, Ministry of Environment, Forest and Climate Change, is required before appointing a non-Net qualified candidate as a Project Fellow/Associate in the research projects sponsored by the Ministry. The Principal Investigator of the project would have to send the following documents for the perusal of the Ministry in this regard:

   (i) Copy of open advertisement in Employment News and a national newspaper
   (ii) Tabulated summary of the applicants including whether the applicant is NET-qualified or not
(iii) Speaking minutes of the Selection Committee providing justification for recommending a non-NET candidate for selection.

g) The approval of the Ministry for the appointment of a non-NET candidate as a Project Fellow/Associate would be subject to the endorsement of the Steering Committee on R&D Scheme for Conservation and Development. The Principal Investigator can appoint the non-Net candidate as Project Fellow/Associate only after approval of the Ministry which is communicated to the PI.

h) The host institution shall review the performance of the Fellow/Associate after two years through an appropriate Review Committee constituted by the Head of the Institution. The fellowship indicated in the after two years slab may be provided after successful assessment by this Review Committee and details of which are communicated to the Ministry.

i) The specific scheme emoluments and service conditions to research personnel is given vide MoEFCC O.M. No. 38/1/2017-RE dated 24.07.2019 (Annexure-7).
8. **User Charges & Transfer of Assets acquired using Project Funds**

‘**User charges**’ for equipment purchased under the Scheme shall be levied to all such institutions/persons requiring use of such facility for sustaining the O&M of the equipment during and beyond the project period. Beyond project period, the equipment shall be transferred to the parent/host institutions wherein the project was being implemented. Details of these and an Undertaking to this effect are to be furnished by the PI as part of project proposal as per Form that will be available on the Portal project is given at **Annexure-9**. The parent institution can continue to levy user charges for use of the equipment and make available the use of such equipment for all such institution requiring such facility. The details of charges so collected should be properly recorded and records maintained thereof and the charged amount so collected deposited in the bank account of Institution and used for O&M of the equipment during and beyond project period. Details of User Charges required to be furnished by PI in the format given at **Annexure-8**.

The format for transfer of Permanent equipment purchased under the project that will be transferred to the parent institution after completion of project is given at **Annexure-9 (A)** and details of Assets acquired using Project funds furnished to MoEFCC as per proforma at **Annexure-9(B)**.
9. Linking with Direct Benefit Transfer (DBT) Scheme of GOI

The scheme is for dealing with environmental issues, development and research programmes. However, the Scheme provides for funding Salary/Fellowships/Stipend paid under the scheme to Research Fellows (Junior/Senior) and Research Associates/Assistants/Officers, Consultants/Experts, Laboratory Technicians and Staff, and outsourced staff engaged under the project. Details of such persons engaged and funded under the project along with Aadhaar details are to be provided by the PI as per proforma that will be uploaded on the Ministry website shall be furnished to the Ministry on the MIS-Portal.

Monthly details will require to be provided on the status of payments made to project staff towards their Salary/Fellowships/Stipend, etc as given in format at Annexure-10.

In addition, Gender disaggregated data (M/F) and data for SC/ST/Special Category/Physically Handicapped/etc shall be furnished by PI wherever applicable.
10. Scheme Deliverables, Outputs and Outcome

10.1 Project Deliverables

10.1.1 The PIs shall submit Project Deliverables (Utilisation Certificates, Expenditure Statements, Documents, Technical Reports (Annual/Final), etc) outlined under the Project as per the specified time-frame. Reports and outcomes generated from such projects will be submitted to the MOEFCC only and will be the sole property of the MOEFCC, GOI. Format for submission of Utilisation Certificate (UC) (Annexure-11), Expenditure Statement (ES) (Annexure-12), Annual Report (Annexure-13), and Final Technical Report (FTR) (Annexure-14) will be made available on the MIS-Portal. A Check List for the documents to be furnished for both – i) On-going projects and ii) Projects whose tenure is completed requires being submitted along with the documents.

10.1.2 In addition to the above, project specific deliverables unique to each project will be identified at the time of appraisal and approval of the projects and a Work Plan will be formulated for the duration of the project and communicated to PIs. Information will be submitted by PIs either for monthly/quarterly/annually or as required for release of instalments of funds based on phased completion of work plan.

10.1.3 Scheme deliverables or Generic to all projects of the R&D Scheme include the following:

i. Total No. of projects received during year
ii. No of projects appraised during year.
iii. No of projects approved during year.
iv. No of meetings of National Steering Committee during year.
v. No of projects funded during each year during year
vii. Utilisation Certificate, Expenditure Statement and Other Supporting documents submitted during the year.
viii. No of persons employed in the Projects during the year.
ix. No of projects for which details of User Charges’ has been received during year
x. No of projects with details of trained technical manpower.
xi. No of Ph Ds produced
xii. No of publications (National)/International produced under various thematic areas.
xiii. No of technologies/patents produced.
xiv. No of workshops conducted for review of completed projects:
xv. No of reports prepared on review of completed projects and database built and strengthened for R&D for each thematic area.

10.2 Project Outputs

10.2.1 Specific Outputs:

i) Whether the project outputs (actual) are as per the objective and outputs outlined at the time of project approval.

ii) Whether Expenditure under individual heads has been incurred as per project Approval.
iv) Whether the Final Technical Report (FTR) has been received (both in Word and PDF) format. The Format for submission of FTR will be provided on the MIS-Portal.

vi) If project involves Consortium of Institutions, has the Reports of each of individual Institutions been received. Are the outputs of each institution as per approved project?

vii) If so, whether the FTR is an Integrated Report of outputs of all the institutions involved.

viii) Whether Proforma for Letter of Head of Department/Institution confirming the transfer of equipment purchased under the Project to the Department/Institution (given at Annexure-9) has been submitted.

ix) Whether the FTR has been approved by the Steering Committee and accepted by Ministry.

x) Whether final settlement of funds has been done.

10.2.2 Other Outputs:
- No. of Ph.Ds/M.Phils Produced:
- No of Research Publications (National/International):
- No of Papers presented in Workshops/Seminars/Conferences/etc (National/International):
- Patents – Applied for/Granted
- Any Other:

10.3 Project Outcome

10.3.1 Project outputs shall lead to specific outcomes which directly benefit the Ministry in better management and conservation of natural resources by integration with its on-going programmes for natural resource conservation and for protection of environment under the various thematic areas.

10.3.2 To help develop policies/strategies/road map for improvement in environment quality/Preparation of Action Plan/Road Map in the overall conservation of the Environment and for achieving Sustainable Development Goals/Integration with On-going Schemes and Programmes.

10.3.3 Contributed to existing Database on the thematic Area which could be used by the Ministry or by concerned Departments in the State in identifying and addressing data and knowledge gaps.

10.3.4 Study/Project is a baseline for preparation of an Action Plan for Pollution Abatement or for Conservation-cum-Management Plan of Ecosystems, etc.

10.3.5 Study/Project used to find practical solutions of environmental protection and conservation and management of natural resources.

10.3.6 Pilot scale study/Demonstration project will help in significant reduction pollutant generation and/or energy efficiency/resource efficiency/materials or products used or produced which have a lower carbon footprint.

10.3.7 Outcome will help field/communities for improving quality of life and for sustainable livelihoods.
10.3.8 Strengthening capacity of Institutions/Universities in terms of Manpower and Equipment.

10.3.9 Building indigenous capacities and strengthen scientific manpower in multi-disciplinary and in new and emerging areas of environment and ecology.

10.4 Scheme Outcome

10.4.1 The primary objective of the Ministry is implementation of policies and programmes relating to conservation of the country's natural resources including lakes and rivers, biodiversity, forests and wildlife, ensuring the welfare of animals, and prevention and abatement of pollution in the overall principle of sustainable development and enhancement of well-being. The scheme is an important decision support system for Policy and Planning of the Ministry’s Programmes and activities. The Scheme will support and fund R&D projects in important thematic areas of the Ministry.

10.4.2 Project outputs shall lead to specific outcomes which directly benefit the Ministry in better management and conservation of natural resources by integration with its on-going programmes for natural resource conservation and for protection of environment.

10.4.3 Details and Status of all on-going completed projects will be uploaded on the Ministry’s website on the dedicated MIS Portal on the R&D for Conservation and Development Portal of the Ministry. The Scheme Outcomes will be uploaded on the Scheme Portal.

10.4.5 A compendium will be prepared by the Ministry on all the Projects completed during XIIth Five-Year Plan and during XIth Five-Year Plan and for those funded during 2017-20, which will be available on the MIS-Portal.

10.4.6 Dissemination Workshops will also be held by MoEFCC on Outputs-Outcome of Projects completed during XIIth Five-Year Plan and during XIth Five-Year Plan and for those funded during 2017-20.

10.4.7 The Scheme will be evaluated on the number of projects whose findings have been used as basis either partly/fully in Ministry’s or GOI’s on-going efforts for conservation and protection of environment:

- In formulation of Policy
- In corporation in various schemes and programmes
- Preparation of Conservation & Management Plans
- Preparation of Road Map
- Evolving Strategies
- International Negotiations for Conventions and Protocols
11. Approval, Monitoring and Evaluation

i) On-line submission of proposals on the prescribed Proforma, release of funds, receipt of Reports, UCs, and other project related information including correspondence with PIs will be through the dedicated web MIS-Portal on the Ministry website. Progress of the project implementation will also be through the dedicated MIS-Portal for the Scheme.

ii) Consideration and status of applications received under the Scheme, status of approved projects, minutes of Meetings of the Steering Committee, etc will also be uploaded on the MIS-Portal. A separate Committee for screening of applications will be constituted, if required.

iii) The project investigator will require submitting as part of his project, a set of specific measurable indicators for each project applied for funding and how it will be aligned to the deliverables/outcomes of the R&D scheme and mandate and objectives of the Ministry vis-a-vis broad thematic areas under the Scheme. This will be monitored and evaluated.

iv) The projects approved by Steering Committee will be monitored for physical and financial progress by the Steering Committee. Cost of the Committee meetings will be provided for by the ministry from the Scheme Budget.

v) Third Party Evaluation will be done in 2020-21 for continuation beyond 2020. Report thereof will be placed before the Evaluation and Monitoring Committee of the Steering Committee. Details of Outputs-Outcome Indicators of the Scheme will also be furnished to NITI Aayog for Scheme Monitoring and Review.

vi) Review of the scheme will be done on how the Scheme has helped in addressing or providing inputs to Ministry’s/GoI Policy, Action Plans, on-going Schemes & Programmes for conservation of natural resources and for sustainable development.

vii) The Scheme will be evaluated by MoEFCC/Government of India from time to time through meetings, assessment and independent studies as per requirement. Separate budget provision will be kept. Budgetary provision for third party/ independent evaluation, if required to be carried out is also provided under the Scheme.
LIST OF TOPICS OF PRIORITY FOR APPLICATIONS UNDER R&D SCHEME

1. Assessment of Ecosystem Services for conservation and management of biodiversity in selected National Parks/Sanctuaries.


4. Rehabilitation and/or Reintroduction of threatened/vulnerable/endangered species of plants and animals into the natural ecosystems of National Parks/Sanctuaries.


8. Identification of vulnerable areas/stretches of railway and highway crossings causing elephant/wild animal deaths.

9. Studies on Specific Wetlands in the country for Preparation of Conservation and Management Plan of Wetlands by State Governments. [This is a multi-disciplinary study involving Hydrology and Drainage study, Assessment of Point and Non-Point Sources of Pollution and study of Wetland Ecosystem]

10. Prediction Modelling for Mapping Forest fires in vulnerable forests in the country for preparation of Strategy and Management Plan including Community Participation in the Prevention and Control of Forest fires in the country [This involves geospatial study using remote sensing (preferably through FSI) and Modelling Study]. Also, specific projects/plan for the use of Unmanned Aircraft Systems (UAS) (Drones) in combating forest fires in the country.


12. Specific projects on use of remediation technologies and treatment of specific landfill sites in the country.


16. Studies on Assessment of various industrial sectors and activities through adoption of technologies/processes and/or use of materials/products leading to Energy Efficiency, Resource Efficiency and Material Efficiency for reducing Carbon Footprint.


19. Assessment and Review of the various Clean Technologies/Processes developed or demonstrated over the last decade on a pilot scale for adoption in various sectors (water and air polluting of industries) including upscaling of Pilot Study/Demo Projects on a mass scale with specific focus on MSEs and SSIs of the unorganised sector and identifying constraints if any.


21. Assessment of Continuous Air Quality Monitoring Stations (CAQMS) established in various industries and mining areas in the country as part of Environmental Clearance process and integration of their AAQ data with that under National Ambient Air Quality Monitoring Programme.

22. Air Quality Forecasting and Early Warning Systems.

23. Studies related to secondary organic aerosols, source profiling of PM 2.5 and chemical characterisation of aerosols.

24. Studies related to Regional Transport/Trans-boundary movement of air pollutants including Black Carbon.

25. Specific Pilot projects for Use of Unmanned Aircraft Systems (UAS) (Drones) in various programmes and measures for conservation of natural resources and environmental protection including enforcement of laws and regulations. Changes required, if any in environmental legislation for the use of UAS.
ANNEXURE-2

CONSITUTION OF STEERING COMMITTEE FOR R&D SCHEME

F.No.19-17/2017-RE.
Government of India
Ministry of Environment, Forest & Climate Change
Research in Environment Division.

2nd Floor, Agni Wing
Indira Paryavaran Bhavan
Jor Bagh Road, New Delhi- 110003
Telephone No.O1124695317

Dated: 28th December, 2017

OFFICE MEMORANDUM

Subject: Constitution of Steering Committee in Research in Environment (RE) Division of the Ministry-reg.

The Ministry of Environment, Forest & Climate Change hereby constitutes the Steering Committee in Research & Development (R&D) Scheme in RE Division of the MOEFCC with the following Composition:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Composition of the Steering Committee</th>
<th>Status</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Additional Secretary (E &amp; F)</td>
<td>Chairman</td>
<td>MOEF&amp;CC</td>
</tr>
<tr>
<td>2.</td>
<td>Addl. Secretary &amp; Financial Adviser (AS &amp; FA) or his Nominee</td>
<td>Member</td>
<td>MOEF&amp;CC</td>
</tr>
<tr>
<td>3.</td>
<td>Chairperson, Central Pollution Control Board, New Delhi</td>
<td>Member</td>
<td>CPCB</td>
</tr>
<tr>
<td>4.</td>
<td>Chairperson, National Biodiversity Authority (NBA)</td>
<td>Member</td>
<td>NBA, Taramani Chennai</td>
</tr>
<tr>
<td>5.</td>
<td>Director, Zoological Survey of India (ZSI)</td>
<td>Member</td>
<td>ZSI Kolkata</td>
</tr>
<tr>
<td>6.</td>
<td>Director, Botanical Survey of India (BSI)</td>
<td>Member</td>
<td>BSI, Kolkata</td>
</tr>
<tr>
<td>7.</td>
<td>Dr. V.B. Mathur, Director</td>
<td>Member</td>
<td>WII, Dehradun</td>
</tr>
<tr>
<td>8.</td>
<td>Dr. Navroz Kersi Dubash</td>
<td>Member</td>
<td>Centre for Policy Research, New Delhi</td>
</tr>
<tr>
<td>9.</td>
<td>Dr. K. R. Shanthamugam</td>
<td>Member</td>
<td>Madras School of Economics, Chennai</td>
</tr>
<tr>
<td>10.</td>
<td>Adviser/Joint Secretary (RE)</td>
<td>Member Secretary</td>
<td>MOEF&amp;CC</td>
</tr>
</tbody>
</table>

2. The Steering Committee shall, inter alia, assess the following:
   i. Expected and other physical outcomes of the project vis-à-vis overall objectives of the project;
   ii. Component-wise analysis of the cost of the project;
   iii. Physical outputs and environmental benefits;
   iv. Applicability of the project;
v. Techno-commercial feasibility of the project;
vi. Standardization of the design parameters for technology and preparation of protocols/prototypes for achieving reliable and republic processes;
vii. Modalities for replication of the outcomes/integration with on-going schemes of the GOI/States.

3. Terms of Reference (ToRs) of the Steering Committee shall be:
   a) To provide overall direction to research endeavours of the Ministry in the broad area of ecology and environment;
b) To identify thrust areas of research, approval and sanction of research projects recommended by Technical and Financial Appraisal Committee (TFAC) or the MoEFCC.
c) To suggest concrete multidisciplinary research programme in the areas of ecology and environment for implementation.
d) To ensure synergies and linkages between the researches sponsored by the MoEF&CC with those sponsored by the subordinate and autonomous organizations of the Ministry as well as other concerned Government Departments to extent possible;
e) To provide ways and means for scaling up of important and significant leads generated under different research programmes of the Ministry for wider replication;
f) To resolve dispute, if any, arising out of joint venture projects with public/private sector participation especially those relating to copyright, IPR royalty etc;
g) To provide modalities for implementation of public/private partnership research project
h) To consider all proposals for research project for final approval and financial sanction based on the recommendation of the TFAC/MoEFCC.
i) To consider any such other matter relating to R&D Scheme as may deem fit for promotion of research in the area of Environment and Ecology.
j) The non-official co-opted members would also be paid sitting fee and TA/DA as per extant rules of GoI.

4. The tenure of the Steering Committee will be for a period of two (02) years which may be subsequently extended until re-constitution by the Ministry.

5. This issues with the approval of competent authority and with the concurrence of IFD vide their Dp. 78571/DS(IFD)/2017 dated 21/07/2017.

Sd/-
(S.P. Singh)
(Under Secretary to the Government of India)

Copy to:
1. The Chairman & all Members (by name)
2. PS to MoS (I/C) E&F
3. PPS to Secretary (E&F)
4. PPS to AS
5. PPS to AS&FA
6. All JSs/IGFs / Advisers
7. Pay & Accounts Officer, MoEF/IFD
8. SO (Research in Environment) / Guard File.

Sd/-
(S.P. Singh)
(Under Secretary to the Government of India)
ANNEXURE-3

Proforma for Application for Fund Assistance to Projects funded under R&D Scheme for Conservation and Development
[Note: Please read the Scheme Guidelines before filling the Proforma]

PART A

1. **Details of Project Investigator (PI):**

<table>
<thead>
<tr>
<th>Details</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address of PI</td>
<td></td>
</tr>
<tr>
<td>Email Id of PI</td>
<td></td>
</tr>
<tr>
<td>Alternate Email Id of PI</td>
<td></td>
</tr>
<tr>
<td>Tel No.(Landline) of PI</td>
<td></td>
</tr>
<tr>
<td>Mobile No. of PI</td>
<td></td>
</tr>
<tr>
<td>Date of Superannuation (dd/mm/yy)</td>
<td></td>
</tr>
</tbody>
</table>

2. **Details of the Institution (Institution/University/Registered Society/NGO):**

<table>
<thead>
<tr>
<th>Details</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A) Name</td>
<td></td>
</tr>
<tr>
<td>B) Address</td>
<td></td>
</tr>
<tr>
<td>C) Email Id</td>
<td></td>
</tr>
<tr>
<td>D) Alternate Email Id</td>
<td></td>
</tr>
<tr>
<td>E) Tel No.(Landline)</td>
<td></td>
</tr>
<tr>
<td>F) Mobile No.</td>
<td></td>
</tr>
</tbody>
</table>

   Institution
   University
   Registered Society
   NGO

3. **Year of Establishment:**

4. **Type of Institution:**

   a) R&D Institution
      If, yes is it a GOI Institution  
      ○ YES  ○ NO

   b) University
      ○ YES  ○ NO

   c) NGO/Registered Society
      ○ YES  ○ NO
If yes,

5. **If University, whether recognised by UGC?**
   - b) Is it a Central University?

6. **In case a Registered Society:**
   - A) Select:
   - B) Upload Certificate:

7. **If NGO, please provide details:**
   - A) Registered with NGO-Darpan Portal of NITI Aayog?
     - If yes upload details of Registration:
   - B) Registered on MoEFCC Portal: [https://moefngo.nic.in](https://moefngo.nic.in)
     - If yes upload details of Registration:
   - C) If NGO is registered with DSIR

8. **Details of Research Publications, if any ():**
   - If Yes Provide Details:
   - If Yes Upload List& Executive Summary of important publications:
   - Upload copy of important publications: (can be multiple):

9. **Whether the PI already has any projects in the MoEF&CC, if so, details**
   - A) On-going:
     - (In case of Yes)
     - Title:
     - Executive Summary:

   □ YES □ NO
(can be multiple):

B) Applied for:  ○ YES  ○ NO
(In case of Yes)

Title:

Executive Summary:

(credit can be multiple):

C) Completed:  ○ YES  ○ NO
(In case of Yes)

Title:

Executive Summary:

(credit can be multiple):

10. **Whether the PI already has any Projects in any other Ministry of GOI/Institution affiliated to GOI, if so, details**

A) On-going:  ○ YES  ○ NO
(In case of Yes)

Name of Ministry/Department of GOI/Institution affiliated to GOI

Title:

Executive Summary:

(credit can be multiple):

B) Applied for:  ○ YES  ○ NO
(In case of Yes)

Name of Ministry/Department of GOI/Institution affiliated to GOI

Title:

Executive Summary:

(credit can be multiple):

C) Completed:  ○ YES  ○ NO
(In case of Yes)

Name of Ministry/Department of GOI/Institution affiliated to GOI

Title:

Executive Summary:

(credit can be multiple):
Executive Summary:
(can be multiple):

11. Whether the PI already has any projects from any other Agency outside GOI (including externally aided), if so, details

A) On-going:  
○ YES  ○ NO  
(In case of Yes)  
Name of any other Agency outside GOI:  
Title:  
Executive Summary:  
(can be multiple):

B) Applied for:  
○ YES  ○ NO  
(In case of Yes)  
Name of any other Agency outside GOI:  
Title:  
Executive Summary:  
(can be multiple):

C) Completed:  
○ YES  ○ NO  
(In case of Yes)  
Name of any other Agency/Institution outside GOI:  
Title:  
Executive Summary:  
(can be multiple):
PART B

1. Project ID No

2. Title of Project:

3. Thematic Area of Project:

4) Selected Topic from List:

[Please attach letter of the concerned Department of State Government/Field Director of National Park or Sanctuary/Chief Conservation of Forests of concerned Forest Division/Any Other Relevant Body endorsing the Study/Project for which the Outputs-Outcome of Study/Project being undertaken will be beneficial]

5. Keywords: (can be multiple)

6. Project Duration:

Year ________ Month ________

7. Nature of Research Study:

i) Desk Study

ii) Lab Study

iii) Field Study

iv) Desk-cum-Lab Study

v) Desk-cum-Field Study

vi) Desk-cum-Lab-Cum-Field Study

vii) Any Other

Select type and provide details

8. Location of Project:

State(s):

District(s):

Sub-District(s):

In case of Field Study: Latitude, Longitude of Study Area(s)

[Please attach maps location of study on State and District maps/SOI Topo Sheet/Landuse Map based on Satellite Imagery (Google Earth Maps can also be uploaded along with other maps/SOI Toposheet)]
9.0 Cost of Project (in Rs lakhs):

9.1 Breakup of Project Cost:

Salary: 
Equipment: 
Consumables: 
Travel: 
Contingency 
Institutional Charges 
Any Other: 
Total Cost: Auto Filled

9.2 Justification for Project Cost:

10. Objectives of the Project along with Abstract:

A) Objectives of the Project 
B) Abstract: 

11. Detailed Methodology:

12. Year-wise Work Plan:

A) Entire Project 
B) Each Component (Desk/Lab/Field/etc)

13. Expected Deliverables, Outputs and Outcome of the Project:
(Kindly go through the Scheme Guidelines)

A) Expected Deliverables (Year-wise) of the Project:
   a) Physical 
   b) Financial 

B) Expected Outputs of the Project: 

C) Expected Outcome of the Project: 
14. Measurable Parameters/Indicators for Outcome of Project:

A) Physical:
(can be multiple):

B) Financial:
(can be multiple):

15. How will the Project Objectives and Outcomes align with MoEFCC:

a) Objectives
b) Policy
c) Strategy/Road Map
d) Action Plan
e) Schemes and Programmes
f) Any Other?

Details

16. Whether project falls under thematic areas being funded under National Missions on the Himalaya (NMSHE and NMHS), National Action Plan on Climate Change, and other National Action Plans, National Environment Fund (formerly National Clean Energy Fund), Assistance for Abatement of Pollution (AAP), Any Other If so:

Details

18. Does the research involve development of technology / Pilot Project / Demo Project?

If Yes Provide Details:

19. Has the research or technology or similar technology been developed anywhere in the world.

If Yes Provide Details:

20. Details of facilities and infrastructure existing in the Centre and in the Institution/Department such as –

Building:

Laboratory:
21. **Manpower & Equipment:**

21.1 Existing:

**A) Technical:**

<table>
<thead>
<tr>
<th>S. N.</th>
<th>Position</th>
<th>No of Manpower</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Research Fellows (JRF/SRF)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Research Associate</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Research Officer</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Research Assistant</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Any Other Expert</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Specialist</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Lab Assistant</td>
<td></td>
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<tr>
<td>8</td>
<td>Lab Technician</td>
<td></td>
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<td>9</td>
<td>Others (Can be multiple)</td>
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</tbody>
</table>

**B) Non-Technical:**

<table>
<thead>
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<th>Position</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Driver</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Finance Officer</td>
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<tr>
<td>3</td>
<td>MTS</td>
<td></td>
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<tr>
<td>4</td>
<td>Others (Can be multiple)</td>
<td></td>
</tr>
</tbody>
</table>

**C) Existing Equipment available:**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Equipment</th>
<th>No of Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
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<tr>
<td>2</td>
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<tr>
<td>4</td>
<td>Others (Can be multiple)</td>
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</table>

21.2 Additional Manpower required specifically for the Project:

**Technical:**

<table>
<thead>
<tr>
<th>Sr. No.</th>
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<th>Detailed justification</th>
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B) Non-Technical:

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<tr>
<td>4</td>
<td>Others (Can be multiple)</td>
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</tbody>
</table>

21.3 Additional Equipment required (not available with Institution):

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Equipment</th>
<th>No of Units</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
<tr>
<td>4</td>
<td>Others (Can be multiple)</td>
<td></td>
</tr>
</tbody>
</table>

22.0 Is the Project Multi-Disciplinary in nature?  ○ YES  ○ NO

If yes, provide details
[Note – Pl. go through Scheme Guidelines. Application to be submitted by the PI of lead institution as an integrated proposal addressing the multidisciplinary components of the project to be implemented by the consortium of institution involved.]

23. Is it a Project Involving Consortium of Institutions?

23.1 If yes, details of Partner Institution(s):

A) Name(s) of the Partner institution(s):

B) Address(s) of the Partner institution(s):

C) Expertise of institution in the field/component of the project for which they are required in the project:

23.2)

A) Deliverables of the Partner Institution(s):

B) Outputs-Outcome of the Partner Institution(s):

23.3) Agreement entered with Partner Institution(s) for completion of their component of the project and submission of their report:

23.4) Details Fund Requirement, if any, by the Partner Institution(s):
(It should be included in total budget)

24. Details on how the project is expected to be continued beyond project period (2017-2020) (including meeting technical capacity and financial requirements):
PART-C: UNDERTAKING & DECLARATION

The attached proforma at Annexure-4 is to be signed along with seal by the Project Investigator and the Head of Department/Institution/University.

Note:
The Proposals are to be submitted in the above-given Proforma on-line only. Hard Copies received by Post will not be accepted.
Covering Letter along with Undertaking by the Project Investigator (PI) on the Institution/Department Letter Head and counter signed by Head of Institution/Department along with Declaration

To
The Secretary,
Ministry of Environment, Forest & Climate Change,
Indira Paryavaran Bhawan,
Jor Bagh, New Delhi-110003.


Sir,

An application for Research Project titled “.................” for financial assistance is attached. It is certified that the same or similar project has not been taken up/implemented by the institution or by any other institution. It is certified that the technology proposed to be developed under the Project has not been developed anywhere.* It is also certified that the following permanent equipment being purchased under the project is not available in the Institution and the equipment will be transferred to the Department/Parent Institution beyond completion of Project/project period whichever is earlier:

An Undertaking is hereby given to abide by the Government of India procedures, norms and rules including General Finance Rules (GFR) of the GOI. The Organisation/Institution will provide all necessary infrastructural facilities, administrative and other support for the implementation of the project. The Department/Institution/University/Organisation is fully responsible for the implementation of the project.

Declaration of Project Investigator:

I declare that the details and information furnished in the application are accurate. I undertake to complete the project as per the terms and conditions of the project approval and Scheme Guidelines.

NAME: Auto Fill
DESIGNATION OF PROJECT INVESTIGATOR: Auto Fill
CENTRE/DEPARTMENT: Auto Fill
STAMP/SEAL:
DATE:

Declaration of Head of Institution/Department/Registrar of University:

I declare that the aforesaid details and information furnished are accurate. I further undertake that in case of the project investigator superannuating/leaving the organisation/or due to any unforeseen compelling reason and as a result of which the project is incomplete, the project will be implemented through a suitable Principal Co-Investigator in the Institution, and completed as per the original terms and conditions of the approved project.

NAME: Auto Fill
DESIGNATION OF HEAD OF INSTITUTION/DEPARTMENT: Auto Fill
INSTITUTION/UNIVERSITY: Auto Fill
STAMP/SEAL:
DATE:
PROFORMA FOR BOND TO BE FURNISHED BY NON-GOVERNMENTAL ORGANISATION

KNOW ALL MEN BY THESE PRESENTS THAT we, signed for and on behalf of a Society registered under the _________ and having its office at ______________ (herein after called the ‘Obligors’ which terms shall unless excluded by or, repugnant to the context be deemed to include its successors permitted assigns and all persons entitled to and capable of disposing of the assets and properties of the obligors) are held and firmly bound to the President of India (herein after called the ‘Government’, which term shall unless excluded or repugnant to the context be deemed to include his successors and assigns) in the sum of Rs. ________ (Rupees __________________ only) well and truly to be paid to the Government on demand and without a demur for which payment we firmly bind ourselves by these Presents.

1. SIGNED this __________________ day of ______ in the year Two thousand ____________.

2. WHEREAS on the obligors request, the Government has as per the Union Ministry of Environment, Forest and Climate Change Letter No. ____________________________ dated __________ (herein after referred to as the Letter of Sanction) agreed to make in favour of the obligors a grant of Rs. ______________ (Rupees ______________ only) out of which Rs. ____________ (Rupees ______________ only) have on __________ been paid to the obligors (the receipt of sum the __________________ do hereby admit and acknowledge) on condition of the obligors having agreed to the terms and conditions mentioned in the letter of sanction.

3. NOW the condition of the above-written obligation is such that if the obligors duly fulfil and comply with all the terms and 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, effect and virtue.

4. And these Presents further witness as under:
   i. The decision of the Secretary to the Government of India in the Ministry of Environment, Forest & Climate Change on the question whether there has been breach or violation of any of the terms and conditions mentioned in the Letter of Sanctions shall be final and binding on the obligors.
   ii. The Government has agreed to bear the stamp duty, if any, chargeable on the Presents.

5. In witness whereof those Presents have been executed on behalf of the obligors pursuant to the Resolution No. ____________________________ dated __________ passed by the Board of the Management of the Society (Governing Body) of the obligors, on the day and year herein above-written.

Obligors in the presence with name and address

1. Signature of the grantee institution __________________________

2. (for office use only) of the President of India __________________________

Witness: - (Name and Designation)
MOU between Lead Institution with Partner Institutions for Multi-Disciplinary /Integrated Projects to be implemented by Different Agencies

MEMORANDUM OF UNDERSTANDING BETWEEN PROJECT INVESTIGATOR OF LEAD INSTITUTION WITH PROJECT-IN-CHARGE OF PARTNER INSTITUTIONS

1. This Agreement is entered between .................................., Project Investigator of .................................. Institution/University (with Address) [hereby also known as the Lead Institution] and MR./Ms/Dr..... of Institution/University (with address) [hereby also known as Partner Institution] for the implementation and completion of the following specific components of work of the Integrated Project:

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

2. The specific objectives of the study to be undertaken by the Partner Institution are:

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

3. The specific scope of work and methodology of the study to be undertaken by the Partner Institution include:

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

4. The specific Year-wise Work Plan along with time lines of the component are:

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

5. The total cost of the study to be taken up by the Partner Institution along with annual budgetary requirements for the component of the study.

6. The specific deliverables of the study of the Partner Institution along with Reports (Annual and Final) include:

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

7. The specific expected outputs and expected outcome of the study of the Partner Institution are:

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


9. The Project Investigator of the Lead Institution would be responsible for the timely release of funds to Partner Institution upon submission of deliverables and reports.

10. The PI of the Lead Institution is overall responsible for the timely implementation and completion of the project and for the outcomes and deliverables of the Integrated Project including that of the partnering institution.

11. The Partner Institution is also to comply with the procedures, norms and Rules of the GOI and provide the necessary institutional support for the implementation of the specific component of the integrated project.

Sd by PI of Lead Institution with Address and Seal

Sd by PI of Partner Institution with Address and Seal

Sd by Head of Lead Institution with Address and Seal

Sd by Head of Partner Institution with Address and Seal

Date:
OFFICE MEMORANDUM

Subject: Revised Guidelines on emoluments and other conditions of service for research personnel working in R&D programmes of the Ministry of Environment, Forest & Climate Change – regarding.

The undersigned is directed to invite attention to the even no. Office Memorandum dated 10th June 2019 issued by the Ministry of Environment, Forest & Climate Change, Government of India, on the above subject. The matter has been further considered by the Government and with the approval of the Competent Authority, the even no. Office Memorandum dated 10th June 2019 stands modified with the following revised guidelines. These revised guidelines are applicable to the research personnel working in R&D Schemes and programmes funded by the Ministry of Environment, Forest & Climate Change or through any of the institutions/offices thereunder.

1. (A) Emoluments of Junior Research Fellow (JRF)/Senior Research Fellow (SRF):

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Designation &amp; Qualification</th>
<th>Existing Emoluments</th>
<th>Revised Emoluments</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.</td>
<td>Junior Research Fellow (JRF)</td>
<td>Rs. 25000</td>
<td>Rs. 31000</td>
</tr>
<tr>
<td></td>
<td>Post Graduate (PG) Degree in Basic Sciences, Environmental Sciences with NET qualification or any other National level examinations conducted by central government Departments and their agencies and institutions as DST, DBT, DAE, DCS, DRDO, NHRD, ICMR, IIT, IISc, ISER etc. or Graduate Degree in Professional Course with NET qualification or Post Graduate Degree in Professional Course</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| ii.  | Senior Research Fellow (SRF) | Rs. 28000           | Rs. 35000         |
|      | Qualification prescribed for JRF with two years of research experience |

The host institution shall review the performance of the Fellow after two years through an appropriate Review Committee constituted by the Head of the Institution. The Senior
Research Fellowship in the slab after 2 years of research experience may be provided after successful assessment by the Review Committee.

1. (B) Emoluments of Research Associates (RA):

In programmes where there is a need to engage research personnel at a level higher than JRF/SRF and such need has been accepted by the Ministry, the remuneration for such personnel may be fixed as indicated below:

Remuneration of Research Associates (RA) may be fixed at a consolidated amount at one of the 3 pay levels given below depending upon the qualification and experience. The Institute/Organization concerned may decide the level in which a particular associate should be placed based on the experience.

Educational Qualification of RA:
The Essential Qualifications (EQ) for Research Associate are Ph.D/M.E/M.Tech.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Category</th>
<th>Existing Emoluments</th>
<th>Revised Emoluments</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.</td>
<td>Research Associate - I (RA-I)</td>
<td>Rs. 36000/month</td>
<td>Rs. 47000/month</td>
</tr>
<tr>
<td>ii.</td>
<td>Research Associate- II (RA-II)</td>
<td>Rs. 38000/month</td>
<td>Rs. 49000/month</td>
</tr>
<tr>
<td>iii.</td>
<td>Research Associate- III (RA-III)</td>
<td>Rs. 40000/month</td>
<td>Rs. 54000/month</td>
</tr>
</tbody>
</table>

2. Service Conditions:

(i) The stipend of Research Fellow/Associate is exempted from the payment of Income Tax under 10(16) of IT Act, 1961.

(ii) **DA and CCA:** JRFs, SRFs and Research Associates will not be entitled to DA.

(iii) **House Rent Allowance (HRA):** All research fellows may be provided hostel accommodation wherever available and those residing in accommodation provided by the Institute shall not be entitled for HRA. Wherever provision of hostel accommodation is not possible, HRA may be allowed to all the above categories viz. JRF, SRF, and RA as per Central Government norms applicable in the city/location where they are working. The fellowship amount may be taken as basic for calculating the HRA.

(iv) **Medical Benefits:** The Junior/Senior Research Fellows and Research Associates will be entitled for medical allowance as applicable in the implementing institution.

(v) **Leave and other entitlements:** The Fellows are eligible only for casual leave while Research Associates are entitled to leave as per rules of the host institution. Participation of any of the research personnel viz. JRF/ SRF/RA in any scientific event/workshops in India or abroad will be treated as “on duty”. The travel entitlement for JRF/ SRF/RA for participation in scientific events/workshops in India will continue to be the same as earlier i.e. 2nd AC by rail. Maternity leave as per the Govt. of India instructions issued from time to time would be available to female candidates in all categories.

(vi) **Bonus & Leave Travel Concession:** JRFs, SRFs, Junior/Senior Project Fellows and Research Associates will not be entitled to these allowances.

(vii) **Retirement Benefits:** JRFs, SRFs, and Research Associates will not be entitled to these benefits.

(viii) **Publication/Patent:** The results of JRF/SRF/RAs research work may be published preferably in standard refereed journals at the discretion of the fellow or his/her
Guide. It should be ensured by the fellow that the assistance provided by the funding agency of Government of India is acknowledged in all such publications.

(viii) **Encouragement for pursuing higher degree:** Students selected as JRFs, SRFs may be encouraged to register for higher degrees and the tuition fees to undertake these studies may be reimbursed to the student from the contingency grant sanctioned under the project, if required.

(ix) **Obligation of JRF/SRF/RA:**

(i) He/she shall be governed by the disciplinary regulations of the host Institute where he/she is working.

(ii) The JRF/SRF/RA must send a report of the research work done during the period of Fellowship as may be asked by the sponsoring agency.

3. **Date of Effect:** The revised emoluments under this order will be applicable w.e.f. 01.01.2019 for all the categories i.e. JRF, SRF and Research Associates.

4. The Guidelines/procedure for appointment of research personnel in research projects sponsored by the Ministry are given in “Guidelines for revised scheme on Research & Development (R&D) for Conservation & Development at [https://repmismoef.nic.in](https://repmismoef.nic.in).

5. All the Divisional Head of the Ministry of Environment, Forest & Climate Change are requested to ensure that the above guidelines are followed in regard to the remuneration and other benefits to research personnel engaged in R&D projects funded by them. They are requested to circulate these orders to their autonomous/attached/subordinate offices funded by them for implementation.

6. This issues with the approval of the Competent Authority and with the concurrence of IFD vide their Diary No.47953 dated 30.05.2019.

(Naresh Jaiswal)
Under Secretary to the GoI

To:

i. All Heads of Divisions of Ministry of Environment, Forest & Climate Change for information and circulating to all subordinate offices/autonomous bodies/field offices/attached offices, including ZSI, BSI, ICFRE, IIFMS, CPCB, NBA, CZA, NTCA and SACON;

ii. Deputy Secretary (IFD), MoEF&CC, New Delhi

Copy to:

i. DG, FC &SS, MoEF&CC;
ii. ADG, FC, MoEF&CC;
iii. ADG, WL, MoEF&CC;
iv. IGF, WL, MoEF&CC;
v. IGF, FC, MoEF&CC;
vi. IGF, RT, MoEF&CC;
vii. JS (RKS);
viii. DS(Admn.);
ix. NRCD
x. PPS to Secretary (EF&CC);
xi. PPS to AS (RA);
xii. PPS to AS&FA;
xiii. Consultant (IT) for uploading on the website of the Ministry for wider publicity;
xiv. PS to Adviser/RE/Guard File/Sanction Folder, etc.
OFFICE MEMORANDUM

Subject: Addendum to Revised Guidelines on emoluments and other conditions of service for Junior Project Fellow, Senior Project Fellow and Research Associates (Non-NET) engaged in R&D Schemes/Programmes/Projects of the Ministry of Environment, Forest & Climate Change and its attached/subordinate/associated offices and institutions:

1. **Junior Project Fellow (JPF)/Senior Project Fellow (SPF):**

   **(i) Emoluments:** The Fellows – JPF and SPF who are non-NET qualified, i.e. neither NETJRF nor NET-SRF, would be given fellowships at the revised emoluments given in the table below:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Designation &amp; Qualification</th>
<th>Existing Emoluments</th>
<th>Revised Emoluments</th>
</tr>
</thead>
<tbody>
<tr>
<td>i</td>
<td>Junior Project Fellow (JPF)*</td>
<td>Rs. 16000</td>
<td>Rs. 20000</td>
</tr>
<tr>
<td></td>
<td>➢ Post Graduate (PG) Degree in Basic Sciences/Environmental Sciences or Graduate Degree in Professional Course.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii</td>
<td>Senior Project Fellow (SPF)*</td>
<td>Rs. 18000</td>
<td>Rs. 23000</td>
</tr>
<tr>
<td></td>
<td>➢ Qualification prescribed for JPF with two years research experience</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*This category of JPF/SPF is applicable only when NET qualified candidates are not available for the project sponsored by the Ministry.*
(ii) **Guidelines for selection of Junior Project Fellow (JPF) and Senior Project Fellow (SPF), who are non-NET candidates, engaged in R&D Schemes/Programmes/Projects of the MoEF&CC, and its attached/subordinate/associated offices and Institutions:**

The Project Investigator of a project funded by the MoEF&CC shall adhere to the instructions given below while engaging JPF/SPF, who are Non-NET candidates, in his/her project and select the Project Fellows as per procedure given below:

i. An open advertisement shall be given in Employment News, any National and Regional Newspaper for the specific projects(s) with relevant details.

ii. Qualification for JPF/SPF shall be the same as for JRF/SRF respectively as given in MoEFCC’s OM No. 38/1/2017-RE dated 24th July 2019 and shall be indicated in the advertisement.

iii. Prepare criteria for selection in terms of qualification and experience of Non-NET candidates.

iv. A Tabulated summary of the applicants, who have responded, for their suitability for the project in terms of qualification and experience based on the criteria shall be prepared.

v. Constitute a Selection Committee as per institutional norms with at least 3 experts in addition to the Project Investigator. The Committee shall scrutinise the applications and shortlist the candidates on the basis of the criteria.

vi. The Committee shall also conduct an interview of the short-listed candidates and select the JPF/SPF who is most qualified as per the selection criteria.

vii. Speaking minutes of the Selection Committee providing justification for recommending a non-NET candidate for selection will also be prepared and kept in record of the PI and the Parent/Host Institution/Department.

viii. The PI and the host institution/Department shall review the performance of the JPF after two years through an appropriate Review Committee constituted in consultation with the Head of the Institution. The fellowship as indicated after two years slab may be provided after successful assessment by this Review Committee and details of which shall be communicated to the Ministry.

2. **Selection of Research Associates who are Non-NET: Research Associate – I (RA-I)/ Research Associate – II (RA-II)/ Research Associate –III (RA-III):**

After obtaining the degree of Ph.D./M.Tech, the SPF (Non-NET) selected shall be eligible for being appointed as Research Associates with the same emoluments as RAs selected from SRFs (NET) as per MoEFCC’s O.M. No. 38/1/2017-RE dated 24th July 2019.

3. **Service Conditions:**

Service Conditions of JPF/SPF and RA shall remain the same as given in MoEF&CC’s O.M. No. 38/1/2017-RE dated 24th July 2019.
4. **Date of Effect:**
   This Order shall be applicable w.e.f. **01.01.2020.**

5. All the Divisional Heads of the MoEF&CC are requested to ensure that the above Guidelines are followed in regard to the remuneration and other benefits to Junior Project Fellow, Senior Project Fellow and Research Associates (Non – NET) engaged in R&D Projects funded by them. They are requested to circulate these orders to their autonomous/attached/subordinate offices funded by them for implementation.

6. This issues with the approval of the Competent Authority vide Diary No. 47953 dated 12.02.2020 and with the concurrence of the Integrated Finance Division vide Diary No. 47953 dated 29.01.2020.

   (Naresh Jaiswal)
   Under Secretary to the GoI

To:
   
   iii. All Heads of Divisions of Ministry of Environment, Forest & Climate Change for information and circulating to all subordinate offices/autonomous bodies/field offices/attached offices, including ZSI, BSI, ICFRE, IIFMS, CPCB, NBA, CZA, NTCA, GBPNIHESD, WII and SACON;
   
   iv. Deputy Secretary (IFD), MoEF&CC, New Delhi

Copy to:
   
   xv. PPS to Secretary (EF&CC);
   
   xvi. DG, FC & SS, MoEF&CC;
   
   xvii. PPS to AS (RA);
   
   xviii. PPS to AS&FA;
   
   xix. ADG, FC, MoEF&CC;
   
   xx. ADG, WL, MoEF&CC;
   
   xxi. IGF, WL, MoEF&CC;
   
   xxii. IGF, FC, MoEF&CC;
   
   xxiii. IGF, RT, MoEF&CC;
   
   xxiv. JS (Admn.);
   
   xxv. DS(Admin.);
   
   xxvi. Consultant (IT) for uploading on the website of the Ministry for wider publicity;
   
   xxvii. PS to Adviser/RE/Guard File/Sanction Folder.
## ANNEXURE-8

### DETAILS OF USER CHARGES LEVIED BY INSTITUTIONS FOR FACILITIES/ EQUIPMENT/INFRASTRUCTURE CREATED USING FUNDS RELEASED TO R&D INSTITUTIONS UNDER THE R&D SCHEME

<table>
<thead>
<tr>
<th>Title of User Charges</th>
<th>Services for which User Charges is levied</th>
<th>Organizational/Deptt. which is collecting the User Charge</th>
<th>Rate of User Charge and unit of collection</th>
<th>Date of fixation of the rate of current User Charges</th>
<th>Fixation done under which statute (Rule/Act/Order/OM)</th>
<th>Total Revenue from User Charges for the previous Financial Years including anticipated User Charges for the current F.Y. 2017-18</th>
<th>Competent Authority to re-fix the User Charge</th>
<th>Period of re-fixation of User Charge, specified in order, etc. given in Col.6</th>
<th>Cost of delivering that particular service (if available)</th>
<th>Whether the transaction cost of the User is higher than the rate of User Charge i.e. whether the rate of user charge is less than the cost of DO/R ToS etc. (Y/N)</th>
<th>Whether the transaction cost of the user is higher than the rate of User Charge (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
</tbody>
</table>


ANNEXURE-9(A)

Proforma for Letter of Head of Institution/Department confirming Transfer of Equipment Purchased under the Project to the Institution/Department

To
The Secretary,
Ministry of Environment, Forest & Climate Change,
Indira Paryavaran Bhawan,
Jor Bagh, New Delhi-110003.

Sub: Transfer of Permanent Equipment purchased under Research Project titled “....” funded under the R&D Scheme for Conservation and Development of the MoEFCC –reg.

Sir,

It is certified that the following permanent equipment purchased under the aforesaid project has been transferred to the Department/Parent Institution after completion of Project:

- 
- 
- 

NAME: Auto Fill
DESIGNATION OF HEAD OF INSTITUTION/DEPARTMENT: Auto Fill
INSTITUTION/UNIVERSITY: Auto Fill
STAMP/SEAL:

Date:
**ANNEXURE-9(B)**

**PRO FORMA FOR MAINTAINING ASSETS**

Assets acquired wholly or substantially out of Government Grants
Register to be maintained by grantee institution

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name of grantee institution</th>
<th>No. and date of sanction</th>
<th>Amount sanctioned</th>
<th>Brief purpose of grant</th>
<th>Whether any condition regarding the right of ownership of Govt. on the property or other assets acquired, out of the grant was incorporated in the grant-in-aid sanction</th>
<th>Particulars of assets actually created or acquired</th>
<th>Value of the assets as on</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Amount released on disposal</th>
<th>Reason and authority for disposal</th>
<th>Disposal of or not</th>
<th>Reasons if encumbered</th>
<th>Encumbered or not</th>
<th>Purpose for which utilised at present</th>
<th>Remarks</th>
<th>Usefulness of the Equipment &amp; its percentage utilization</th>
</tr>
</thead>
</table>

Certified that above items are entered in Stock Register No____________________________
Page No............................................................on........................................................

Signature of Principal Investigator

Signature of Registrar/Director/Head of the Institution
## LINKING PROJECT SCHEME ON PAYMENT OF SALARY DETAILS WITH AADHAAR

<table>
<thead>
<tr>
<th>Particulars</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Project Investigator (PI)</td>
<td></td>
</tr>
<tr>
<td>Name of Project</td>
<td></td>
</tr>
<tr>
<td>Duration of Project</td>
<td></td>
</tr>
<tr>
<td>Name of Institution/Department/ Centre under which project is to be implemented</td>
<td></td>
</tr>
<tr>
<td>Address of PI</td>
<td></td>
</tr>
<tr>
<td>Address of Institution/Department/ Centre</td>
<td></td>
</tr>
<tr>
<td>Name of Registrar/Head of Institution to whom fund is to be sent by ECS</td>
<td></td>
</tr>
<tr>
<td>Email address of PI</td>
<td></td>
</tr>
<tr>
<td>Tel ph. Of PI</td>
<td></td>
</tr>
<tr>
<td>Mobile No. of PI</td>
<td></td>
</tr>
</tbody>
</table>

### PART A: DETAILS OF FUND TRANSFER TO INSTITUTION AND TO SCHEME IMPLEMENTING AGENCY/DEPARTMENT THROUGH ECS

<table>
<thead>
<tr>
<th>Bank account details for ECS payment including:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Beneficiary*</td>
<td></td>
</tr>
<tr>
<td>Bank Name</td>
<td></td>
</tr>
<tr>
<td>Account no.</td>
<td></td>
</tr>
<tr>
<td>Bank address</td>
<td></td>
</tr>
<tr>
<td>MICR code</td>
<td></td>
</tr>
<tr>
<td>IFSC code</td>
<td></td>
</tr>
<tr>
<td>Copy of cancelled cheque</td>
<td></td>
</tr>
<tr>
<td>Sign and Date of the Head of Institution</td>
<td>(alongwith stamp)</td>
</tr>
</tbody>
</table>

### PART B: Details of All Beneficiaries under the Project and LINKING WITH AADHAR

<table>
<thead>
<tr>
<th>Bank account details for ECS payment including:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Beneficiary*</td>
<td></td>
</tr>
<tr>
<td>Male/Female</td>
<td></td>
</tr>
<tr>
<td>Bank Name</td>
<td></td>
</tr>
<tr>
<td>Account no.</td>
<td></td>
</tr>
<tr>
<td>Bank address</td>
<td></td>
</tr>
<tr>
<td>MICR code</td>
<td></td>
</tr>
<tr>
<td>IFSC code</td>
<td></td>
</tr>
<tr>
<td>Copy of cancelled cheque</td>
<td></td>
</tr>
<tr>
<td>Sign and Date of the Head of Institution</td>
<td>(alongwith stamp)</td>
</tr>
</tbody>
</table>

*Beneficiary includes details of each person (Male/Female to be provided separately) (Head of Institution/PI/Research Fellows/Associates/Lab Attendants/Office Assistants/Office Attendant/Peons etc (any other) to whom payment is being made under the project either as salary or as Fellowship.*
**PART C: QUARTERLY SUBMISSION OF DETAILS OF STATUS OF FUND RELEASE AND LINK WITH AADHAR**

<table>
<thead>
<tr>
<th>Scheme Name</th>
<th>Scheme Code</th>
<th>Year</th>
<th>Month</th>
<th>Beneficiary Name</th>
<th>Amount</th>
<th>Payment by ECS</th>
<th>Whether Linked to Aadhar</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Qtrr (Aprl–June)</td>
<td></td>
<td>April</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd Qtrr</td>
<td>July</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd Qtrr</td>
<td>Oct</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th Qtrr</td>
<td>Jan</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**The details need to be furnished on e-mail EVERY MONTH AND QUARTER to enable Ministry to upload the details on DBT portal.**

**PART D: CUMULATIVE DETAILS OF BENEFICIARIES UNDER THE SCHEME (IN CASH)**

<table>
<thead>
<tr>
<th>Scheme Name</th>
<th>Scheme Code</th>
<th>Year</th>
<th>Month</th>
<th>Beneficiary (cumulative details)</th>
<th>Benefit Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total No of Beneficiaries</td>
<td>Total Fund Transferred (₹)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total No of Beneficiaries with Aadhaar</td>
<td>Total Fund Transferred Using Aadhaar Payment Bridge (₹)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total No of Beneficiaries with seeded Bank A/c</td>
<td></td>
</tr>
</tbody>
</table>

**The details need to be furnished on e-mail EVERY MONTH AND QUARTER to enable Ministry to upload the details on DBT portal.**

**PART E: SCHEME BENEFIT: IN KIND (Equipment, Laptops/Computers/ Infrastructure/Facilities / Any Other Facility created under the Project)**

<table>
<thead>
<tr>
<th>Scheme Name</th>
<th>Scheme Code</th>
<th>Year</th>
<th>Month</th>
<th>Beneficiary (cumulative details)</th>
<th>Benefit Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total No of Beneficiaries</td>
<td>Number of Transactions Using Aadhaar Authentication/Validation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total No of Beneficiaries with Aadhaar</td>
<td></td>
</tr>
</tbody>
</table>

**The details need to be furnished on e-mail EVERY MONTH AND QUARTER to enable Ministry to upload the details on DBT portal.**
ANNEXURE-11

UTILISATION CERTIFICATE
MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE
(To be sent in duplicate)

For the financial year (from 1st April of the current year to 31st March of the next calendar year)

1. Title of the Project/Scheme/Programme :

2. Name of the Principal Investigator & Organization. :

3. Ministry of Environment & Forests Letter No. and date of sanctioning the project. :

4. Amount brought forward from the previous financial Year, quoting the Ministry of Environment & Forests Letter No. and date on which the Authority to carry forward the said amount was given :

5. Amount received from Ministry of Environment & Forests during the financial year (Please give number and dates of sanction orders showing the amount paid) :

6. Total amount that was available for expenditure (including commitments) incurred during the financial year (S.No. 4+5) :

7. Actual expenditure (excluding commitments) incurred during the financial year :

8. Unspent Balance amount refunded, if any (Please give details of Cheque No., etc.) :

9. Balance amount available at the end of financial year. :

10. Amount allowed to be Carried forward to the next financial year Vide Letter No. and date :

11. Accrued bank Interest :
Certified that the expenditure of Rs................................................................. Rupees ..........................................................) mentioned against Column 7 was actually incurred on the Project/Scheme for the purpose which it was sanctioned.

Date: ___________________________ ________________ ____________

(Signature of Registrar/Head of the Organisation)
OUR REF. NO.

ACCEPTED AND COUNTERSIGNED

Date:

COMPETENT AUTHORITY
MINISTRY OF ENVIRONMENT & FORESTS

_____________________
(Signature of Head of the Institution Registrar

_____________________
Principal Investigator)
EXPENDITURE STATEMENT
MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE

Statement showing the expenditure of the period from........................................................................to..................................................................................................................................

Sanction No. & Date :

1. Total outlay of the project: Rs _________________________________________________________________

2. Date of Start of the project: _________________________________________________________________

3. Duration: ________________________________________________________________________________

4. Date of Completion: _________________________________________________________________________

a) Amount received during the financial year: _____________________________________________________

b) Unspent amount carried forward from previous financial year: Rs ________________________________

c) Total amount available for Expenditure (a+b): Rs ________________________________________________

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Budget head</th>
<th>Amount carried forward</th>
<th>Amount received</th>
<th>Amount received + amount carried forward</th>
<th>Amount Balance/excess expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Salaries</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Permanent Equipment Purchased (item-wise)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Expendables/Consumables</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Contingencies</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Other Project Costs, if any (please specify)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Dissemination of Research Work</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Institutional Charges</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Accrued bank Interest</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Certified that the expenditure of Rs.................................................................) Actually incurred on the Project/Scheme for the purpose for which it was sanctioned.

__________________  ____________________  ____________________
(Signature of Principal Investigator)  (Signature of Registrar/Accounts Officer)  (Signature of Head of the Organization)

OUR REF. NO.

ACCEPTED AND COUNTERSIGNED

Date:

COMPETENT AUTHORITY

MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE
ANNEXURE- 13

PROFORMA FOR ANNUAL PROGRESS REPORT

Part-I

1. Name & Address of the Principal Investigator (PI):

2. Telephone & Fax No. :

3. Project Details

3.1 Title

3.2 Sanction Number (Date & Year)

3.3 Date of Start

3.4 Date of completion (expected)

3.5 Scope of work along with methodology of approved Work Plan.

4.0 Financial

4.1 Total Outlay

4.3 Deliverables of Previous Release - Financial according to approved Work Plan.

4.3 Amount received so far

4.4 Amount utilised so far

4.5 Projected requirements for the remaining period

5. Staff

     Research Associate/Senior Research Fellow/JRF/TA/FA, etc.

6. Permanent equipment sanctioned/procured (Please give details such as Name, Model, Accessories, etc. & date on which these were purchased by the Awardee or received from the MoEF)

7. Percentage utilization of Permanent equipment

Part-II

1. Scientific components of the project:

1.1 Objectives of the project

1.2 Objectives undertaken so far

2. Area of work:

   i) State

   ii) District
iii) Location

(Please provide the map).

1. A brief resume of the work done since the inception of the project:
2. Status of implementation of Approved Work Plan for previous release.
3. Deliverables – Physical achieved for previous release
4. Methodology followed:
5. Work Plan for next release along with time-lines.
6. Achievements & Deficiencies, if any (Please enumerate findings in a cogent and concise manner):
   9. Results of academic importance:
   10. Results of practical importance:
   11. Publications/Patent, if any, based on the date of the project:
       (Attach photocopies)
   12. i) Statement by the PI with reference to overall performance and attainment of the objectives of the project
       ii) Any other information related to the project work

   Signature of the PI
### Checklist of documents required from PI for On-Going Approved Projects

<table>
<thead>
<tr>
<th>S.N.</th>
<th>List of Steps/documents</th>
<th>Received (Y/N)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>Registration on EAT Module on PFMS Portal.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 2)   | EAT module must be kept active every Financial Year until completion of project by settling of funds for closure. The registration is kept active by uploading details of unspent balance carried forward from one FY to another at the beginning of Financial Year (April) and also when the next release is being sought from MoEFCC.  
Note: The amount reflected in the UC and ES on PFMS Portal – EAT Module **must match with that being submitted to Ministry in RE Division** for next release. The Ministry cannot release unless the SAME status (figures) is shown both on the PFMS Portal and in the hard copy of documents sent by PI for next release. |               |         |
| 3 (A) | Form GFR-12A generated through the PFMS and uploading of UC&ES on PFMS portal |               |         |
| 3(B) | GFR-19 generated through the PFMS and uploading of UC&ES in PFMS portal |               |         |
| 4 (A) | Audited Utilization Certificate (UC) (showing the balance with (+) , (-) sign under different head for the financial year duly signed and seal by the PI, Finance Officer of the Department and Head of Institution/ Department/College and signature and seal of Chartered Accountant who has audited the expenditure. Accrued bank interest should be reflected in audited UC. |               |         |
| 4(B) | (i) Audited Expenditure Statement (showing the balance with (+) , (-) sign **under different heads** (the details furnished for different heads must match with details provided under each head. Eg. Expenditure of all the equipment purchased must total to what is given in the ES) for the financial year duly signed with seal by the PI, Finance Officer of the Department and Head of Institution/Department/College and signature and seal of Chartered Accountant who has audited the expenditure. Accrued bank interest, should be mentioned in the ES.  
(ii) Whether the ES, UC has been signed by PI, Finance Officer of Department and HOD/College/Institution?  
(iii) Whether the ES, UC signed by PI, Finance Officer of Department and HOD/College/Institution also has their stamp/seal? |               |         |
(iv) Whether the ES, UC signed by PI, Finance Officer of Department and HOD/College/Institution has been Audited? If so, does it have the Auditor’s signature along with his stamp/seal?

(v) At the time of carry forward, whether the ES, UC include interest accrued in the bank for the previous FY

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5)</td>
<td>All documents should be forwarded with a covering letter from PI with date with a request for carry forward of unspent amount, if any and/or request for release of next installment along with documents as above documents with the letter. The File No and title of project must be mentioned in the covering letter.</td>
</tr>
<tr>
<td>6)</td>
<td>Refund the accrued bank interest, if any, to this Ministry through an account payee Demand Draft in favour of Pay &amp; Accounts Officer, Ministry of Environment, Forest &amp; Climate Change payable at New Delhi.</td>
</tr>
<tr>
<td>7)</td>
<td>Complete Bills/Invoices (Photocopy) with CST/GST of equipment purchased for the research project as per GFR,2017 and as per actual expenditure shown in the audited expenditure statement.</td>
</tr>
<tr>
<td>8)</td>
<td>Photographs of all the permanent equipment purchased approved under the project must be submitted along with UC, ES etc EVERY YEAR (in case all approved equipment were not purchased in the first year). The covering letter must state that the equipment purchased was approved. (Pl. Note: No funds can be released for equipment not approved under the project).</td>
</tr>
<tr>
<td>9)</td>
<td>Proforma duly filled in by PI for maintaining assets acquired under the project in the prescribed format (Appendix-IV) as per bills and expenditure statement.</td>
</tr>
<tr>
<td>10)</td>
<td>Annual Progress Report (APR) of the research project (Hard copy and soft copy) for every FY until completion of project in the prescribed proforma given in Scheme Guidelines in MIS-Portal: <a href="https://repmismoef.nic.in">https://repmismoef.nic.in</a> .</td>
</tr>
<tr>
<td>11)</td>
<td>Photographs of execution of research work under project</td>
</tr>
<tr>
<td>12)</td>
<td>Important aspects of “findings/observation” of the study</td>
</tr>
<tr>
<td>13)</td>
<td>Geographical co-ordinates (Lat and long) in r/o execution of projects at field in case of field studies and fixed location of Laboratory in case of lab studies etc.</td>
</tr>
<tr>
<td>14)</td>
<td>User Charges levied (must be furnished every year as per proforma in Scheme Guidelines in MIS-Portal: <a href="https://repmismoef.nic.in">https://repmismoef.nic.in</a></td>
</tr>
</tbody>
</table>
ANNEXURE-14

PROFORMA FOR FINAL TECHNICAL REPORT

Part-I
1. Title of the Project :
2. Name of the PI & Address :
3. Number & Date of Sanction Letter :
4. Duration of the Project
   4.1 Date of Commencement
   4.2 Date of Completion
   4.3 Extension of period if any granted:
5. Approved Budget for the Project:
   5.1 Total amount sanctioned during
      The entire tenure under different
      Subheads :
   5.2 Total amount spent during the
      Entire tenure under different Sub-heads

<table>
<thead>
<tr>
<th>Receipt</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Salaries</td>
<td></td>
</tr>
<tr>
<td>2. Permanent Equipment</td>
<td></td>
</tr>
<tr>
<td>3. Expendables/Consumables</td>
<td></td>
</tr>
<tr>
<td>4. Travel</td>
<td></td>
</tr>
<tr>
<td>5. Other project costs</td>
<td></td>
</tr>
<tr>
<td>6. Contingencies</td>
<td></td>
</tr>
<tr>
<td>7. Dissemination of Research Work</td>
<td></td>
</tr>
<tr>
<td>8. Institutional Charges</td>
<td></td>
</tr>
<tr>
<td>9. Bank interest, etc.</td>
<td></td>
</tr>
</tbody>
</table>

5.3: Additional budget, if approved:

Break-up of additional budgetary requirements under different sub-heads
Part-II

1. Preface

2. Abstract of the Project:

3. Highlight of the findings achieved In the Project:

4. Detailed report of work done on the Project:
   i) Summary of the objectives
   ii) Methodology
   iii) Result
   iv) Discussion and Analysis
   v) Tables, charts, etc.
   vi) Figures
   vii) Project Deliverables
   viii) Project Outputs
   ix) Project Outcome
   x) Bibliography

5. Executive Summary of the Project (not exceeding 5-6 pages).

Part-III

1. Recommendation including how the project outputs and outcome will help the Ministry in its mandate for conservation of natural resources and protection of environment.

2. List of research papers published/accepted in journals/Patent the research work done under the Scheme.
   (Two copies of each of the reprints/accepted Papers also to be enclosed).

Signature of the Principal Investigator Registrar/Head of the Institution
## Checklist for documents required for Completed Projects or Projects whose tenure is over

<table>
<thead>
<tr>
<th>S.NO</th>
<th>List of documents</th>
<th>Received (Y/N)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Registration on EAT Module on PFMS Portal.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>EAT module must be functional every year.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please Note: EAT module must be kept active every Financial Year until completion of project by settling of funds for closure. The registration is kept active by uploading details of unspent balance carried forward from one FY to another at the beginning of Financial Year (April) and also when the next release is being sought from MoEFCC.

Note: The amount reflected in the UC and ES on PFMS Portal – EAT Module **must match with that being submitted to Ministry in RE Division** for next release. The Ministry cannot release **unless the SAME status (figures) is shown both on the PFMS Portal and in the hard copy of documents sent by PI for next release.**

| 3    | Form **GFR-12A** generated through the PFMS and uploading of UC&ES on PFMS portal |                |         |
| 4    | **GFR-19** generated through the PFMS and uploading of UC&ES in PFMS portal       |                |         |
| 5    | **Consolidated Audited** Utilization Certificate (UC) (showing the balance with (+), (-) sign under different head for the financial year duly signed and seal by the PI, Finance Officer of the Department and Head of Institution/Department/College and signature and seal of Chartered Accountant who has audited the expenditure. Accrued bank interest should be reflected in audited UC.** |                |         |
| 5(A) | (i) **Consolidated Audited** Expenditure Statement (showing the balance with (+), (-) sign under different heads (the details furnished for different heads must match with details provided under each head. Eg. Expenditure of all the equipment purchased must total to what is given in the ES) for the financial year duly signed with seal by the PI, Finance Officer of the Department and Head of Institution/Department/College and signature and seal of Chartered Accountant who has audited the expenditure. Accrued bank interest, should be mentioned in the ES.** |                |         |
| 5(B) | (ii) Whether the Consolidated ES, Consolidated UC has been **signed by i) PI, ii) Finance Officer of Department and iii) HOD/College/Institution?** |                |         |
| 5(C) | (iii) Whether the Consolidated ES, Consolidated UC signed by PI, Finance Officer of Department and HOD/College/Institution **also has their stamp/seal?** |                |         |
| 5(D) | (iv) Whether the Consolidated ES, Consolidated UC signed by PI, Finance Officer of Department and |                |         |
| 5(E) | (v) Does the Consolidated ES, Consolidated UC **include interest accrued in the bank** for the previous FY? |
| 6 | All documents should be **forwarded with a covering letter** from PI with **date** on the **Institution Letter head** with a request for carry forward of unspent amount, if any and/or request for release of next installment along with documents as above documents with the letter. The File No and title of project must be mentioned in the covering letter. |
| 7 | **Refund the accrued bank interest**, if any, to this Ministry through an account payee Demand Draft in favour of Pay & Accounts Officer, Ministry of Environment, Forest & Climate Change payable at New Delhi. |
| 8 | **Complete Bills/Invoices (Photocopy)** with CST/GST of equipment purchased for the research project as per GFR, 2017 and as per actual expenditure shown in the audited expenditure statement. |
| 9 | Photographs of all the permanent equipment purchased approved under the project must be submitted along with UC, ES etc **EVERY YEAR** (in case all approved equipment were not purchased in the first year). The covering letter must state that the equipment purchased was approved. (Pl. Note: No funds can be released for equipment not approved under the project). |
| 10 | Proforma duly filled in by PI for maintaining assets acquired under the project in the prescribed format (**Appendix-IV**) as per bills and expenditure statement. |
| 10(A) | a) **Final Technical Report (FTR)** of the research project (**Hard copy and soft copy (PDF)**) in the Prescribed Proforma as given in Scheme Guidelines in MIS-Portal: [https://repmismoef.nic.in](https://repmismoef.nic.in) |
| 10(B) | Photographs of execution of research work under project |
| 10(C) | Important aspects of “findings/observation” of the study |
| 10(D) | Geographical co-ordinates (Lat and Long) in r/o execution of projects at field in case of field studies and fixed location of Laboratory in case of lab studies etc (this is for field projects – if more than one location, please specify Lat-Long of each location) |
| 11 | **User Charges levied for entire project duration (as per proforma in Scheme Guidelines in MIS-Portal:** [https://repmismoef.nic.in](https://repmismoef.nic.in)) (please state if no user charges have been levied) |