



State Council for Science, Technology & Environment, H.P

TERMS & CONDITIONS FOR HP SPECIFIC RESEARCH & DEVELOPMENT PROJECTS (2017-18)

1. Approval of the research proposal and the grant being released is for the specific project sanctioned and should be exclusively spent on the project within the stipulated time. The Institute is not permitted to seek or utilize funds from any other organization (Government, Semi-Government, Autonomous or Private Bodies) for this research project. *Any unspent balance out of the amount must be surrendered to the SCST&E, Shimla through Demand Draft in favour of Member Secretary State Council for Science, Technology & Environment, H.P.*
2. The Institute will furnish to the State Council a statement of Expenditure (SoE) & Utilization Certificate (UC) along with the Progress Report, at the time of seeking further Instalment of the sanctioned grant. Carry forward of unspent funds to the next financial year for utilization for the same project may be considered only with the specific approval of the SCST&E, Shimla.
3. The funds would be released in favour of Head of the Institution, wherein the Principal Investigator will be responsible for maintaining the proper accounts and Utilization of funds.
4. The Institute will maintain separate audited accounts for this project. The amount of grant in aid will be kept in a separate Savings Bank Account earning interest. The amount earned out of the funds will be added to the project account.
5. Investigators wishing to publish papers based on the research work done under SCST&E Shimla, PI of project should acknowledge the assistance received from the SCST&E, Shimla indicating the name of the Scheme. Investigators are also requested to publish some of the research papers emerging out of the Project in leading national/ international journals.
6. The Institute may not entrust the implementation of the work for which grant is being sanctioned to another Institution and to divert the grant receipts as assistance to the latter institution. In case the Institute itself is not in a position to execute or complete the project, it may be required to refund forthwith to the SCST&E, Shimla, the entire amount of grants-in-aid received by it.
7. The personal that may be employed for the project by the Institution will be subject to the administrative control and service rules, as applicable to them (leave, TA, DA, etc.) of the Institute where the project is based.
8. The project will become operative with effect from the date on which the grant is received by the institute. The date will be intimated by the Institute to the SCST&E, Shimla immediately. It will, in no case, be later than one month after the receipt of the draft by the Institute.

9. If the principal Investigator to whom a grant for a project has been sanctioned wishes to leave, the institution where the project is based, the Institute/ Investigator will inform the same to the SCST&E, Shimla and, in consultation with the Council, the institute shall evolve, steps to ensure successful completion of the project before relieving the Principal Investigator.

10. For two years duration project, 50% of the total sanctioned budget will be released and remaining 50% would be released after the midterm evaluation by the Expert Appraisal Committee.

11. Principal investigator will submit half yearly and annual report along with UC by 11th month after sanction of funds of both year of the project.

12. R&D projects received by the Council will be scrutinised at the Council level through the committees formed. In addition the Council may designate scientists/ specialists to visit the institution periodically.

13. The authorities of the institution where the research work is to be carried out would be responsible for administration of the scheme and maintenance of accounts. The Principal Investigator will arrange with the institution to receive and make payments on his behalf. The grant shall be exclusively utilized for the purpose for which it is sanctioned.

14. All accounts maintained by the institutions will be subjected to audit by the institution's auditor. On termination of the project, the accounts duly audited by the auditors shall be submitted and the unspent balance if any shall be remitted back to the SCST&E within 15 days after completion of the project. All the accounts related to the project should be duly audited by the auditors during last closing month of the project.

15. Projects will be normally sanctioned to institutions which have most of the essential facilities in the form of equipment for the type of research work to be undertaken. In any case, cost of the equipment/ permanent assets would not exceed 10% of the sanctioned amount.

16. The money would not be diverted for any other purpose under any circumstance; even for temporary periods.

17. The research should be application oriented research in perspective of development of H.P.

18. The State Council reserves the right to terminate the second instalment after one year if the Project Evaluation Committee is convinced that the grant has not been properly utilized or appropriate progress is not being made. Upon such termination, full audited accounts will have to be submitted and it may be required to refund to the SCST&E, Shimla, the entire amount of grants-in-aid received by it.