

The Science and Engineering Research Board Rules, 2010

UNION OF INDIA

India

The Science and Engineering Research Board Rules, 2010

Rule

THE-SCIENCE-AND-ENGINEERING-RESEARCH-BOARD-RULES-2010 of 2010

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The Science and Engineering Research Board Rules, 2010 Published vide Notification in the Gazette of India, Extra; Part 2, Section 3(i), dated 29th March, 2010.

1602.

G.S.R. 213(E), dated 29th March, 2010. - In exercise of the powers conferred by Section 20 of the Science and Engineering Research Board Act, 2008 (9 of 2009), The Central Government hereby makes the following rules, namely :-

1. Short title and commencement. - (1) These rules may be called the Science and Engineering Research Board Rules, 2010.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions. - In these rules, unless the context otherwise requires,-

(a) "Act" means the Science and Engineering Research Board Act, 2008 (9 of 2009); (b) "form" means the forms annexed to these rules; (c) "section" means the section of the Act; (d) all other words and expressions used in these rules and not defined, but defined in the Act, shall have the meanings respectively assigned to them in the Act.

3. Qualifications and experience of the members of the Board. - (1) The members to be appointed under clause (h) of sub-section (3) of Section 3 shall possess a doctorate degree in science or engineering and shall have minimum ten years of experience in basic or applied research after doctorate degree and shall not be at a level lower than that of a Professor.

(2) The members to be appointed under clause (i) of sub-section (3) of Section 3 shall be holding the post of Directors of the National Laboratories or Research Institutions or senior scientists in such institutions and shall be holding a position not lower than that of a Professor in a front-ranking national institution of higher learning and should possess a doctorate degree in science and engineering having at least ten years of experience in scientific research and development after the doctorate degree. (3) The members to be appointed under clause (f) of sub-section (3) of Section 3 shall possess professional degree in any branch of science or technology or management having minimum of ten years of professional experience in areas relating to industrial research and development or five years of experience in managing international projects or science-based socio-economic programmes from either public, private or non-governmental sector.

4. Term of office of the members. - The members of the Board shall hold office for a period of three years from the date of their appointment and shall be eligible for re-appointment.

5. Travelling and Daily Allowances of the members. - (1) A member of the Board, other than a Government servant, shall be entitled to draw travelling allowances and daily allowances at the highest rates as admissible to the officials of the Central Government for the time being in force, in respect of any journey performed by him for the purpose of attending a meeting of the Board or for the purpose of discharging any duty assigned to him by the Board.

(2) In case of any journey performed by an official of the Central or the State Government to attend any business of the Board, the travelling and daily allowances admissible to him under the relevant rules of the Government under which such official is employed shall be payable by the Board. (3) No travelling allowance or daily allowance shall be allowed to a member of the Board unless he certifies that he has not drawn any travelling or daily allowance from any other source in respect of the journey and halt for which the claim is made. (4) The travelling allowance shall be payable from the usual place of residence of member of the Board or an official of the Central or the State Government to the place of the meeting where such member or official has gone to attend any business of the Board and back to his/her place of residence : Provided that when the journey commences from or the return journey terminates at any other place, the travelling allowances shall be restricted to the amount that would have been payable had the journey commenced from or terminated at the usual place of residence, or to the amount payable in respect of the actual journey

undertaken, whichever is less :Provided further that in special circumstances, the Chairperson or the Secretary may grant travelling allowance from place other than the usual place of residence of a member.(5)A member of the Board or the Committee who is a resident at a place where the meeting of the Board is held or where any other business of the Board is transacted, may be paid the actual expenditure incurred on conveyance by him in addition to the daily allowance, as admissible above.

6. Meeting of the Board. - The Board shall meet at least four times in a year, at such times as may be appointed by the Chairperson, for the transaction of business.

7. Disclosure of interest by the members. - If any member of the Board or any of his family member has any interest in a proposal submitted for consideration of the Board, the member shall disclose to the Chairperson the extent of his interest in the proposal.

8. Decisions by the Board. - All matters brought before any meeting of the Board shall be decided by consensus and in the event of lack of consensus on any matter, the decision of the Chairperson shall prevail and such decision shall be deemed to be the consensus decision.

9. Record of business. - (1) The record of business transacted at every meeting of the Board shall be prepared by the Secretary of the Board, for approval by the Chairperson or the member presiding at such meeting.

(2)When any business is transacted by circulation of papers, the Secretary shall prepare record of the business so transacted for approval by Chairperson of the Board directing the circulation.(3)The record of business transacted at every meeting of the Board shall be approved and signed by the Chairperson or the member presiding at such meeting, and the approved record of business shall be submitted to the Board at its next meeting.(4)A record shall be maintained by the Secretary of items of business transacted by the Board or the Committees thereof.(5)A record of actions taken on the suggestions, recommendations and advice of the Oversight Committee shall be maintained by the Secretary and shall be communicated to the Government in every quarter of the year on the advice of the Chairperson of the Oversight Committee.

10. Powers and duties of the Chairperson. - (1) The Chairperson shall,-

(a)be responsible for the proper functioning of the Board and the Committees appointed by the Board;(b)be responsible for implementation of the decisions of the Board;(c)exercise such supervisory and administrative control over all officers and staff of the Board, as may be necessary, for efficient discharge of functions of the Board;(d)take decision on urgent matters that cannot wait till disposal by the Board and such decisions shall be placed before the Board for its approval at its

next meeting.(2)The Chairperson of the Board may at any time call a meeting of the Board on a requisition for the purpose presented to him with the signatures of all least four members of the Board.(3)The Chairperson of the Board may invite any expert in the relevant field to attend any meeting of the Board.

11. Constitution of the Oversight Committee and terms of officer of its members. - (1) With the prior approval of the Central Government, the Board shall constitute the Oversight Committee in accordance with the provisions of sub-section (2) of Section 5.

(2)The members of the Oversight Committee shall hold office for a period of three years and shall be eligible for re-appointment.

12. Meetings of the Oversight Committee. - The Oversight Committee shall meet at least twice in a year at such time as may be appointed by the chairperson of the Oversight Committee, for the transaction of business.

13. Allowances to members of the Oversight Committee. - The travelling allowance, daily allowance and conveyance allowance of the members of the Oversight Committee shall be the same as applicable to the members under Rule 5.

14. Constitution of Committees. - (1) The Board may appoint such committee or committees as it deems necessary for discharge of its duties and, performance of its function under the Act.

(2)The Chairperson may, on the recommendation of the Board, co-opt members to any Committee or Committees set up under sub-rule (1).(3)The Board shall determine the terms of reference, tenure, membership and other related aspects of a Committee or the Committees up under sub-rule (1).(4)A Committee appointed by the Board shall submit its report, findings, or recommendations to the Chairperson of the Board within the period stipulated or such extended period as specified by the Board.

15. Form of application. - An applicant who is desirous to seek financial assistance from the Fund of the Board, shall apply to the Board in Form A appended to these rules.

16. Form for preparation of budget, annual report. - The Board shall prepare its budget for the next financial year in Form B, and its annual report in Form C, appended to these rules and shall submit the same to the Central

Government by 31st October of every year.

17. Interpretation of rules. - Where any doubt arises as to the interpretation of these rules, the matter shall be referred to the Central Government for its decision and the decision of the Central Government in the matter shall be final.

FORM A Form of Application (Project Format) (See Rule 15)

1. Project

Title

2. Board Atmospheric Science Chemical

Subject : Sciences Earth Sciences Engineering Sciences Life Sciences Mathematical Sciences Physical Sciences
Interdisciplinary.

3. Duration in months

4. Total cost

5. FE Component

6. Principal Inv.

7. Designation

8. Department

9. Institute Name

10. Address

11. Date of Birth: Sex (M/F)

12. Telephone Fax Gram e-mail

13. Co-Investigator

14. Designation

15. Department

16. Institute Name.

17. Address

18. Date of Birth: Sex (M/F)

19. Telephone Fax Gram e-mail

(Repeat 13 to 19 for additional Co-Investigators, if any, as 13.1-19.1, 13.2-19.2.....)

20. Project summary (maximum 150 words)

21. Key words (maximum 6)

22. Technical details

22.1 Introduction (under the following heads) 22.1.1 Origin of the proposal 22.1.2. Definition of the problem 22.1.3. Objective 22.2 Review of status of Research and Development in the subject 22.2.1. International status 22.2.2 National status 22.2.3. Novelty and importance of the proposed project in the context of current status 22.2.4. If the project is location specific, basis for selection of location.

23. Target beneficiaries of the proposed work

24. Review of expertise available with the P1, the investigating group and institution in the subject of the project

25. Patent details (domestic and international), if applicable

26. Environmental impact assessment and risk analysis

27. Proposed impact assessment

28. Sustainability: Issues relating to sustainability, including stakeholder commitment, operation and maintenance of assets after project completion, and other related issues-

34. Justification for the manpower requirement.

35. Budget for Consumable Materials

Budget (InRupees)				
Item	Q*	1stYear	2ndYear	3rdYear Total
	B**			
	F***			
Total B				
F				

*Q: Quantity or number, **Budget**, *F: Foreign Exchange Components in US \$

36. Justification for costly consumable (if not provided for in Section 231 i.e. Methodology)

37. Budget for Travel

Budget (inRupees)			
	1st Year	2nd Year	3rd Year Total
Travel (Only inland travel)			

38. Justification for intensive travel, if any,

39. Budget for other costs/contingencies

Budget (inRupees)			
	1st Year	2nd Year	3rd Year Total
Other costs/Contingency costs			

40. Justification for specific costs under other costs, if any,

41. Budget for Equipment

Sl.No.	Genericname of the Equipment along with make and model	Imported/Indigenous	EstimatedCosts (in Foreign Currency also)	*Sparetime for other users (in %)
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* includes transport, insurance and installation charges.

42. Justification for the proposed equipment

43. Reliability of Cost Estimates

44. Time Schedule of Activities through BAR Diagram

45. Last of facilities being extended by parent institution(s) for the projection implementation

(A) Infrastructural Facilities :

Sl.No.	Infrastructural Facility	Yes/No/Not required Full or sharing basis
1	Workshop Facility	
2	Water and Electricity	
3	Laboratory Space/Furniture	
4	Power Generator	
5	AC Room or AC	
6	Telecommunication including e-mail and fax	
7	Transportation	
8	Administrative/Secretarial support	
9	Information facilities like Internet/Library	
10	Computational facilities	
11	Animal/Glass House	
12	Any other special facility being provided	

B. Equipment available with the Institute/Group/Department/Other Institutes for the project;

Equipment available with	Generic Name of Equipment	Model, Make and year of purchase	Remarks including accessories available and current usage of equipment
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PI and his group

PI's Department

Other Inst in the region

46. Detailed bio-data of the Investigator(s)/Co-Investigator(s) including Name, Address, Date of Birth, Institution's Address etc.

Academic Qualifications (University/Collage from where attained, year of passing, class, Thesis title etc.) Publications list (Title of paper, authors, journal details, pages, year etc.) patent list, if any List of Projects implemented

47. Details of Research Projects being implemented/completed/submitted by the Investigator(s)/Co-Investigators including Investigator(s) Name and Institute

Project TitleProject Status:Completed-duration, period (from..... to), funding agency and total costOn-going-duration, date of start, funding agency and total cost proposed-duration, funding agency where submitted and total costSummary of the projectMajor Results/Highlights of the project including achievement (publication, patents etc.), for completed projectsUp-to date Technical progress report for on-going projects

48. Any other relevant matter

FORM B(See Rule 16)(Part I) Science And Engineering Research Board Statement Of Budgeted Estimates Plan Budgeted (All Figures In Rs. Lakh) Re For The Year: (Current Year) And Be For The Year : (Next Year)

Item/Head	ActualExpenditure (last financial year)	B.E.(Current financial year)	ProposedR.E. (current financial Year)	ProposedB.E. (Next financial year)
1. Salary				
1.1 Pay and Allowances				
1.2 Contribution to NPS				
1.3 Contribution of CPF				
1.4 LTC				
1.5 Medical Claim				
1.6 Gratuity				
1.7				
2. Office Expenses				
2.1 Stationery				
2.2 Telephone				
2.3 Electricity				
2.4 Water				
2.5 Procurement of furniture				
2.6 Vehicles				
2.7 Maintenance				
2.8 Internet, e-services				

- 2.9
- 3. Minor Works
- 4. Major Works
- 5. Domestic Travel
- 6. Foreign Travel
- 7. Rent, Rates and Taxes
- 8. Long Term Advances
- 9. Other Administrative Expenses
- 10. Advertisement and Publicity
- 11. Publications
- 12
- 13
- Total

Part II – Science And Engineering Research Board Receipts And Expenditure (All Figures In Rs. Lakh) Re For The Year : (Current Year) Receipts

- 1. Opening balance
- 2. Grants/Receipts from DST
- 3. Grants/Receipts from other sources
- 4. Interest from bank
- 5. Miscellaneous Receipts
 - 5.1. Guest House
 - 5.2. License fees
 - 5.3. Patents and royalties
 - 5.4

Total

Expenditure

- 1. Capital Expenditure
- 2. Revenue Expenditure

Total

FORM C(See Rule 16)Format For Annual ReportThe OrganizationComposition of the BoardOrganizational Chart and composition of and various CommitteesMeetings of Board and other

Committees held Reports on activities of various Committees The Programmes Major Programmes supported Major Schemes and Initiatives Extramural Research Projects/Programmes funded Important Research Highlights Fellowships/Scholarships supported International Programmes The Output Number of papers/publications/reports emanating out of projects Technologies/products emanating out of projects The Budget and Finance Audited Financial Statements