

GUIDELINES FOR ENVIRONMENTAL RESEARCH AND DEVELOPMENT PROGRAMME



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GUIDELINES FOR ENVIRONMENTAL RESEARCH AND DEVELOPMENT PROGRAMME

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GUIDELINES FOR ENVIRONMENTAL RESEARCH AND DEVELOPMENT PROGRAM

1. Introduction

1.1 The Environment Research and Development Programme is a Program under the revamped Scheme “Environment Education, Awareness, Research and Skill Development” which was erstwhile known as “Decision Support System for Environmental Awareness, Policy, Planning and Outcome Evaluation”. Under the new revamped Programme, the main objective would be to promote Environmental Research on critical areas/gaps, as identified by the Ministry, through reputed institutions, Government funded Institutions and professional organizations (including NGOs) along with the existing thematic areas of R&D Scheme. This would facilitate decision making for policy and planning of the Ministry’s programmes and activities

1.2 The earlier Guidelines (2017-20) of the R&D Scheme for Conservation and Development have been revamped. The R&D Scheme for Conservation and Development has been renamed as Environmental Research and Development Program functioning from 2021-26.

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.

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2. Objectives of the Environmental Research and Development Program

2.1 The Environmental Research and Development Program is an important Decision Support System for Policy and Planning of the Ministry's programmes 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 Environmental Research and Development Program 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.
- (6) Climate Change: Vulnerability & Risk Assessment, Process, Mitigation and Adaptation.
- (7) Pollution Prevention - Clean Technologies and Processes, Cleaner Production, 3Rs, Resource Efficiency, Waste Minimization 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.
- (9) Taxonomy.

3.3 The Ministry in consultation with Steering Committee would invite research proposals on the critical areas/gaps for funding.

4. General Criteria for Selection of Projects under Environmental Research and Development Program

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's website. The Scheme will be advertised on Ministry website seeking online 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 as per the rules/ norms.
- k) Research Projects should be capable of producing knowledge which can be implemented directly, used for the purpose of environmental planning or can lead to innovation and development of environmentally sound technologies and techniques;
- l) Research Projects should provide knowledge which is not being already generated by other programmes or is complementary to such knowledge; and which do not overlap with the mandates/ programmes of the other funding agencies;

This set of criteria is meant to be indicative, with the primary aim of promoting research of the highest quality and competence.

4.2 Proposals to be considered:

Special emphasis under Environmental Research and Development Programme would be given to fund research proposals on critical areas/gaps as identified by the Steering Committee on an annual basis.

- a) **Invited Proposals** – The Scheme will be advertised online seeking proposals from various institutions.
- b) **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 upto 3 years.

4.3 General Instructions:

- a) Projects could be Desk, Desk-cum-Lab, Desk-cum-Field, Desk-cum-Lab-cum-Field study.
- b) 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.
- c) The Institutions may go for the patenting process for any technology developed under the Scheme as per the norms of the Government of India.
- d) 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.
- e) 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.
- f) The scheme is to be implemented in project mode only in existing Institutions/organizations and will not continue beyond the approved project period.
- g) The duration of the project includes the period for the submission of the Final Technical Report (FTR). No additional time will be provided by the Ministry for the submission of FTR. The submission of the FTR, complete in all respects, within the project duration is essential. The PIs will submit Final Technical Report to the Ministry in the prescribed proforma. The following measures are proposed in case the PI fails to submit the FTR:
 - i) A minimum of 10% of the remaining project outlay would be released only after the submission of a copy of the FTR, complete in all respects.
 - ii) The PI and the institution which do not submit the FTR even six months after the end of the scheduled time period will not be funded by the Ministry in the future
 - iii) The Head of the Institution (Vice Chancellor/ Registrar/ Director) where the PI is located should be intimated regarding the non-submission of the FTR and the decision of the Government to suspend future funding to the Institution.
 - iv) A list of such PIs and Institutions would be circulated among all Government Agencies that fund research.
- h) The following procedure will be adopted for acceptance of the FTR of research projects:
 - i) The PI will circulate the draft FTR to the TFAC members and make a

presentation before the Committee

ii) Based on the recommendation of the TFAC, the FTR will be processed in the Ministry for final acceptance by the concerned Divisional Heads for the final settlement of accounts and closure of the Project.

4.4 Constitution of Steering Committee and Technical-cum-financial Appraisal Committee (TFAC) for Environmental Research and Development Program

a) The Final approval of research proposals for funding will be by a **Steering Committee** headed by Additional Secretary (EF&CC), in-charge of the RE Division. Copy of the composition of the Steering Committee is enclosed at **Annexure-1. The Steering Committee will have the following members:**

- i. Additional Secretary (RE Division)-Chairperson
- ii. Adviser(RE)/Joint Secretary (RE Division) – Vice Chairperson
- iii. Additional Secretary and Financial Adviser- ex officio member
- iv. Chairman, National Biodiversity Authority- ex officio member
- v. Chairman, Central Pollution Control Board- ex officio member
- vi. At least 06 eminent subject expert- members
- vii. Director/Joint Director/Scientist ‘C’ (RE Division)- Member Secretary

b) The Ministry may constitute a Technical-cum-Financial Appraisal Committee (TFAC) for screening and selection of proposals and its monitoring and evaluation. Copy of the composition of the TFAC is enclosed at **Annexure-2. The TFAC will have the following members:**

- i. Chairperson – Subject Expert
- ii. At least 10 eminent subject experts -members
- iii. Joint Director/Scientist ‘C’- Member Secretary

The Ministry, if required, will consult concerned sectoral experts and the concerned thematic Division of the Ministry for approving projects under the scheme.

5. Procedure for applying under the Environmental Research and Development Programme

5.1 Applications will be made on-line on the MIS-Portal **only** on the MoEF&CC website: <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/>. 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/> 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 organizations, 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 technical correspondence related to the submission of Proposals such as scanning of documents, uploading of documents etc. will be 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. All administrative correspondence related to submission of documents such as utilization certificate, Expenditure Statement etc. will be done through the correspondence section of the REPMIS Portal.

5.9 The applicant can look up the MIS-Portal on the MoEF&CC 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 either retire/leaving the Institute or leaving the country in that unforeseen case, the project will be carried out by the concern Co-PI as per the original Terms and Conditions within the stipulated time frame with prior approval of the Additional Secretary (RE Division).

6. Scheme Financing

6.1 General Conditions

- a) Entire scheme is a Central Sector Scheme and as 100% Grants-in-aid.
- b) Grants-in-aid will not be provided for infrastructure/Building Construction and O&M costs of the projects granted funding under the Scheme earlier.
- c) Project Funding can be for the following components: i) Fellowships /Stipend/Salary ii) Equipment, iii) Consumables, iv) Contingency, v) Travel and vi) Miscellaneous Costs. Project proposal at the time of application must provide break-up of the broad components along with details and justification.
- d) 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.
- e) Scheme emoluments and service conditions to research personnel shall follow GOI Rules and revised from time to time. O.M. No. 38/1/02017-RE dated 24.07.2019 of MOEF&CC is applicable presently and given at **Annexure-7**.
- f) 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 MOEF&CC on a monthly basis on a proforma which will be available on the MIS-Portal for the Scheme.
- g) Fund support for purchase of equipment will be for only that equipment not available in the institution.
- h) 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 MoEF&CC/GOI.
- i) 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.
- j) 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.
- k) Funds will be released by Ministry by ECS after registration in Public Finance Management System (PFMS) Portal of Government of India. Fund release will be made in installments. The No. of installments of release for each project will be decided at the time of project approval.
- l) All fund release will be made by as per the procedure laid by Department of Expenditure, Ministry of Finance's O.M No. 1(18)/PFMS/FCD/2021 dated 9th March 2022. G.B Pant National Institute for Himalayan Environment has been designated as the Central Nodal Agency for Environmental Research and Development Programme. As per the Department of Expenditure OM, Environmental Research and Development Programme falls under Model-2. The procedure as laid in Model-2 shall be followed for flow of funds under the programme.

- m) Expenditure will be as per General Finance Rules (GFR), 2017 and various Instructions, Circulars and Orders of the GOI.
- n) The grantee institution shall ensure that audited Utilization Certificate (UC), Statement of Expenditure(ES) as per GFR, 2017 and annual progress report as per the prescribed format are dully submitted to the Ministry while soliciting further release of grants. Final settlement of the project accounts would be done on receipt and acceptance of the consolidated and audited ES, UC and Final Technical Report (FTR) by the Ministry.

6.2 Norms for Funding

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

Sl.	COMPONENT	NORM FOR FUNDING
1.	Pay and Allowances for Research Staff engaged under the Project	As per norms of DST/GOI norms or as revised by DST/GOI from time to time
2.	Honorarium to retired Professors/ Senior Scientist/Consultants	Maximum of ₹30,000/- per month, subject to other Government Rules.
3.	Support staff including technical/non- technical Assistant, field Attendant/Field Worker, Computer Data Entry Operator	As per GOI Rules or in case GOI rules have not been specified, as approved during project approval.
4.	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.	100% on Competitive Bidding/Tender Basis in accordance with GOI Rules and norms as applicable.
5.	Travel/Consumables/Expendables, other project charges	On case-to-case basis
6.	Contingency	5% of total project cost (excluding institutional charges) for projects upto ₹50 lakhs, the quantum will be decided for projects ≥ ₹50 lakhs.
7.	Institutional Charges	Project cost < ₹20 lakhs of Project cost. Project ≥ ₹20 lakhs to ₹50 lakhs will be 15% of project cost subject to a minimum of ₹4 lakhs and a maximum of ₹5 lakhs for project costing ₹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.

* Subject to periodic centralised revision by the Department of Science & Technology, Government of India

6.3 The last and Final Installment for “Settlement of funds” will be based on the submission of Final Technical Report and its approval/acceptance by the Ministry, actual expenditure, and subject to fulfillment of GOI Rules/norms and conditions specified in the Sanctions and at the time of the project approval.

7. Guidelines for Selection of Research Fellow (JRF)/(SRF)/Research Associate/Research Officer in Research Projects funded under the Programme

The following guidelines govern the selection procedures for JRFs and SRFs solely for the purpose of funding projects under Environmental Research and Development Program.

- (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 Additional Secretary (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) For any requests, regarding with “No cost extension”, approval of the Additional Secretary (In-charge of the Division), MoEF&CC is required. The extension of the project tenure, with additional financial support, recommendations of the Technical and Financial Appraisal Committee would be required, and thereafter, the approval of the Additional Secretary (RE Division) and concurrence of IFD (if additional financial support) is required.

h) An extension of up-to a maximum period of 02 years may be granted to Research Projects in deserving cases. Any request for an extension of the project should be sent by the PI to the ministry at least three months before the closing date. The PI should not make any expenditure after the closing date without specific approval of the Ministry or till the extension is conveyed to PI. The extension may or may not involve a change in overall scope of the project and if, granted, adequate additional funds would be sanctioned by the Ministry towards the prescribed extension period. In case of an extension of tenure of Research Projects, the Technical-cum- Financial Appraisal Committee would provide complete justification for the same.

i) 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 year’s slab may be provided after successful assessment by this Review Committee and details of which are communicated to the Ministry.

j) The specific scheme emoluments and service conditions to research personnel is given vide MoEFCC O.M. No. 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. 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 shall be 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 **and** details of Assets acquired using Project funds furnished to MoEF&CC as per proforma at **Annexure-10**.

9. Linking with Direct Benefit Transfer (DBT) Scheme of GOI

9.1 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-11**.

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-12)**, Expenditure Statement (ES) **(Annexure-13)**, Annual Report **(Annexure-14)**, and Final Technical Report (FTR) **(Annexure-15)** 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
- vi. Annual Technical Report submitted during the 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. D. 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:

- a) Whether the project outputs (actual) are as per the objective and outputs outlined at the time of project approval.
- b) Whether Expenditure under individual heads has been incurred as per project Approval.

- c) 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.
- d) 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?
- e) If so, whether the FTR is an Integrated Report of outputs of all the institutions involved.
- f) 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.
- g) Whether the FTR has been approved by the Steering Committee and accepted by Ministry.
- h) Whether final settlement of funds has been done.

10.2.2 Other Outputs:

- No. of Ph. D./M. Phil 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 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 2024-25 for continuation beyond 2026. 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 MoEF&CC/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.

CONSTITUTION OF STEERING COMMITTEE FOR ERDP**F. No. 4-3/2022-RE**

Government of India

Ministry of Environment, Forest and Climate Change

(RE - Division)

Agni Wing, 2nd Floor,
Indira Paryavaran Bhawan,
Jor Bagh Road, New Delhi -110003.**02nd August, 2023****OFFICE MEMORENDUM****Subject: Constitution of Steering Committee (SC) under the Environmental Research and Development Programme (ERDP) -reg.**

The Ministry of Environment, Forest and Climate Change hereby constitutes the Steering Committee in Environmental Research and Development Programme (ERDP) in RE Division of the MoEF&CC with the following Composition:

S. No.	Expertise	Name and designation	Status	Address
1.	..	Additional Secretary (EF&CC)	Chairperson (Official)	Ministry of Environment, Forest and Climate Change, New Delhi.
2.	..	Adviser (RE)	Vice Chairperson (Official)	-do-
3.	..	Additional Secretary and FA or his representative	Member (Official)	-do-
4.	Biodiversity	Chairperson, NBA	Member (ex-Official)	National Biodiversity Authority, 5 th Floor, TICEL Bio Park, CSIR Road Taramani, Chennai- 600113
5.	Pollution	Chairperson, Central Pollution Control Board (CPCB)	Member (ex-Official)	Central Pollution Control Board, Parivesh Bhawan, CBD-cum-office Complex, East Arjun Nagar, Delhi
6	Remote Sensing technology.	Ms. Ridhika Aggarwal, Content Writer	Member (non-official)	Savitr Analytics & Media, B8G, Gangasthal Apartment, Part-1 Muni ki Reti, Rishikesh-249137.
7.	Botany	Dr. K.P. Sharma	Member (non-official)	Department of Botany, University of Rajasthan, Jaipur-302015.
8.	Entomology and Taxonomy	Dr. Dinendra Raychaudhuri	Member (non-official)	Deptt of Zoology, Entomology Laboratory, University of Calcutta, 35, Ballygunge, Kolkata-700019

9.	Environment Management	Dr. A. J. Solomon Raju, Prof. & Head	Member (non-official)	Deptt of Environmental Sciences, Andhra University, Visakhapatnam-530003.
10.	Marine Ecology	Dr. K. Kathiresan Emeritus Prof.	Member (non-official)	CAS in Marine Biology, Annamalai University, Paranipettai-608502.
11.	Conservation Biology and Pollution.	Dr. Gurunath Ramanathan, Professor	Member (non-official)	Deptt of Chemistry, IIT, Kanpur-208016.
12	..	Dr. Rajendra Kumar, Scientist 'C'.	Member-Secretary (Official)	M/o Environment, Forest and Climate Change , New Delhi

2. The Steering Committee shall, inter alia, assess the following:

- Expected and other physical outcomes of the project vis-à-vis overall objectives of the projects.
- Component-wise analysis of the costing of the project.
- Physical outputs and environmental benefits.
- Applicability of the project.
- Techno-commercial feasibility of the project.
- Standardization of the design parameters for technology and preparation of protocols/prototypes for achieving reliable and replicable processes.
- Modalities for replication of the outcomes.

3. Terms of Reference (ToRs) of the Steering Committee shall be:

- i. To provide overall direction to research endeavours of the Ministry in the broad area of ecology and environment;
- ii. To identify thrust areas of research, approval and sanction of research projects recommended by TFAC;
- iii. To suggest concrete multidisciplinary research programme in the areas of ecology and environment for implementation by TFAC.
- iv. 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;
- v. To provide ways and means for scaling up of important and significant leads generated under different research programmes of the Ministry for wider replication;
- vi. To resolve disputes, if any, arising out of joint venture projects with public/private sector participation especially those relating to copyright, IPR royalty etc.;
- vii. To provide modalities for implementations of public/private partnership research project;
- viii. To consider all proposals for research project for final approval and financial sanction based on the recommendations of the TFAC.
- ix. 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.
- x. The Steering Committee(SC) may co-opt any member/special invitee as and when required with the approval of competent authority The non-official co-opted members would also be paid sitting fee and TA/DA as per extant rules/norms of the GoI.
- xi. Official members of the Committee will be entitled to air travel, local travel for attending the meetings as admissible as per their entitlement and not

- entitled for any sitting fee. Claim on this account for other members will be admissible for one source only.
- xii. Payment of TA/ DA to non-official members will be regulated as per SR-190 for attending meeting of the Steering Committee, from the budget of MoEF&CC as per rules.
 - xiii. Chairman may be entitled for reimbursement of the cost of Air travel by Executive Class by shortest route. All other members are entitled to travel by Air in the Economy class by shortest route subject to production of boarding passes for actual use of the facility.
 - xiv. Payment of sitting fee of ₹6,000/- per sitting per day for attending the aforesaid meeting by non-official members will be as per instructions issued by DoE on the subject.
 - xv. Sitting fee to salaried persons employed in Central Universities / UGC/ Central Institutes / Institutions and autonomous bodies wholly or substantially funded by the Central Government should not be paid.
 - xvi. Sitting fee is paid to the eligible Non-Official members and the scientists working in Academic Institutes of Excellence and other R&D organizations under seven scientific Ministries/ Departments only.
 - xvii. If they are already members, an undertaking may be obtained from them to the effect that they have not claimed TA/ DA twice, in the event of attending meetings on same day and entitlement may be restricted to actual;
 - xviii. Relaxation for Air journey, if any, will be as per instruction issued by the Ministry;
 - xix. Air Tickets may be purchased directly from Airlines website/ booking counters/office or authorized travel agents viz. M/s Balmer Lawrie Company Limited, M/s Ashok Travels Tours and IRCTC;
 - xx. No duplication in payment and payment be made through e-transfer only.

4. The tenure of the Steering Committee will be for a period of 2 years which may be subsequently extended until re-constitution of it by the Ministry.

5. This issues with the approval of the Competent Authority and with the concurrence of IFD vide their Diary Number 193337 dated 31.07.2023.

Sd/-
(Dr. Rajendra Kumar)
Scientist 'C'

Distribution:

- 1. The Chairman & all Members (By Name)
- 2. PS to Hon'ble Minister, EF&CC
- 3. PS to Hon'ble MoS, EF&CC
- 4. PPS to Secretary, EF&CC
- 5. PPS to AS (NPG), MOEF&CC
- 6. PPS to AS&FA, MoEF&CC
- 7. All JS/IGF/Adviser
- 8. Pay & Accounts Officer, MoEF/IFD/Sanction Folder/Guard File.

(Dr. Rajendra Kumar)
Scientist 'C'

**CONSTITUTION OF TECHNICAL-CUM-FINANCIAL APPRAISAL COMMITTEE
(TFAC) FOR ERDP**

F. No. 4-2/2022-RE

Government of India

Ministry of Environment, Forest and Climate Change
(RE - Division)

Indira Paryavaran Bhawan,
Jor Bagh Road, New Delhi -110003.

22nd August, 2023

OFFICE MEMORANDUM

Subject: Constitution of Technical-cum-Financial Appraisal Committee (TFAC) under the Environmental Research and Development Programme (ERDP) of the Ministry - reg.

The Ministry of Environment, Forest and Climate Change hereby constitutes the Technical-cum-Financial Appraisal Committee (TFAC) under the Environmental Research and Development Programme (ERDP) of the Ministry with the following Composition:

S. No.	Composition of the Committee	Status	Area Specialization	Address
1	Dr. Rup Lal Professor	Chairman (non-official)	Biodiversity Conservation including Issues of Alien and invasive species and Human-wildlife Interface	Department of Zoology, University of Delhi, Delhi-110006
2	Dr. I. P. Pandey, Retired Professor	Member (non-official)	Clean Technology and Climate Change.	DAV PG College, Dehradun, 05-Cross Road, Dehradun-248001
3	Dr. T Ramanathan, Associate Professor	Member (non-official)	Biodiversity Conservation (Marine Ecology).	CAS in Marine Biology, Annamalai University, Annamalainagar
4	Dr. Madhu Dikshit, Director	Member (non-official)	Management of Natural Resources	CDRI, Sitapur Road, Lucknow- 226031

5	Dr. Viva Kermani, Director	Member (non-official)	Socio Economics issues of environment and Sustainable Development.	Centre for Social Markets, Bowring Medical Hospital, 1, Lady Curzon Road, Shivaji Nagar, Bangalore-560001.
6	Shri Nomesh Bhojkumar Bolia, Professor	Member (non-official)	Pollution Prevention - Clean Technologies and Processes, Cleaner Production, 3Rs, Resource Efficiency, Waste Minimization and Management, etc.	Deptt. of Mechanical Engineering, IIT, Delhi-110016
7	Dr. Yogesh Gokhale, Senior Fellow	Member (non-official)	Sustainable Management of Natural Resources.	The Energy and Resources Institute, New Delhi-110003
8	Dr. R. Vasudeva, Professor	Member (non-official)	Biodiversity Conservation including Issues of Alien and invasive species and Human-wildlife Interface	College of Forestry, SIRSI Campus, Dharwad- 581401
9	Prof. Harish Chandra Nainwal, Professor	Member (non-official)	Sustainable Management of Natural Resources	Department of Geology, HNB Garhwal University, Srinagar-246174
10	Shri Sushil Gupta, Chairman & Member CGWB & CGWA	Member (non-official)	Pollution Prevention	CGWB & CGWA, M/o of Water Resources, River Development and Ganga Rejuvenation, New Delhi-110001.
11	Dr. Rajendra Kumar, Scientist 'C'	Member Secretary	...	MoEF&CC, New Delhi

2. The Term of Reference (ToR) of the Technical-cum-Financial Appraisal Committee (TFAC) of the ERDP shall be as under:

- i. Preliminary screening of proposals will be done in-house and complete proposals will be placed before the Technical-cum-Financial Appraisal Committee (TFAC) for appraisal and recommendation to the Steering Committee;
- ii. To determine whether the proposals fall under the identified Thematic Areas of EDRP of the Ministry;

- iii. To determine:
 - overall competence of the Principal Investigator, research team, and host institution for implementation of research proposals,
 - completeness of research proposals, and
 - usefulness of research outputs and outcomes;
 - iv. To identify a minimum of three and maximum of five expert peer – reviewers, only in exceptional cases, having expertise in the specific research topic to whom the technical proposal may be sent for evaluation;
 - v. To scrutinize and evaluate research proposals, make recommendation for acceptance of Final Technical Reports (FTRs) and closure of research projects;
 - vi. To assess the scientific and technical soundness of the proposals with respect to the objectives, methodology used, the expected outcomes and outputs and the practical utility of the research outputs;
 - vii. To assess whether the budgetary requirements are commensurate with the research works to be carried out, which includes scrutiny of proposed budgetary requirements, component wise analysis of cost of project, scrutiny and evaluation of the requirement for research and technical staff and necessity for the equipment projected in the research proposal;
 - viii. To assess expected and other physical outcome of the project, cost benefit analyses in terms of physical outputs and environment benefits, minimum required tenure of the project-techno-commercial feasibility of the project, modalities for replication of the outcomes, no duplication with existing work/ongoing projects, standardization of the design parameters for technology and preparation of protocols/prototypes for achieving reliable and replicable process;
 - ix. To list clearly the expected outputs and outcomes of each proposed research project;
 - x. To recommend research proposals for final consideration/ recommendations and sanction of the Steering Committee on Research;
 - xi. To monitor and evaluate the progress of on-going projects and to suggest mid-course correction, if required;
 - xii. To evaluate FTRs in terms of outputs and outcomes and its utility in enhancing the quality of environment and recommend the same for final acceptance by the Steering Committee on research to launch invited as well as Commissioned research projects;
 - xiii. To identify priority areas of research under the Thematic Areas of research and facilitate development of concept proposals to launch invited/ Commissioned studies;
 - xiv. To introduce the concept of ‘cost-sharing’ and ‘viability gap funding’ to promote industry participation in research and make the programme commercially viable, wherever possible and to address intellectual property rights issues;
 - xv. To address issues related to availability of report on public domain, patent related conditions, revenue generation issues etc.
 - xvi. To consider any other matter relating to ERDP as may deem fit for promotion of research in the area of Environment and Ecology.
3. The tenure of the Technical-cum-Financial Appraisal Committee (TFAC) will be for a period of two (02) years which may be subsequently extended until its re-constitution by the Ministry.

4. The TFAC may meet as often as necessary in Delhi or elsewhere in the country as and when required.
5. The Technical and Financial Appraisal Committee (TFAC) may co-opt any member/special invitee as and when required with the approval of competent authority.
6. The Chairman of the TFAC would be entitled to the reimbursement of the cost of Air travel by Executive Class by the shortest route and all other members would be entitled to travel by air in Economy Class by the shortest route, as per Rule SR-190 and subject to production of boarding pass for actual use of the facility.
7. Official members of the TFAC will be entitled to air travel, local travel for attending the meetings as admissible as per their entitlement and not entitled for any sitting fee. Claim on this account for other members will be admissible for one source only.
8. All the non-official members of the TFAC shall have to furnish the declaration of 'Conflict of Interest' as per enclosed proforma for ensuring accountability.
9. Other specific conditions are:
 - i. TA/DA to non-official members will be regulated as per SR-190;
 - ii. Entitlement may be restricted to actual;
 - iii. Relaxation for Air journey, if any, will be as per instruction issued in the Ministry;
 - iv. Air Tickets may be purchased from travel agents viz. M/s Balmer Lawrie & Company Limited, M/s Ashok Travels & Tours and IRCTC only.
 - v. No duplication in payment, and
 - vi. Payment be made through e-transfer only.
10. Payment of sitting charges @₹4000/- per sitting per day per person for attending the aforesaid meeting by non-official members will be as per instructions issued by DoE on the subject.
11. This issues with the approval of the Competent Authority and with the concurrence of AS&FA /IFD vide their Diary Number 193336 dated 17.08.2023.

(Dr. Rajendra Kumar)
Scientist 'C'

Distribution:

1. The Chairman & all Members (By Name).
2. PS to Hon'ble Minister, EF&CC.
3. PS to Hon'ble MoS, EF&CC.
4. PPS to Secretary, EF&CC.
5. PPS to AS (NPG), MoEF&CC.
6. PPS to AS (TK), MoEF&CC.

7. PPS to AS&FA, MoEF&CC.
8. All JSs/IGF/Advisers.
9. Pay & Accounts Officer, MoEFCC/IFD/Sanction Folder/Guard File.
10. Consultant (IT) – to upload the OM on e-office dashboard and on the official WhatsApp Group.

Sd/-

(Dr. Rajendra Kumar)
Scientist 'C'

ANNEXURE-3

Proforma for Application for Fund Assistance to Projects funded under R&DScheme for Conservation and Development

[Note: Please read the Scheme Guidelines before filling the Proforma]

PART A

1. Details of Project

Investigator (PI):

Address of PI

Email Id of PI

Alternate Email

Id of PITel

No.(Landline) of

PI Mobile No. of

PI

Date of Superannuation (dd/mm/yy)

2. Details of the Institution

(Institution/
University/Registered
Society/NGO):

A) Name

B) Address

C) Email Id

D) Alternate Email Id

E) Tel No.(Landline)

F) Mobile No.

Institution
University
Registered Society
NGO

3. Year of Establishment:

4. Type of Institution:

a) R&D Institution

If, yes is it a GOI Institution

b) University

c) NGO/Registered Society

5. If University, whether recognised by UGC?

☐ YES ☐ NO

Select File	Upload
-------------	--------

b) Is it a Central University?

☐ YES ☐ NO

6. In case a Registered Society:

A) Select:

Select	↓
Association MoA	

B) Upload Certificate:

7. If NGO, please provide details:

A) Registered with NGO-Darpan Portal of NITI Aayog?

☐ YES ☐ NO

If yes upload details of Registration:

Select File	Upload
-------------	--------

B) Registered on MoEFCC Portal:
<https://moefngo.nic.in>

☐ YES ☐ NO

If yes upload details of Registration:

Select File	Upload
-------------	--------

C) If NGO is registered with DSIR

☐ YES ☐ NO

☐ YES ☐ NO

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):

Upload
Upload

9. Whether the PI already has any projects in the MoEF&CC, if so, details

A) On-going:

☐ YES ☐ NO

(In case of Yes)

Title:

	Thematic Area
--	---------------

Executive Summary:

☐ YES ☐ NO

(can be multiple):

B) Applied for:

☐ YES

☐ NO

(In case of Yes)

Title:

Thematic Area

Executive Summary:

(can be multiple):

C) Completed:

☐ YES

☐ NO

(In case of Yes)

Title:

Thematic Area

Executive Summary:

(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:

Thematic Area

Executive Summary:

(can be multiple):

B) Applied for:

☐ YES

☐ NO

(In case of Yes)

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

Title:

Thematic Area

Executive Summary:

(can be multiple):

C) Completed:

☐ YES

☐ NO

(In case of Yes)

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

Title:

Thematic Area

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:

Thematic Area

Executive Summary:

(can be multiple):

B) Applied for:

☐ YES

☐ NO

(In case of Yes)

Name of any other Agency outside GOI:

Title:

Thematic Area

Executive Summary:

(can be multiple):

C) Completed:

☐ YES

☐ NO

(In case of Yes)

Name of any other Agency/Institution outside GOI:

Title:

Thematic Area

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]

Upload

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:	<input type="text"/>
Equipment:	<input type="text"/>
Consumables:	<input type="text"/>
Travel:	<input type="text"/>
Contingency	<input type="text"/>
Institutional Charges	<input type="text"/>
Any Other:	<input type="text"/>
Total Cost:	<input type="text" value="Auto Filled"/>

9.2 Justification for Project Cost:

10. Objectives of the Project along with Abstract:

A) Objectives of the Project	<input type="text"/>
B) Abstract:	<input type="text"/>

11. Detailed Methodology:

12. Year-wise Work Plan:

A) Entire Project	<input type="text"/>
B) Each Component (Desk/Lab/Field/etc)	<input type="text"/>

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	<input type="text"/>
b) Financial	<input type="text"/>

B) Expected Outputs of the Project:

C) Expected Outcome of the Project:	<input type="text"/>
-------------------------------------	----------------------

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.

☐ YES

☐ NO

If Yes Provide Details:

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

Building:

Laboratory:

Equipment:

Any Other:

--

21. Manpower & Equipment:

21.1 Existing:

A) Technical:

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

B) Non-Technical:

Sr. No.	Position	No of Manpower
1	Driver	
2	Finance Officer	
3	MTS	
4	Others (Can be multiple)	

C) Existing Equipment available:

Sr. No.	Equipment	No of Units
1		
2		
3		
4	Others (Can be multiple)	

21.2 Additional Manpower required specifically for the Project:

Technical:

Sr. No.	Position	No of Manpower	Detailed justification
1	Research Fellows (JRF/SRF)		
2	Research Associate		
3	Research Officer		
4	Research Assistant		
5	Any Other Expert		
6	Specialist		
7	Lab Assistant		
8	Lab Technician		
9	Others (Can be multiple)		

B) Non-Technical:

Sr. No.	Position	No of Manpower	Detailed justification
1	Driver		
2	Finance Officer		
3	MTS		
4	Others (Can be multiple)		

21.3 Additional Equipment required (not available with Institution):

Sr. No.	Equipment	No of Units
1		
2		
3		
4	Others (Can be multiple)	

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-Outcomes 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:

Upload

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

(In Rupees)

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-5** 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.

Sub: Application for financial Assistance for Research Project titled “.....” under the R&D Scheme for Conservation and Development –reg.

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 byor, 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 whichRs. _____ (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.

Accepted for and on behalf of

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:
8. The data generated with specific outputs and outcome of the Partner Institution would be included in the Integrated Report of the Integrated Research Project in the Annual and Final Technical Reports submitted by the Project Investigator to the Ministry of Environment, Forest and Climate Change, Government of India.
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
Seal

Sd by PI of Partner Institution with and
Address and Seal

Sd by Head of Lead Institution with Address
Seal

Sd by Head of Partner Institution with
and Address and Seal

Date:

Scheme Emoluments and Service Conditions to Research Personnel vide MoEFCC O.M. No. 38/1/2017-RE dated 24.07.2019

No. 38/1/2017-RE
Government of India/Bharat Sarkar
Ministry of Environment, Forest & Climate Change
(RE Division)

Indira Paryavaran Bhawan,
Aliganj, Jor Bagh Road,
New Delhi – 110 003

dated the 24th July 2019

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):

S.N.	Designation & Qualification	Existing Emoluments	Revised Emoluments
i.	Junior Research Fellow (JRF) 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, IISER etc. or Graduate Degree in Professional Course with NET qualification or Post Graduate Degree in Professional Course	Rs. 25000	Rs. 31000
ii.	Senior Research Fellow (SRF) Qualification prescribed for JRF with two years of research experience	Rs. 28000	Rs. 35000

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.

Sl. No.	Category	Existing Emoluments	Revised Emoluments
i.	Research Associate -I (RA-I)	Rs. 36000/month	Rs. 47000/month
ii.	Research Associate- II (RA-II)	Rs. 38000/month	Rs. 49000/month
iii.	Research Associate- III (RA-III)	Rs. 40000/month	Rs. 54000/month

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://repismoef.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.

**Scheme Emoluments and Service Conditions to Research Personnel
vide MoEFCC O.M. No. 38/1/2017-RE dated 14.02.2020**

No.38/1/2017-RE
Government of India
Ministry of Environment, Forest and Climate Change
(RE Division)

Agni Wing, 5th Floor,
Indira Paryavaran Bhanwan,
Aliganj, Jor bagh Road,
New Delhi – 110 003

Dated the 14th February 2020

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-regarding.

In continuation to the Ministry of Environment, Forest & Climate Change (MoEF&CC)'s Office Memorandum (O.M.) No. 38/1/2017-RE dated 24th July 2019 and superseding the earlier O.M. No. 2/6/2013-Re dated 2nd September 2015, the following are the revised Guidelines on emoluments and other conditions of service of Junior Project Fellow(JPF), Senior Project Fellow(SPF) and Research Associates (RA), who are Non-NET and 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:

Sl. No.	Designation & Qualification	Existing Emoluments	Revised Emoluments
i	Junior Project Fellow (JPF)* ➤ Post Graduate (PG) Degree in Basic Sciences/Environmental Sciences or Graduate Degree in Professional Course.	Rs. 16000	Rs. 20000
ii	Senior Project Fellow (SPF)* ➤ Qualification prescribed for JPF with two years research experience	Rs. 18000	Rs. 23000

*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 year's 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 DiaryNo. 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(Admn.);
- 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

Title of User Charges	Services for which User Charges is levied	Organization/Deptt. which is collecting the User Charge	Rate of User Charge and unit of collection	Date of fixation of the rate of current User Charges	Fixation done under which statute (Rule/Act/Order/OM)	Total Revenue from User Charges for the previous Financial Years including anticipated User Charges for the current F.Y. 2017-18	Competent Authority to re-fix the User Charge	Period of re-fixation of User Charge, specified in order, etc. given in Col.6	Cost of delivering that particular service (if available)			Whether the cost of collection is higher than Revenue earned (Y/N)	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 DD/R TGS etc. (Y/N)
									Salary and Emoluments of the involved in particular service.	Office Expenses (OE) of the relevant office for delivering particular service.	Other Expenses for delivering the particular service.		
1	2	3	4	5	6	7	8	9	10			11	12

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:

PRO FORMA FOR MAINTAINING ASSETS

Assets acquired wholly or substantially out of Government Grants

Register to be maintained by grantee institution

Name of sanctioning authority							
Sl.No.	Name of grantee institution	No. and date of sanction	Amount sanctioned	Brief purpose of grant	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	Particulars of assets actually created or acquired	Value of the assets as on

Amount released on disposal	Reason and authority for disposal	Disposal of or not	Reasons if encumbered	Encumbered or not	Purpose for which utilised at present	Remarks	Usefulness of the Equipment & its percentage utilization

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

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

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

Bank account details for ECS payment including : <ul style="list-style-type: none"> Name of Beneficiary* Bank Name Account no. Bank address MICR code IFSC code Copy of cancelled cheque 	
Sign and Date of the Head of Institution (alongwith stamp)	

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

Bank account details for ECS payment including : <ul style="list-style-type: none"> Name of Beneficiary* Male/Female Bank Name Account no. Bank address MICR code IFSC code Copy of cancelled cheque 	
Sign and Date of the Head of Institution (alongwith stamp)	

* 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

(1) Scheme Benefit Type : Cash

Scheme Name	Scheme	Year	Month	Beneficiary Name	Amount	Payment by ECS	Whether Linked to Aadhar
		1 st Qtr (Aprl-June))	Aprl				
			May				
			June				
		TOTAL					
		2 nd Qtr	July				
			Aug				
			Sep				
		3 rd Qtr	Oct				
			Nov				
			Dec				
		TOTAL					
		4 th Qtr	Jan				
			Feb				
			March				
		TOTAL					

** 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)

Scheme Name	Scheme Code	Year	Month	Beneficiary (cumulative details)				Benefit Transfer				
				Total No of Beneficiaries	Total No of Beneficiaries with Aadhaar	Total No of Beneficiaries with Bank A/c	Total No of Beneficiaries with seeded Bank A/c	Total Fund Transferred (₹)	Total Fund Transferred Using Aadhaar Payment Bridge(₹)	Total Fund Transferred through electronic mode (Without Aadhaar Payment Bridge) (₹)	Total No. of Transactions	Transactions with Aadhaar seeded

** 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)

Scheme Name	Scheme Code	Year	Month	Beneficiary (cumulative details)		Benefit Transfer	
				Total No of Beneficiaries	Total No of Beneficiaries with Aadhaar	Total number of Transactions	Number of Transactions Using Aadhaar Authentication/ Validation

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

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
 Principal Investigator)

 (Signature of Registrar/
 Accounts Officer)

 (Signature of Head
 of the Orgaization)

OUR REF. NO.

ACCEPTED AND COUNTERSIGNED

Date:

COMPETENT AUTHORITY
MINISTRY OF ENVIRONMENT & FORESTS

(Signature of
Principal Investigator)

Head of the Institution

Registrar

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

S.No.	Budget head	Amount carried forward	Amount received	Amount received +amount carried forward	Amount Balance/excess expenditure
1	Salaries				
2	Permanent Equipment Purchased (item-wise)				
3	Expendables/Consumables				
4	Travel				
5	Contingencies				
6	Other Project Costs, if any (please specify)				
7	Dissemination of Research Work				
8	Institutional Charges				
9	Accrued bank Interest				

10	Total				
11	Amount allowed to be Carried forward to the next financial year.				

Certified that the expenditure of Rs.....

Rupees) Actually incurred on the Project/Scheme for the purpose for which it was sanctioned.

(Signature of
Principal Investigator)
Orgaization)

(Signature of Registrar/
Accounts Officer)

(Signature of Head of the

OUR REF. NO.

ACCEPTED AND COUNTERSIGNED

Date:

COMPETENT AUTHORITY

MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE

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

S.N.	List of Steps/documents	Received (Y/N)	Remarks
1)	Registration on EAT Module on PFMS Portal.		
2)	<p>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.</p> <p>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.</p>		
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		
5)	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.		
6)	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.		
7)	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.		
8)	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).		
9)	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)	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: https://repismoef.nic.in .		
11)	Photographs of execution of research work under project		
12)	Important aspects of "findings/observation" of the study		
13)	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.		
14)	User Charges levied (must be furnished every year as per proforma in Scheme Guidelines in MIS-Portal: https://repismoef.nic.in		

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

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

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**

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

	HOD/College/Institution has been Audited? If so, does it have the Auditor"s signature along with his stamp/seal?		
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://repismoef.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://repismoef.nic.in) (please state if no user charges have been levied)		