



VISION GROUP ON SCIENCE AND TECHNOLOGY

Department of Information Technology, Biotechnology & Science & Technology
Karnataka Government Secretariat, No.702, 7th Floor, 4th Stage, M. S. Building, Dr. Ambedkar Veedhi,
Bengaluru-560 001

Website: www.vgst.in Email: visiongroup.st@gmail.com

GRANT RELATED DOCUMENT (GRD)

(Proforma & Annexures)

(to be submitted by Programme Co-ordinator/ Grantee Institution to VGST
for Approval)

GRD No. _____		No. of Instalments: 1		
VGST Scheme		Research Grants for Scientists /Faculty (RGS/F)		
Project Title/ Theme/ Topic				
Duration of VGST Scheme				
Name of Programme Co-ordinator (PC)&Department				
Programme Co-ordinator (PC) Contact Details		Phone :		
		Mob :		
		Email :		
Name and Address of the Head of the Institution (including Phone Nos. & Email)				
Total VGST Grant Sanctioned (in lakhs)		Rs. 5 lakhs		
Status of VGST grant release (Rs. in lakhs)	VGST OFFICE USE			
	Phase/FY	Cheque No.	Date of cheque	Grant (Rs.in lakhs)
	I:			5.00

PART – A

(Before Procurement)

GRANT RELATED DOCUMENT (GRD) - An overview			
Guidelines to Programme Co-ordinator to utilize VGST grants			
PART	PROFORMA	ANNEXURE NO.	ANNEXURE TITLE
PART – A (Before Procurement)	PROFORMA – A Programme Abstract	—	—
	(Submission of PART-A of GRD for VGST approval is mandatory)	*	Important Information and VGST – Guidelines, Terms & Conditions (GTC)
			PROFORMA – B Budget Estimate
		ANNEXURE - 1	Budget Estimate of Non Recurring Budget – NRE
			Budget Estimate of Recurring Budget – RE
			Technical Specification of the Equipment's*
			Justification for the Purchase of Equipment's *
		ANNEXURE - 2	Purchase Committee *
		ANNEXURE – 3	Programme Co-ordinator's Declaration *
		ANNEXURE – 4	Letter from collaboration from reputed researcher/ Institution/ Industry *
PART – B (After Completion of Programme)	ANNEXURE - 5		Financial status proforma * (to be Authenticated by Principal & PC)
	ANNEXURE - 6		Passbook photocopy attested by the Principal and Programme - coordinator
	ANNEXURE - 7		2 Original copies -Utilization Certificate (UC) *issued by AG empanelled Auditor (as per the format)
PART – C (After Completion of Programme)	Annual Progress Report / Final Progress Report *		2 Original copies - Progress Report should be submitted to VGST in a separate Hard Bound Book with Publications and Photographs of the procured Equipment.

1. Grantee Institutions are requested to submit 'PART – A' of GRD (with Annexure – 1 to 4) to VGST for the approval. Tendering/ Procurement procedure has to be initiated only after obtaining VGST's approval for PART– A of GRD.
2. Grantee Institutions are hereby requested to submit PART-B and PART C of GRD in soft copy (CD/ DVD) VGST.

* It is mandatory to make the entries only in the VGST formats (Annexures 1 to 7).

Any other kind of formats sent by Programme Co-ordinator/ Grantee Institutions will not be considered by VGST.

Government of Karnataka
VISION GROUP ON SCIENCE AND TECHNOLOGY
Department of Information Technology, Biotechnology & Science and Technology
IMPORTANT INFORMATION FOR THE ATTENTION OF PROGRAMME CO-ORDINATOR/ GRANTEE INSTITUTION

- 1) To facilitate hassle free procurement of equipments by the Grantee Institution (GI), VGST desires to be flexible by permitting “Package Approval” instead of “Item-wise Approval” in procurement procedure under non-recurring expenditure. Yet, the total non-recurring expenditure shall not exceed specified percentage (80% / 90%) of the VGST annual grant. During the re-appropriation process, the cost/ price of single item shall not exceed 10 to 15% of the approved cost of the equipment by VGST. It is strictly not allowed to deviate the expenditure more than 15% by the Programme Co-ordinator/ Grantee Institution.
- 2) At the end of each financial year, the unspent grant (both non-recurring & recurring expenditure) shall be returned to VGST through Cheque or DD drawn in favour of “Managing Director, KSTePS” or it can be carry forward to utilize along with the next Instalment by making entry in “Financial status proforma”. Carrying forward of unspent grant is applicable only to those who receive the II or III instalment of VGST grant.
- 3) In case of anomaly/ violation in the purchase procedure from the VGST approved budget expenditure as well as delay in submission of purchase documents (PART-B of GRD) to VGST, both the Programme Co-ordinator & Head of the Grantee Institution will be held responsible.
- 4) PART-A: shall be submitted within 15 days after receiving the format.
- 5) PART-B (Annexure 5, 6 & 7): purchase documents shall be submitted within 3 months after receiving the approved PART-A.
- 6) PART-C: progress reports shall be submitted at regular intervals. A detailed project report should be submitted within 10 months after the approval of PART-A for the programmes, which are of one-year duration. For schemes beyond one-year, annual interim report should be submitted. At the end of project, a detailed report highlighting achievements, relevance and application to the society, growth for S & T research and developments, publications, patents, prototypes and products developed from the project should also be submitted.
- 7) Grants should be utilized within one year as per the projected schedule of the project phases, which shall be considered from the date of issue of Cheque.
- 8) In case of on-submission of PART-B & non-implementation of programme within the stipulated period without any valid reason(s), the project will be terminated. In such a circumstance, the Grantee Institution shall be liable to refund the entire grant amount along with interest and penalty through Cheque or DD favouring “MANAGING DIRECTOR, KSTePS” without any delay.

GUIDELINES, TERMS & CONDITIONS

(for the utilization of VGST grant)

- 1) VGST grant released under the CESEM programme is primarily for strengthening Science and Technology infrastructure facilities for performing research work and to enhance quality teaching in higher educational institutions of the identified Department in Universities/Colleges and other Higher Educational Institutions for quality teaching and research. The grant shall be utilized exclusively for this purpose.
- 2) **VGST grant shall not be utilized for the construction of rooms, buildings, computers, printers, scanners, UPS, appointment of support staff and related expenditures.**
- 3) While receiving the VGST grant, both the Head of institution and the Programme Co-ordinator shall submit “AGREEMENT & DECLARATION FORM” to VGST to ensure the effective implementation of the programme strictly in accordance with Guidelines, Terms & Conditions of VGST.
- 4) Faculty member who applies for VGST grant will be considered as the “Programme Co-Ordinator” for the CESEM/ CISEE/ K-FIST L1 & L2/ RGS/F programme. There is a provision for additional or Co-Programme Co-ordinator for sanctioned VGST scheme.
- 5) Grantee institution has to constitute a “Purchase Committee” which includes Head of the Institution as Chairman of the Purchase Committee with additional 4 members as indicated in Annexure-2 of Grant Related Document. The Purchase Committee is authorized to procure only VGST approved equipment/ items as indicated in the Budget Estimate (Non-Recurring) (PART-A of Grant Related Document).
- 6) All issues, matters & procedures related to the procurement of equipment/ items etc. shall be recorded in the “Proceedings of the Purchase Committee” (Annexure-2) duly signed by all the 5 members of the purchase committee & there shall not be any deviation in purchase/ procurement of Equipment's/ items (Approved Cost) from the VGST approved Technical Specification of the Equipment & Justification of the purchase.
- 7) Programme Co-ordinator/ Grantee Institution is not allowed to utilize/re-appropriate recurring expenditure for procuring items indicated under Non-Recurring Expenditure.
- 8) To facilitate hassle free procurement of equipment by the Grantee Institution, VGST desires to be flexible by permitting “Package Approval” instead of “Item-wise Approval” in procurement procedure under Non-Recurring Expenditure. Yet, the total Non-Recurring Expenditure shall not exceed specified percentage (80% / 90%) of the VGST Annual grant.
- 9) During the appropriation process, the cost/ price of single item shall not exceed 10% to 15% of the approved cost of the respective equipment by VGST. Further deviation is strictly not allowed.
- 10) It is mandatory for the grantee Institution to purchase all the equipment as indicated in the non-recurring expenditure.
- 11) Grants released under the VGST scheme viz., CESEM need to be kept in a separate savings bank account of a nationalized bank only under the head “VGST grant” .The accrued interest on the grant needs to be reflected in Financial Status Proforma (Annexure-5) annually.
- 12) VGST grant shall not be utilized for organizing and attending Workshops/Seminars/ Conferences, Orientation & Training programmes by the faculty members, as well as construction of building etc.

However, grants sanctioned under FDP-Engg. is the only approved scheme for organizing faculty development program for engineering colleges.

- 13) Grantee Institution shall procure only those equipment/ items for which VGST's approval is accorded in the Budget Estimate (both Non-Recurring & Recurring) (PART-A of Grant Related Document). Any deviation from this will lead to withdrawal of VGST Grant and further grant will not be released.
- 14) Grantee institution shall abide to follow the percentage of expenditure sanctioned and approved by VGST - Non-Recurring expenditures such as Equipment's, Software's etc (80% or 90% of VGST grants) and Recurring expenditures (20% or 10% of VGST grants) such as Contingency, Books, Journals etc.,
- 15) Any payment towards Non-recurring and Recurring for Rs. 500/- and above shall be only through A/C payee cheque / Demand Draft (DD) / online Money Transfer (RTGS).
- 16) **Interest amount earned from the VGST grants at the end of the financial year, cannot be utilized without the approval of VGST.**
- 17) VGST grant awardees has to submit PART-A of Grant Related Document to VGST for approval of the Budget Estimate (both Non-Recurring & Recurring) only once in a given year, which shall be as soon as the grant is received. Subsequent submissions of PART-A of Grant Related Document for approval in the same Financial Year will not be entertained.
- 18) All the assets acquired from the VGST grants will be the property of the Department of the grantee institution. A register of the permanent/semi-permanent assets acquired wholly or partly out of this grant shall be maintained and a copy thereof furnished to this Department. Such register / ledger of assets and accounts maintained shall be available or open to scrutiny by Audit.
- 19) In order to give visibility to VGST schemes viz., CESEM the respective bonafide Department should acknowledge and display the name board as: **Catalysed and Supported by Vision Group on Science and Technology, Dept. of Science and Technology, Govt. of Karnataka.**
- 20) After VGST grant utilization, the Grantee Institution shall furnish PART-B & PART - C of Grant Related Documents accompanied with Annexures 5 to 7 to VGST, DST, GoK.
- 21) Submission of Annexure 5to 7 (purchase procedures & documents) of Grant Related Document and Xerox copies of Bank Pass Book by Grantee institution shall be submitted to VGST
- 22) Release of 2nd or 3rd instalment VGST grants, if any is considered only after receiving Utilization Certificate in the suggested format of VGST by the Grantee institution and review committee recommendation.
- 23) Unutilized grant at end of the financial year shall be carried forward (if the program is continued) or to be refunded (if the program is completed)' whichever the case is applicable by making entries in Financial Status Proforma (Annexure -5).
- 24) UC shall have to be issued by the AG empanelled Chartered Accountant, which shall also be counter signed by both Project Co-ordinator and Head of the Institution.

- 25) KSTePS auditors/ empanelled auditor and Auditor General-Karnataka, at their discretion shall have the right to access to the book of accounts and ledgers of the VGST Scheme CESEM whichever is applicable). DST, GoK may also nominate a CAG empanelled Auditor for the Audit of account of the VGST programme.
- 26) After the completion of the VGST programme, the unspent grant if any shall be returned to VGST by Cheque or DD favouring (payable at Bangalore) “**Managing Director, KSTePS**”.
- 27) Periodic progress of the program will be monitored at regular intervals. During the concluding period, Programme Progress Evaluation Committee (PPEC) will visit the College/ Department for final review & inspection of the implemented VGST programme.
- 28) Any enquiries / clarifications by the Programme Co-ordinator / Grantee institution with respect to implementation of VGST scheme will be entertained only through email (visiongroup.st@gmail.com). and letters.
- 29) Both Grantee institution & the Programme Co-ordinator undertakes the responsibility of implementing the sanctioned VGST-programme completely within the duration fixed by VGST. In case of any delay in the implementation of the programme within the stipulated period (either by Grantee institution & the Programme Co-ordinator), the institution will refund/ return the left over grant to VGST through crossed cheque or DD favouring “**Managing Director, KSTePS**”.
- 30) In the event of transfer/ retirement/ termination of the Programme Co-ordinator, the Head of the Grantee Institution is authorized to nominate any other competent faculty member in the same department to act as a Programme Co-ordinator only after obtaining permission from review committee.
- 31) For quick follow up action from VGST, indicate Grant Related Document No. without fail in all communications.
- 32) The Programme co-ordinator should commence his / her research work soon after receiving the cheque and communicate R & D details through PART -A to the VGST office.
- 33) If any deviation or violation from the approved items/ cost and procurement procedures, VGST subcommittee reserves the right to cancel the release of next instalment of grants / ordering for recovery of grants.

PROFORMA - A
(PROGRAMME ABSTRACT)

1	Address of the Institution	
2	VGST - Scheme	Research Grants for Scientists /Faculty (RGS/F)
3	Name of the Department in which the programme is being implemented:	
4	Name and Designation of Programme Co-ordinator	
5	VGST – Grant Financial Year (FY)	

PROGRAMME ABSTRACT – A Brief Note

TITLE: -

ANNEXURE - 1

PROFORMA – B

(FOR -1st Phase/Year)

BUDGET ESTIMATE - NON - RECURRING EXPENDITURE (NRE)

NRE UNDER RGS/F: Procurement through E-Tendering Process - ETP

(Restricted to 80% of Rs. 5.00 lakhs only, which works out to maximum of Rs.4.00 lakhs) (1 page only)

(Equipment/Items above Rs.1.00 lakh have to be procured through E-tendering process, which shall have to be entered in NRE - ETP)

Sl. No.	Items permitted to be procured only through E-tender process	Technical Specification of Equipment	Unit Price (Rs.)	Total Unit/ Quantity required	Total Estimated Cost (Rs. in lakhs) (to be approved by VGST)
NRE 1		Provide this information in the concerned page			
NRE 2					
NRE 3					
NRE 4					
NRE 5					
NRE 6					
NRE - Total Amount					Rs.

PROFORMA – B

(FOR -1st Phase/Year)

BUDGET ESTIMATE - NON - RECURRING EXPENDITURE (NRE)

NRE UNDER RGS/F: Procurement through

Manual Tendering Process – MTP

(Restricted to 80% of Rs. 5.00 lakhs only, which works out to maximum of Rs.4.00 lakhs) (1 page only)

(Procurement of Equipment's/ Items below Rs.1.00 lakh only. This is also has to be entered in NRE - MTP)

Sl. No.	Items permitted to be procured only through Manual Tender process (Internal Procedure)	Technical Specification of Equipment	Unit Price (Rs.)	Total Unit/ Quantity required	Total Estimated Cost (Rs. in lakhs) (to be approved by VGST)
NRE 1		Provide this information in the concerned page			
NRE 2					
NRE 3					
NRE 4					
NRE 5					
NRE 6					

BUDGET ESTIMATE - RECURRING EXPENDITURE (RE)
(FOR -1st Phase/Year)

(Restricted to 20% of Rs. 5.00 lakhs only, which works out to maximum of Rs. 1.00 lakhs) (1 page only)

EXPENDITURE TOWARDS (Consumables, Contingency etc.)				
Sl. No.	Items	Percentage of Recurring Expenditure allowed by VGST (Item Wise)	Recurring Expenditure permitted by VGST	Total Estimated Cost (Rs. in lakhs) (to be approved by VGST)
RE 1	Project Assistant	APPLIED FOR ONLY CESEM SCHEME		
RE 2	Chemicals	Upto 60%	Upto Rs.60,000/- only	
RE 3	Glassware			
RE 4	Plastic Ware			
RE 5	Biological Specimen			
RE 6	Electrical & Electronics spare parts	Upto 7.5%	Upto Rs. 7,500/- only	
RE 7	Mechanical Spare parts	Upto 7.5%	Upto Rs. 7,500/- only	
RE 8	Contingency	Upto 20.0%	Upto Rs. 20,000/- only	
RE 9	Books & Journal	Upto 5%	Upto Rs.5,000/- only	
TOTAL RECURRING EXPENDITURE		100.0%	Rs.1,00,000/- only	

TECHNICAL SPECIFICATION OF EQUIPMENT

(For Non-Recurring Expenditure only)

Sl. No.	Name of Equipment & Accessories	Quantity	Details of Technical Specification as indicated/proposed in the e-procurement document
1			
2			
3			

4			
5			
6			

JUSTIFICATION FOR THE PURCHASE

(Applicable only for Non-Recurring Expenditure/ Equipment etc.)

VGST Programme Title						*
VGST Grant Amount		Year		Instalment No.	1	

Sl. No.	List of the Equipment/ Item * (relevant to carry out the proposed project)	Justification for the Purchase (in brief)
1		
2		
3		
4		
5		

Institution/ Programme Co-ordinator shall abide by the following VGST Terms & Conditions:

- ❖ Any deviation from the allocated 80% in Budget Estimate (Non-Recurring) will not be allowed.
- ❖ Procurement for items above Rs.1.00 lakhs shall be made strictly through E-tendering process using GoK E-portal as per KTTP Act.
- ❖ Procurement of Equipment either through ETP or Manual Tendering Process (MTP) shall not exceed 80% of the Budget. Items which are less than Rs.1.00 lakh can also be purchased along with other equipment through ETP.
- ❖ Further change in the Budget Estimate (Both Non-Recurring & Recurring) will not be entertained.
- ❖ For purchase of Items less than Rs.1.00 lakh, minimum 3 quotations have to be taken and to be purchased for the lowest quote.
- ❖ The proposal shall include Technical Specification of the Equipment (TSE) and Justification of the Purchase (JPE). This supportive information is most essential for Non-Recurring Budget Estimate (Proposals without TSE & JPE will not be considered for selection).
- ❖ Any deviation from the allocated 20% in Budget Estimate (Recurring) is strictly not allowed.
- ❖ Appointment of Project Asst. (RE1) and remuneration is bound by VGST's Terms & Conditions (Only for CESEM Programme).
- ❖ The total expenditure towards Sl. No. RE 1 to RE 9 shall not exceed the fixed percentage indicated against each item head.

If items RE 2 to RE 5 are not applicable for the scheme/project, the grant can be utilized for item no. RE 6, RE 7 and RE 9 or for item which are specific to the project.

<hr/> Signature of Principal/Head of Institution (with Seal)	<hr/> Signature of Programme Co-ordinator
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Date: _____

Place: _____

PURCHASE COMMITTEE

(APPLICABLE FOR PROCURING ITEMS INDICATED UNDER NON-RECURRING & RECURRING EXPENDITURES OF VGST APPROVED BUDGET ESTIMATE)

Sl. No.	Designation	Name	Signature
1	Principal/Registrar/Dean		
	Phone:		
	Email:		
2	VGST Programme Co-ordinator		
3	Head of the Department (In case, if the Programme Co-ordinator is also functioning as HOD, HOD of any other dept. can be the member of Purchase Committee)		
4	Manager/ Finance Officer/ Accounts Officer		
5	Head of the Department (Any other than grantee Dept.)		

- ❖ The Constitution/Structure of the Purchase Committee shall be as indicated above.
- ❖ The purchase committee undertakes the responsibility of procuring only those Equipment/ Items indicated in the “VGST approved Budget Estimate” (both Non-Recurring & Recurring) by strictly adhering to the Guidelines, Terms & Conditions of VGST. (VGST-GTC).
- ❖ The decision, methodology in procurement of the items shall be recorded in the “Proceedings of the Purchase Committee” & shall obtain the signatures of all the members of the purchase committee.
- ❖ THE PURCHASE COMMITTEE TAKES THE COMPLETE RESPONSIBILITY IN CASE OF ANY ANOMALY/ VIOLATION IS FOUND IN THE PROCUREMENT PROCEDURE.
- ❖ ANY AUDIT QUERY REGARDING PURCHASE PROCEDURE WILL BE RESPONDED BY THE PURCHASE COMMITTEE.
- ❖ The Change of Members in the Purchase Committee is not permitted. However, if there is any changes in the members of the Purchase Committee (Annexure-2), the Programme Co-ordinator/Grantee Institutions should submit Annexure-4 for VGST’s approval.



Government of Karnataka

VISION GROUP ON SCIENCE AND TECHNOLOGY

Department of Information Technology, Biotechnology and Science & Technology

PROGRAMME CO-ORDINATOR DECLARATION

1	VGST PROGRAMME		
2	Period of the VGST Programme	One Year	
3	Allocation year		
4	GRD Number		
5	College/ Institution Address		
6	Department		
7	Topic/Title		
8	VGST grant details	Instalment	
		Amount	
		Cheque no.	
		Date	
9	Programme Co-ordinator details	Name	
		Designation	
		Contact number	
		E-mail	

- a) I am aware of all instructions and directions indicated in Guidelines, Terms and Conditions (GTC) present in GRD – Book of VGST.
- b) I undertake to utilize the VGST grant by strictly adhering to the GTC of VGST.
- c) I undertake the responsibility of purchasing/procuring the equipment only within the VGST approved cost/price.
- d) If I purchase the equipment more than the VGST approved cost the college management will meet the extra cost.
- e) In case of my transfer/ retirement/ deputation/ termination/ change of work place from this Grantee Institution, I shall obtain NOC from VGST office by suggesting another responsible & suitable faculty member as Programme Co-ordinator (PC) who belongs to the grantee Dept. of this College/ Institution.
- f) I will procure the equipment within the allowed cost as approved by VGST in the Budget Estimate (PART - A of GRD).
- g) I will not procure any equipment which is not approved by VGST. If such procurement of Equipment/Item is made without the VGST's approval, the Programme Co-ordinator/College Management/ Grantee Institution will bear the cost of the equipment/Item.
- h) While procuring the equipment, Purchase Committee will follow the procurement procedure as per the KTPP Act 1999 & 2000.
- i) I will obtain the VGST approval of the Budget Estimate (both Non-recurring & Recurring) indicated in PART-A of GRD only once in a Financial Year (FY) & I will not submit for the revised Budget Estimate. I will submit to VGST the all the necessary Purchase documents (PART-B) within the 4 months period from the date of issue of grant cheque.

Passport Size
photograph of
VGST – Programme
Co-ordinator
(Mandatory)

Signature of Principal/Head of
Institution
(with Seal)

Signature of Programme Co-ordinator

Date:

Place:

**Letter for Collaboration from Reputed Researcher/ Institution/
Organization/ Industry/ Research Lab/ Analytical Lab
(Not Mandatory)**

1	Name of the Institution/ Organization/ Industry/ Research Lab/Analytical Lab	
2	Name of the Collaborating Department	
3	Name & Designation of the Collaborator	
4	Research Topic:- [as given in CESEM/ CISEE/ RGS-F/ K-FIST (L2)] (It is not required for K-FIST (L1) Grantee Institution)	
5	Contact Details:- a) Address	
	b) Telephone	
	c) Mobile	
	d) Fax	
	e) E-mail	

I am willing to collaborate with _____ Dept. of _____ institution for CESEM/ CISEE/ RGS-F/ K-FIST (L2) Programme of VGST and I am agreeing to provide the required assistance in the research related activity to Programme Co-ordinator.

<hr/> Signature of Programme Co-ordinator	<hr/> Signature of Collaborator (with Seal)
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DATE :

PLACE :