

OFFICE MEMORANDUM

21

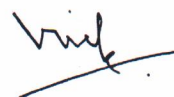
Sub: Terms and Conditions regulating the Grants released by the Ministry of Earth Sciences-reg.

In order to have uniformity and administrative convenience in regulating the Grants released by the Ministry for the projects, a need has been felt to specify the Terms and Conditions governing the release of Grants. Accordingly, in continuation of this Ministry's OM No. MoES/25/07/2011-Estt. dated 30th April, 2013 laying down the guidelines on emoluments and other conditions of service for Research/Project Scientists ('B', 'C' and 'D')/Research Associate/Research Fellows engaged in various Projects/Programmes, the following Terms and Conditions governing the release of Grants are also circulated among Attached Offices, Subordinate Offices, Autonomous Institutes and Institutions implementing the projects for perusal and strict compliance:

1. Approval of the research proposal and the grant being released is for the specific project sanctioned and should be exclusively spent on the project within the stipulated time. The Institute is not permitted to seek or utilise funds from any other organisation (Government, Semi-Government, Autonomous and Private Bodies) for the concerned research project. **Any un-spent balance out of the amount sanctioned must be surrendered to the Government of India through a crossed Cheque/ Demand Draft drawn in favour of Drawing & Disbursing Officer, MoES.**
2. For permanent, semi-permanent assets acquired solely or mainly out of the project grants, an audited record shall be maintained by the Institute. The term "Assets" include (a) the immovable property acquired out of the grant; and (b) movable property of capital nature where the value exceeds Rs. 1000/-. The Institute is required to send to the MoES a list of assets acquired from the grant. The grant shall not be utilised for construction of any building unless specific provision is made for that purpose. Full infrastructural facilities by way of accommodation, water, electricity, communication etc. for smooth implementation of the project shall be given by the Institute.
3. All the assets acquired from the grant will be the property of Government of India and should not be disposed off or encumbered or utilised for purpose other than those for which the grant had been sanctioned, without the prior sanction of this Department.
4. At the conclusion/ termination of the project, the Government of India will be free to sell or otherwise dispose off the assets which are the property of the Government. The Institute shall render to the Government necessary facilities for arranging the sale of these assets. The Government of India has the discretion to gift the assets to the Institute or transfer them to any other Institute if it is considered appropriate.
5. The Institute/ PI will furnish Annual Progress Report of the work on the project on an yearly basis. In addition, the MoES may designate Scientist/ Specialist or an Expert Panel to visit the Institute periodically to review the progress of the work being carried out and to suggest suitable measures to ensure realisation of the objectives of the project. During the implementation of the project the Institute will provide all facilities to the visiting Scientist/ Specialist or the Expert Panel by way of accommodation etc. at the time of their visit.




6. At the time of seeking further instalment of grant, the Institute/ PI has to furnish the following documents.
 - (a) Utilisation Certificate (UC) and Statement of Expenditure (SE) for the previous financial year (in original or copy if sent earlier);
 - (b) Latest authenticated Statement of Expenditure including Committed Expenditure, for expenditure since 1st April of that financial year till the previous month; and
 - (c) Technical Annual Progress Report, if not sent earlier.
7. Request for specific approval of the Department to **carry forward** the unutilised grant to the next financial year for utilisation for the same project, should be sent along with SE & UC, after completion of the financial year.
8. **The Comptroller & Auditor General of India, at his discretion, shall have the right of access to the books and accounts of the Institute maintained in respect of the grant received from the Government of India.**
9. The institute will maintain separate audited accounts for the project. If it is found expedient to keep a part or whole of the grant in a bank account earning interest, the interest thus earned should be reported to the MoES and should be reflected in the Statement of Expenditure. The interest thus earned will be treated as a credit to the Institute to be adjusted towards further instalment of grant.
10. The institute will not entrust the implementation of the work for which the grant is being sanctioned to another institution nor will it divert the grant receipts to other institute as assistance. In case the Institute is not in a position to implement or complete the project, it should, forthwith, refund to this Department the entire grant received by it or the balance grant with it.
11. All the personnel including Research personnel appointed under the project, for the full/ part duration of the project, are to be treated as temporary employees and will be governed by the Administrative rules/ service conditions (for leave, TA/DA etc.) of the implementing Institute. They are not to be treated as employees of the Government of India and **the MoES will have not liability, whatsoever, for the project staff after completion of the project duration.**
12. For the expeditious implementation of the research project, the PI will take the assistance of the Institute in the process of selection and appointment of staff and payment to them. **Scale and emoluments for the posts not covered under MoES's OM are governed by norms prevalent in the implementing Institution or as may be decided in consultation with MoES.**
13. **The MoES reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilised or appropriate progress is not being made.**



14. If the PI to whom a grant for a project has been sanctioned wishes to leave the Institution where the project is based, the Institute/ PI will inform the same to the MoES and in consultation with MoES, evolve steps to ensure successful completion of the project, before relieving the PI.

This issues with the approval of Secretary, Ministry of Earth Sciences.


(Vivek Mishra) 21/6/17
Director (Estt.)

To

1. All Programme Officer/Sections of Ministry of Earth Sciences.
2. The Director, Centre for Marine Living Resources and Ecology, Block C, 6th Floor, Kendriya Bhavan, Kakkanad, P.B. No. 5415, P.O. C S E Z, Kochi, Kerala – 682037.
3. The Project Director, Project Directorate, Integrated Coastal and Marine Area Management (ICMAM), NIOT Campus, Velachery – Tambaram Main Road, Pallikarani, Chennai-600 100.
4. The Director General of Meteorology, India Meteorological Department, Mausam Bhavan, Lodhi Road, New Delhi – 110 003.
5. The Director, National Centre for Medium Range Weather Forecasting (NCMRWF), A-50, Institutional Area, Phase-II, Sector 62, Noida-201307 (U.P.).
6. The Director, National Institute of Ocean Technology (NIOT), NIOT Campus, Velachery- Tambaram Main Road, Pallikarani, Chennai-600 100.
7. The Director, National Centre for Antarctic and Ocean Research (NCAOR), Headland Sada, Vasco-da-Gama, Goa-403804.
8. The Director, Indian National Centre for Ocean Information Services (INCOIS), Ocean Valley, Pragati Nagar, B.O, Nizampet SO, Hyderabad-500 090.
9. The Director, Indian Institute of Tropical Meteorology (IITM), Dr. Homi Bhabha Road, Pashan, Pune-411 008.
10. PPS to Secretary, PPS to JS & FA, PPS to JS(ES), PS to Director (Estt.), Ministry of Earth Sciences, PA to Director (Fin.), MoES, US(IFD), MoES.
11. The Controller of Accounts, MoES, IMD Campus, New Delhi.
12. PAO, MoES, IMD Campus, New Delhi.
13. Guard File.