

# GENERAL GUIDELINES FOR ICAR EXTRAMURAL RESEARCH PROJECTS



**Indian Council of Agricultural Research**

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## FOREWORD

The Indian Council of Agricultural Research (ICAR) undertakes and sponsors R&D activities for production and processing of different agricultural commodities. Despite above modes of R&D in agricultural sector, the ICAR has realized the need for sponsoring short term, result oriented projects addressing acute and felt needs of technology development and information generation in different areas of agricultural research. Such projects are also aimed at creating a competitive and challenging environment for researchers for taking up research projects in problem solving mode to bridge critical R&D gaps. To achieve these objectives, the ICAR will be funding short term research projects in different disciplines of agriculture. The projects will be on identified thrust areas as well as on any topic which holds scientific merit in terms of importance and urgency. Projects will be invited and processed by Subject Matter Divisions of ICAR. The scheme is going to be launched from the 1st April, 2013. The guidelines presented here are to facilitate the institutions and researchers in preparing and submitting the research projects and also the Project Coordinators and SMDs to process and monitor the projects.

I appreciate the efforts of all those who actively participated in formulation of these guidelines. I am sure, these guidelines will be of great value to research workers engaged in specific areas of agricultural research and education.



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March 15, 2013

## EXECUTIVE SUMMARY

The General Guidelines for formulation, scrutiny, processing, sanction, implementation and evaluation of Extramural Research Projects financed by the ICAR have been formulated.

Highlights of these guidelines are-

There will be two modes for accepting project proposals. The first mode will be by inviting proposals on critical gaps identified by the SMDs. The second mode will be voluntary proposals in relevant areas to be submitted by the investigators.

Priority Areas for research will be identified for a period of five years by each Subject Matter Division and widely circulated.

The Projects will be invited from not only NARS but also from other Institutions/Universities.

The scheme shall also cover collaborative projects with foreign institutions also.

The proposal for short term projects on critical gaps will be invited, scrutinized and processed by the SMDs. The Project Scrutiny Committee (PSC) under the chairmanship of the concerned DDG shall carry out this activity. One of the ADGs in the Division shall coordinate the work within the Division.

A researcher will be eligible to operate a maximum of two Projects as Principal Investigator besides being associated as Co-Investigator in not more than one other Project.

Scientists/teachers must have minimum five years of remaining service for superannuation to become Principal Investigator. Scientists/teachers with less than 5 years of service before superannuation can become Principal Investigator provided the project can be completed before his/her superannuation. Otherwise, they can work as Co-Investigators.

The recurring contingencies will be at the discretion of Scientific Panels. In general cases, it would be @ ₹ 1,50,000/- per scientist per year. The PI will also be considered eligible for contingencies.

The possibility of joint funding of projects using this scheme and some other source such as DBT, DST, CSIR, etc. as also institutions of repute, will be allowed to the extent of 50:50 between Extramural Research Projects of ICAR and funds from other donor agencies. The details of funding pattern shall be clearly defined in the project proposal.

Researchers and supporting staff recruited under the Project to be treated as co-terminus on consolidated salary.

The host institution to provide a certificate that the proposed project is in line with Institution's mandate, it has basic infrastructure and facilities which will be extended for the project activities, and that the full accounts and utilization certificates for all other ICAR grants received previously under other Projects, if any, have been provided to the Council.

Proposals to be processed at the concerned Subject Matter Division at ICAR and they will intimate within one month if the Project does not merit consideration. If it has a merit, the Project will be sent to the referees. Final view regarding its suitability for processing for PSC/Scientific Panel consideration is to be taken by the concerned DDG.

Constitution of Project Screening Committee/Scientific Panel, and their working are spelt out. Presentation of a Project by the PIs before the PSC/Scientific Panel will be decided by the concerned DDG.

The PC of the concerned AICRP shall be actively involved during processing of the proposal and also during the course of pursuance of the project. The PC shall monitor the projects in his subject area and submit his comments and recommendations on six monthly basis to SMD.

Honorarium for evaluation of each proposal by a referee, and for evaluation of annual/final report of a project will be ₹ 1000/-.

Institutional service charges is to be limited to 10% of the total "Grants-in-Aid General" components.

Release of funds will not be linked with the appointment of Research Fellows/ Associates in the Project.

Procurement of equipment is to be made within one year from date of start of Project. Intra-component re-appropriation of funds be permitted by the SMD, provided the same will not be utilized for purchase of equipment not originally sanctioned.

The presentation of the final report by the PIs to be made in the workshops of the concerned AICRPs.

In the final year of the project, the first instalment for six months is to include funds required for salary and research contingency of Research Associates/ Fellows for the entire year on receipt of a firm commitment of the host institution for final submission of the report within one month of completion of the project. Payment to RAs/Fellows is to be made on monthly basis on satisfactory performance.

Proposal seeking extension of the projects must reach the concerned SMD at least three months prior to termination and those seeking extension

upto three months within the Plan period without additional grant, to be approved at the level of SMDs.

In the publications arising out of the Extramural Research Projects, the ICAR should be duly acknowledged.

All IPR issues including patents shall be jointly owned by the ICAR and the Implementing Agency. In case of any dispute, the ruling of ICAR shall be binding and final.

There will be a Steering Committee under the chairmanship of Secretary, DARE and DG, ICAR for SMD wise allocation of funds and approval of projects and acceptance of final reports.

There shall be a small unit at headquarters with ADG (Coordination) for this Scheme. The responsibility of the unit shall be preparation of EFC for the scheme on Extramural Research Projects, liaison between Steering Committee and PSCs of SMDs, release of funds and financial management and maintenance of records and documents related to the Projects.



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# **GUIDELINES FOR FORMULATION, SCRUTINY, PROCESSING, SANCTION, IMPLEMENTATION AND EVALUATION OF ICAR EXTRAMURAL RESEARCH PROJECTS**

## **I. ELIGIBILITY OF PROPOSALS FOR CONSIDERATION**

1. The Indian Council of Agricultural Research (ICAR) sponsors and supports short-term result-oriented Extramural Research Projects which aim at filling critical gaps in the scientific field or in resolution of problems limiting production and value addition in agriculture, animal husbandry and fisheries. These Projects can be submitted by ICAR Institutes, State Governments, Agricultural and other Universities, Public, quasi-public and private institutions, capable of undertaking research in the above areas, as recognized by ICAR as per the following criteria:
  - (i) Private R&D Institutions should be of repute and standing and predominantly active in the ICAR's field of competence, as evidenced by their three years of Audited Financial Statements and Annual Reports.
  - (ii) They have proven track record of conducting Scientific Research in agriculture and allied sectors.
  - (iii) They have qualified Scientific and Technical staff as evidenced by their CVs for undertaking the research.
  - (iv) They have appropriate Laboratory and Farm facilities for undertaking the research.
  - (v) They have constituted a Research Advisory Committee consisting of eminent agricultural scientists.
  - (vi) The private R&D Institutions will be required to open a separate bank account for the funds received under the Projects under Extramural Funding. The amount generated by them by way of receipts (interest on short term deposits and any other receipts, if any) will be adjusted in future releases.
  - (vii) The ICAR's decision as to the eligibility of a private R&D Institution will, however, be final.
2. The broad areas of research, in which Extramural Research Projects will be sponsored/supported will be identified by the Council and shall

be of regional and sectoral nature and national priorities on which work is not being done by ICAR Institutes. In addition, Extramural Research Projects can be utilized for funding unforeseen research programmes/ infrastructural needs of the Council. The Extramural Research Projects will also be utilized for priority areas as identified at the Regional Committee Meetings. Further, priority areas for research will be identified for a period of five years by each Subject Matter Division and widely circulated.

3. The Council itself may sponsor certain Projects and locate them in any of the Institutions/ Universities if it so decides for taking advantage of the available research infrastructure and scientific competence to solve a problem of national/regional importance. It would be ensured that the subject area of the project is in line with the approved mandate of the implementing institute. Basic infrastructure in terms of farms, laboratories, equipments, ponds, building, etc. should be available with the implementing agency. The Project's location should have minimum basic facilities such as water, electricity, etc.
4. The Project may involve work of fundamental or applied nature and may be of single or multi-disciplinary nature. The Project should be of short-term nature normally of three years but shall not exceed five years.

## **II. ELIGIBILITY OF PRINCIPAL INVESTIGATORS**

1. A researcher (Professor/Principal Scientist/Associate Professor/ Senior Scientist; Assistant Professor/Scientist with Ph.D. or M.Sc. with three years of experience) will be eligible to operate a maximum of two sponsored projects as Principal Investigator at any given time while he/ she could serve as Co-Investigator in not more than one another Project.
2. Scientists/ Teachers must have minimum five years of remaining service for superannuation at the time of submission of the project. Scientists/ Teachers with less than five years service before superannuation can become Principal Investigator provided the project can be completed before his/her superannuation. However, such researchers who do not have the prescribed time can be considered as co-investigators. Principal Investigators should operate the projects from the locations at which they have been sanctioned and should not be disturbed/ transferred till the completion of the project. Further, the PI's will not be allowed to remain absent from the project for a long duration on account of study leave/long term training/ other reasons.

### III. TYPE OF ASSISTANCE AVAILABLE

1. The Council meets 100% expenses of the Projects coming from the State Governments, State Government Institutions, Universities and private and quasi-public institutions. In respect of the approved Projects funded by the Council and implemented by Central Government/ICAR Research Institutes also, for the reasons of availability of existing research infrastructure and specialized competence, 100% financial support will be provided by the Council. However, a joint funding may be considered to the extent of 50:50 with external source of funding like DBT, DST, DSIR, ISRO, CSIR, UGC etc. as also from the institutions of repute active in the field of ICAR's competence. The terms of bilateral or multilateral cooperation will be explicitly brought out in an agreement between/amongst the parties. The agreement will very clearly define, amongst others, the objectives, portion of work proposed to be carried out under Extramural Research Projects complementing the other aspects, source and quantum of funds, etc. (The project proposal to clearly define the Heads under which the funding will be done by ICAR, DBT, DST etc.)
2. The assistance is available for expenditure on remuneration of contractual staff (RA/SRF, etc.), specialized equipment, recurring contingencies, T.A. (Principal Investigator and staff) and in selected cases for small items of works, approved by the Council.
3. No permanent /regular appointments are to be made under the project. Researchers and supporting staff recruited under the Project are to be treated as co-terminus with the Project on consolidated salary.
4. Junior Research Fellows/Senior Research Fellows or Research Associates for assisting the Principal Investigator will be permitted even for the Projects coming from the ICAR Institutes. The remuneration/norms of Junior and Senior Fellowships, as notified by the Education Division of ICAR will be made applicable.  
The RAs/JRFs/SRFs/other contractual staffs will be eligible for TA/DA and Leave as per the prevalent rules of the Council.
5. The Principal Investigator will have full powers for selection of Research Associate/ Research Fellows. The appointment will not be a regular employment, but restricted for the duration of the project on contract basis. Since the source of fund is Plan, the secondary units of appropriation as per the Rules and Byelaws of ICAR are to be made applicable for this purpose.
6. The "Grants-in-Aid General" (recurring contingencies) will be at the discretion of the Scientific Panel. In general cases, it will be @ ₹ 1,50,000/- per Scientist per year. The PI will also be considered

for contingencies. In case higher contingencies is needed, it will have to be justified.

7. Under "Grants-in-Aid for creation of Capital Assets" (non-recurring head), financial assistance can be provided for only selected, essential and specialized items of equipment required for research work and also for modification of existing structures or for undertaking essential petty works. Limiting the provision for works at maximum 5 percent of the total project cost.

The funds under "Grants-in-Aid for creation of Capital Assets" for civil works will be provided only in exceptional cases based on full justification and essentiality under the project, to be critically examined by PSC.

8. Re-appropriation of funds from "Grants-in-Aid General" to "Grant in Aid-Capital" is not permissible. However, for re-appropriation of funds within "Grants-in-Aid General" or "Grants-in-Aid Capital" may be approved by the Council, keeping in view the justification/merits, with the concurrence of AS & FA.
9. Provision of one contractual staff to assist the finance and Accounts Officer of the ICAR Institutes (in case the project is implemented in that institute), will be made in project proposal, so as to facilitate accurate and timely compilation of project accounts.

#### **IV. PREPARATION AND SUBMISSION OF PROPOSAL**

1. The Project shall be prepared as per proforma prescribed by the Council (Annexure I). Each Project will have a Principal Investigator who would be responsible for formulating the proposal and its implementation. Inter-disciplinary Projects can have Co-Principal Investigators from other interacting disciplines. No Co-Principal Investigator from within the same discipline shall normally be approved.
2. The objectives of the Project should be precise and well-defined indicating the likely benefits to be derived or additions to the scientific knowledge anticipated.
3. The technical programme of the Project should be as detailed as possible outlining work allocation, and annual work plan of each staff. Technical programme must include a detailed quarterly activity schedule.
4. The Executive Authority of the Institute/University/State shall certify that the-
  - (i) Project is in line with the approved mandate of the implementing institute
  - (ii) PI/ Co-investigators are technically competent to undertake the project.

- (ii) Research work will not amount to duplication of efforts.
- (iv) In-house / Institute projects will not suffer.
- (v) Equipment and other infrastructure proposed under the project are either not available with the institute or the available facility cannot be extended to the project activities.
- (vi) Basic facilities such as Telephone/ Fax/ Photocopier/ Generators etc. will be provided by the implementing agency. However, operational cost for these activities will be met from the institutional charges sanctioned under the Project.
- (vii) The costs of equipment and other infrastructure requested under the project are realistic and based on the prevailing market rates.
- (viii) Justifications and clear specifications for the equipment and other infrastructure asked for are reflected in the proposal.
- (ix) For collaborative projects with other institutions, the administrative/ financial / technical issues related to implementation of the project shall be addressed between the two implementing agencies.
- (x) The Institute/University has already furnished to the ICAR, full accounts and Utilization Certificates in respect of the grants received by it previously under all Projects of the ICAR as per the following details:

<b>ICAR's Communication and date of sanctioning Grant</b>	<b>Amount of Grant</b>	<b>AUC &amp; Accounts furnished by the Institute/ University (Please indicate the number and date of the communications with which AUCs, etc. sent)</b>
(1)	(2)	(3)

or

It is certified that the Institute/University has not received any grant from the ICAR previously under any Project of the ICAR.

5. Ten copies of the proposal complete in all respects shall be forwarded to the concerned Project Coordinator dealing with the crop/ commodity/ livestock/ other aspects. The list of Project Coordinators indicating their areas of responsibility is given at Annexure II. Other Projects where relevant Project Coordinators are not available may be sent to the concerned DDG/ ADG in the Council.
6. The Project Coordinator will forward the proposal to the Headquarters with his comments.

7. The ICAR will provide additional contingencies to the Project Coordinators for processing the project proposals.

#### **V. PROCEDURE FOR PROCESSING A PROJECT FOR APPROVAL**

1. The SMDs will examine the proposals for (i) their suitability from technical angle, (ii) whether the Project would amount to any duplication of work, (iii) whether the Project needs any revision; and intimate the proposer regarding rejection within one month or refer them for further evaluation, if found suitable for processing. Proposals are to be referred to two referees for comments. In case the comments are not received during stipulated time period of four weeks, comments may be sought from alternate referees. Final view will be taken by the Deputy Director General concerned on the basis of comments of the Project Coordinator/ Zonal Project Director/ Referees, either for further processing of proposals for PSC/ Scientific Panel consideration or otherwise.  
The honorarium for evaluation of each proposal by a referee will be ₹ 1000/-.
2. The Deputy Director General concerned will decide whether (i) the Project is to be sanctioned or rejected (giving reasons) considering the recommendations of the PSC/ scientific panel; (ii) the Project needs any revision in which case the Principal Investigator will be requested to comply with the revision within a period of one month of the date of PSC meeting; (iii) Non-recurring Contingencies, Recurring Contingencies and other demands made in the proposal.
3. Projects of multi-disciplinary/ multi-divisional nature will be handled by the SMD having major component of research programme in the project.

#### **VI. PSC/ SCIENTIFIC PANEL**

1. There shall be a Project Screening Committee/Scientific Panel for each SMD under Chairmanship of the concerned DDG for considering the Projects placed before it.
2. Each SMD will prepare a list of experts to represent PSC/Scientific Panel. Composition of the PSC/Scientific Panel shall be approved by Director General, ICAR.
3. PSC/Scientific Panel Meetings will be held twice in a calendar year. However, in case the need arises, one more meeting can be held to clear the pending proposals as a special case.
4. The Project Screening Committee/Scientific panel will explicitly and without ambiguity make its recommendations on a Project, including

specific comments on justification, objectives, technical programmes and expected output, recurring and non-recurring contingencies. In case the PSC decides to over-rule or substantially over-rule the comments of the referees on a Project, the reasons there-of will be recorded.

## **VII. SANCTION**

1. The Project recommended for approval shall be referred to the Financial Adviser (DARE/ICAR) on file for his concurrence. Budget provision shall be confirmed by the SMD.
2. On receipt of concurrence of Financial Adviser (DARE/ICAR), sanction of the Project will be issued within two weeks with the approval of DDG concerned for Projects up to ₹ 100 lakhs; and of the Director General for Projects exceeding ₹ 100 lakhs.
3. All such sanctioned Projects will be submitted to Governing Body of ICAR for ratification.
4. The sanction letter shall convey expenditure sanction of all items, viz. staff, equipment, works, recurring contingencies, etc. as finally approved in each case, thereby avoiding any subsequent reference to the Council for separate sanction.
5. Provision for Institutional Service Charges shall be limited to 10% of the total "Grant-in-Aid General," which will be used by the Institution for supporting the project. However, utilization of these Institutional charges will be limited to 10% of the actual expenditure under "Grant-in-Aid General."
6. Copies of the sanction letter along with copy of the finalized Project would be sent to the Agricultural Research Information Centre (ARIC) and the Project Coordinator who initially screened the proposal. ARIC shall maintain database on research projects sponsored by other Departments/Ministries also.
7. For the Project not approved by ICAR, the final intimation will be sent by concerned SMD to the applicant institution.

## **VIII. IMPLEMENTATION AND MONITORING**

1. The Extramural Research Project will be covered under the one time Umbrella Memorandum of Understanding (MOU) signed between the Council and the Institution concerned. No separate MOU will thus be required with State Agricultural Universities or ICAR Institutes. The MOU shall have a clause that in the event of non-implementation of an

Extramural Research Project, the grantee institution shall refund the whole amount received by it along with penal interest.

2. After a new Project has been approved by Finance/SMD/DG, its sanction will be conveyed by the Subject Matter Division to the host institution of Principal Investigator asking for acceptance of the offer and the date of start of the project ( and the receipt of MOU wherever required). The Principal Investigator will send the letter of acceptance to Subject Matter Division with a copy to Finance & Accounts Officer at Headquarter under ADG (TC).
3. On receipt of this information, the first release for the whole year will be made by the Finance Division Unit at Headquarter under ADG (TC)) based on a pass order from the SMD within one month of receipt of acceptance letter, under intimation to the Subject Matter Division. Release of funds is not to be linked with appointment of Research Fellows/Associates. For release in subsequent years, an authorization for release will be prepared by Subject Matter Division after receipt of demand for the whole year (as per proforma Annexures III and IV), the satisfactory Annual Report(s), Utilization Certificate and Statement of Accounts in respect of proceeding instalment, sent to Finance Division Unit at Headquarter under ADG (TC)) within one month. The Finance Division Unit will release the funds within 15 days from the date of issue of the authorization. The grantee Institution will be expected to submit the Audit Utilization Certificate of the preceding year within one year.

For every ongoing project, the SMD shall issue annual sanction for a financial year in its first months i.e. in April. This is to comply with the GFR 2005 – requirements to account for unspent amount of previous financial year.

4. In the final year of the project, the first instalment for six months will include the funds required for salary and research contingency of Research Associates/ Fellows for the entire year. The grant towards research contingency for the final six months will be released together with salary of research associates/fellows, once the firm commitment of the host institution is received for final submission of the report. The institution would ensure that final report is submitted to the Council within one month of completion of the project. The payment to RAs/ Fellows will however, be made on monthly basis, after the controlling authorities at the host institution have satisfied themselves that the work for the month has actually been put in by the concerned person. As regards all other items of expenditure namely-NRCs, other recurring costs, and institutional fees, funds for only first six months will be



released in the first instalment. The remaining amount in respect of each of these three items will be released only after settlement of the accounts and furnishing of AUCs and all other required documents like Final Progress Report, etc. The AUCs will be submitted by the concerned Institutes/SAUs immediately after completion of audit to the SMD. Final examination/acceptance of AUCs will be the responsibility of Finance Division.

Being Plan funds, releases will be made on quarterly basis after taking into account unspent balances out of the previous releases, if any. For this purpose, monthly Statement of Expenditure (SOE) will have to be submitted by each implementing unit to the concerned unit under ADG (TC), who would then compile the expenditure on monthly basis and send to Accounts-II Section for incorporation in the overall monthly expenditure figures, with a copy to concerned SMD. The authorization for further release of funds will be made by SMD on these basis. Releases to be made by ADG (TC), will be regulated as per GFR provisions regarding submission of UCs and AUCs. After the close of financial year, a provisional UC will have to be submitted by the Head/ Comptroller for enabling the Council to authorize first release in the next financial year. However, AUC will be required to be submitted for any release beyond 75% of the budget of the financial year. So far as Government Departments, such ICAR Institutes/SAUs/State Departments/DBT/DST/CSIR/other bodies, are concerned, till the time the audit is done by the Statutory Auditors, AUC issued by CA firms will be accepted for the purpose of release. However, final AUCs issued by Statutory Auditors such as C&AG/State AGs will have to be submitted. In case of private bodies/organizations, AUC from Chartered Accountant firm will be accepted.

5. All Projects shall be implemented within six months of conveying of the sanction, failing which the sanctions accorded shall stand withdrawn. Extension in this period shall be given only in exceptional cases, up to one year, with the specific approval of Deputy Director General concerned.

Procurement of equipment and infrastructure development to be completed within one year from the date of start of the Project, as per the GFR provisions.

6. The Principal Investigator of Extramural Research Projects will enjoy functional autonomy and will exercise powers at par as delegated to Heads of Divisions. The host institution shall issue an office order to this effect. The PIs shall have full powers for purchase of equipment and other items approved under the Project, appointment of contractual

staff and tours for self and staff under the project. Powers of PIs and SMDs shall be notified by the Council.

7. The Principal Investigator shall submit annual progress reports as and when the project completes the year, as per prescribed proforma (Annexure V) to the Project Coordinator with a copy to SMD/ DDG concerned. However, the fund utilization statement/certificate will be provided by the PI as per financial year.
8. The Project Coordinator / Assistant Director General concerned shall review regularly the progress of the Project. The Annual Report shall be critically examined at the level of the Project Coordinator/ Assistant Director General concerned. Definite recommendations made for improving the work or for modifications in the technical programme, at the level of DDG shall be communicated to the Principal Investigator for immediate compliance. The Project Coordinator and Assistant Director General concerned will monitor regularly the progress of the implementation of the Project. The progress of the Project should also be reviewed in the workshop/review meeting organized for the purpose. The final progress report should be submitted within six months of completion of the scheduled tenure of the Project. Presentation of the final report by the PIs shall be done in the workshop of the concerned AICRPs. The progress reports (annual/ final) shall be referred to the experts for evaluation and the experts will be paid ₹ 1000/- as honorarium for evaluation of each report.
9. Release of funds will be withheld in the event of non-receipt of Reports in time or unsatisfactory progress of work.
10. On the completion of the Project, the Principal Investigator shall submit a final report in the prescribed proforma (Annexure V) which shall be examined by Subject Matter Division, for identifying specific research results achieved, their significance, and follow-up required for further investigations if any.  
All this will be considered and approved by the concerned Deputy Director General.
11. The salient findings of the Project shall, therefore, be extracted by the Project Coordinator/Assistant Director General and sent to Agricultural Research Information Centre (ARIC) for publication as Annual Compendium of completed Extramural Research Projects during the year.
12. The Extramural Research Project files be maintained in the institutions wherever these are located and records be kept in the custody of the host/grantee institutions in the event of Principal Investigator leaving the institution.

13. Implementation and monitoring of extramural research projects for technical, financial and administrative matters will be done by Unit at Headquarter under ADG (TC). The Unit will be provided with one Finance and Accounts Officer and other contractual staff. The positions required in this Unit (other than contractual) may be included in the concerned EFC.

The F&AO provided in this Unit will compile the monthly/annual accounts and SOEs of all the projects and submit to Accounts II Section for inclusion in the main accounts of ICAR. The releases will also be made by the F&AO in the Unit under ADG (TC) on the basis of authorizations issued by SMD and keeping in view the requirements of UCs/AUCs.

#### **IX. PROPOSAL FOR ADDITIONAL GRANTS & EXTENSION OF PERIOD**

Separate proposals shall be submitted for seeking additional grants (as per proforma at Annexure VI) or for extension of duration of the Project. In each case six copies of the proposal should be sent to the concerned Subject Matter Division for examination and approval. Proposals seeking extension of the project should reach the SMD at least three months prior to the scheduled completion date of the project.



Proposals seeking extension up to three months without any additional grant shall be approved at the level of the SMDs. Extension beyond three months, within the same plan period, will require recommendation of PSC and approval of DG, ICAR. However, any proposal for extension with additional grant, irrespective of the period of extension, will have to be referred to AS & FA for concurrence.

#### **X. TRANSFER OF PRINCIPAL INVESTIGATOR**

In case of transfer/leaving of Principal Investigator, Co-Principal Investigator will hold the charge of the Project and work as Principal Investigator. In case there is no Co-Principal Investigator then University/Institute will suggest to SMD for approval a suitable Principal Investigator to handle the Project. In case the Principal Investigator makes the request for transfer of the Project, it will be considered on merit.

#### **XI. GENERAL**

1. All proposals and reports for initial sanction, requests for extension of period and additional grants progress reports, shall be routed through the host Institution.

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2. The PI will be required to submit the expenditure statement periodically as per the format given in Annexure VII.
  3. The Scientists of the Project will acknowledge the Council's support received in all reports/ publications published based on the work done in the Project and send three copies of each publication to the Deputy Director General concerned of the Council for reference and record.
  4. The equipment purchased from the non-recurring contingencies of the Extramural Research Project may remain with the respective institutions/ Universities for use in the other Projects. After the termination of the Project the expenditure in maintenance, upkeep of the equipment will be met by the grantee institution and the Council will bear no liability in this regard.
  5. All IPR issues including patents shall be jointly addressed by the ICAR and the implementing agency. In case of any dispute, the ruling of the ICAR shall be binding and final.

Annexure I

**PROFORMA OF APPLICATION FOR GRANT OF  
EXTRAMURAL RESEARCH PROJECT**

\*Chrs – Characters

- 1. Title of Project : (250 chrs)
- 2. Location Institute's Name : (50 chrs)
  - Place : (30 chrs)
  - District : (30 chrs)
  - State : (30 chrs)
  - Deptt/ Division : (30 chrs)
  - Actual Location (Location of researchwork to be carried out) : (50 chrs)
- 3. Principal Investigator
  - Name : (30 chrs)
  - Designation : (30 chrs)
  - Date of Birth : (30 chrs)
  - Experience : 

		Yrs			Months
--	--	-----	--	--	--------
  - Number of Projects Handled :

List of Important Publications (30 chrs each):

List of other Research Projects (being carried out by Principal Investigator)

- Title of Proposed Project : (100 chrs)
- Name of the Agency : (100 chrs)
- Period from :
- Period to :
- Grant : 

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4. Co-Investigator

Name : (30 chrs)

Designation : (30 chrs)

Date of Birth :

Experience : 

		Yrs			Months
--	--	-----	--	--	--------

5. Information regarding other Research Scientists

Scientists :

Name : (30 chrs)

Designation : (30 chrs)

List of Publications:

1. \_\_\_\_\_ (30 chrs)

2. \_\_\_\_\_ (50 chrs)

3. \_\_\_\_\_ (50 chrs)

List of other Research Projects :

Name of the Agency: \_\_\_\_\_ (30 chrs)

Title of Project: \_\_\_\_\_ (30 chrs)

Period from:

Period to:

Grant : 

--	--	--	--	--	--	--	--	--	--

\*6. Objectives (in brief) : \_\_\_\_\_ (300 chrs)

\*7. Practical/Scientific Utility : \_\_\_\_\_ (300 chrs)

\*8. Research Work conducted (In India & abroad)

Research Work done :

at host/grantee Inst. : \_\_\_\_\_ (100 chrs)

India : \_\_\_\_\_ (100 chrs)

Abroad : \_\_\_\_\_ (100 chrs)

\*9. Research Gaps to justify the proposed project: \_\_\_\_\_ (200 chrs)

\*10. Technical Programme:

1. \_\_\_\_\_ (100 chrs)

2. \_\_\_\_\_ (100 chrs)

3. \_\_\_\_\_ (100 chrs)

Items of Investigation : \_\_\_\_\_

\_\_\_\_\_ (100 chrs)

11. Expected outputs

12. Facilities Available: \_\_\_\_\_ (200 chrs)

Equipments & apparatus:

1. \_\_\_\_\_ (50 chrs)

2. \_\_\_\_\_ (50 chrs)

3. \_\_\_\_\_ (50 chrs)

Area of land for experimentation (hectares):																			
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Laboratory: \_\_\_\_\_ (50 chrs)

Other facilities:

1. \_\_\_\_\_ (50 chrs)

2. \_\_\_\_\_ (50 chrs)

3. \_\_\_\_\_ (50 chrs)

---

*\*Detailed information with regard to Sr. No. 6, 7, 8 and 9 may be furnished separately as annexure.*

13. Additional facilities required :

Equipments & apparatus :

1. \_\_\_\_\_ (50 chrs)

2. \_\_\_\_\_ (50 chrs)

3. \_\_\_\_\_ (50 chrs)

Area of land for experimentation (hectares):																			
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Laboratory : \_\_\_\_\_ (50 chrs)

Other facilities:

1. \_\_\_\_\_ (50 chrs)

2. \_\_\_\_\_ (50 chrs)

3. \_\_\_\_\_ (50 chrs)

14. Duration

		Yrs			Months			Days
--	--	-----	--	--	--------	--	--	------

15. Staff Requirements (Scientific, Technical etc.)

Designation of Post : \_\_\_\_\_ (50 chrs)

Number of posts :

Scale of pay : 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Qualification Prescribed : \_\_\_\_\_ (50 chrs)

16. Estimation of Costs:

Name of Posts	Scale of Pay	1stYr (total)	2ndYr (total)	3rdYr (total)	Total
Junior Res. Fellows					
Sr. Research Fellows					
Research Associates					
Others					



17. Recurring and Non-recurring contingencies:

Year	Recurring	Non-recurring	Total

18. Receipts anticipated

### UNDERTAKING

19. Certified that:

- (i) The research work proposed in the Project does not in anyway duplicate the research work already done and being carried out elsewhere.
- (ii) The scale of pay, allowances, etc., proposed above are those admissible to the persons of corresponding status employed under (Name of the Institute/ University)
- (iii) The present Project cannot be combined with any Project financed by the ICAR, Central and State Governments, Universities or Private Institutions of their own funds.
- (iv) Necessary provision for the Project will be made in the Institute/ University/ State budget in anticipation of the sanction to the Project by the Council.
- (v) We undertake to abide by the guidelines provided by the Council for the implementation of the Extramural Research Projects.

**Signature**

**Name**

**Designation**

**Principal Investigator**

**Certified that:**

- (i) Project is in line with the approved mandate of the implementing institute.
- (ii) PI/ Co-investigators are technically competent to undertake the project.
- (iii) Research work will not amount to duplication of efforts.
- (iv) In-house / Institute projects will not suffer.
- (v) Equipment and other infrastructure proposed under the project are either not available with the institute or the available facility cannot be extended to the project activities.
- (vi) Basic facilities such as Telephone/ Fax/ Photocopier/ Generators etc. will be provided by the implementing agency. However, operational cost for these activities will be met from the institutional charges sanctioned under the Project.
- (vii) The costs of equipment and other infrastructure requested for under the project are realistic and based on the prevailing market rates.
- (viii) Justifications and clear specifications for the equipment and other infrastructure asked for are reflected in the proposal.
- (ix) For collaborative projects with other institutions, the administrative/ financial / technical issues related to implementation of the project shall be addressed between the two implementing agencies.
- (x) The Institute/University has already furnished to the ICAR, full accounts and Audit Utilization Certificates in respect of the grants received by it previously under other Projects of the ICAR as per the following details:

<b>ICAR's Communication and date of sanctioning Grant</b>	<b>Amount of Grant</b>	<b>AUC &amp; Accounts furnished by the Institute/ University (Please indicate the number and date of the communications with which AUCs, etc. sent)</b>
(1)	(2)	(3)

or

It is certified that the Institute/University has not received any grant from ICAR previously under the Extramural Research Project or any other Project of the ICAR.

**Date :** **Executive Authority of the Institute/University/State**

## LIST OF PROJECT CO-ORDINATORS

### Crops Division

- |   |  |
|---|--|
| <p>1. Network Coordinator<br/>(Acarology)<br/>UAS, GKVK, Hebbal<br/>Bengaluru - 560065</p>  | <p>7. Project Coordinator<br/>(Forage Crops),<br/>IGFRI, P.O. Pahuj Dam<br/>Jhansi-Gwalior Road<br/>Jhansi – 284 003</p>             |
| <p>2. Network Coordinator<br/>(Arid Legumes), CAZRI<br/>Jodhpur – 342 003<br/>Rajasthan</p>   | <p>8. Project Coordinator<br/>(Groundnut),<br/>Directorate of Groundnut<br/>Research,<br/>Junagarh – 362 001<br/>(Gujarat)</p>       |
| <p>3. Project Coordinator<br/>(Biological Control)<br/>National Bureau of<br/>Agriculturally<br/>Important Insects, Hebbal,<br/>Bangaluru – 560 024<br/>Karnataka</p> | <p>9. Project Coordinator<br/>(Honeybees and Pollinators),<br/>Division of Entomology<br/>CCSHAU<br/>Hisar – 125 004<br/>Haryana</p> |
| <p>4. Project Coordinator<br/>(Castor, Sunflower and<br/>Safflower)<br/>Directorate of Oilseeds<br/>Research, Rajendernagar<br/>Hyderabad – 500 030</p>               | <p>10. Network Coordinator<br/>(Jute and Allied Fibres),<br/>CRIJAF<br/>Barrackpore – 700 120<br/>West Bengal</p>                    |
| <p>5. Project Coordinator<br/>(Cotton Improvement)<br/>CICR Regional Station<br/>Coimbatore – 641 003<br/>Tamil Nadu</p>  | <p>11. Project Coordinator<br/>(Linseed),<br/>CSA Univ. of Agri. &amp;<br/>Technology<br/>Kanpur – 208 002<br/>Uttar Pradesh</p>     |
| <p>6. Project Coordinator<br/>(Chickpea)<br/>Indian Institute of Pulses<br/>Research<br/>Kanpur – 208 024<br/>Uttar Pradesh</p>                                       | <p>12. Project Coordinator<br/>(Maize),<br/>Directorate of Maize Research<br/>Pusa,<br/>New Delhi – 110 012</p>                      |

- |  |  |
|--|--|
| <p>13. Project Coordinator<br/>(MULLARP)<br/>IIPR, Kalyanpur<br/>Kanpur – 208 024<br/>Uttar Pradesh</p>  | <p>20. Project Coordinator<br/>(Rice),<br/>Directorate of Rice Research<br/>Hyderabad – 500 030<br/>Andhra Pradesh</p>             |
| <p>14. Project Coordinator<br/>(National Seed Project)<br/>Directorate of Seed Research<br/>Kusmaur, Mau – 275 101<br/>Uttar Pradesh</p>                               | <p>21. Project Coordinator<br/>(Sesame and Niger),<br/>JNKVV,<br/>Jabalpur – 482 004<br/>Madhya Pradesh</p>                        |
| <p>15. Project Coordinator<br/>(Nematodes)<br/>Division of Nematology<br/>IARI, Pusa<br/>New Delhi – 110 012</p>   | <p>22. Project Coordinator<br/>(Sorghum),<br/>Directorate of Sorghum<br/>Research,<br/>Hyderabad–500 030<br/>Andhra Pradesh</p>    |
| <p>16. Network Coordinator<br/>(Ornithology),<br/>ANGRAU, Rajendranagar<br/>Hyderabad – 500 030<br/>Andhra Pradesh</p>   | <p>23. Project Coordinator<br/>(Small Millets),<br/>UAS, GKVK Campus<br/>Bengaluru – 560 065<br/>Karnataka</p>                     |
| <p>17. Project Coordinator<br/>(Pearl Millets),<br/>Agricultural Research Station<br/>RAU, Mandore<br/>Jodhpur – 342 304<br/>Rajasthan</p>                             | <p>24. Project Coordinator<br/>(Soybean),<br/>Directorate of Soybean<br/>Research, Indore – 452 017<br/>Madhya Pradesh</p>         |
| <p>18. Project Coordinator<br/>(Pesticide Residues),<br/>Division of Agril. Chemicals,<br/>Indian, Agricultural Research<br/>Institute, Pusa,<br/>New Delhi 110012</p> | <p>25. Project Coordinator<br/>(Sugarcane)<br/>Indian Instt. of Sugarcane<br/>Research<br/>Lucknow – 226 002<br/>Uttar Pradesh</p> |
| <p>19. Project Coordinator<br/>(Pigeonpea)<br/>IIPR, Kalyanpur<br/>Kanpur – 208024<br/>Uttar Pradesh</p>   | <p>26. Project Coordinator<br/>(Rapeseed Mustard)<br/>Directorate of Rapeseed<br/>Mustard Research, Sear,<br/>Uttar Pradesh</p>    |

- Bharatpur – 321 303  
Rajasthan
27. Network Coordinator  
(Rodent Control)  
CAZRI  
Jodhpur – 342 003  
Rajasthan
28. Network Coordinator  
(Tobacco)  
CTRI  
Rajahmundry – 533 105  
Andhra Pradesh
29. Network Coordinator  
(Underutilized Crops)  
NBPGR, Pusa  
New Delhi – 110 012
30. Project Coordinator  
(Wheat and Barley)  
Directorate of Wheat  
Research  
Karnal – 132 001  
Haryana
31. Network Coordinator  
(White Grubs and  
other Soil Arthropods)  
Agril. Research Station  
RAU, Jaipur – 302 018  
Rajasthan
- Horticulture Division**
32. Project Coordinator  
(Arid Zone Fruits),  
Central Instt. of Arid  
Horticulture  
Bikaner – 334 006  
Rajasthan
33. Project Coordinator  
(Medicinal Aromatic Plants  
and Betelvine), Directorate of  
Medicinal and Aromatic  
Plants, Anand – 387 310  
Gujarat
34. Project Coordinator  
(Cashew).  
Directorate of Cashew  
Research, Puttur – 574 202  
Karnataka
35. Project Coordinator  
(Floriculture),  
Directorate of Floricultural  
Research  
IARI, Pusa, New Delhi–110 012
36. Project Coordinator  
(Mushrooms)  
Directorate of Mushroom  
Research  
Chambaghat, Solan – 173 213  
Himachal Pradesh
37. Network Coordinator  
(Onion and Garlic),  
Project Directorate on Onion  
and Garlic Research,  
Rajgurunagar  
Pune – 410 505  
Maharashtra
38. Project Coordinator  
(Palms), CPCRI,  
Kasaragod–671 124, Kerala
39. Project Coordinator,  
(Potato Improvement)  
CPRI, Shimla – 171 001  
Himachal Pradesh

40. Project Coordinator  
(Subtropical Fruits),  
CISH, Lucknow – 227 107  
Uttar Pradesh
41. Project Coordinator (Spices)  
Indian Instt. of Spices  
Research  
PB 170, Calicut – 673 012  
Kerala
42. Project Coordinator  
(Tropical Fruits),  
IIHR, Hessarghatta Lake Post  
Bengaluru – 560 089  
Karnataka
43. Project Coordinator  
(Tuber Crops),  
CTCRI Regional Station  
Thiruvananthapuram–695 017  
Kerala
44. Project Coordinator  
(Vegetables)  
IIVR, Varanasi – 221 005  
Uttar Pradesh
45. Network Coordinator  
(Temperate Fruits)  
CITH, Srinagar (J&K)
- Natural Resource Management**
46. Project Coordinator  
(Agricultural Meteorology),  
CRIDA, Dryland Building,  
Santoshnagar,  
Hyderabad (AP) 500 659
47. Network Coordinator  
(Soil Biodiversity and  
Biofertilizer),  
Indian Instt. of Soil Science  
Bhopal – 462 038  
Madhya Pradesh
48. Project Coordinator  
(Agroforestry),  
NRC on Agroforestry  
Jhansi – 284 003  
Uttar Pradesh
49. Project Coordinator  
(Integrated Farming System),  
PD on Farming Systems  
Research  
Modipuram, Meerut – 250 110  
Uttar Pradesh
50. Project Coordinator  
(Dryland Agriculture),  
CRIDA, Dryland Building,  
Santoshnagar,  
Hyderabad (AP) 500 659
51. Project Coordinator  
(Long-term Fertilizer  
Experiments),  
IISS, Bhopal – 462 038  
Madhya Pradesh
52. Project Coordinator  
(SASUSWA),  
CSSRI, Karnal – 132 001  
Haryana
53. Project Coordinator  
(Micronutrients and Secondary  
Nutrients and Pollutant  
Elements),  
IISS, Bhopal – 462 038  
Madhya Pradesh
54. Project Coordinator  
(Optimization of Ground Water  
Utilization), DWM,  
Bhubaneswar – 751 023  
Odisha

55. Project Coordinator  
(Soil Test and Crop  
Response),  
IISS, Bhopal – 462 038  
Madhya Pradesh

56. Project Coordinator  
(Water Management),  
DWM,  
Bhubaneswar – 751 023  
Odisha

57. Project Coordinator  
(Weed Control)  
Director of Weed Science  
Research,  
Adhartal, Jabalpur,  
(Madhya Pradesh) 482 001

#### **Agricultural Engineering Division**

58. Project Coordinator  
(Application of Plastic in  
Agriculture)  
CIPHET, Ludhiana – 141 004  
Punjab

59. Project Coordinator  
(Ergonomics & Safety in  
Agriculture),  
Central Institute of Agricultural  
Engineering,  
Berasia Road, Nabi Bagh,  
Bhopal (MP) 462 018

60. Project Coordinator  
(Farm Implements and  
Machinery Project),  
Central Institute of Agricultural  
Engineering,  
Berasia Road, Nabi Bagh,  
Bhopal (MP), 462 016

61. Project Coordinator  
(Post-harvest Technology)  
CIPHET,  
Ludhiana – 141 004  
Punjab

62. Project Coordinator (RES),  
Central Institute of Agricultural  
Engineering,  
Berasia, Road, Nabi Bagh,  
Bhopal (MP), 462 018

63. Network Coordinator  
(Processing and Value-  
addition of Natural Resins  
and Gums)  
IINRG, Ranchi – 834 010

64. Project Coordinator  
(Utilisation of Animal Energy  
with Enhanced System  
Efficiency)  
Central Institute of Agricultural  
Engineering,  
Berasia Road,  
Nabi Bagh,  
Bhopal (MP) 462 018

#### **Animal Science Division**

65. Project Coordinator  
(Animal Genetic Resources),  
National Bureau of Animal  
Genetic Resources,  
Post Box No. 129,  
Karnal (Haryana) 132 001

66. Project Coordinator (ADMAS)  
PD on Animal Disease  
Monitoring and Surveillance,  
Hebbal  
Bengaluru – 560 024  
Karnataka

67. Network Project Coordinator  
(Blue Tongue)  
IVRI, Izatnagar – 243 122  
Uttar Pradesh
68. Network Project Coordinator  
(Buffalo Improvement)  
CIRB, Hisar – 125 001  
Haryana
69. Project Coordinator (Cattle)  
PD on Cattle  
Meerut – 250 002  
Uttar Pradesh
70. Project Coordinator  
(Improvement of Feed  
Resources and Nutrient  
Utilization in Raising  
Animal Production and  
outreach Programme on  
Methane Emission)  
NIANP, Audugodi  
Bengaluru – 560 030  
Karnataka
71. Project Coordinator  
(Foot-and-Mouth Disease)  
PD on Food-and-Mouth  
Diseases, IVRI Campus,  
Mukteshwar 263 138  
Uttar Pradesh
72. Project Coordinator (Goat),  
Central Instt. for Research on  
Goat, Farah (UP) 281 122
73. Network Project Coordinator  
(Haemorrhagic Septicaemia)  
IVRI, Izatnagar – 243 122  
Uttar Pradesh
74. Network Project Coordinator  
(Gastro-intestinal parasitism)  
IVRI, Izatnagar – 243 122  
Uttar Pradesh
75. Project Coordinator (Pigs)  
NRC on Pigs  
Guwahati – 781 037  
Assam
76. Project Coordinator  
(Poultry Breeding)  
PD on Poultry,  
Rajendranagar  
Hyderabad – 500 030  
Andhra Pradesh
77. Network Coordinator  
(Process Upgradation of  
Indigenous Milk for Industrial  
Application),  
NDRI, Karnal – 132 001  
Haryana
78. Network Project Coordinator  
(Sheep Improvement)  
CSWRI, Avikanagar – 304 501  
Rajasthan
- Extension**
79. Project Coordinator  
(Home Science)  
Directorate of Research on  
Women in Agriculture,  
Bhubaneswar – 751 001  
(Odisha)



## DEMAND FORM FOR GRANT FOR EXTRAMURAL PROJECT BY THE GRANTEE

(To be submitted by the grantee Institution/State Agricultural University to the concerned Subject Matter Division of ICAR in duplicate in respect of Extramural Research Projects)

### PART-I

(Demand for Grant for Extramural Research Projects to be filled in by the authorized officer of the grantee for release of subsequent Instalment of New Project/ Ongoing Projects for the period \_\_\_\_\_ to \_\_\_\_\_)

(To be prepared separately for each Extramural Research Project)

Name of the Project \_\_\_\_\_

SMD Sanction No. & Date \_\_\_\_\_

Name of the Centre \_\_\_\_\_

1. Balance available (+) due to the Council (-)  
due from the Council as on \_\_\_\_\_ ₹ \_\_\_\_\_
2. Receipts up to and anticipated during the  
period from \_\_\_\_\_ ₹ \_\_\_\_\_
3. Expenditure as per Budget Estimates ₹ \_\_\_\_\_

Details				
Item of Expenditure	Actual expenditure incurred in this Project _____ to _____	Anticipated expenditure for the next _____ to _____	Progressive total (actual & anticipated)	Recommended by Subject Matter Division
1. Pay and Estt.				
2. T.A.				
3. Recurring Contin.				
4. Non-recurring contin.				
<b>TOTAL</b>				

4. Total amount required from the Council after adjusting amounts at items 1 and 2 above. ₹ \_\_\_\_\_
5. Audit Certificate for the year was sent to the SMD vide no. \_\_\_\_\_ dated \_\_\_\_\_ so as to qualify for the entitlements to this grant in terms of Clause 3 of the terms and conditions governing grants from the Council.
6. It is certified that the Council's P. F contribution is claimed in accordance with clause 11 of the Scheduled of terms and conditions governing the grants from the Council.
7. Progress Report for previous Half Year, i.e. from \_\_\_\_\_ to \_\_\_\_\_ is enclosed herewith (2 copies).

**Signature of Officer/Project-in-charge**

Comptroller/Registrar  
Director/Principal

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**Part-II**

(For use in Subject Matter Division/Project Co-ordinator's Unit)

- |   |         |
|---|---------|
| 1. Grant released in the first half<br>(up to previous demand)                                  | ₹ _____ |
| 2. Grant proposed to be released<br>as per this demand<br>(as per col. 5 of item 3 of pre-page) | ₹ _____ |
| Total for the year  | ₹ _____ |

Certified that Grant already released and proposed to be released is justified and does not exceed the Budget Outlay for the current year of the project and is also not exceeding from requirement of the grantee Institution.

**Dealing Assistant**

**Section Officer**

**Assistant Director-General/ Project Coordinator**

Annexure IV

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**  
Krishi Bhawan, New Delhi

File No. \_\_\_\_\_ Date: \_\_\_\_\_

**Sub.: Authorization for release of Grant for the 2nd/subsequent year/s in respect of Extramural Research Projects.**

The requisite grant for the undermentioned Project stands drawn. Finance Division Unit under ADG (TC) is therefore, requested to release the amount sanctioned against the Project as under:

1. Name of the Project \_\_\_\_\_
2. Project Code \_\_\_\_\_
3. Date of start of the Project \_\_\_\_\_
4. Total Allocation of the Project \_\_\_\_\_
5. Total Allocation of the relevant year (indicate dates). \_\_\_\_\_
6. Audit Utilization Certificate received up to \_\_\_\_\_
7. Amount now authorized for payment (in words) \_\_\_\_\_
8. Grant to be released in favour of \_\_\_\_\_

*Assistant Director-General/ Dy. Secretary/ Under Secretary*

**Finance Division Unit Under: ADG (TC)**

Section Diary No. \_\_\_\_\_ Date \_\_\_\_\_

Section File No. \_\_\_\_\_ SI.No. of App. Ledger \_\_\_\_\_

Appropriation Checked and found correct. Submitted with Appropriation Ledger.

Section Officer

Pay ₹ \_\_\_\_\_ (In words \_\_\_\_\_ )

*Finance & Accounts Officer*

Paid by Cheque No. \_\_\_\_\_ Date \_\_\_\_\_

Cash Book Voucher No. \_\_\_\_\_ Date \_\_\_\_\_

**PROFORMA FOR HALF YEARLY/ ANNUAL/  
FINAL REPORT FOR PROJECTS**

1. Project Title :

(200 chrs)

2. Sanction No. : 

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3. Date of Start :

4. Date of termination :

5. Institution's Name : (30 chrs)

Place : (30 chrs)

District : (30 chrs)

State : (30 chrs)

Dept./ Div. Name : (30 chrs)

Actual Location :

(Location of research  
Project being carried out) (30 chrs)

6. Principal Investigator

Name : (30 chrs)

Designation : (30 chrs)

Div./ Section : (30 chrs)

Address : (30 chrs)

7. Co-Investigator

Name : (30 chrs)

Designation : (30 chrs)

Div./ Section : (30 chrs)

Instt. Address

(50 chrs)

8. Objectives :

(300 chrs)

9. Duration of Project : 

		Yrs			Months			Days
--	--	-----	--	--	--------	--	--	------

10. Total cost of the Project

Recurring :

Pay of Officers :

Year :

Name of Post	Pay Scale	Number of Posts	Total
Scientist			
Junior Research Fellow			
Senior Research Fellow			
Research Associate			
Others			
Total			

Year	Pay of Officers	Pay of Establishment	TA	Other Allow.	PF	Contingencies	Total

Non-recurring : 

--	--	--	--	--	--	--	--	--	--

Year	Recurring	Non-recurring	Total

11. Total amount sanctioned (in case of extension):									
--	--	--	--	--	--	--	--	--	--

12. Total amount spent :									
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\*13. Results of Practical/Scientific Value: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(300 chrs)

14. Papers Published :

Title : \_\_\_\_\_

\_\_\_\_\_ (100 chrs)

Name of Authors: \_\_\_\_\_ (30 chrs)

Manuscript Submitted:

1. \_\_\_\_\_

\_\_\_\_\_ (100 chrs)

2. \_\_\_\_\_

\_\_\_\_\_ (100 chrs)

3. \_\_\_\_\_

\_\_\_\_\_ (100 chrs)

Papers presented at scientific meetings:

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_(100 chrs)
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_(100 chrs)
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_(100 chrs)

Manuscripts under preparation:

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_(100 chrs)
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_(100 chrs)
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_(100 chrs)

15. Detailed Objectives/Technical Programme/ activity wise Progress Report  
(to be annexed)

Signature \_\_\_\_\_ Principal Investigator  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Date \_\_\_\_\_ Director or Head of Institution/Station

16. Comments of the Project Co-ordinator/ Referee : \_\_\_\_\_

17. Remarks of the Council: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Details be annexed

**PROFORMA FOR EXTENSION / ADDITIONAL  
GRANT FOR EXTRAMURAL RESEARCH PROJECTS**

1. Project Title : \_\_\_\_\_
2. Sanction No. : \_\_\_\_\_ (200 chrs)
3. Date of Start : \_\_\_\_\_
4. Date of termination : \_\_\_\_\_
5. Institution's Name : \_\_\_\_\_ (30 chrs)  
Place : \_\_\_\_\_ (30 chrs)  
District : \_\_\_\_\_ (30 chrs)  
State : \_\_\_\_\_ (30 chrs)  
Dept./ Div. Name : \_\_\_\_\_ (30 chrs)  
Actual Location : \_\_\_\_\_  
(Location of research  
Project being carried out) \_\_\_\_\_ (30 chrs)
6. Principal Investigator  
Name : \_\_\_\_\_ (30 chrs)  
Designation : \_\_\_\_\_ (30 chrs)  
Div./ Section : \_\_\_\_\_ (30 chrs)  
  
Address : \_\_\_\_\_ (30 chrs)
7. Co-Investigator  
Name : \_\_\_\_\_ (30 chrs)  
Designation : \_\_\_\_\_ (30 chrs)  
Div./ Section : \_\_\_\_\_ (30 chrs)



Instt. Address

(50 chrs)

8. Objectives :

(300 chrs)

9. Duration of Project : 

		Yrs			Months			Days
--	--	-----	--	--	--------	--	--	------

10. Total cost of the Project

Recurring :

Pay of Officers :

Year :

Name of Post	Pay Scale	Number of Posts	Total
Scientist			
Junior Research Fellow			
Senior Research Fellow			
Research Associate			
Others			
Total			

Year	Pay of Officers	Pay of Establishment	TA	Other Allow.	PF	Contingencies	Total

Non-recurring : 

--	--	--	--	--	--	--	--	--	--

Year	Recurring	Non-recurring	Total

11. Total amount sanctioned (in case of extension):									
--	--	--	--	--	--	--	--	--	--

12. Total amount spent :									
--------------------------	--	--	--	--	--	--	--	--	--

\*13. Results of Practical/Scientific Value: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(300 chrs)

14. Papers Published :

Title : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (100 chrs)

Name of Authors: \_\_\_\_\_ (30 chrs)

Manuscript Submitted:

1. \_\_\_\_\_

\_\_\_\_\_ (100 chrs)

2. \_\_\_\_\_

\_\_\_\_\_ (100 chrs)

3. \_\_\_\_\_

\_\_\_\_\_ (100 chrs)

Papers presented at scientific meetings:

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_(100 chrs)
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_(100 chrs)
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_(100 chrs)

Manuscripts under preparation:

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_(100 chrs)
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_(100 chrs)
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_(100 chrs)

\*15. Technical Programme :

(a) Experiments on which the work has been completed:

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_(100 chrs)
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_(100 chrs)
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_(100 chrs)

(b) Items on which the work is still to be continued:

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (100 chrs)
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (100 chrs)
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (100 chrs)

(c) Items on which the work is yet to be taken up :

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (100 chrs)
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (100 chrs)
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (100 chrs)

Signature

Name

Principal Investigator

Designation

Date

Director or Head of Institution/Station

16. Comments of the Project Co-ordinator/ Referee : \_\_\_\_\_

17. Remarks of the Council: \_\_\_\_\_

\_\_\_\_\_  
\*Details be annexed

## Annexure-VII

## BUDGETARY HEADS AND FORMAT FOR STATEMENT OF EXPENDITURE

(Amount in ₹)

S. No.	Name of the Budget Head	Budget for the year	Releases made during the year	Expenditure incurred during the year	Closing balance
1.	<b>Works</b>				
	i. Office Building				
	ii. Minor Works				
2.	Equipments				
3.	Information Technology				
4.	Library Books & Journals				
5.	Livestock				
6.	Furniture & Fixtures				
7.	Others (Specify)				
<b>A.</b>	<b>Total-Capital (Grants for creation of Capital Assets) (1 to 7)</b>				
1.	Travelling Allowance				
2.	<b>Research &amp; Operational Expenses</b>				
	i. Chemicals/Glassware etc.				
	ii. Unskilled/semiskilled labour				
	iii. Outsourcing of lab work				
	iv. Vehicle hiring for surveys etc.				
3.	<b>Administrative Expenses</b>				
	A. Infrastructure				
	B. Communication				
	<b>C. Repair &amp; Maintenance</b>				
	i. Equipments, Vehicles & Others				
	ii. Office Building				

	iii. Residential Building				
	iv. Minor Works				
	<b>D. Others (Specify)</b>				
4.	<b>Miscellaneous Expenses</b>				
	i. HRD				
	ii. Review Workshops/ Meetings/ Trainings				
	iii. Contractual Staff				
5.	Institutional Charges				
<b>B.</b>	<b>Total- Grant in Aid (General) (1 to 5)</b>				
<b>C.</b>	<b>Grand Total (A+B)</b>				
<b>Details of Interest Earned on Short Term Deposits/ Other Receipts, if any, in the project*</b>					
1.	Interest Earned during the period				
2.	Other receipts during the period				
<b>D.</b>	<b>Total Receipts</b>				
<b>E.</b>	<b>Closing Balance (as per Cash Book) (C+D)</b>				

\*Applicable only for Non-ICAR Units. The amount generated by way of receipts, will be adjusted in future releases.