

Government of Himachal Pradesh
Department of Environment, Science and Technology

No. STB-C(1)-1/2019

Dated: Shimla-2, the

20 May, 2022.

NOTIFICATION

The Governor Himachal Pradesh is pleased to notify Guidelines for H.P. Specific Research & Development Projects as per Annexure-I (Pages 1-28) for strengthening research and development in various fields of Science, Technology & Environment with immediate effect. These Guidelines shall be applicable to all research project proposals invited on or after the date of issue of this notification in the State of Himachal Pradesh.

By order

Prabodh Saxena
Additional Chief Secretary (Env. Sci. & Tech) to the
Government of Himachal Pradesh

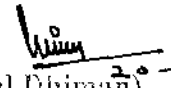
No. STE-C(1)-1/2019

Dated: Shimla-2, the

20.05-2022

Copy forwarded to the following for information and necessary action to:-

1. The Secretary to the Governor, Himachal Pradesh, Shimla-2.
2. The Pr. Secretary to the Chief Minister, Himachal Pradesh, Shimla-2.
3. The Private Secretaries to the Chief Secretary to the Govt. of Himachal Pradesh.
4. All the Administrative Secretaries to the Government of Himachal Pradesh.
5. The Deputy Secretary (GAD-C) with respect to item No. 11 of the CMM dated 09.05.2022
6. The Director (Environment, Science & Technology), U.S. Club Shimla-1.
7. The Member Secretary, H.P. State Council for Science, Technology and Environment (HIMCOSTE), Block No. 34, SDA Complex, Kasumpti, Shimla-9.
8. The Member Secretary, H.P. State Pollution Control Board, New Shimla-9.
9. Guard file.


(Satpal Dhimani)
Additional Secretary (Env., Sci. & Tech.) to the
Government of Himachal Pradesh
Phone No. 0177-2621874

20-5-2022

**GUIDELINES FOR SUBMISSION OF
H.P. SPECIFIC RESEARCH & DEVELOPMENT PROJECTS**

For encouraging application oriented research, the Govt. of Himachal Pradesh has taken initiative to support “**H.P. Specific Research & Development Projects**” for strengthening research and development in various fields of Environment, Climate Change & Natural Resource Management, Science & Technology and Biotechnology in the State of Himachal Pradesh. Entries are invited on different thematic areas for these fields every year from the Scientists and Technologists working in academic sector, National labs and other recognized R&D institutions in H.P.

Indicative thematic areas and sub-themes for R&D Projects are as under: -

Thematic Area 1: Environment, Climate Change & Natural Resource Management

- I. Impact of Hydro-Power Projects on Environment in H.P. specifying minimum ecological flow of river streams.
- II. Solid Waste Management with special emphasis on disposal of polythene/ non-biodegradable waste management in H.P.
- III. Impact of Environmental Pollution viz; Water, Air, Soil on Human Health and remedial measures.
- IV. Climate Change Adaptation in Agriculture, Horticulture, Water sectors in Himachal Pradesh.
- V. Climate Change and Health Impacts with special emphasis on adaptive measures in H.P.
- VI. Problems of Environmental Pollution in industrial areas of H.P. - remedial measures.
- VII. Strengthening of Institutional laboratories of academic institutions through calibration of equipments for accuracy in research.

Thematic Area 2: Science & Technology

- I. Application of Science and Technology for the upliftment of rural population in H.P.
- II. Impact of Hydro-Power Projects on Environment in H.P.
- III. Disaster Management especially w.r.t Earthquake resistant structures, landslides and flash floods in H.P.
- IV. Urban solid waste management in H.P.
- V. Health science especially public health and medicine specific to health issues in H.P.
- VI. Renewable energy especially w.r.t Solar, Wind, Bio-energy and Passive Solar Heating in H.P.
- VII. Problems of environmental pollution in industrial areas of H.P.
- VIII. Geospatial technology and its applications in H.P.
- IX. Material science and its applications in H.P.
- X. Improve scientific basis for risk assessment and its management with regard to water quality in H.P.
- XI. Capacity building of educated youth of H.P under Chief Minister's startup/innovation projects/new industries scheme in science & technology fields
- XII. Artificial Intelligence and Machine Learning
- XIII. Internet of Things (IoT)
- XIV. Nano Technology

Thematic Area 3: Biotechnology

- I. Livelihood promotion through biotechnology-based enterprise in Rural Areas.
- II. Development of crop varieties for disease resistance in Himachal Pradesh using biotechnology.

Remarks: The above mentioned sub-themes may vary on year to year basis as per situations and the need.

The proposal should be prepared and submitted strictly according to the format prescribed in this document (**Annexure-I, II & III**). Necessary Codal formalities shall be completed as per HPFR 2009 while assigning research work to any institution.

1. The project proposals for consideration under this scheme will be invited every year through advertisement in leading newspapers by DEST/ HIMCOSTE /circulation to research institutions.
2. The Principal Investigator will submit 2 (Two) copies of the proposal printed in Times New Roman 14, both sides printed, single spacing on A4 size paper, properly stapled or spiral bound with soft copy on official email.
3. The duration of the project is 2 years only. There will be no provision for extension after 2 years in any case except in rare exceptional circumstances after annual review and recommendation of expert committees duly approved by Director (DEST)/Member Secretary (HIMCOSTE). Maximum research grant shall be Rs.10.00 Lakhs.
4. The registration number/ letter number (given by the DEST/ HIMCOSTE) and title of the proposal will be quoted by Principal Investigator in future communications.
5. The information should be given under each section, even if it is Nil.
6. The Principal Institution implementing the project assumes financial and other administrative responsibilities of the project.
7. In case of multi-institutional project, the Principal Investigator (PI) has to obtain formal agreement from the collaborating Institution/Scientists.
8. International travel is not permissible under the project.
9. The manpower recruited for the project is temporary and should be paid as per the rules of the Institute and Guidelines of the Govt. of Himachal Pradesh. In case of Research Assistant or JRF/SRF or Project Associate, emoluments upto a maximum of Rs.20,000 /- only per month shall be permitted under the scheme. Emoluments may be reviewed by the competent authority in future to consider enhancements.
10. The Shortlisted Principal Investigator/s will be called for MS PowerPoint Presentation before a **Project Approval & Evaluation Committee (PAEC)** whose decision would be final.

11. There would be only one Principal Investigator (PI) and maximum two Co-Principal Investigators (Co-PIs) in the project.
12. Kindly submit two copies of R&D Project Proposal in prescribed formats (**Annexure-I, II & III**) through **Head of the Institution** concerned to:-

The Director

/
Deptt. of Environment, Science & Tech (DEST)
Paryavaran Bhawan, Near US Club,
Shimla- 171001

Member Secretary

HP Council for Science, Tech & Env (HIMCOSTE)
Vigyan Bhawan, Near Udyog Bhawan
Bemloe, Shimla- 171001

TERMS & CONDITIONS FOR HP SPECIFIC RESEARCH & DEVELOPMENT PROJECTS

1. For execution of approved research project/proposal, a Memorandum of Agreement as per attached format at **Annexure-IV** would be signed between DEST/ HIMCOSTE and institution of the Principal Investigator.
2. The proposals would be submitted in prescribed formats. The covering letter and format for submission of proposal is at **Annexure-I&II** and Endorsement from Head of Institution is at **Annexure-III**.
3. R&D projects received by DEST & HIMCOSTE would be scrutinised at two levels: Project Screening Committee (PSC) would shortlist best proposals in each of the three thematic areas. The PIs of these shortlisted projects would be called for making a presentation before the Project Approval and Evaluation Committee (PAEC). Evaluation proformas with indicative parameters are at **Appendix-E (I&II)**. The projects selected by PAEC would be considered for funding after approval by Secretary Incharge (Environment, Science & Technology), Govt. of H.P. and the Chairman HIMCOSTE.
4. The funds would be released in favour of Head of the Institution, wherein the Principal Investigator will be responsible for maintaining a **separate Savings Bank Account (earning interest)**. The interest earned will be returned to DEST/ HIMCOSTE on completion of project after two years and not to be utilized in the project.
5. 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 utilize funds from any other organization (Government, Semi-Government, Autonomous or Private Bodies) for this research project.
6. The grant shall be exclusively utilized for the purpose for which it is sanctioned. The money would not be diverted for any other purpose under any circumstance; even for temporary periods.
7. The project will become operative with effect from the date on which the grant is received by the institute. The date will be intimated by the PI of the Institute to the DEST/ HIMCOSTE immediately.
8. Projects will be normally sanctioned to institutions which have most of the essential facilities in the form of equipment for the type of research work to be undertaken. In any case, cost of the minor equipment would not exceed 10% of the sanctioned amount. There would be no provision to purchase desktop/laptop/ printer/ scanner or photocopier.
9. For two years duration project, sanctioned budget will be released in separate instalments as per conditions specified in the agreement/ MoU signed between DEST/ HIMCOSTE and PI & Head of the concerned institute/ university.

10. It should be ensured that not more than the approved specified amount should be spent at any time under any sub-head of released budget. The expenditure should not exceed beyond the approved allocation of funds under any circumstances.
11. The Institute will not entrust the implementation of the work for which grant is being sanctioned to another Institution and to divert the grant receipts as assistance to the other institution. In case the Institute itself is not in a position to execute or complete the project, it may be required to refund forthwith to the DEST/ HIMCOSTE the entire amount of grants-in-aid received by it.
12. At least one Co-PI has to be nominated in proposed project and maximum two Co-Principal Investigators (Co-PIs) in the project. If the principal Investigator to whom a grant for a project has been sanctioned wishes to leave the institution where the project is based, the Institute/ Principal Investigator will inform the same to the DEST/ HIMCOSTE, Shimla one month in advance. In consultation with DEST/ HIMCOSTE, the institute shall designate responsibility to Co-PIs to ensure successful completion of the project before relieving the Principal Investigator.
13. The manpower sanctioned in the project would be co-terminus with the duration of the project and DEST/HIMCOSTE Shimla will have no liability to meet the budget etc. beyond the duration of the project.
14. The manpower employed for the project by the Institution would be subject to the administrative control and service rules, as applicable to them (leave, TA, DA, etc.) of the Institute where the project is based.
15. Any IPR (patents/ trademarks/Geographical Indication/ copy right/ industrial design) arising out of the sanctioned projects would be registered through HP PIC, HIMCOSTE, Shimla.
16. Patents, trademarks, copyrights etc. of any nature should acknowledge financial support of DEST/ HIMCOSTE Shimla. Technology; equipment; protocols; or innovations tool developed; if any would be in joint ownership of DEST/ HIMCOSTE Shimla and the PI or/and the institute/organisation.
17. Commercialisation of technology or transfer of technology or process of production would be done in association with/under intimation to and after obtaining prior approval of DEST/ HIMCOSTE Shimla.
18. Investigators wishing to publish papers based on the research work done under DEST/ HIMCOSTE funded project must acknowledge the assistance received from DEST/ HIMCOSTE. Investigators are encouraged to publish some of the research papers emerging out of the Project in leading national/ international journals and submit copy of the reprint to DEST/ HIMCOSTE.
19. Periodic review and inspection of the project may be done by DEST/HIMCOSTE Shimla team. In addition, the DEST/HIMCOSTE may designate Scientist/Specialist or an expert panel to visit the institute/organisation 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 travel, accommodation etc. at the time of their visit.

20. The Principal investigator will furnish to DEST/ HIMCOSTE a Utilization Certificate (UC), Statement of Expenditure (SoE) & Progress Report, at the time of seeking next instalment of the sanctioned grant. Carry forward of unspent funds to the next financial year for utilization for the same project may not be considered except in exceptional circumstances with prior approval of DEST/HIMCOSTE.
21. During mid term/on completion of project, UC, SoE, Progress Report/Project Completion Report will be submitted to DEST/ HIMCOSTE. The formats of UC, SoE, Progress Report and Project Completion Report are at **Appendix-A,B,C&D**.
22. DEST/ HIMCOSTE reserves the right to terminate next instalment after one year if they are convinced that the grant has not been properly utilized or appropriate progress is not being made. Upon such termination, full audited accounts will have to be submitted and the PI may be required to refund, the entire amount of grants-in-aid received by it.
23. All accounts maintained by the institution will be subjected to audit by the institution's auditor immediately after closing of the project. On completion of the project, the accounts duly audited by the auditors shall be submitted and the unspent balance, if any, along with interest earned shall be remitted to DEST/HIMCOSTE immediately after completion of the project through Demand Draft in favour of the *Director, Department of Environment, Science & Technology, Himachal Pradesh/ Member Secretary, Himachal Pradesh Council for Science, Technology & Environment, Shimla.*

The Director,

Deptt.of Environment, Science & Tech (DEST), HP Council for Science, Tech & Env (HIMCOSTE)
Paryavaran Bhawan, Near US Club,
Shimla- 171001

Member Secretary

Vigyan Bhawan, Near Udyog Bhawan
Bemloe, Shimla- 171001

**COVERING LETTER FOR
HP SPECIFIC RESEARCH & DEVELOPMENT PROJECTS**

(To be given on institution letter head)

To

The Director,

Dept of Environment, Science & Tech (DEST)
Paryavaran Bhawan, Near US Club,
Shimla- 171001

/

The Member Secretary

HP Council for Science, Tech & Env (HIMCOSTE)
Vigyan Bhawan, Near Udyog Bhawan
Bemloe, Shimla- 171001

Sir,

1. A research project entitled “ _____
_____ ” is forwarded herewith.
2. It is certified that the same project or project with similar objectives has not been submitted to any other funding agency by the Principal Investigator/Co-Principal Investigators.
3. We have carefully read the guidelines, terms and conditions of sanctioning the project and agree to abide by them.
4. The organization will provide all necessary infrastructural facilities (both laboratory and administrative) if the project is sanctioned.
5. The organization is fully responsible in regard to all matters pertaining to the project.

Yours sincerely,

(Principal Investigator)

Name:

Designation:

(Signature of Registrar/ Director/ Head of the
Institution with stamp)

Date.....

Place.....

FORMAT FOR SUBMISSION OF HP SPECIFIC RESEARCH & DEVELOPMENT PROJECTS

Registration No.: DEST / HIMCOSTE (R&D)

1. Project Title :

2. Sub-themes (Tick one of the following):

Thematic Area 1: Environment, Climate Change & Natural Resource Management

- I. *Impact of Hydro-Power Projects on Environment in H.P. specifying minimum ecological flow of river streams.*
- II. *Solid Waste Management with special emphasis on disposal of polythene/ non-biodegradable waste management in H.P.*
- III. *Impact of Environmental Pollution viz: Water, Air, Soil on Human Health and remedial measures.*
- IV. *Climate Change Adaptation in Agriculture, Horticulture, Water sectors in Himachal Pradesh.*
- V. *Climate Change and Health Impacts with special emphasis on adaptive measures in H.P.*
- VI. *Problems of Environmental Pollution in industrial areas of H.P. - remedial measures.*
- VII. *Strengthening of Institutional laboratories of academic institutions through calibration of equipments for accuracy in research.*

Thematic Area 2: Science & Technology

- I. Application of Science and Technology for the upliftment of rural population in H.P.
- II. Impact of Hydro-Power Projects on Environment in H.P.
- III. Disaster Management especially w.r.t Earthquake resistant structures, landslides and flash floods in H.P.
- IV. Urban solid waste management in H.P.
- V. Health science especially public health and medicine specific to health issues in H.P.
- VI. Renewable energy especially w.r.t Solar, Wind, Bio-energy and Passive Solar Heating in H.P.
- VII. Problems of environmental pollution in industrial areas of H.P.
- VIII. Geospatial technology and its applications in H.P.
- IX. Material science and its applications in H.P.
- X. Improve scientific basis for risk assessment and its management with regard to water quality in H.P.
- XI. Capacity building of educated youth of H.P under Chief Minister's startup/innovation projects/new industries scheme in science & technology fields.
- XII. Artificial Intelligence and Machine Learning.
- XIII. Internet of Things (IoT)
- XIV. Nano Technology

Thematic Area 3: Biotechnology

- I. *Livelihood promotion through biotechnology-based enterprise in Rural Areas.*
- II. *Development of crop varieties for disease resistance in Himachal Pradesh using biotechnology.*

3. Duration in months : 24 months
4. Total cost (in numbers and words) : (Max. 10 Lakhs)
5. Name of the Principal Investigator :
(Whether belongs to SC/ ST Attach certificate)
6. Sex (Male/ Female) :
7. Designation and Official Address :
8. Telephone :
Fax :
E-mail :
Mobile No. :
9. Co-Investigator :
(Whether belongs to SC/ ST Attach certificate)
10. Sex (Male/ Female) :
11. Designation and Official Address :
12. Telephone :
Fax :
E-mail :
Mob. No. :
13. Project Summary :
(maximum 150 words)

14. Key words (maximum 6) :

15. Introduction (under the following heads)

(a) Relevance of Proposed Research :

(b) Addressing priority of the State of H.P. :

(c) New Innovativeness expected in the Project:

(d) Economic evaluation and cost efficiency of the project:

(e) How appropriately the expected output answers the questions being addressed in the specific subject matter/area:

16. Objectives of Research Project (in bullet form):

17. Work plan

(a) Methodology

(b) Milestones-PERT Chart

18. Budget Estimates: Summary

16. Budget Estimates: Summary				
S. No.	Item	Budget		
		1 st Year	2 nd Year	Total (Rs.)
1.	Remuneration (Salaries/ Wages) Max.Rs.20,000/- per month(for Project Associate/Assistant/JRF/SRF) (Min.Qualification- Graduation) for helper-as per State Govt. norms			
2.	Consumables			
3.	Travel			
4.	Other Costs			
5.	G. Total(Rs.)			

18.1. Budget for Remuneration with Justification

S. No.	Designation & Qualification of persons engaged in project	Number of persons engaged	Monthly Emoluments	Budget		Total (in Rs.)
				1 st Year	2 nd Year	

18.2 Budget for Consumables With Justification

S. No.	Item	Quantity/ No.	Budget		Total (in Rs.)
			1 st Year	2 nd Year	
	Total budget required				

18.3 Budget for Travel With Justification

S. No.	Travel (Only inland travel)	Budget		Total (in Rs.)
		1 st Year	2 nd Year	

18.4 Budget for Other Costs/ Contingencies With Justification

S. No.	Other costs/contingency costs	Budget		Total (in Rs.)
		1 st Year	2 nd Year	

19. Availability of major Infrastructural Facilities & Equipments with the parent institution(s) –
Yes/ No (Specify)-

20. Detailed Bio-data of the Principal Investigator/ Co-Investigator, including Name, Address, Date of Birth, Institution's Address etc. Academic Qualifications (University/ College from where attained, year of passing, class, thesis title etc.), Whether SC (Y/N).

Publications list (Title of paper, authors, Journal details, pages, year etc.)

Patent list, if any:

21. Details of Research Projects being implemented/ completed/ submitted; separately by the Principal Investigator/ Co-Investigator including Investigator(s) Name & Institute; Project Title; Project Status (**Completed Projects**-Duration, period, funding agency and total cost; **Ongoing Projects**- Duration, date of start, funding agency and total cost; **Proposed Projects**- Duration, funding agency where submitted and total cost of the Project, Summary of the project, Major Results/ Highlights of the project including achievement (publications, patents etc.).

22. Major outcomes expected from the project (Point wise):

23. Any other relevant information

*Format is to be filled by the applicant; with no change in serial number of headings

**The space between headings may be expanded during filling of the application.

ENDORSEMENT FROM HEAD OF THE INSTITUTION

(To be given on institution letter head)

Title of the Project:

1. The Institute certifies the participation of _____ as the Principal Investigator and _____ as the Co-Investigator's for the project and that in the unforeseen event of discontinuance by the Principal Investigator, the Co-Investigators will assume the responsibility of the fruitful completion of the project (with due information to the funding agency).
2. Certified that the equipment and other administrative facilities as per terms and conditions of the grant, will be extended to the investigator(s) throughout the duration of the project.
3. The Institute assumes to undertake the financial and other management responsibilities of the project.

Date:

Place:

Name and Signature of
Head of the Institution

AGREEMENT

This Agreement (*hereinafter called the "Contract"*) is made on this the _____ day of the month of _____, year 20.....

BETWEEN

1. Department of Environment, Science & Technology, Himachal Pradesh(*DEST*)/ Himachal Pradesh Council for Science, Technology & Environment, Shimla (*HIMCOSTE*) having its registered office at Paryavaran Bhawan, Near US Club, Shimla-171001/ Vigyan Bhawan, Bemloe, Shimla-171001 through its Director/ Member Secretary, which expression shall, unless it be repugnant to the subject or context or meaning thereof, be deemed to mean and include its successors and assigns (*hereinafter called to as the "First Party"*) of the one part;

AND

2. Name of Institution/ University having its main Office at -----
----- Himachal Pradesh which expression shall include its representative as Principal/Project Investigator of the project and assigns (*hereinafter called to as the "Second Party"*) of the other part through Name of PI, as Principal Investigator and Name of Co-PI as Co-PI on behalf of the Second Party to execute this agreement.

WHEREAS the First Party had invited proposals on various thematic areas under a scheme "**H.P. Specific Research & Development Projects**" for which Name and address of PI (Second Party) as Principal Investigator (PI) for the execution of project titled "**Title of Project**" for undertaking the assignment as specified in this agreement (*hereinafter called the "Services"*) along with Name of Co-PI as Co-PI.

WHEREAS the Second Party has agreed to function for the period of 24 Months as Principal/Project Investigator of the Project with a rationale through the funds to be provided by DEST/ HIMCOSTE, Shimla, Himachal Pradesh.

AND WHEREAS the project would achieve following objectives within a period of Twenty Four Months. Objectives are as follows:

- 1.

2.

3.

AND WHEREAS for the above objectives and additional conditions which constitute an integral part of this agreement, the second party has agreed for total amount of Rs. 00,000/- (Rs. ----- only) to function as 'Principal Investigator' for implementation of this Project for above objectives and additional conditions in a period of 24 months from the date of signing of this agreement by the second party.

NOW THEREFORE both parties join hands to set forth this agreement on Guidelines, Terms & Conditions stated and also following as:

1. That the first party shall release the payment to the second party (except mobilization amount), after fully satisfying itself w.r.t to the expenditure/ utilization certificate to be furnished by the second party.

S. No.	Period	Percentage of Payment release from Total Amount	Remarks
1.	Submission of Inception Report (1 st month after signing MOU)	40 %	On submission of inception report
2.	Submission of Mid-term Progress Report (After Twelve Months)	30 %	After satisfactory review of progress after 1 st year
3.	Submission of Second Progress Report (After 18 Months)	30 %	After 18 months on satisfactory review

2. That the project development, time frame, schedule, deliverables and reporting, the second party agrees as per details of this agreement & terms and conditions of HP Specific Research & Development Projects.
3. That the first party would finalize a process to review and monitor the progress of the second party from time to time, including detailed reviews at different stages. The matter w.r.t progress of work by the second party may also be monitored at the level of Project Approval & Evaluation Committee (PAEC).
4. 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 University/ Institute is not permitted to seek or utilize funds from any other organization (Government, Semi-Government, Autonomous or Private Bodies) for this research project. Any unspent balance out of the amount must be surrendered to the Govt. of Himachal Pradesh

through Demand Draft in favour of the *Director, Department of Environment, Science & Technology, Himachal Pradesh/ Member Secretary, Himachal Pradesh Council for Science, Technology & Environment, Shimla*. Carry forward of unspent funds to the next financial year for utilization for the same project may not be considered except in exceptional circumstances with prior approval of DEST/HIMCOSTE.

5. For permanent/ semi-permanent assets acquired solely or mainly out of the research funds, record in the form of a register in the prescribed proforma (enclosed at **Annexure- V**) shall be maintained by the University. The term "assets" means (I) immovable property and (II) movable property of a capital nature, where the value exceeds Rs. 1000/-. The funds will not be utilised for construction of any immovable property. Full facilities by way of accommodation, etc. for the project will be given by the University.
6. All the assets acquired from the project funds will be the property of Govt. of H.P. and should not without the prior sanction of the DEST/ HIMCOSTE/Institution, be disposed of, or encumbered or utilized for purpose other than those for which the funds has been released.
7. At the conclusion of the project, the Govt. of H.P. will be free to sell or otherwise dispose of assets which are the property of the Government. The University/ Institute shall render to Government necessary facilities for arranging the sale/ dispose of these assets. The Government may, however, consider the request of host University/ Institute to retain the assets created under a project for carrying out similar work for the promotion of science.
8. The University/ Institute is required to send to DEST/HIMCOSTE a list of assets referred to at SI No. 5 above at the end of each financial year as well as at the time of seeking further instalments of the project funds.
9. The funds would be released in favour of Head of the University/ Institute, wherein the Principal Investigator will be responsible for maintaining the proper accounts and Utilization of funds.
10. The University/ Institute will maintain separate audited accounts for this project. The amount of grant in aid will be kept in a separate Savings Bank Account earning interest. The interest earned will be returned to DEST/ HIMCOSTE on completion of project after two years and not to be utilized in the project.
11. The authorities of the University/ Institute where the research work is to be carried out would be responsible for administration of the scheme and maintenance of accounts. The Principal Investigator will arrange with the University/ Institute to receive and make payments on his behalf. The grant shall be exclusively utilized for the purpose for which it is sanctioned.
12. The University/ Institute will furnish to the DEST HIMCOSTE, a Utilization Certificate (UC) (Copy enclosed at **Appendix- 'A'**) & an audited Statement of Expenditure (SoE) (Copy enclosed at **Appendix- 'B'**) along with the Progress Report at **Appendix- 'C'**, at the time of seeking further Instalment of the sanctioned grant, duly signed by the P.I., the Head of the University/ Institute and the Head of the Finance Deptt., pertaining to the project funds at the

end of each financial year. A consolidated statement of expenditure along with Project Completion Report (**Appendix-'D'**) would be submitted at the end of the completion of the project.

13. A stamped receipt shall be mailed to DEST/HIMCOSTE on receipt of the amount towards each release.
14. The Accountant General of H.P. at his discretion shall have the right of access to the books and accounts of the University/ Institute for the Project funds received from the Government.
15. Sale proceeds, if any, as a result of the development of the project arising directly from funds given by the DEST/HIMCOSTE shall be reported to the Govt. of Himachal Pradesh. The Govt. of Himachal Pradesh may at its discretion allow a portion of such receipt to be retained by the University/ Institute for its utilization for the project activities.
16. Investigators wishing to publish papers based on the research work done under DEST/ HIMCOSTE funded project must acknowledge the assistance received from DEST/ HIMCOSTE. Investigators are encouraged to publish some of the research papers emerging out of the Project in leading national/ international journals and submit copy of the reprint to DEST/ HIMCOSTE.
17. Any IPR (patents/ trademarks/ Geographical Indication/ copy right/ industrial design) arising out of the sanctioned projects should acknowledge financial support of DEST/ HIMCOSTE and would be registered through HP Patent Information Centre (PIC), HIMCOSTE. Technology; equipment; protocols; or innovations tool developed; if any would be in joint ownership of DEST/HIMCOSTE and the PI or/and the institute/organisation. Commercialisation of technology or transfer of technology or process of production would be done in association with/under intimation to and after obtaining prior approval of DEST/ HIMCOSTE.
18. The Govt. of H.P. will have the right to call for drawings, specifications and other data necessary to enable the transfer of Know-how to other parties and the University/ Institute shall supply all the needed information at the request of the DEST/ HIMCOSTE which will ensure confidentiality.
19. The human resources that may be engaged for the project by the University/ Institute are not to be treated as employees of the Govt. of H.P. and the deployment of such human resource at the time of completion or termination of the project, will not be the concern/ responsibility of the Govt. of H.P. The human resource to be engaged for the project in accordance with the instruction issued by the Govt. of H.P. from time to time.
20. The University/ Institute may not entrust the implementation of the work for which grant is being sanctioned to another Institution and to divert the grant receipts as assistance to the other institution. However, in such situation the express permission of DEST/HIMCOSTE may be obtained. In case the University/ Institute itself is not in a position to execute or

complete the project, it may be required to refund forthwith to DEST/HIMCOSTE, the entire amount of grants-in-aid received by it.

21. If the Principal Investigator to whom a grant for the project has been sanctioned wishes to leave the institution where the project is based, the University/ Institute / Investigator will inform the same to the DEST/HIMCOSTE, Shimla one month prior and, in consultation with the DEST/HIMCOSTE, the University/ Institute shall evolve, steps to ensure successful completion of the project before relieving the Principal Investigator.

22. All accounts maintained by the institutions will be subjected to audit by the institution's auditor. On completion of the project, the accounts duly audited by the auditors shall be submitted and the unspent balance, if any, along with interest earned shall be remitted to DEST/HIMCOSTE immediately after completion of the project through Demand Draft in favour of the Director, Department of Environment, Science & Technology, Himachal Pradesh/ Member Secretary, Himachal Pradesh Council for Science, Technology & Environment, Shimla. All the accounts related to the project should be duly audited by the auditors immediately after closing of the project.

23. The DEST/HIMCOSTE reserves the right to terminate the financial support at any stage and also to recover the amounts already paid if it is convinced that the funds has not been properly utilized or appropriate progress is not being made.

24. Force Majeure:

The non- fulfillment of the obligations contained in this agreement by the parties thereto shall not constitute default herein under to give rise to any claim for damage or loss, if such delay or failure is caused by force majeure. Force majeure shall mean any event or circumstances that wholly or partially prevent or un-avoidable delays any of the parties in the performance of its obligation under this agreement but only if and to the extent that such event and circumstances are not within the reasonable control, directly or indirectly, of the affected parties and could not have been avoided even if affected parties had taken reasonable care.

25. Co-operation:

Each party agrees to co- operate with each other as reasonably requested in order to accomplish the purpose of implementation of this Project.

26. Confidentiality:

- a. The first party may permit the second party to come into possession of confidential public records only after a request is made by the second party to the first party, in writing, by specifying the reasons for supplying of such records, as per needs of the scheme.
- b. The second party and all its employees shall maintain the highest level of secrecy, confidentiality and privacy with regard thereto.

c. The first party shall retain all rights to prevent, stop and if required take the necessary punitive action against the second party regarding any forbidden disclosure as per law of the land.

d. The aforesaid provision shall not apply to the information:

- Which has been received from a third party who had the right to disclose the said information.
- Already in public domain.
- Disclosed to the public due to a court order.

27. The data and details of periodic reports generated during implementation of the project shall be the intellectual property of the first party. In case the second party intends to use the learning generated from the research studies, it shall obtain prior permission of the first party and shall give due credits to the first party.

28. The first party reserves the right to scrutinize, and / or consider or reject any or all the reports submitted by the second party. The decision of the first party shall be final in all terms.

29. Arbitration:

That in the event of any dispute arising out of this agreement between the parties, LR-cum-Secretary Incharge (Law Department) to the Government of Himachal Pradesh shall be the sole arbitrator to settle the dispute, whose decision shall be final and binding on both the parties subject to the provisions of the Arbitration and Conciliation Act, 1996.

Deliverables:-

1.

2.

NOW THEREFORE in witness where of the parties have set their hands to this agreement this ____ day of _____, 20-- in the presence of witnesses.

On behalf of the R&D Institution:

Signature of Executive Authority of Institute/ University With Seal

Date:

Place:

Signature of Principal Investigator

Date:

Place:

Signature of Co-Investigator

Date:

Place:

On behalf of Department of Environment, Science & Technology (DEST), Shimla

Witnesses:

1.

Director

Dept of Environment, Science & Technology,
Paryavaran Bhawan, Near US Club,
Shimla-1, H.P.

Date:

2.

Or

On behalf of Himachal Pradesh Council for Science, Technology & Environment (HIMCOSTE), Shimla

Witnesses

Member Secretary

1.

HP Council for Science, Tech & Env (HIMCOSTE)

Vigyan Bhawan, Bemloe
Shimla- 171001.H.P.

2.

**Assets acquired wholly or substantially out of Project Funds
Register to be maintained by the University/ Institute**

Name of the Sanctioning Authority: _____

1. SI. No. _____
2. Name of University _____
3. No. & Date of Sanctioned Funds _____
4. Amount of sanctioned funds _____
5. Brief purpose of the funds _____
6. Whether any condition regarding the right of ownership of Govt. in the property or other assets acquired out of the funds was incorporated in the project funds sanction order _____
7. Particulars of assets actually credited or acquired _____
8. Value of the assets as on _____
9. Purpose for which utilized at present _____
10. Encumbered or not _____
11. Reasons, if encumbered _____
12. Amount realized on disposal _____
13. Remarks _____

(Principal Investigator)

(Finance Officer)

(With Stamp)

(Head of the Institute/ University)

FORM OF UTILISATION CERTIFICATE

1. Name of the Principal Investigator:
2. Title of the Project:
3. Name of the Institute:
4. Year:

Sr. No.	Letter No. and Date	Amount (In Rupees)
1.		
2.	Unspent balance of previous year	
3.	Total	
4.	Expenditure incurred	
5.	Interest Earned*	1 st Yr. - 2 nd Yr. - Total -
6.	Balance Amount	

Certified that out of Rs. _____/- grant-in-aid sanctioned during the year _____ in favour of _____ under HP Specific Research & Development Projects _____ vide letter No. _____ given in the margin and Rupees _____ on account of unspent balance of the previous year, a sum of Rs. _____/- (Rupees _____ Only) has been utilized for the purpose for which it was sanctioned.

The balance of Rs. -----remaining unutilized as on ----- and Rs. ----- as interest earned has been surrendered to DEST/HIMCOSTE (vide Demand Draft No ----- dated-----).

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly filled/are being fulfilled and that I have exercised the following checks to see the money was actually utilized for the purpose for which it was sanctioned.

Kinds of check exercised:

- Scrutiny of cash book and Ledger maintained for the purpose.
- Various Vouchers etc.
- All relevant record pertaining to 2 years research project maintained were scrutinized.
- Bank Statements were examined.

Signature
Principal Investigator Signature
Registrar /Accounts Officer
(With date and seal)

Signature
Head of the Institute
(With date and seal)

STATEMENT OF EXPENDITURE

(Period _____ to _____) / Final Closure

(Rupees in lacs)

Sr. No.	Sanctioned Heads	Opening Balance	Funds Allocated *	Expenditure Incurred			Balance as on	Interest Earned **	Requirement of funds	Remark (if any)
				I st Yr	II nd Yr	Total				
1.	Remuneration									
2.	Consumables									
3.	Travel									
4.	Other costs									
Total										

Remarks:

- All account related activities of project audited by institution would be completed immediately after closing of the project.
- * Indicate sanctioned/ revised allocation as applicable.
- Expenditure under the sanctioned heads, at any point of time, should not exceed funds allocated under that head
- Utilization Certificate for first year has also to be enclosed.
- ** **Information under this field is mandatory**

Name & Signature
Principal InvestigatorSignature of Competent
Financial AuthoritySignature of
Head of the Institute

MID- TERM PROGRESS REPORT PROFORMA

(To be submitted on or before _____)

1. Name and address of the PI and Co-PI:
2. Project Registration Code:
3. Project Title:
4. Number & Date of Sanction Letter:
5. Total Outlay of the Project:
6. Project Duration: 2 years
 - (a) Date of Start:
 - (b) Date of Completion:
7. (a) Activities and Outputs achieved/targeted for the year _____

Objective wise	Activity	Number or % of activity envisaged to be completed	% achievement to targets
1.	1.		
	2.		
	3.		
2.	1.		
	2.		
	3.		

8. If shortfall/addition, reasons for the same:
9. Funds released vis-à-vis utilized (cumulative) since the date of sanctioning of project:

Budget Head	Receipt	Expenditure	Balance
Remuneration			
Consumables			
Travel			
Other costs/ Contingency			

10. It is hereby certified that all the information provided above is correct and true to the best of my knowledge.

Signature, Name & Stamp
(Co-PI)

Signature, Name & Stamp
(PI)

Signature, Name & Stamp
(HOD)

PROJECT COMPLETION REPORT

1. Two copies of the Project Completion Report and soft copy in pdf/ word file immediately after completion of the project. The Project Completion Report should be in bound form. The work done/final progress report should be submitted in front of PAEC.
2. Cover Page should include:
 - a) Title of the Project
 - b) Principal Investigator and Co-Investigators
 - c) Implementing Institution and other collaborating Institutions
 - d) Name and logo of funding agency
 - e) Date of commencement
 - f) Date of completion
3. (a) Objectives as stated in the project proposal
(b) Objectives met
4. (a) Milestone fixed for execution of the project
(b) Milestone actually achieved
5. Deviation made from the original objectives if any, while implementing the project and reasons thereof.
6. Conclusions summarizing **major achievements** and indications of **scope** for future research work.
7. High resolution field photographs of the research project.
8. Major outcomes of the project (Point wise in detail):
9. Utility of the research project for State Development and researchers(in detail):
10. S&T benefits accrued:
 - i. List of research publications with details, if any
 - ii. Manpower trained on the project
 - iii. Patents/ GI/ trademarks/ copy right registered, if any
 - iv. Replication potential
 - v. Start-up linkages developed

Name & Signature
(Co-Principal Investigator/s)

Name & Signature
(Principal Investigator)

Name & Signature
(Head of Institution)

Proforma for Evaluation by the Project Screening Committee (PSC)

1. Institute Name & Address:
2. Name of Principal Investigator(PI):
- 2.1 Category of PI : SC, ST, & OBC:
3. Project Title:
4. On Scale 1-10, give score for (a) to (h):
(1-Lowest: 10 Highest)

(a)	Relevance of research question(s)	
(b)	Addressing priority of the State of H.P.	
(c)	New innovativeness expected in the project	
(d)	Appropriateness of design/techniques for the research questions to be answered	
(e)	Effective control to experiments	
(f)	Economic evaluation and cost efficiency of the project	
(g)	How appropriately the expected output answers the questions being addressed in the specific subject matter/area?	
(h)	Quality of the Proposal	
	Total Score (80)	

*The score obtained is suggestive of the overall quality ranking of the project.

(Signature of the Member/s)

Name of the Member/s:

Place: _____

Date: _____

REMARKS: Marks equal to or less than 50 would be considered as rejected proposal.

**Proforma for Evaluation by the Project Approval & Evaluation
Committee(PAEC)**

1. Institute Name & Address:
2. Name of Principal Investigator(PI):
- 2.1 Category of PI : SC, ST, & OBC:
3. Project Title:

4. On Scale 1-10, give score for (a) to (j):

(a)	Relevance of research questions	
(b)	Addressing priority of the State of H.P.	
(c)	New innovativeness expected in the study	
(d)	Appropriateness of design/techniques for the questions to be answered	
(e)	Effective control to experiments	
(f)	Economic evaluation and cost efficiency analysis	
(g)	How appropriately the expected output answers the questions being addressed in the specific subject matter/area?	
(h)	Quality of the Proposal	
(i)	Presentation Content	
(j)	Discussion during Presentation	
	Total Score (100)	

*The score obtained is suggestive of the overall quality ranking of the project

- 5.

Proposed Outlay(Rs.)	Recommended Outlay(Rs.)

(Signature of the Member/s)

Name of the Member/s:

Place: _____

Date: _____