

# CSIR RESEARCH GRANTS

## *RESEARCH SCHEMES*

*Terms & Conditions, Forms  
& General Information*  
(Effective from 1st October, 1999)



1999

Extramural Research Division,  
Human Resource Development Group,  
Council of Scientific & Industrial Research,  
CSIR Complex (Opp. Institute of Hotel Management)  
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Abbreviations used:

CSIR	:	Council of Scientific & Industrial Research
HRDG	:	Human Resource Development Group
EMR	:	Extra Mural Research
PI	:	Principal Investigator
JRF	:	Junior Research Fellow
SRF	:	Senior Research Fellow
RA	:	Research Associate
FTR	:	Final (Consolidated) Technical Report Describing the Research Achievements
	:	

## 1. GENERAL

- 1.1 The Council of Scientific & Industrial Research (CSIR) provides financial assistance to promote research work in the fields of Science & Technology, including Agriculture, Engineering and Medicine. The assistance is provided by way of grants to Professors/Experts in regular employment, in the universities, IITs, post-graduate institutions, recognised R&D laboratories both in public and private sectors. Research proposals of applied nature as well as those falling under basic sciences which attempt to solve specific problems being pursued by CSIR laboratories, or in newer and complementary fields, are considered for CSIR support. Priority is given to multi disciplinary projects which involve inter-organisational co-operation (including that of CSIR laboratories). Preference is given to schemes which have relevance to research programmes of CSIR laboratories (Annexure-IV).
- 1.2 Investigators working in Government Research Laboratories/, Establishments are generally, not eligible for the grant.
- 1.3 A time bound research proposal clear and specific in the objective(s) making use of or proposing a new idea and realistic and reasonable in the means needed to execute it has a good chance of receiving CSIR support. The CSIR provides essential financial inputs for viable research schemes so as to obtain definite advancements in specific fields and areas.
- 1.4 Research grants of CSIR are intended mainly to supplement the research facilities available with the sponsoring institutions. Funds provided are for one or more Junior Research Fellows (JRF) Senior Research Fellows (SRF) and Research Associates (RA), contingencies and equipment. Usually the amounts sanctioned for equipment are small. No graded posts are sanctioned nor are funds provided for other kinds of expenditure.

EMR schemes are not intended to support establishment (de novo) of specialized facilities, centres or divisions. These schemes are intended to supplement, on-going R&D efforts in institutions/laboratories/departments, etc. where basic infrastructure exists.

- 1.5 Depending on the magnitude and nature of research involved a research, scheme may have more than one investigator and, in such a case, the first investigator shall be known as "Principal Investigator" (PI). In the event of a collaborative project involving two or more institutions, the consent of each such institution must be furnished with the proposal. Collaborative projects involving CSIR laboratories are encouraged.
- 1.6 The PIs may submit their proposals directly to the Head, Human Resource Development Group (HRDG) of CSIR.
- 1.7 CSIR has discipline-wise research committees to consider the research proposals falling in their respective fields and make recommendations to the Governing Body of CSIR for financial assistance. The research committees usually meet twice a year and recommend grants for viable research schemes received for financial assistance and review the progress of ongoing schemes for their continuation.
- 1.8 The Directors of CSIR laboratories may invite applications for research grants in specific areas of interest to their respective laboratories. They will forward these to the CSIR HRD Group.
- 1.9 Schemes in which collaboration has been indicated between industries and CSIR laboratories

or between, universities and CSIR laboratories or among industries, universities and CSIR laboratories, will receive support on priority basis on the approval of DGSIR.

- 1.10 Sanctioned schemes are monitored and renewed each year by research committees based on the progress reports to be submitted by the investigators. These should be received by CSIR by 1st October every year. The PI may also be required to present the progress or research work before the Research Committee for midterm correction and appraisal. PI is expected to suitably acknowledge the support received from CSIR in each of the publications arising from the work done under the scheme. Schemes are liable to be terminated if the progress is not considered satisfactory by the concerned committee. On completion of the scheme, the PI is required to submit a Final Technical Report (FTR) in the prescribed proforma (Form-F).

## **2. PROCEDURE FOR APPLYING**

- 2.1 Applications for research grants can be submitted at any time during the year. The research proposal should be submitted in the prescribed proforma (Form-C & Form-CI). The application should be forwarded, through the Head of the concerned institution duly certified that (i) the core facilities are available and will be provided to the investigator(s) to work on the proposed scheme, and (ii) the department/Institute will discharge all its obligations, particularly in respect of management of the grants given.
- 2.2 The research proposals on receipt in CSIR are sent to referees (from a panel drawn by Human Resource Development Group (HRDG/CSIR) and CSIR laboratories in which work related/analogous to the proposal is in progress, for their evaluation. These are then considered by the concerned area research committees (as explained in 1.7 and 1.9).

## **3. OPERATION OF A SANCTIONED SCHEME**

- 3.1 Documents to be sent to CSIR: CSIR funds are placed at the disposal and control of the sponsoring institution which is entrusted with the accountability of grant. The quantum of financial assistance to each sanctioned scheme is mentioned in the original award letter and renewal sanction. Grants are released in one or two installments for each fiscal year. The grant for the first year is released by CSIR along with the sanction letter. It is stipulated that the scheme shall start from the commencement date mentioned in the letter or within 3 months from the date of issue of the letter. The contingent and staff grants are on pro-rata basis and will be admissible from the date of start of the scheme (3.2). The excess unutilised amounts of grants will be adjusted in the subsequent year's claim bill. The contingent and staff grants are not carried forward to the next financial year. Following documents need to be provided to CSIR immediately after the receipt of sanction letter: (i) a certificate by the PI countersigned by the Head of the department/institution that no other aid- giving agency is funding the work proposed to be done under the scheme sanctioned by CSIR, and (ii) an agreement in the prescribed Form-A on non-judicial stamp paper of Rs. 10/- (each page duly signed by PI) and (iii) date of commencement.
- 3.2 Date of start: A scheme is considered to have commenced as soon as some expenditure has been incurred out of the grant/date of joining of fellow.
- 3.3 Purchase of equipment: For the release of equipment grant the proforma invoice of the supplier, with whom the order has been placed is to be furnished by PI along with the claim bill to CSIR through the Registrar/Principal/Director of the Institute upon completion of purchase formalities, in any case within 3 months from the date of receipt of the equipment grant.

3.4 **Tenure:** The tenure of a scheme is 3 years or less as asked for by the investigator. Extension beyond 3 years may be considered in a few deserving cases depending on the progress and need of the project; extension is granted rarely. The period of extension will be limited to a maximum of two years. The PI may make a request for extension in time, preferably in his renewal application for third year, giving detailed justification and period for which extension is required. A detailed report of scientific achievements under the scheme since its inception must invariably be sent along with the request for extension. The PI should also state clearly that a second extension is not contemplated at all.

3.5 **Appointment of JRF/SRF/RA :** The approved research schemes of CSIR have provision for manpower to assist the investigator(s) in the research programmes. The positions provided are JRF, SRF and/or RA. The qualifications and age requirements for JRF/SRF/RA appointments are given in paras 3.9 and 3.10.

**3.5.1 JRFs:** Competitive written test is conducted jointly by CSIR and UGC at national level (National Eligibility Test, NET), to qualify young men and women for appointment as JRFs. Available NET qualified candidates under i) JRF and ii) Lecturership (NET) categories can be appointed directly in the schemes of CSIR. Persons who have qualified the GATE test can also be selected for appointment as JRFs. They should be interviewed to determine their suitability. **Non-NET or non-GATE qualified candidates can not be appointed as JRF's.**

3.5.2 SRFs

- (i) CSIR directly selects a certain number of persons for SRFs on the basis of academic record, published work and interview by discipline-wise high-level expert committees. Persons among these awardees, who are otherwise eligible, can be appointed, as SRFs in CSIR schemes.
- (ii) The NET/GATE qualified candidates having a minimum of 2 years of research experience after M.Sc. or equivalent degree can be selected and appointed on the basis of their possessing two years training in methods of research and aptitude for research. The details of the selected candidates accompanied by NET/GATE qualification certificates and recommendations of the interview boards constituted for the purpose of recruiting SRF(s) must be sent to CSIR. The appointments will be then formally approved by CSIR. National advertisement may not be necessary here.
- (iii) SRFs can also be selected by national advertisement or through wide circulation of the advertisement material from among the non-NET/GATE qualified M.Sc./equivalent degree candidates possessing two years training in methods of research and aptitude for research assessed from published project work or candidates possessing ME/MBBS or equivalent qualifications. The eligible candidates will be interviewed by a Board consisting of the PI, Head of the Department and an external member from outside the university/institution who is an expert in the relevant field and is not below the rank of Professor/Associate Professor. Where PI is the Head of the Department, the Dean of the university/institution may be associated with the Board. The recommendations of the Board on each applicant, along with all the candidates applications are to be sent to CSIR for the approval and formalization of selection.

### 3.5.3 RAs

- (i) Persons among those directly selected by CSIR for award of RA-ship can be appointed as RAS in schemes.
  - (ii) The procedure given in 3.5.2 can be used for appointing RAs. However, CSIR to be informed about the of selection, so that the same can be formalized.
- 3.6 When SRF/RA is selected by modes 3.5.2 and 3.5.3, the biodata of the candidates should be obtained in form-G.
- 3.7 PI may appoint JRF/SRF/RA in place of sanctioned position under intimation to CSIR indicating reasons thereof
- 3.8 The tenure of the fellow(s)/associate(s) appointed in a scheme, excepting that of JRF-NET (CSIR), is co-terminus with the scheme. In other words, the tenure of the Fellow/Associate shall cease from the date the scheme terminates, irrespective of the period of fellowship/associateship held by him/her in that scheme. The total tenure of a fellow as JFR/SRF can be 5 years only. The normal tenure of RA will be 5 years. However, when an RA is appointed before completion of a total tenure of 5 years, he/she may be allowed to continue till the tenure of the scheme. However specific approval of CSIR(HRDG) may be obtained in such cases.
- 3.9 The educational qualifications prescribed for the award of research fellowship/associateship are as under:-

#### *3.9.1 JUNIOR RESEARCH FELLOWSHIP (JRF-ship)*

The minimum qualifications are: MSc./BE/BTech or equivalent degree, with 55% marks and passing of NET/GATE test. The selection for award of JRF is made on the basis of a competitive written test organised jointly by CSIR and UGC at National Level consisting of three papers. One of them is a compulsory paper of general nature for testing mental ability and broad awareness of scientific knowledge at an elementary level. The other two are optional papers to be selected from amongst 1) Chemical Sciences, 2) Earth, Atmosphere, Ocean and Planetary Sciences, 3) Life Sciences, 4) Mathematical Sciences, and 5) Physical Sciences. One of these will be objective type and the others will require short descriptive answers to questions.

Applications for JRF-ship we invited twice a year on all India basis in the prescribed application form printed alongwith the advertisement in the Employment News by a. specified date. The completed application form may be submitted to the Controller of Examinations, Examination Unit, CSIR Complex, Library Avenue, Pusa, New Delhi-110012.

The candidates who qualify in the test are informed individually after the result is finalised.

#### *3.9.2 SENIOR RESEARCH FELLOWSHIP (SRF-ship)*

The minimum qualifications (under research schemes only) are: (i) MSc, BE, BTech, BVSc, BPharm, or equivalent degree, and at least two years of post-MSc, BE, BTech, BVSc, Bpharm, research experience, as evidenced from published papers in standard refereed journals: (ii) ME, MTech or equivalent degree in Engineering/Technology; (iii) MBBS or BDS, with 1 year internship/MVSc/MPharm or equivalent.

### 3.9.3 RESEARCH ASSOCIATESHIP (RA-ship)

The minimum qualifications are: Doctorate (Ph.D./MD/MS/MDS) or, equivalent degree OR having 3 years of research, teaching and design and development experience after MVSc/MPharm/ME/MTech.

### 3.9.4 SENIOR RESEARCH FELLOWSHIP (Extended):

Those who have submitted Ph.D. theses can also be selected for RAship provisionally for one year only pending award of Ph.D. degree, through interview mode as at 3.5.2 (iii). They have to get regularized as RA after award of Ph.D. degrees but within one year.

3.10 The upper age limit for JRF, SRF and RA (including provisional RA) shall be 28, 32 and 35 years respectively as on the day on which the application is made. A small relaxation in age limit may be considered, in the case of applicants who are suitably qualified and experienced, on the recommendations of the selection committee. The upper age limit is relaxable upto 5 years in the case of candidates belonging to scheduled castes/tribes/OBC, and women, and physically handicapped candidates.

3.11 **Stipend:** The enhanced stipend payable to JRF, SRF & RA working in the research schemes is as follows:

(1) Position	1 <sup>st</sup> & 2 <sup>nd</sup> year	3 <sup>rd</sup> & subsequent year
JRF	Rs. 5000/-	Rs. 5600/-
JRF (Engineering)	Rs. 5000/-	Rs. 6000/-
(2) SRF in	1 <sup>st</sup> & 2 <sup>nd</sup>	3 <sup>rd</sup> & subsequent year
(a) Scientific disciplines other than Medical & Engineering	Rs. 5600/-	Rs. 5600/-
(b) Medical & Engineering fields	Rs. 6000/-	Rs. 6400/-
(3) <b>RA:</b> The stipend will be fixed under the following 3 categories depending upon the qualification and experience:		
(a) Rs. 8000;	(b) Rs. 8800;	(c) Rs. 10,500;

3.12.1 **Assessment for continuance:** Progress of JRF and SRF working in a research scheme will be assessed at the end of two years by a Committee consisting of the PI, the Head of the Department (where the PI himself happens to be the Head of Department, the second member of the Committee will be the Dean or Professor/Associate Professor/Reader of the Department) and an external member from outside the university/institution who is an expert in the relevant field and is not below the rank of Professor/Associate Professor. The stipend of JPF will be increased from Rs. 5000/- pm to Rs. 5600/-pm and of SRF (Medical and Engineering disciplines) from Rs 6000/- pm to Rs 6400/- pm, for the remaining tenure of the scheme, provided the research progress has @ been found satisfactory by the Committee. On upgradation, the designation of JRF will be changed to SRF.



- 3.12.2 House rent allowance (HRA) and Medical allowance (MA): In addition to stipend, the fellow associate will be entitled to: (i) HRA, as per rules of the Host institution, provided he/she has not been given hostel accommodation (stipend paid/payable will be treated as pay for the purpose of HRA), (ii) MA, as admissible as per the rules of the Host Institution to its employees (this will be limited to the fellow only and not for family members/dependents).
- 3.13 **Leave:** A Fellow/Associate may avail of 45 days leave with stipend for each completed year of his tenure or on pro-rata basis for any fraction of a year. The leave due can't be carried over to the next year. However, not more than 90 days leave can be accumulated at any time during the tenure of fellowship/associateship and not more than 30 days can be availed of at the end, i.e. prior to the completion of the tenure.
- 3.14 The PI may grant leave to a Fellow/Associate with the concurrence, of the Head of the Department/Institution, if the leave with stipend is due, as mentioned in the para 3.13. If leave with stipend is not due, such cases will be decided by CSIR only, and the Fellow/Associate should not be allowed to proceed on leave without prior approval of the Council.
- 3.15 *For women Fellows/Associates*, full stipend plus usual HRA per month may be paid during the period of absence upto 135 days on grounds of maternity. Leave may be sanctioned by the PI under intimation to CSIR. The Fellowship/ Associateship amount for such leave period will be payable after the Fellow/Associate resumes duty and submits a medical certificate in support of actual confinement.
- 3.16 The following are the general rules governing the fellowship/associateship
- (i) Only Indian citizens are eligible for research fellowship/associateship.
  - (ii) The award of fellowship/associateship does not imply any assurance or guarantee for subsequent employment by CSIR or at the Institution where he/she is working.
  - (iii) If a Fellow/Associate is reported to have been lacking in his or her research assignment, the fellowship/associateship is liable to be terminated by CSIR.

#### **4. CONTINGENT AND EQUIPMENT GRANTS**

- 4.1 The amount of contingent grant in schemes may vary depending upon the subject and the problem of research. The contingent grant may be utilised for special consumables or other materials essentially required for research, tours undertaken as an essential part of research work, purchase of books etc. not available in the Institution, and also for hiring part time technical assistance.
- 4.2 Equipment grant is provided for purchase or fabrication of a particular equipment essential for, the project but is not available in the concerned Department/Institution. Heavy budget for, equipment is normally not encouraged by CSIR. Equipment procured through CSIR grant should bear a label "CSIR Funded".
- 4.3 The guidelines for the utilization of contingency grant are given in Annexure-I. The accounts are to be maintained in a prescribed manner as indicated in Annexure-III.

## **5. PROGRESS REPORT AND RENEWAL OF SCHEME**

- 5.1 Research committees of CSIR will monitor the progress of schemes to ensure that the funds are effectively utilised for maximum results. For this purpose investigators of research schemes are required to submit to CSIR every year comprehensive reports indicating the progress as on 31st of August. While the initial report of the first year's progress of work is expected to be brief, subsequent reports should be sufficiently detailed so as to enable the research committee to review the progress of work vis-a-vis the progress of work stipulated for the period. The progress report alongwith "Renewal Application" in the prescribed proforma (Form-E) and list of equipment purchased from CSIR grant, if any" as indicated in clause 8.0(viii) should be sent in time, so as to reach CSIR on or before 1st of October each year. The schemes are renewed on a year-to-year basis till the completion of their tenure, subject to the recommendation of the concerned research committee to that effect, based on the evaluation of the progress report.
- 5.2 The scheme will not be renewed for the next financial year unless the progress report/renewal application is received in CSIR by 1st October for consideration by the committee; delay may lead to termination of the scheme.
- 5.3 Progress in a Scheme is also monitored through presentation in Project Monitoring Workshop(s) arranged by CSIR. Participation of PI/Co-PI in Workshop as and when organised is mandatory for the continuance of Scheme. The contingency grant should be utilized to meet the expenditure on TA/DA incurred for participation in the Workshop.

## **6. FINAL TECHNICAL REPORT (FTR)**

- 6.1 The PI is required to submit FTR for the entire duration, in the prescribed proforma (Form-F) within three months from the date of termination of the scheme. The report must be detailed and should include information about (a) the original objective(s) of the scheme, (b) how far these objective(s) have been achieved, and (c) how the results have benefited the country's technological development or enriched the existing knowledge on the subject. The actual research achievements made under the scheme may be summarised in about 200 words and mentioned in the FTR to facilitate publication of the same by CSIR. Failure to submit the FTR on termination of the scheme will disqualify the investigator from seeking further assistance from CSIR. Copies of manuscripts, preprints and reprints of papers arising from the work completed under the scheme should be attached to the FTR.
- 6.2 Further information, such as acceptance of paper(s) for publication, award of PhD degree(s) to research fellow(s) working under the scheme, etc. not available at the time of submission of FTR should be sent to CSIR later, as soon as it becomes available.
- 6.3 FTR should not be sketchy. It should be according to instructions given in 6. 1. A serious view will be taken for non-receipt or delayed receipt of FTR. The names of defaulting PIs will be circulated to all the fund giving agencies and this may lead to the concerned investigators not getting any new scheme in future.

## **7. RESULTS OF RESEARCH AND INTELLECTUAL PROPERTY RIGHTS**

- 7.1 Investigators are encouraged to seek legal/patent protection to the results of research. CSIR will render advice on the patentability or otherwise of research results. If the results of research are to be legally protected, the results should not be published without action first being taken to secure legal protection for the said results. Reference must be made to CSIR in such an eventuality. The cost of filing patent/IPR etc. shall be borne by CSIR.
- 7.2 Investigators are encouraged to publish the results of research. While doing so acknowledgement to the effect that financial assistance was received from CSIR should be made in the research paper(s) published. CSIR should be acknowledged in similar type of other published work/press reports.
- 7.3 While PI is recognized as inventor, the title to the patent, or other legal protection accorded to the results of research, shall vest in CSIR. University/Institute/R&D unit and CSIR should have a fifty-fifty share of patent/IPR utilization.

## **8. OPERATION OF FUNDS**

CSIR sends the first installment of the grant along with the sanction letter. The investigator while claiming second/subsequent installment of grant, should certify that the expenditure claimed under different heads has actually been, incurred and utilised properly during the period for which the payment was claimed and further that the grant has been exclusively utilised for the purpose for which it was sanctioned. This utilization certificate should be submitted by the investigator to the Executive Authority of the University/Institution who maintains the Accounts of CSIR Grants in the following manner:

- (i) the statement of accounts and utilization certificate should be certified by the Accounts Officer and countersigned by the Finance Officer, Registrar 1 Administrator of the University 1 Institute and submitted to CSIR as indicated in Annexure-II.
- (ii) An audited statement of accounts and utilisation certificate duly certified by the statutory audit authority of the Institution should also be sent on completion of the research scheme.
- (iii) Any unspent balance from earlier payment lying with the Institution at any time due to termination/resignation of the Fellow, etc. should be adjusted before claiming the subsequent grants or else refunded to CSIR immediately by means of demand draft in favour of The Deputy Secretary, Extramural Research, CSIR Complex, CSIR, New Delhi.
- (iv) University/Institution receiving grants from CSIR will have to maintain separate accounts for each research scheme on ledger type system (Annexure-III).
- (v) All equipment, books, etc. purchased out of the grant will have to be entered into the Stock Register maintained by the University/Institution and also in a separate Register maintained by the Investigator and certified by the Head of the Department.
- (vi) The University/Institution will be responsible, for the safe custody of the equipment purchased out of the grant.

- (vii) Items of equipment should be purchased on competitive tender basis.
- (viii) A list of equipment purchased may be appended with the renewal application. The name, description of the equipment, cost in rupees, date of purchase and the name of the supplier, may be given in the list. The main purpose/function of the equipment may also be mentioned against each item. Equipment should be purchased within 3 months from the date of receipt of the first sanction letter. Otherwise the equipment grant shall stand withdrawn.
- (ix) The Stock Register should be checked by the Auditor of the Host Institution.
- (x) After the termination of a scheme, the Institution may retain the equipment, costing upto Rs 3 lakhs purchased for the purpose of the scheme. A label with the legend "CSIR FUNDED" shall be stuck prominently on the equipment. As regards any single equipment costing more than Rs 3 lakh, CSIR reserves the right for its disposal after the conclusion of the scheme. In case the Institution is interested in retaining the equipment, DG, CSIR may be approached for approval for retention of the equipment. However, all other equipment, books, etc. purchased out of the grant would normally become the property of the University/Institution. on the condition that the Investigator/Fellows/Associates shall enjoy free and unfettered use of these until the completion of the scheme.

## **9. OVERHEAD EXPENSES**

- 9.1 5% of the yearly budget at the end of the financial year of the Research scheme to be paid.
- 9.2 The payment of above overhead charges will be subject to the receipt of accounts/expenditure statement from the University Authorities/Accounts Officer & timely submission of the following statements/documents to CSIR:-
  - (i) Consolidated Utilization Certificate in respect of the financial year in question.
  - (ii) Statement of Accounts of CSIR grants headwise & yearwise as indicated in Annexure-11. Audited statement by statutory auditors or government auditors may be sent later on.
  - (iii) Details of refund of unspent balances of terminated fellowships/schemes alongwith cheque number, date, etc.
  - (iv) Abstract of claim for overhead expenses.
- 9.3 The overhead expenditure should be claimed separately from HRDG at the end of the financial year, calculated on the basis of actual expenditure for that year.
- 9.4 The timely completion of administrative and financial tasks described in 9.2 is essential for continuance of grants to the beneficiary organisations. CSIR may withhold release of grants to the University /Institution which has not completed the stipulated tasks and furnished the required statements/documents for 2 years.

## **10. OBLIGATIONS OF PRINCIPAL INVESTIGATOR**

The following are the obligations of the PI of a research scheme:

- (i) The sanctioned research scheme must commence within 3 months from the date of receipt of the sanction letter, unless otherwise authorised by CSIR, failing which the scheme will be treated as withdrawn.
- (ii) Submission of renewal application/progress report (in Form-E) to CSIR by 1st of October each year, indicating the progress of research work upto 31st of August.
- (iii) Acknowledgement of the support given by CSIR in all the publications arising from the Work done under the scheme. CSIR should be acknowledged in similar type of other published work/press reports etc.
- (iv) Submission of the final technical report (in Form-F) within 3 months of completion of the scheme, describing original objective(s), how far these objective(s) have been achieved and how the results have benefited the technological development or enriched the existing knowledge on the subject and enclosing manuscripts, preprints and reprints of the papers arising from the scheme.
- (v) Claiming of any dues immediately. Submission of the utilisation certificate and statement of accounts for the grants paid by the CSIR and to arrange refund of unspent amount from the grant to CSIR immediately on termination of the scheme.
- (vi) Sending of one reprint of each research paper(s) published as a result of the work done under the CSIR grant to EMR Division as and when published.
- (vii) In the event of a PI proceeding abroad on sabbatical leave for a period exceeding two months or takes up an assignment within the country involving his absence from his normal place of duty for two months at a stretch, He/she may name a co-PI to supervise the implementation of the scheme and such a name has to be approved in advance by CSIR. If the PI goes abroad for a fairly long period CSIR shall have the right to terminate the scheme or abridge the tenure, as the case may be. In any event a PI shall give prior notice to CSIR of his intention to stay away from the scheme.

Note: These terms and conditions supersede all previous instructions issued in regard to research schemes and JRF/SRF/RA. In all matters decision taken by CSIR will be final.

## ANNEXURE-1

To facilitate day to day working of the research, schemes funded by CSIR the following powers may be exercised by the PIs of the schemes.

1. Sanctioning of leave to the research fellow/associate working in the scheme in accordance with the provisions under clause 3.14.
2. Approving of tour to be undertaken by self and associated investigator(s) or by the research fellow/associate working in his scheme for (i) attending of seminars/symposia/conferences within the country provided the PI himself or the fellow/associate, is presenting a research paper which has been accepted (either PI or the fellow and not both, will attend the same seminar symposium etc.), (ii) taking up of field work/travel connected with the research work of the project, (iii) computation work, (iv) consultation of rare reference books/volumes in the nearest university/research institution library in connection with the research work, and (v) attending Project Monitoring Workshop of PIs organised by CSIR.
3. Utilisation of contingent grant:

The contingent grant may be utilised for the following purposes:

- (i) Acquisition of books and documents of relevance to the research topic in case these are not available in the library of the University/College/Institution;
- (ii) Chemicals/consumable items required for the research work;
- (iii) Reprints/off-prints of research papers published as an outcome of research;
- (iv) Computation charges;
- (v) Stationery and postal charges;
- (vi) Charges for analysis work got done through RSIC, etc.;

Typing of research papers;

Expenses in connection with the preparation of final technical report (FTR) for the entire period;

Payment towards part-time help, utilized under the scheme.

To meet TA/DA expenses regarding tours undertaken by the PI or the research fellow/associate for the purpose mentioned above. TA/DA of the PI will be payable as per his entitlement under the rules of the concerned university/Institution. The research fellow/associate will be entitled to TA/DA as permissible in case of Government officer drawing basic pay Rs. 8000/-pm However, DA will be limited to 50 days in a year to research fellow/associate, and debited against the contingency grant provided for the research scheme.

A woman PI may travel by air within the country not more than twice in a financial year for her research work or for attending seminars/symposia etc provided she is entitled to travel by air under the rules of the institution where she is working or under the rules applicable to the Central Government employees.

Any other purpose specifically authorised by CSIR.

**REMARKS**

Contingent grant cannot be utilised for: (a) Foreign travel or other expenses for visits abroad and (b) Purchase of furniture items/office equipment:

The books purchased out of the contingent grant will become the property of the University/Institution library and after purchase may be issued to the Department/Scientist after accession, till they are needed.







#### ANNEXURE IV

#### LIST OF CSIR LABORATORIES AND THEIR IMPORTANT RESEARCH PROGRAMMES

S. No	Name and Address of Laboratory	Major Programmes/Thrust Areas
1.	Central Building Research Institute (CBRI), Roorkee-257672	Providing S & T back-up to the problems of buildings and construction industries in the areas of housing, building materials, geotechnical & structural engineering, building physics and fire research & testing.
2.	Centre for Cellular and Molecular Biology (CCMB), Hyderabad-500007	Biophysics & biochemistry; molecular biology; cell biology; genetics & evolution; biomedicines & biotechnology.
3.	Central Drug Research Institute (CDRI), Lucknow-226001	Development of contraceptives; new drugs for tropical diseases (malaria, filariasis, leishmaniasis), cardio-vascular and central nervous system disorders, hepatoprotection and allergy; development of immunodiagnosics for early diagnosis of malaria, filariasis and leishmaniasis; development of vaccines for leprosy, malaria and cholera; exploration of terrestrial plants, including Indian traditional remedies, and marine flora and fauna for novel molecules for drug development; development of immunomodulators; development of cost-effective innovative chemical/fermentation technologies for the institute's new drugs, known drugs and drug intermediates, biologicals and fermentation products; basic research on biology of reproduction, host-parasite bio-chemical mechanisms, regulation of CVS and CNS functions and enzymes and receptor studies to obtain 'new leads' for drug development.
4.	Central Electrochemical Research Institute (CECRI), Karaikudi-623006	Batteries and power sources, corrosion science and engineering, electrochemicals, electrochemical materials science, electrohydrometallurgy, electropyro metallurgy, electrochemical instrumentation, electrodis and electrobiology and industrial metal finishing.
5.	Central Electronics Engineering Research Institute (CEERI), Pilani-333031	Microelectronics-LSI/VLSI circuits, design and prototype fabrication of ASICs, power semiconductor devices, multilevel hybrid microcircuits, etc. Strategic Electronics (Semiconductor Devices)-W-Band millimetre wave impact diodes and GaAs devices; Microwave Tubes-Design and Prototype fabrication of power TWTs, magnetrons, crossed field amplifier, fast wave microwave tubes, miniature magnetron, S-band 5-MW pulsed klystron, type -M dispenser cathodes. Industrial Electronics-Microprocessor-and PC based control systems for sugar, tea, leather, dairy, pulp, paper and textile industry; energy-efficient drive and power electronic systems for industry, Data High-Way Maplan, drip irrigation system, colour graphics, and digital mapping system. Museum Electronics - Audio-visual systems and speech engineering with special reference to voice communication with machines, synthesis for Indian languages. Drugs; Diagnostics; Reagents.
6.	CSIR Centre for Bio Chemicals Technology (CBT) Delhi-110 007	Allergy and Immunology, diagnostics, genetic engineering, bio-organics and high tech reagents.
7.	Central Fuel Research Institute (CFRI), Dhanbad-828108	Coal preparation (from laboratory to continuous pilot plant scale), coal carbonization for assessing coking characteristics of coal for different metallurgical applications and formulations of coal blends for the steel industry, development of various processed fuels, development of pollution control measures for coal-based industries, waste utilization, characterization of coals, lignites, cokes and related products, and process engineering for coal conversion technologies.
8.	Central Food Technological Research Institute (CFTRI), Mysore-570013	Development of food products and processes for optimal utilization of country's agricultural produce; modernization of primary processing industry; development of value-added convenience products; upgrading

		traditional food technology & development of appropriate technologies for reducing/eliminating post-harvest losses of perishables and durables; basic research related to food additives, preservatives, micronutrients, food toxicity and safety, food microbiology, enzymatic and molecular biology, bioactive substances and food packaging.
9.	Central Glass and Ceramic Research Institute (CGCRI), Calcutta-700032	Development of different varieties of optical glasses, optical materials, Research Institute (CGCRI), electronic materials, engineering and high temperature materials, composites, low-cost building materials and bioceramics.
10.	Central Institute of Medicinal and Aromatic Plants (CIMAP), Lucknow-226 016	Development of agrotechnologies and chemical and processing technologies and Aromatic for economically important medicinal and aromatic plants, both indigenous Plants (CIMAP), and exotic, is an important goal of the institute. Basic research in the area of phytochemistry, plant physiology and biochemistry, pathology, genetics, entomology and pharmacognosy.
11.	Central Leather Research Institute (CLRI), Chennai - 600 020	Modernisation of tanneries, development of environment-friendly chemicals and technologies including enzymatic options, computer-aided designs for footwear and garments, split leathers and quality upgradation of lower ends, molecular biology of collagen and metal-collagen interactions, waste water management, region-specific appropriate technologies, tannery and slaughter house by products including carcass utilization, and hazard & risk analysis.
12.	CSIR Centre for Mathematical Modelling and Computer Simulation (C-MMACS), Bangalore-560 037	Mathematical Modelling; Global climate change.
13.	Central Mechanical Engineering Research Institute (CMERI), Durgapur- 715 209	Design and development of mobile manipulators, robotics, deep-seabed mining systems, modern oil expellers, reliability analysis of systems in atomic power plants, automated power looms and sugarcane harvesters.
14.	Central Mining Research Institute (CMRI), Dhanbad-826 001	Development of mining technology for the exploitation of complex coal deposits; total packages for optimal exploitation of mineral deposits using improved technologies; numerical modelling of rock excavations and computer application in mine planning and designing from stability and safety points of view; and underground spaces technology. In addition, work has been done on prediction of ground stability; parameters contributing to air pollution in mines; ergonomics in mining operations; corrosion in mines; physical modelling of coal mining systems; development of communication systems for mines, methods for ventilation and safety in mines, mining machinery and equipment.
15.	Central Road Research Institute (CRRRI), New Delhi - 110020	Pavement design and performance, road condition monitoring, pavement management system, maintenance planning and management, pavement deterioration modelling, landslide management and hazard mitigation, improved transportation planning for emerging urban needs. Besides, applied research on planning and engineering aspects of rural roads, material characterization, pavement evaluation, highway instrumentation, deterioration and rehabilitation of bridges, transportation planning, traffic engineering, road safety and environmental problems.
16.	Central Scientific Instruments Organisation (CSIO), Chandigarh-160020	Development of instruments for microelectronics, special defence needs, medical application, geo-scientific studies, environment monitoring, robotics and process control, coherent and integrated optics. Development of analytical instrumentation for use in agriculture, food processing.
17.	Institute of Himalayan Bioresource Technology (IHTB),	Floriculture, tea sciences, biotechnology and natural plant products.

	Palampur - 176 061	
18.	Central Salt and Marine Chemicals Research Institute (CSMCRI), Bhavnagar - 364002	Salt and salt engineering, marine chemicals; desalination of brackish/saline water, ion exchange resins and polymers, reverse osmosis, marine algae, inorganic chemicals, photoinorganic chemistry and phytosalinity.
19.	Indian Institute of Chemical Biology (IICB), Calcutta - 700032	Natural products of medicinal, biological and industrial value and synthetic duplication of products of interest; development of innovative immunoassay techniques; understanding the basis of parasitism and development of biotechnologies applicable to the diagnosis and chemotherapy of visceral leishmaniasis; investigation of the molecular basis of pathogenicity of <i>Vibrio cholerae</i> and development of an effective, long-acting oral vaccine against cholera infection, development of novel approaches towards fertility control and regulation; delineation of the cellular & molecular basis of brain development and genesis and prevention of movement of disorders; investigation of gastric physiology; development of tissue-targeted drug-delivery systems; investigation of the molecular mechanism of biocatalysis; studies in the biosynthesis and liberation of carbohydrases in higher fungi; development of radiopharmaceuticals for myocardial imaging and renal and hepatobiliary studies; protein engineering models for self-organizational phenomena in living systems.
20.	Indian Institute of Chemical Technology (IICT), Hyderabad - 500007	Development of technologies for pesticides, drugs, organic intermediates and fine chemicals, catalysts, polymers and organic coatings, utilization of low-grade coals, and value added products from vegetable oils. Process design and mechanical engineering design organic synthesis catalysis.
21.	Indian Institute of Petroleum (IIP), Dehradun - 248005	Petroleum refining technology, development of separation processes, conversion processes, petroleum products applications, development of chemicals and biotechnology. Separation Processes: Aromatic extraction, dewaxing/deoiling, lubes/bitumens, deasphalting and adsorptive separations. Conversion Processes: Catalytic reforming (SR & CCR), hydrotreating, hydrocracking, fluid catalytic cracking and resid cracking, visbreaking and delayed coking. Petroleum Products Applications: Alternative fuels, vehicular emissions, performance evaluation, conservation of fuels and lubricants, tribology, industrial burners, domestic appliances, waste disposal through incineration. Chemical Science: Process development for additives & intermediates, specially chemicals, chemicals from biomass and electrochemistry/corrosion. Biotechnology: Microbial enhanced oil recovery and microbial dewaxing.
22.	Institute of Microbial Technology (IMT), Chandigarh - 160 031	Molecular biology and microbial genetics, animal cell/tissue culture, protein engineering and separation technology.
23.	Indian National Scientific Documentation Centre (INSDOC), New Delhi - 110 067	Design and development of S & T database, network-based online services, R&D in information science and technology.
24.	Industrial Toxicology Research Centre (ITRC), Lucknow-226 001	Neurotoxicology, environmental health, ecotoxicology, phototoxicology, phytotoxicology, epidemiology, immunotoxicology, developmental toxicology, cardiovascular toxicology, pulmonary toxicology, environmental carcinogenesis, environmental monitoring and environmental biotechnology heavy metals, industrial dusts and fibres, plastics and polymers, hydrocarbons, pesticides, detergents, dyes and food additives.
25.	National Aerospace Laboratories (NAL) bangalore - 560 017	Aerospace electronics and systems, fluid dynamics, aerodynamics, flight experiments, flight mechanics and control, materials science; propulsion, structural engineering and wind energy. High density

		acoustics, sensor technology, modelling of fluid flows, turbulent and transitional flows, flow structure and management, aircraft and missile aerodynamics, aircraft parameter estimation, flight simulation, wind tunnel simulation, development of special materials like fibres and composites, advanced structural ceramics, turbomachinery, computer-aided design and machining, composite structures, fatigue and fractures.
26.	National Botanical Research Institute (NBRI), Lucknow - 226 001	Plant biotechnology, floriculture, tree biology, plant wealth utilization, environmental sciences and taxonomy & ethnobotany; Plant molecular biology.
27.	National Chemical Laboratory (NCL), Pune- 411 008	Catalysis, biotechnology, organic chemical technology, and polymers and other high performance materials. Basic research in chemistry and biochemistry.
28.	National Environmental Engineering Research Institute (NEERI), Nagpur- 440 020	National/societal missions on drinking water, Ganga Action Plan, etc, environmental biotechnology, hazardous waste management, environment impact and risk assessment, environmental systems design, modelling and optimization.
29.	National Geophysical Research Institute (NGRI), Hyderabad- 500 007	Seismology, lithosphere, earth's interior and environment, groundwater, geophysical exploration and geophysical instrumentation.
30.	National Institute of Oceanography (NIO), Goa- 403 004	International Geosphere-Biosphere Programme, surveys for polymetallic nodules, oceanographic studies of the Antarctic waters, island development Programme,, coastal Zone management, resources and parameters mapping of the EEZ of India, air-sea interaction studies, drugs from the sea, marine biotechnology, biofouling and corrosion studies, technologies for rural development, development of marine instruments, and development of acoustic and remote sensing techniques for monitoring the oceans.
31.	National Institute of Science and Technology Studies(NISTADS), NewDelhi-110012	Mathematical modelling for S & T studies, S & T indicators and scientometrics; sociology of science; resource planning & utilization for regional development; information systems & S & T archival resources; technological and social change; history & philosophy of science; R & D management and training; and international polity and S & T.
32.	National Metallurgical Laboratory (NML), Jamshedpur- 831 007	Ore dressing, mineral beneficiation, material processing and evaluation of ferrous and non-ferrous metals; development, processing and evaluation of alloys; and component integrity evaluation.
33.	National Physical Laboratory (NPL), New Delhi - 110 012	Measurements, standards and calibration, electronic & engineering materials, radio and atmospheric physics, cryogenics and superconductivity applied projects like thin films, optical coatings, xeroradiography, high- pressure metal forming & high-powered ultrasonic systems, and underwater acoustic devices, non- conventional energy devices, and theoretical condensed matter physics.
34.	National Institute of Science; Communication (NISCOM), New Delhi - 110 012	Dissemination of information to Scientific Community; Wealth of India; Information Services- The two information services run by NISCOM are: Medicinal & Aromatic Plants Information Service (MAPIS), and Industrial information Service; Science Popularization.
35.	Regional Research Laboratory (RRL), Bhopal- 462 026	Development of low-cost/alternative building materials/components; development of new materials like metal-matrix and alloy based composites tribological studies, e.g. wear-related problems in mining equipment, farm implements; ferrites from blue dust; characterization of natural fibres, fibre-reinforced polymer materials; corrosion & engineering failure studies; quality-upgradation of foundry techniques, especially metal-based industry in tribal and backward sectors of M..P; beneficiation of low grade ores and coal; utilization of fertilizer minerals of M.P, utilization of aluminium silicate minerals; natural resources database management; modelling studies on groundwater resources management modelling studies on water quality.

36.	Regional Research Laboratory (RRL), Bhubaneswar- 751 013	Mineral processing, extraction metallurgy (pyro and hydro), preparation of special materials and alloys, design and project engineering, preparation of inorganic and organic chemicals (including pigments, drug, pharmaceuticals and perfumery chemicals); survey & cultivation of aromatic, medicinal and other economic plants; and development of new analytical methods.
37.	Regional Research Laboratory (RPL), Jammu Tawai 1 80 00 1	Natural products & organic chemistry, drugs & pharmaceuticals, process development & engineering design, introduction, improvement and cultivation of medicinal and aromatic plants survey, post-harvest technology, applied microbiology & mutation genetics, food technology, cellulose, pulp & board, and utilization of mineral resources.
38.	Regional Research Laboratory (RRL), <u>Jorbat - 785 006</u>	Development of oil field chemicals, agrochemicals, drugs and drug intermediates, cellulose, pulp and paper, inorganic chemicals and building materials. Organic chemistry, biochemistry and geoscience.
39.	Regional Research Laboratory (RRL) Trivandrum- 695 019	Chemistry of natural products, agroprocessing and speciality; agrochemicals, related to spices and plantation crops; materials screening/processing for value addition of clays & non-nuclear beach sand minerals; oxidic fine ceramics; metal alloys & composites, photochemical systems including solar energy conversion, calibration/upgradation of procedures for analysis of pollutants; and waste water technology.
40.	Structural Engineering Research Centre (SERC) Ghaziabad 201 002	Tall and large span structures (bridges), specially on analysis and design of superstructure of bridges, their aerodynamic behaviour and distress diagnostics of existing bridges. Research programme on natural disaster mitigation related to wind and earthquake.
41.	Structural Engineering Research Centre (SERC), Chennai 600 113	Structural dynamics, including studies on vibration blast and impact, experimental mechanics wind engineering computer aided designing, offshore structures, structural concretes and concrete composites, and towers and towerlike structures.

## FORMS

Given below is the list of forms included in this book. It may be noted that these forms are not being maintained separately, therefore these may be copied and used whenever required.

Form-A Undertaking;

Form-C Grant application;

Form-CI Abstract

Form-E Renewal application;

Form-F Final technical report;

Form-G Application for appointment of JRF/SRF/RA;

Form-H Application for continuance of fellowship to JRF-NET (CSIR) Fellow appointed in a Scheme;

Form-Ia Proforma for submission of annual report by direct (non-schemes) Fellow.

Form-ib Proforma for final report.

Form-J: Claim bill form.

**FORM-A**

(For the undertaking to be given by Principal Investigator)

(To be executed on a Non-Judicial Stamp Paper of the value of approximately Rs. 10/-)

CSIR Sanction letter No. .... dated ..... Title of the scheme .....

In consideration of financial and other assistance and facilities received or to be received by me, from the Council of Scientific and Industrial Research (hereinafter called the Council),

I,..... son/daughter of Shri ..... residing at .....  
..... as one of the terms on which I received or am about to receive such financial and other assistance and facilities agree and declare as follows:-

1. I shall from time to time disclose fully to the Council or as the Council may direct, the progress of any investigations undertaken by me while in receipt of such assistance as aforesaid (hereinafter referred to as the said Investigation).
2. And if at any time during the course of such assistance or within a period of three years after the termination of receipt of such assistance as aforesaid. I shall make any invention arising out of or in connection with the said Investigation, I shall hold the, same in trust on behalf of the Council and I shall forthwith disclose to the said Council or as the Council may direct a full and complete description of the nature of the said invention and the mode of performing the same.
3. The said investigation and all improvements thereon discovered or invented by me during the course of receipt of such assistance or within a period of three years after the termination of such assistance as aforesaid shall subject to such reservations (if any) in respect of the said invention of the proceeds thereof for my benefit as the Council may in absolute discretion permit.
4. I shall if and whenever required by the Council at its expense join the Council and render all assistance and do other necessary acts for taking patents in India and other countries for said invention or any such improvement thereon. The patent or other intellectual property rights and its exploitation shall rest exclusively with the Council. Profit arising out of the exploitation may be suitably shared between the council and the concerned institution/ universities.
5. And I shall on request by and at the cost of the Council, execute and do all such instruments and things necessary to vest the said inventions and improvements and any later patents that may be obtained in respect thereof in the Council or any person appointed by the Council in that behalf.
6. I hereby undertake to abide by the current Terms and Conditions for CSIR Research Fellowships and Schemes.

Date .....

CSIR Sanction Reference .....

Signature of the  
Principal Investigator



**FORM-C**

**COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH**  
Human Resource Development Group  
CSIR Complex, Library Avenue, Pusa, New Delhi - 110012

(This application for financial support by CSIR to the research proposal should be typed; Thirty copies are to be submitted/forwarded to the Head, HRDG at the above address)

**PART A**

1. Institute to administer the grant:

--

2. Project Title (use not more than four lines):

--

3. General area of the proposed research (refer to the subject area here):

--

4. Name of the sponsoring CSIR Laboratory (if applicable):

--

5. Principal Investigator (PI):

a. Title: Prof/Dr/Mr/Ms	Sex M / F	
b. Full Official Address, Telephone, Fax, E-mail		
c. Position		
d. Date of Birth		
e. Highest Degree University/Institute Date		
f. Time to be devoted to project (in man months)		

6. Other participants (give name, date of birth, designation, addresses, highest qualification for each of the co-/Principal Investigator) (CO-I):

1	2
3	4

7. Names and addresses of four research scientists actively engaged in the general area of the proposed research:

(a)	(b)
(c)	(d)

8. Research support availed/being availed applied for by the PI from different sources, including CSIR, during the last six years:

Grant agency	Title of the project and Reference number	Duration, (from mm/yy to mm/yy)	Percentage of time devoted/being devoted/to be devoted, in man months	Amount in lakh Rs.

9. Proposed budget:

Budget items	Amount requested in Rs.		
	Ist Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year
(a) Staff JRF SRF RA			
(b) Contingency Chemical, samples glassware etc maintenance Information search (from data bases) Travel Any other			
(c) Equipment (itemwise)	Ist Year	2nd Year	3 <sup>rd</sup> Year
1.			
2.			
3.			
4.			
5.			
(d) Total			

10. Available Institutional facilities:

--

11. Declaration and attestation:

We certify that all the details declared here are correct and complete.	
1. Signature of PI	Date:
2. Signature of Co-Is	Date:
(a)	Date:
(b)	Date:
(c)	Date:
(d)	Date:

12. Certificate of the heads of the department and institution:

We have read the terms and conditions of the CSIR Extramural Research Grant Scheme. The necessary institutional facilities are available and will be provided for the implementation of this research proposal being submitted to the CSIR for funding. Full account of expenditure will be rendered by the institution yearly.	
Name of the head: of the department	Name of the head: of the institution
Signature with date:	Signature with date:
Seal:	Seal:

## PART B

### DETAILED RESEARCH PROPOSAL

Your description should be comprehensive and brief and should in no case exceed 10 pages (pages in excess will be discarded).

Information to be given below must illuminate the research ground to be covered through this project. The research objectives and the scientific perspective against which the project has been conceived should be clearly exposed to enable the Referees to arrive at a scientific judgement regarding it. -

Give the particulars in the format shown below and send 30 copies of the entire project to the following address:

Head, HRDG CSIR Complex Library Avenue, Pusa New Delhi 110012
--

13. Title of the project
14. Aims and significance of the project  
(include the current status of work in area, both in India and abroad, with appropriate reference list at the end; identify lacunae, define question to be investigated; list briefly specific objectives of investigation).
15. Plan of work, methods and techniques to be used
16. Time-table or milestones
17. Deliverables  
(apart from reports/papers; identify any products, systems, hardware, software, synthesised compound etc. to be delivered at the end of the project)
18. Justification of Budget  
(for each position, item of equipment. and contingencies)
19. If the project has any industrial significance,  
give names and addresses of 3 industries that may be interested in the project.
20. If sponsored by CSIR Laboratory please give detail of technical performance that will be carried out at the CSIR laboratory and name, date of birth & designation of the CSIR scientist collaborating and recommendation letter from the Director of collaborating laboratory.
21. If applicable, indicate any link with ongoing projects of the sponsoring CSIR laboratory.
22. List not more than 25 of your publications with full bibliographic details/reports/patents or other documents in the last 10 years  
(use asterisks to identify publications relevant to this proposal).

**FORM - C1**

<b>Council of Scientific and Industrial Research</b>					
Human Resource Development Group, CSIR Complex, Library Avenue, Pusa, New Delhi - 110 012					
1. Title of the project proposal:				For CSIR Use Number: Date received: Committee:	
2. Name of the Principal Investigator	3. Date of Birth/Sex	Referees report			
		1	2	3	4
4. Address:		5. Co-investigator(s)(Name, affiliation)			
6. Objectives/Questions to be answered (50 words)					
7. Step-wise programme of work and expected outcome (200 words)					
8. References of 2 best papers published by the PI in last 5 years (i)  (ii)					
9. Budget	Ist Year	2 <sup>nd</sup> Year		3 <sup>rd</sup> Year	
Equipment					
Contingencies					
JRF/SRF/RA					
Total					
Grand total for whole project:				Signature of PI	

**FORM - E**

<b>Council of Scientific and Industrial Research</b> Human Resource Development Group, CSIR Complex, Library Avenue, Pusa, New Delhi - 110 012	
1. Title of the Scheme:	Financial year for which Renewals requested:
2. Name & Address of PI:	Scheme number:
	Date of Commencement: dd/mm/yy
3. Name of Sponsoring CSIR Laboratory (if applicable):	

4. JRF/SRF/RA associated with the project

Name & Designation	Date of joining	Date of relieving

5. Details of Equipment Purchased:

Name of Equipment	Cost	Supplier	Date of purchase/placing order for each item of equipment

6. Grants received, and expenditure made in Rupees.

	1st Year 1st April 200_ to 31 <sup>st</sup> March 200_	2 <sup>nd</sup> Year 1st April 200_ to 31 <sup>st</sup> March 200_	3 <sup>rd</sup> Year 1st April 200_ to 31 <sup>st</sup> March 200_	(if applicable) 1st April 200_ to 31 <sup>st</sup> March 200_
<b>JRF/SRF/RA</b>				
Sanctioned				
Received				
Expenditure				
<b>CONTINGENCY</b>				
Sanctioned				
Received				
Expenditure				
<b>EQUIPMENT</b>				
Sanctioned				
Received				
Expenditure				

7. Amount saved (if any) from the last year's grant

Staff	Contingency	Equipment
<p>8. Date on which scheme will complete its normal tenure of 12/24/36 months.            Whether extension beyond normal tenure has been requested Y/N.            If yes, give _____ months _____ (dd/mm/yy) justification.            (Extension beyond normal tenure should be requested at the PMW/one year before end of normal tenure.)</p>		

Note: If yes, justification for extension and programme of work to be completed. Also mention as to why the work could not be completed the original plan.

9. Constraints (if any) faced in the progress of work and suggestions to overcome them.
10. Any deviation from original plan with its nature and cause
11. List of publication giving full bibliographic details (copies of the paper(s) should be enclosed)
12. Summary of work done (200 words)
13. Proposed programme of work for the next year (1000 words)
14. Detailed Annual Progress Report (upto five pages maximum)

Signature of PI: Date:
---------------------------

Note: No column should be left blank; write Not applicable (NA) wherever applicable.

**FORM - F**

**COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH**

Human Resource Development Group

(Extra Mural Research Division)

CSIR Complex,

Library Avenue, Pusa, New Delhi - 110 012

**PROFORMA FOR PREPARING FINAL TECHNICAL REPORT**

(Ten copies of the report must be submitted immediately after completion of the research scheme)

**1. Title of the Scheme**

	Scheme No.: Date of Commencement: dd/mm/yy Date of termination: dd/mm/yy
--	--

**2. Name & Address of Principal Investigator**

--

**3. Name of Sponsoring CSIR Laboratory (if applicable)**

--

**4. Total grant sanctioned and expenditure during the entire tenure**

	Amount Sanctioned	Expenditure
Staff		
Contingency		
Equipment		
Total		

**5. Equipment(s) purchased out of CSIR grant**

Name	Cost

**6. Research fellows associated with scheme**

Name of Designation	Date of Joining	Date of Leaving



7. Name(s) of the fellow(s) who received Ph.D. by working in the scheme, along with the Title(s) of thesis:
8. List of research papers published/communicated, based on the research work done under scheme (Name(s) of author(s), Title, Journal, Volume number, Year and Pages should be given for each paper published and a copy of each of them should be enclosed; reprints/copies of papers appearing after submission of FTR should also be sent to CSIR):
9. Details of new apparatus or equipment designed or constructed during the investigation:
10. The likely impact of the completed work on the scientific/technological potential in the country may be attached as Enclosure-I):
11. Is the research work done of some industrial or agricultural importance and whether patent(s) should be taken? Yes/No, if yes, what action has been/should be taken:
12. How has the research work complemented the work of CSIR Laboratory that sponsored scheme?
13. Detailed account of the work carried out in terms of the objective(s) of the project and how they have been achieved; results and discussion should be presented in the manner of a scientific paper/project report in about 5000 words; and this should be submitted as Enclosure-II to this report.
14. An abstract of research achievements in about 200-500 words, suitable for publication.
15. Mention here whether or not the unspent grant has been refunded to CSIR:

Signature of the Principal Investigator
---

Note: Final Technical Report is expected to be self-contained complete report of the work done. Please do not leave any column unanswered.

**FORM - G**

**COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH**

Human Resource Development Group

(Extra Mural Research Division)

CSIR Complex,

Library Avenue, Pusa, New Delhi - 110 012

**APPLICATION FORM FOR JUNIOR/SENIOR RESEARCH FELLOWSHIPS/ ASSOCIATESHIP UNDER  
CSIR RESEARCH SCHEME**

1. Title of the scheme:
2. Principal Investigator's name, designation and place of work:
3. Sanction number of the scheme and duration:
4. Full name of Applicant in block letters (surname is to be under-lined):
5. Present address:
6. Permanent address:
7. Whether belonging to SC/ST/OBC? Yes/No (If yes, the name of Caste/Tribe may be mentioned and certificate enclosed):
8. Date of Birth:
9. Nationality:
10. Father's/Husband's name:
11. Educational qualifications (bachelor degree onwards):
  - a) Degree/Diploma
  - b) University/Institute
  - c) Subject(s)
  - d) Year of passing
  - e) Division/Grade
  - f) Marks Percent

12. Are you registered for a higher degree? Yes/No

(a) If 'yes' please indicate

(i) Title of the degree

(ii) University

(iii) Date of registration

(b) If 'no' please indicate whether you propose to register for a higher degree? Yes/No

13. Have you any research/teaching experience? Yes/No

If yes, give details about the institution, duration of work, emoluments and work done

14. Have you been a recipient of a research fellowship before? Yes/No

If 'yes', please give details of the dates, and amount of award, duration and names of the concerned Scheme, Principal Investigator, Institution and Supporting Agency.

15. Publications (attach reprints of published work and copies of papers communicated and give list of published papers in terms of name(s) of author(s), title, journal, year and volume and page numbers):

16. DECLARATION

I am willing to work as a Junior/Senior/Research Fellow/Associate in the research scheme entitled  
.....  
.....

If the Fellowship/Associateship is awarded to me, I undertake to engage myself whole time for research under the guidance of the Principal Investigator of the scheme. I have read 'Terms and Conditions of CSIR Research Grants' and accept and agree to abide by these. I have noted that the Fellowship/Associateship is co-terminus with the Scheme.

I certify that, to the best of my knowledge and belief, the particulars given in this application are correct.

Signature of the Candidate

Date:

17. ATTESTATIONS (by the PI and Head of the Institution):

I certify that the information given by the applicant, including that in columns 8 and 11 is correct. On the advice of the duly appointed Selection Committee the candidate is recommended for the award of a Junior/Senior Research Fellowship/Research Associateship for the duration of the Scheme from

---

Signature, Name and Designation  
Principal Investigator

Date:

Necessary facilities will be provided to the Research Fellow for work on the above problem for the duration of the scheme.

Signature and Name of the Head  
of the Institution with seal

Date:

**FORM - H**

For JRF- NET(CSIR) qualified candidates only

I ..... have qualified the NET CSIR - examination as shown in the letter No. .... dated ..... (copy enclosed). I had joined as Junior Research Fellow in the CSIR Scheme No ..... under the supervision of ..... on .....

I Understand that my Fellowship (JRF + SRF) is to continue for a total of 5 Years. It is requested that this application may be kept in your record so that I can continue to get Fellowship without break after the Scheme of Dr ..... has completed its tenure. I shall request CSIR through my supervisor /guide for continuance of Fellowship as soon as Scheme comes to close. My fellowship shall be then governed by rules and regulations as applicable to the direct (non-scheme) Fellows and I shall submit my report in the Form - 1.

Date:

(Signature of Candidate)

FORWARDED BY

Date:

(Signature of Principal Investigator/Guide)

## FORM - Ia

Proforma for Annual Progress Report of NET Qualified Research Fellow to be used after tenure of the Research Scheme in which he/she had been working has completed-

1. Name of the fellow:
2. Nature of fellowship (JRF(NET)/SRF(NET)):
3. CSIR Award No:
4. CSIR Scheme no in which he/she was working:
5. Date on which the tenure of the scheme was over:
6. Name, designation and address of Guide:
7. Place of work (Name of the Department/Institute /University/College, etc.):
8. Date of Joining:
9. Period upto which fellowship is tenable:
10. Date of registration for higher degree (MPhil, PhD, ME, etc):
11. (a) Topic of research:  
(b) Broad Subject area:
12. Objective in undertaking work:
13. Period of report: from \_\_\_\_\_ to \_\_\_\_\_
14. Attendance:
  - (a) Total number of working days during the period under report:
  - (b) Out of these, total number of days in which the fellow/ associate was present and worked:
  - (c) Number of days for which leave was sanctioned:
15. Detailed report about the research work done during the above mentioned period. This should include quantitative results of research presented in Table(s)/Figure(s), discussion and conclusions drawn (separate sheets should be attached):
16. Summary of research work done during this period (in not more than 300 words; a separate sheet may be attached):
17. Plan of work for the next year (separate sheet may be attached):

18. Research papers published/accepted for publication/communicated for publication (Detail of authors, title, journal, volume, page number and reprints of published papers/ preprints of accepted papers/and manuscripts of communicated papers must be sent):

19. (a) (For the fellows who are not holding regular employment with a University/Laboratory/Institution etc.)

It is affirmed that I have devoted my full time to research and that I did not take up any other paid or unpaid work without taking written permission from CSIR.

Date:

Signature of Fellow/Associate

20. (b) (For the fellow who are holding regular employment with a University/Laboratory/Institute etc.)

It is affirmed that I have devoted my full time to research and that I did not take up any other paid or unpaid work without taking written permission from CSIR and am on study leave and have claimed on my regular salary/leave salary/or only the fellowship stipend and no salary as provided in para 26 terms and conditions prescribed for Fellows/Associates in the concerned booklet (strike out whichever is not applicable).

Date:

Signature of Fellow/Associate

21. Overall assessment and comments of the Guide:

(a) It is certified that the information provided above and in separate pages enclosed with this report by the Fellow/Associate is correct to the best of my knowledge and belief.

(b) My Specific comments about the performances of above Fellow/Associate are:

Date:

Signature of Fellow/Associate

## FORM - Ib

Proforma for progress Report of Research Fellow for the entire duration of fellowship to be submitted on completion/termination of fellowship:

1. Name of Fellow:
2. Nature of Fellowship (JRF(NET)/SRF(NET)):
3. CSIR Awards No:
4. Name, Designation and address of Guide:
5. Place of work (Names of the Department and of the Institute/University or College), etc.:
6. Date of joining:
7. Date of relinquishing the Fellowship/ Associateship:
8. Date of registration for higher degree, if any:
9. (a) Topic of research:  
(c) Broad Subject/Urea:
10. Objective in undertaking research
11. Total period of Fellowship/Associateship availed in years and months:
12. Attendance records:
13. Summary of work done. Actual research achievement may be summarised in about 500 to 1000 words:
14. (a) Consolidated report of work done during the entire period of fellowship/associateship. This should bring out clearly the original objectives and how far these have been achieved, emphasising the salient features of the work done by giving quantitative data and its :Interpretation.  
  
(b) Research papers published/accepted for publication 1 communicated for publication (full details of authors, title, journal, volume, year and page number may be given and reprints/preprints/manuscript of research papers must be enclosed. If some papers are submitted for publication or are published after submission of this proforma, their copies may be sent to EMR Division as soon as available by giving reference to CSIR award number. This may be ensured by the Guide/Supervisor.  
  
(c) Whether PhD thesis has been submitted:  
Yes/No  
  
If Yes, title of thesis may be given
- (d) Which higher degree has been obtained:
15. In case the fellowship/associateship has not been availed for the full tenure the reasons for discontinuing may be given, such as getting a job, going abroad, lack of facilities/guidance, personal factors, etc.



16. Whether the work is of my applied importance and, if so, whether patent has been/can be taken? If yes, Whether CSIR has been approached:
17. Future correspondence address of the Fellow/Associate:
18. Any remark/comment:

Date: Signature of Fellow/Associate

19. Overall assessment and comments of the guide:

Date: Signature of the  
Guide/Supervisor/Head

**FORM - J**

(To be photocopied, filled and submitted in triplicate)

**CLAIM BILL FORM**

To,

Head (HRDG)  
Council of Scientific & Industrial Research  
CSIR COMPLEX, LIBRARY AVENUE (OPP. INST OF HOTEL MANAGEMENT), PUSA,  
NEW DELHI - 110012.

Bill No.....

CSIR Sanction No..... Dated .....

Name of Scheme in full .....

PARTICULARS	AMOUNT OF GRANT						REMARKS
	Staff	Cont.	Eqpt.	HRA*	Overhead Exp.	TOTAL	
1. Amount Sanctioned for Year							
2. Amount Claimed for period from _____ to _____  Deduct:							
3. Unspent balance from the grant of last year							
4. Net amount claimed							

- 1) Certified that the amount claimed in this bill will be utilised for the purpose for which it has been sanctioned and the audited statement of expenditure will be furnished as per requirement. We agree and abide by the Terms and Conditions that the excess expenditure, if any, incurred will be met from institution's funds and not from CSIR funds.
- 2) Certified that the persons for whom HRA has been claimed have not been provided any accommodation and HRA claim is as per rules of this Institute. (Details of the staff for which grant under "Staff" is claimed should invariable be given on the reverse). The rate of HRA may be indicated against the name of Fellow for whom HRA has been claimed.

Counter-Signature & Designation of  
Head of the Institution  
(Office Stamp)

Signature of the  
Investigator-in-charge

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(This space is to be filled in by the CSIR)

Gr. No. \_\_\_\_\_ dated \_\_\_\_\_ Budget Head \_\_\_\_\_

Pay Rupees \_\_\_\_\_

Demand Draft/Cheque to be  
Issued in favour of

Section Officer  
CSIR COMPLEX, LIBRARY AVENUE, PUSA  
NEW DELHI - 100 012.

For use of Audit: \_\_\_\_\_ (Budget Head \_\_\_\_\_)

MBR-EG \_\_\_\_\_ dated \_\_\_\_\_

Pay Rs. \_\_\_\_\_

Rupees \_\_\_\_\_ only.

Accounts Officer

Details of Staff:

S.NO.	NAME	POSITION HELD AND RATE OF MONTHLY STIPEND	DATE OF JOINING	PERIOD FOR WHICH GRANT IS CLAIMED

Signature of Investigator-in-Charge.

**Council of Scientific & Industrial Research**  
Human Resource Development Group

**ACTIVITY CHART AT A GLANCE**

Activity Scheme	Eligibility Qualifications/age	Selection procedure	Normal Time for application	Amount/Stipend/Grant	Tenure
1	2	3	4	5	6
CSIR Programme on Youth for Leadership in Science (CPYLS)	Class X Plus/16 Years	Top 50 students of CBSE/ICSE State Board Examination from each State	After the Class X results are announced, Application to be sent to nearest CSIR Laboratory Ref. Pg. 14	No stipend. Hand holding programme in CSIR laboratory upto graduate level in science	Extendable upto M.Sc. level
Junior Research Fellowship (JRF)*	M.Sc. (55%) Age limit: 28 yrs <sup>d</sup>	By qualifying in the National Eligibility Test (NET) - (CSIR-UGC Examination)	2 times a year, in response to advertisement in Employment News in Feb./Aug.	Rs. 5000/- pm <sup>b</sup> with annual contingent grant of Rs. 10,000/-	2 years, extendible by 1 year
Senior Research Fellowship (SRF) <sup>a</sup>	1st class M.Sc. with 2 years research experience; M.Pharm., MBBS with one year Internship; M.E. or M.Tech. or equivalent degrees; Age limit: 32 years <sup>d</sup>	Evaluation by discipline-wise expert committees on the basis of documents submitted/personal interview	Advertised in Employment News twice a year	Basic science post-graduate, Rs. 5,600/- pm <sup>b</sup> ; Engineering and Medical Science awardees, Rs. 6000 pm Contingent Grant of Rs. 10,000/- for all	JRF+SRF : 5 years SRF: 3 years
Research Associate (RA)	Ph.D. having research publications; M.E. or M.Tech. Having three years experience; M.D. all with good academic record; Age limit: 35 years <sup>d</sup>	Evaluation by disciplinewise expert committees on the basis of documents submitted/personal interview	Advertised in Employment News twice a year	@ Rs. 8,000/- (fixed) Rs. 8,800/- (fixed) Rs. 10,500/- (fixed)  Annual Contingent Grant of Rs. 10,000 for all	3/5 years
Senior Research Associate (SRA) (Scientist's Pool)	Ph.D., M.Tech., MD/MS with 2 years research/teaching experience and publication(s)	Selection through UPSC/Special Selection Board	Being received throughout the year	Basic Rs. 8,000/- to Rs. 16,500/- plus usual allowances admissible to CSIR employees	3 years with no extension
Emeritus Scientist	Eminent Superannuated scientists	Evaluation by referees and the standing committee	Through the Directors of concerned CSIR Laboratories	Rs. 10,000/- p.m. a suitable contingency grant & Research Fellow/Associate	2 years: extendible by 2 more years upto 55 years of age
Visiting Associateship	Middle level scientists from universities/R&D units in industries	Evaluation by committee(s)	Through the Directors of concerned CSIR Laboratories	TA&DA for two visits to a CSIR lab. Totalling 60 days in a year	-----
Research Scheme	All levels of scientists employed in universities, research institutions and R&D units	Evaluation by referees and area-wise research committees; Committees meet twice a year	Any time during the year	Varies, up to Rs. 10 lakhs during the entire period	Usually 3 years

Sponsored Research Scheme	All levels of scientists employed in universities, research institutions and R&D units	Evaluation by referees and area-wise research committees; Committees meet twice a year	Any time during the year	Varies, up to Rs. 20 lakhs during the entire period	Usually 3 years
Indian Language Journal	Only journals brought out in Indian languages with the sole objective of popularizing science	Evaluation by referees	Any time during the year	Varies between Rs. 5,000/- and Rs. 50,000/- per annum	Year to year basis
Travel Grant	Invited Research Fellows & Research Associates, whose papers have been accepted for presentation	Evaluation by a committee which meets 9-12 times a year	Any time during the year preferably 3 months before the event	Full or partial grant for travel only	Days required for presentation of research papers in international conferences
Grant for holding Symposium/Seminar	Seminars, Symposia Conferences etc. organised on a national level by scientific societies, etc.	Evaluation by a committee which meets 9-12 times a year	Any time during the year; preferably 3 months before the event	Partial support; Varying between Rs. 10,000/- and Rs. 50,000/-	-----

- (a) JRFs and SRFs are expected to register for and obtain Ph.D. degrees by the end of tenure.
- (b) In addition house rent allowance (HRA) according to the rules of organization where placed, is admissible. A few of the toppers may be beneficiaries of CSIR-industry Fellowships and receive additional contingency grants.
- (c) Further details, terms and conditions and application proforma can be obtained from the Head, Human Resource Development Group, CSIR Complex, Library Avenue, New Delhi - 110 012.
- (d) For JRF, SRF and RA positions, relaxation in age limits upto 5 years for SC/ST/OBC candidates, women and physically handicapped.
- (e) The stipend can be fixed in any of the three categories depending upon qualifications/experience/recommendations by the Committee.