

GOVERNMENT OF ODISHA
SCIENCE & TECHNOLOGY DEPARTMENT

No. 2945 /ST, Bhubaneswar, dated the 16.06.2023

ST-SCST-MISC-0036-2023

Advertisement

1. Research & Development Project for the year 2023-24

Applications are invited through proper channel from Principal Investigators of Government Universities, Colleges, State funded Research Institutes and Research Institutes of Government of India functioning in Odisha for Research & Development Project in the areas of Basic & Applied Science. R&D proposals in the areas of Biotechnology will not be considered as application under this as provision for it has been made separately by this department.

2. Biju Patnaik Research Fellowship (BPRF) for the year 2023-24

Applications are invited through proper channel from the candidates to pursue full time Ph.D program in/under any Government University of the State or any State/Central Government institutes established in the State for award of Biju Patnaik Research Fellowship in the areas of **Basic & Applied Sciences**. Applications for BPRF under Biotechnology will not be considered as application under it has been provided for separately by this department.

General instructions:

- i) Applications submitted without the proper channel to the Science & Technology Department shall not be entertained.
- ii) Applicant should clearly mention the subject area i.e **Research & Development Project / Biju Patnaik Research Fellowship (BPRF)** on the top of the envelope in capital letters, otherwise it will not be considered.
- iii) Applicants should send hard copies (one original and rest photocopies) by speed /registered post only along with the **soft copy in MS word and PDF** by email to **ps.secretaryst@odisha.gov.in**
- iv) *Subject to the condition that the number, tenure and amount of grant may be modified as per the revision in the respective guidelines.*
- v) Applications under serial no-1 (R&D projects) and 2 (BPRF) should reach the Director, Science & Technology, Science and Technology Department, Odisha, 7th Floor, Kharavel Bhavan, Bhubaneswar-751001 **on or before 07-07-2023. Applications received after due date will not be entertained.**

For details advertisement, eligibility and mode of application log on to <https://st.odisha.gov.in/publication/advertisement> and <https://odisha.gov.in/important-links/advertisement>

Sd/-

Director, Science & Technology

GOVERNMENT OF ODISHA
SCIENCE AND TECHNOLOGY DEPARTMENT


No. 5279 /ST, Bhubaneswar, dated the 08.12.2021

ST-SCST-MISC-0045-2021

OFFICE ORDER

Science & Technology Department have been pleased to amend the guidelines for Financial Assistance to Government Universities, Colleges, State funded Research Institutes of Odisha and Research Institutes of Government of India functioning in Odisha to support Research & Development Projects in Basic & Applied Science henceforth. The guideline so amended will be followed henceforth.

The guideline issued in this connection earlier by this Department is hereby superseded.


Laxmidhar Das, OAS (SS)

Special Secretary to Govt & Director, (S&T)

**AMENDED GUIDELINES FOR FINANCIAL ASSISTANCE TO GOVERNMENT
UNIVERSITIES, COLLEGES, STATE FUNDED RESEARCH INSTITUTES OF ODISHA
AND RESEARCH INSTITUTES OF GOVERNMENT OF INDIA FUNCTIONING IN
ODISHA TO SUPPORT RESEARCH & DEVELOPMENT PROJECTS IN BASIC &
APPLIED SCIENCE.**

(Amended vide this Department Office Order No. 5279/ST dated 08/12/2021)



State Council on Science & Technology

(Regd. No. 23785/19 of 2016-17)

Science & Technology Department

Government of Odisha

Bhubaneswar-751001

**AMENDED GUIDELINES FOR FINANCIAL ASSISTANCE TO GOVERNMENT
UNIVERSITIES, COLLEGES, STATE FUNDED RESEARCH INSTITUTES OF ODISHA
AND RESEARCH INSTITUTES OF GOVERNMENT OF INDIA FUNCTIONING IN
ODISHA TO SUPPORT RESEARCH & DEVELOPMENT PROJECTS IN BASIC &
APPLIED SCIENCE**

(Amended vide this Department Office Order No. 5279/ST dated 08/12/2021)

The Science & Technology Department, Government of Odisha endeavors to promote research in emerging areas of basic & applied sciences. The aim of the programme is to encourage Research and Development for the application of Science & Technology for human welfare. The guidelines provide assistance for the preparation and submission of Project Proposals, the method of approval, mechanism of evaluation & monitoring and submission of utilization certificate.

1. Objective

The key objective of the scheme is to develop research infrastructure and output of the Universities, Colleges and Research Institutes on Science & Technology of Odisha as these are the main centres of research of the state. Hence the University and College teachers and scientists of Govt. funded Research Institutes need to be supported to meet their requirements of research in all fields of basic and applied science subjects. The Science & Technology Department, Govt. of Odisha will try to help them to achieve their research ambition. At the same time it will also help to develop a human resource of the state in the field of Science & Technology.

2. Eligibility/Target Group

The Science & Technology Department, Government of Odisha will provide support to regular teachers of State Universities, Government Colleges and regular scientists of state funded Research Institutes of Odisha and Research Institutes of Govt. of India functioning in Odisha. A person can avail only one research project (either as Principal Investigator/Co-Investigator/ Project Co-ordinator) of Science & Technology Department, Government of Odisha at any given time. The principal Investigator/Project Co-ordinator can apply for research project if she/he has at least five years of service left for attaining superannuation. The S & T Department will also consider collaborative and multi-institutional research projects.

3. Advertisement inviting project proposals:

The Science & Technology Department, Government of Odisha will invite applications through advertisement in local newspapers and/or the website of the Department. The format of application and the guidelines are available in its website www.orissa.gov.in/sciencetechnology.

4. Procedure of application

The Principal Investigator (or the Project Coordinator in case of multi-institutional projects) are required to submit twelve (12) copies of Project Proposal/application, with an electronic copy of the proposal on a CD in MS Word. The applications must be submitted

through proper channel. The Proposal should be prepared and submitted strictly as per the recommended format. The proposal must be very concise and should be printed on both sides of A4 size paper. The applications must reach by the last date. In order to save delay, one can submit an advance copy of the application, but the applicant has to ensure that the application through proper channel reaches the Department within two weeks.

5. Tenure and Implementation

The tenure of the project will be for a maximum period of three years. The effective date of implementation will be from the date of release of funds.

6. Nature of Assistance

Normally, the quantum of assistance for a research project will be under Rs. 10 Lakhs. The Science & Technology Department, Government of Odisha will not provide any grant under Institutional overhead. The Department will provide financial support for the items as follows:

(A) Non-Recurring Grants

- (i) Equipment: Essential equipments required for the project but not available in the Institution.

The grant of equipment may be utilized to procure the essential equipments needed for the proposed research work. The escalation, if any, in the cost of approved equipment may be met out of savings/re-appropriation from non-recurring head only with the approval of Principal/Registrar of the College/University under intimation to the Science and Technology Department.

The equipments acquired by the Principal Investigator under a Major Research Project must be deposited to University/College/Institution after the completion of the project which will be the institutional property. The University/College/Institution should make every effort to put all the equipment available in the laboratories in effective use.

(B) Recurring Grants

- (i) Manpower- The Principal Investigator shall appoint only one Project Fellow for his/her R&D project with the emolument of Rs 17,000/- per month for first two years and Rs 19,000/- per month in the third year (**Amendment has been made vide this Department Office Order No.5279/ST dated 08/12/2021**).
- (ii) Hiring Services- Specialized technical work such as sample analysis.
- (iii) Contingency-Advertisement and selection of manpower, spares of apparatus, photocopies, typing, stationary, postage, computation and printing, audit fee needed for the project, etc.
- (iv) Chemicals and Consumables- To meet expenditure on chemicals, glassware and other consumable items.

- (v) Travel and Field work for data collection and collection of other information such as documents and visit to libraries (only inside the country, foreign travel is strictly prohibited in this scheme); the allocated fund should not be used for attending conferences, workshops, seminars or training program etc.

7. Procedure for approval

The proposals received will be assessed by a Sub-committee on R & D in Science & Technology. The applicants will be invited to give presentations to defend their proposals. No TA/DA would be paid to the participants. The final decision will be taken up by the Science & Technology Department on the basis of the recommendations made by the Committee.

8. Procedure for Release of Grants

- (i) The grant will be released to the Registrar of the University/Principal of the College/Director or CEO of the Research Institute.
- (ii) The first installment of the grant shall comprise of 100% of the Non-recurring grant and the total Recurring grant approved for the 1st year.
- (iii) The second installment of the grant shall be released on the basis of recommendation of the expert committee, progress report, submission of expenditure statement and utilization certificate of the first year.
- (iv) The third year grant shall be released on the basis of recommendation of expert committee, progress report, submission of expenditure statement and utilization certificate of the 2nd year. The third year grant shall comprise of 90% of the recurring grant approved for the third year.
- (v) In case of two- year project, the second year grant shall comprise of 90% of the recurring grant approved for the second year.
- (vi) The remaining 10% of the Recurring Grant of third year (or 2nd year of the two-year duration projects) will be released after final presentation of the research findings before the sub-committee and on receipt of following documents for final reimbursement.
 - (a) Five copies of the final report of the project along with soft copy
 - (b) A consolidated Audited Utilization Certificate for the amount actually utilized towards the project duly signed and sealed by Government Internal Auditor/Chartered Accountant, Registrar/Principal/ Director or CEO of the Research Institute as well as the Principal Investigator/Project Coordinator in the prescribed Pro-forma.
 - (c) The unutilized grant, if any, may be refunded immediately through demand draft drawn in favour of the Secretary, State Council on S&T, Science & Technology Department, Government of Odisha, payable at Bhubaneswar.

- (d) Copy of the research publication of the results of the project in any accepted journal.
- (e) The Principal Investigators/Project Coordinators/ Institutions are expected to settle the accounts immediately on completion of the project. In case the balance grant is not claimed within six months from the date of completion of the project, the same will lapse and no representation will be entertained on this behalf.
- (f) It is mandatory to post the Executive Summary of the report, Research documents, Monographs, Academic papers provided under the Project on the website of the University/Institution/College.

9. Evaluation and Monitoring

- Each year, (from the date of release of fund) the Science & Technology Department, Government of Odisha will organize mid-term evaluation interface meeting wherein the Principal Investigator/Project Coordinators will present the progress of the project before the Sub-committee on R & D in Science & Technology.
- On completion of the project, the Principal Investigator/ Project Co-ordinator is required to present the findings of the project before the Sub-committee on R&D in Science & Technology.

10. Submission of Utilization Certificate and Expenditure Statement

The Principal Investigator/Institute would furnish the audited Expenditure Statement and utilization certificate in the prescribed Format as in Annexure-VI and Appendix–A duly signed by the Principal Investigator, the Head of the Institute and the Head of the Finance wing, pertaining to the grant at the end of the each financial year as well as consolidated statement of audited expenditure at the end of the project.

11. General

- (i) After the finalization of the selection procedure, the selected applicants will be informed.
- (ii) The Principal Investigator/Co-investigators/Project Coordinators must send their acceptance letter through proper channel.
- (iii) Project is not transferable in any case.
- (iv) In the absence of the Principal Investigator, the Co-Investigator may act as the Principal Investigator.
- (v) If the Principal Investigator/Project Coordinator is transferred from her/his original place of work to another Institution, No Objection Certificate (NOC) should be furnished for the transfer of the project from both the Institutions stating that

necessary facilities will be provided by the Institution in which the awardee is transferred for smooth running of the project.

- (vi) In any research publication, from the outcome of the project the funding agency must be acknowledged.
- (vii) The Project Fellow engaged in the Project may enroll for M.Phil./Ph.D. The data generated and the results obtained out of the Project may be incorporated by the Project Fellow in her/his thesis with concurrence of the Principal Investigator.
- (viii) If the Principal Investigator/Project Coordinator fails to complete the Project, she/he has to refund the entire amount sanctioned with interest, as admissible.
- (ix) The Department of Science & Technology reserves rights to reject any or all the research proposals without assigning any reasons thereof.

**PROFORMA FOR SUBMISSION OF RESEARCH AND DEVELOPMENT
PROJECT
IN SCIENCE AND TECHNOLOGY
(To be filled by the applicant)**

PART- I: GENERAL INFORMATION

1. Name of the Institute/University submitting the project proposal-----

2. State-----
3. Status of the Institute: State University/Government Colleges of Odisha/State funded
Research Institute

(Financial assistance for R & D projects will be provided to State Universities,
Government Colleges and State funded Research Institutes carrying out research in
any field of S&T).
4. Name and designation of the Executive Authority of the Institute/ University
forwarding the application -----

5. Project Title-----

6. Category of the Project: Research & Development
7. Subject Area (*Please see Annexure-I*)
8. Duration:-----
9. Total Cost (₹)----- (Not to exceed ₹10 Lakhs)
10. Project Summary (Not to exceed one page. Please use separate sheet)

PART II: PARTICULARS OF INVESTIGATORS

11. Name of the Principal Investigator: -----

Date of Birth:-----Sex:-----

Designation:-----

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Department:-----

Institute/University-----

Address:-----

PIN:-----

Telephone:-----Fax:-----

E-mail:-----

No. of Projects being handled at present:-----

Nature of Service (Permanent/regular/contractual etc.)-----

12. Name of the Co-Investigator: -----

Date of Birth:-----Sex:-----

Designation:-----

Department:-----

Institute/University-----

Address:-----

PIN:-----

Telephone:-----Fax:-----

E-mail:-----

No. of Projects being handled at present:-----

(If more no. of Co-investigators are involved particulars may be provided as above)

PART- III: TECHNICAL DETAILS OF PROJECT

(Under the following heads on separate sheets)

13. Introduction (Indicate justification for carrying out this Research)

13.1 Origin of the proposal

13.2 Definition of the problem (in National context and with special reference to the State)

13.3 Objectives

14. Review of Current Status of research and development in the subject

14.1 International Status

14.2 National Status

14.3 Importance of the proposed project in the context of current status

14.4 Novelty of the project

14.5 Anticipated products & processes of practical/technology utility/socio-economic relevance expected to be evolved by pursuing the Project

14.6 Expertise available with the proposed investigating Group/Institution in the subject of the project.

14.7 List of 5 experts in India/Odisha in the proposed subject area

Sl. No.	Name	Designation	Address/Telephone/E-mail

15. Work Plan

15.1 Methodology

15.2 Risk associated with the research to be addressed

15.3 Proprietary/patented items, if any, expected to be used for this project

15.4 Linking of the research output with Industry to be explained

15.5 Suggested plan of action for utilization of research outcome expected from the project

15.6 Time schedule of activities giving milestones.

Sl. No.	Name of Milestone	Expected Start (Month/Year)	Expected Completion (Month/Year)

15.7 Project Implementing Agency / Agencies

Sl. No.	Name of Agency	Address of Agency	Proposed Research Aspects	Proposed Amount	Cost Sharing %

15.8 Specific deliverables :

PART IV: BUDGET PARTICULARS

16. Budget (In Rupees)

A. Non- Recurring (e.g. equipments, accessories etc)

Sl. No	Item	Year-1	Year-2	Year-3

Sub- Total (A)

B. Recurring

B.1 Manpower (See guidelines at Annexure-II)

Sl. No.	Position No.	Consolidated Emolument	Year-1	Year-2	Year-3	Total

Sub- Total (B.1) =

B.2 Consumables

Sl. No.	Item	Quantity	Year-1	Year-2	Year- 3	Total

Sub- Total (B.2) =

Other items	Year- 1	Year- 2	Year- 3	Total
B.3 Travel				
B.4 Contingency				
B.5 If any				
Sub total (B =B.1+ B.2+ B.3+B.4 +B.5)				
Grand Total (A+B)				

Note: Please give justification for each head and sub-head separately mentioned in the above table

Financial Year: April-March

In case of multi- institution project, the budget estimate to be given separately for each institution

PART -V: EXISTING FACILITIES

17. Available equipment and accessories to be utilized for the project:

Sl. No.	Name of equipment	Make	Model	Funding Agency	Year of procurement

PART -VI: DECLARATION / CERTIFICATION

It is certified that

- a) The research work proposed in the scheme/ project does not in any way duplicate the work already done or being carried out elsewhere on the subject.
- b) The same project has not been submitted by the Investigator(s) to any other agency/agencies for financial Support.
- c) The emoluments for the manpower proposed are admissible as per the Department of Science & Technology guidelines (Annexure-II)
- d) Necessary provision for the scheme/project will be made in the Institute/ University / State budget in anticipation of the sanction of the scheme / project.
- e) If the project involves the utilization of genetically engineered organism, it is agreed that we will ensure that an application will be submitted through our Institution Bio-safety Committee and we will declare that while conducting experiments the Bio-safety guidelines of Govt. of India would be followed in toto.
- f) If the project involves field trials/ experiments/exchange of specimens etc. we will ensure that ethical clearances would be taken from concerned ethical Committees /Competent authorities and the same would be conveyed to the funding agency before implementing the project.
- g) Necessary steps will be taken for publication of the research out puts of the project in accepted research journals.
- h) Wherever necessary, steps will be taken for tie up with industry for developing products and/or processes.
- i) I/We agree to accept the terms and conditions as enclosed in Annexure- III. The same is signed and enclosed.
- j) The Institute /University agrees that the equipment, other basic facilities and such other administrative facilities, as per terms and conditions of the grant, will be extended to investigator(s) throughout the duration of the project.
- k) The Institute assumes to undertake the financial and other management responsibilities of the project.

Signature of Principal Investigator

Signature of Co- Investigator

**Signature of Project Coordinator
Authority**

(applicable only for multi-institutional project)

Signature of Executive

of the Institute/University with seal

**PART – VII: PROFORMA FOR BIODATA OF PROJECT
COORDINATEOR/ PRINCIPAL INVESTGATOR/ CO-INVESTIGATORS**

Name:

.....

.....

Designation:

.....

Department/ Institute / University:

Date of Birth:Sex

(M/F).....S.C/S.T.....

Education (Post Graduation onwards & Professional Career)

Sl. No.	Board/University	Degree Awarded	Year	Award/ Prize/ Certificate

Research Experience in various institutions (if necessary, attach separate sheets)

Publications (Numbers only): -----

Books: -----

Research Papers, Reports: -----

General articles: -----

Patents: -----

Others (Please specify): -----

List of important publications relevant to the proposed area of work.

Sl. No.	Title of Paper	Authors	Reference of Journal	Year of Publication

Project(s) Submitted / being pursed / carried out by Investigator

Sl. No.	Title of Project	Funding Agency	Duration From To	No. of Scientists/ Associates Working under the Project	Total Approved Cost of the Project (in Rs.)

Highlights of progress of the project (s) to date (in 200 words) for ongoing project only (if necessary attach separate sheets)

Place:

Date:

Signature of Investigator

List of Subject Areas for the Consideration of the Project Proposal

1. Physical Science
2. Chemical Science
3. Earth Science
4. Biological Science
5. Mathematics

**GUIDELINES ON QUALIFICATION, MODE OF SELECTION & EMOLUMENTS
FOR RESEARCH PERSONNEL PARTICIPATING IN R & D PROJECT**

1. Qualification

(A) **Project Fellow:** Post-Graduate Degree in relevant subject with minimum 55% marks

2. Mode of Selection

The selection of the Project Fellow may be made by an open selection through a duly constituted Selection Committee. The constitution of Selection Committee will be as under:

- i. Head of the Department will act as the Chairperson
- ii. One Subject Expert (External) (from the institute other than the Institute where the project is undertaken)
- iii. One nominee of the Vice-Chancellor/Head of Institution/Principal (in case of College)
- iv. Principal Investigator
- v. Co-Investigator (if any)

3. Emoluments

(A) **Project Fellow:** Rs 17,000/- (Per month fixed) for a period of two years and Rs 19,000/- for the third year (**Amendment has been made vide this Department Office Order No. 5279/ST dated 08/12/2021**).

TERMS AND CONDITIONS OF THE GRANT*(To be signed and enclosed with the proforma)*

1. Approval of the Research proposal and grant released would be for the specific Project Mentioned in paragraphs I to V of this proposal be exclusively spent on the Project for which it had been sanctioned within the stipulated time. The Institute is not permitted to seek or utilize funds from any other organization (Government, Semi Government, Autonomous or Private) for his research project. Any unspent part of amount would be surrendered to the Govt. of Odisha through an account payee demand draft drawn in favour of the “Drawing and Disbursing Officer, Secretary, State Council on Science & Technology, Science & Technology Department”, and carry forward of funds of the next financial year for utilization. For the same project may be considered only with the specific approval of the Science & Technology Department.
2. For permanent /Semi-permanent assets acquired solely or mainly out of the grant, an audited record in the form of a register in the prescribed Proforma (enclosed at Annexure-IV) shall be maintained by the Institute. The term “assets” means Equipments. The grant will not be utilized for construction of any immovable Property, full facilities by way of accommodation, etc., for the project will be given by the Institute.
3. All the assets acquired from the grant will be the property of Government of Odisha and should not without the prior sanction of the Secretary, State Council on Science & Technology / Science & Technology Department”, be disposed of or encumbered or utilized for purpose other than those for which has been sanctioned.
4. At the conclusion of the project, the Government of Odisha will be free to sell or otherwise dispose of assets which are the property of the Government. The Institute shall render to Govt. necessary facilities for arranging the sale / disposal of these assets Government may however, consider the request of host institution to retain the assets created under project for carrying out similar work for the promotion of Science.
5. The implementing Institute / PI/Co-PI in absence of PI will furnish progress report of work on the project every year. The progress of the project will also be reviewed / monitored at least once a year by the concerned Committee etc. In addition the S&T Department shall designate Scientists / Specialists to visit the Institute periodically for reviewing the progress of work and for suggesting such measures so as to ensure early realization of the objectives of the project. On completion of the project, five copies of consolidated report of the work done on the subject would be submitted to the Science & Technology Department.
6. The Institute is required to send to SCIENCE & TECHNOLOGY DEPARTMENT a list of assets referred to at Sl. No. 2 above at the end of each financial year as well as at the time of seeking further installments of the grant.
7. The Principal Investigator (P.I)/Institute would furnish to the Science & Technology Department the audited Expenditure Statement and Utilization Certificate in Annexure-VI and Appendix-A (Copy enclosed) duly signed by the P.I., the Head of the Institute and the Head of the Finance wing, pertaining to the grant at the end of the each financial year as well as consolidated statement of expenditure at the end of the project.
8. A stamped money receipt be sent to the Science & Technology Department on receipt of the Cheque / Demand draft towards each release.

9. The Accountant General, Odisha at his discretion shall have the right of access to the books and accounts of the Institute for the grant received from the Government.
10. The Institute would maintain separate audited account for the project. If it is found in the bank account earning interest, the interest thus earned shall be deposited in proper head of account of the Govt. (Annexure-V) under intimation to the Science and Technology Department along with the copy of the treasury challan.
11. Sale proceeds, if any as a result of the development of the project arising directly from funds granted by the Science & Technology Department shall be deposited in proper head of account of Govt. (Annexure-V) under intimation to S&T Department along with the copy of the treasury challan.
12. Investigators / Institutes wishing to publish papers based on the research work done under Science & Technology Department project should acknowledge the financial support received from the Science & Technology Department.
13. The Government of Odisha (Science & Technology Department) 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 Institute shall supply all the needed information at the request of the Science & Technology Department which will ensure confidentiality.
14. The Institute may not entrust the implementation of the work for which the grant is being sanctioned to another Institution and divert the grant receipts as assistance to the latter Institution. However, in such situations the express permission of SCIENCE & TECHNOLOGY DEPARTMENT may be obtained. In case the Grantee is not in a position to execute or complete the project, it may be required to refund forthwith to the Government of Odisha (Science & Technology Department) the entire amount of grant with bank interest as admissible.
15. The human resources that may be engaged for the project by the Institute are not to be treated as employees of the Government of Odisha and deployment of such human resource at the time of completion or termination of project, will not be the concern / responsibility of the Government of Odisha. The organization may make reservations for Scheduled Castes, Scheduled Tribes etc. in the human resources to be engaged for the project in accordance with the instruction issued by Govt. of Odisha from time to time.
16. The Science & Technology Department reserves the right to terminate the grant at any stage also to recover the amounts already paid it is convinced that the grant has not been properly utilized for the work on the project and the money spent till the date of this / release and shall also arrange to refund the unspent balance, if any.
17. The project will become operative with effect from the date of release of the first installment for the project.
18. If the Investigator to whom a grant for a project has been sanctioned leaves the Institution where the project is being implemented, he shall submit five copies of complete and detailed report of the work done by him prior to the project and the money spent till the date of his / her release and shall also arrange to refund the unspent balance, if any.
19. The organization should maintain subsidiary accounts of the Government of Odisha grant and furnish it to the Audit Officer as and when the recurring and non-recurring expenditure exceeds the limits of Rs. 5.00 lakhs.

Signature of Principal Investigator

Date:

Signature of Co-Investigator

Date:

Signature of Co-Investigator

Date:

Signature of Project Coordinator (applicable only for multi-Institutional project)

Date:

Signature of Executive Authority of Institute/University with seal

**Assets acquired wholly or substantially out of Government grants Register to be maintained by
Grantee Institution**

Name of the sanctioning Authority-----

-----1. Sl. No.-----

2. Name of Grantee Institution-----

3. No. & Date of Sanction Order-----

4. Amount of the Sanctioned Grant-----

5. Brief purpose of the grant-----

6. Whether any condition regarding the right of ownership of Govt. in the property or other assets
acquired out of the grant was incorporated in -----

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 of encumbered-----

12. Disposed of or not-----

13. Reasons of authority, if any, for disposal-----

14. Amount realized on disposal-----

15. Remarks-----

(PRINCIPAL INVESTIGATOR)

(FINANCE OFFICER)

(HEAD OF THE INSTITUTE)

Head of Account for Deposit of Interest/Others

Demand No. 27-3425-other Scientific Research-State plan-state sector-60-others-911-Deduct
Recoveries of other payment (Interest money/others)-1889-Deduct Recoveries-49015-Deduct
Recoveries of other payments.

Form of Utilization Certificate

Name of Department_____

1. Certified that a sum of Rs_____ (UC Amount) (Rupees_____) has been utilized under the scheme _____ (Scheme Name) by (grantee)____ out of Grant-in-aid/ Loan of Rs. _____ (Rupees_____) sanctioned by _____ Department during the financial year _____ as indicated below in Table-1.

2. Out of Rs. _____ (Rupees_____) remaining unspent balance of the previous years, a sum of Rs. _____ (Rupees_____) has been utilized as indicated below in Table-2.

3. The utilization has been made for the purpose it was sanctioned and that a balance of Rs. _____ (Rupees_____) remaining unutilized at the end of the year has been surrendered to the Government (vide Challan No. _____ dt. _____) / will be carried over to the next year _____ / will be adjusted towards the Grant-in-Aid/ Loan payable in the next year _____.

Table-1 Details of Current Year

Sl. No.	Sanction No & Date	Sanctioned Amount	Utilization Amount	Balance Amount	Remarks
1	2	3	4	5(3-4)	6
	Total				

Table-2 /Details of Previous Years*

Sl. No.	Sanction No & Date	Sanctioned Amount	Unspent balance at the close of previous year	Utilization Amount	Balance
1	2	3	4	5	6[(3+4)-5]
	Total				

*(The details of the previous are now being given in the current year)

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

Kinds of checks exercised

- 1.
- 2.
- 3.
- 4.
- 5.

Signature-

Designation-

Date-

**Statement of Expenditure referred to Annexure-VI
pertaining to the Utilization Certificate**

Showing grants received from the Science & Technology Department and the expenditure incurred during the period from 1st April -----to 31st March-----

Item	Unspent balance carried forward from previous year	Grants received from S & T Department during the year	Other receipts/interest earned if any, on the S & T Departments grant	Total Col (2+3+4)	Expenditure (excluding Commitment) Incurred during the year	Balance (5-6)	Remark
1	2	3	4	5	6	7	8
1.	Nonrecurring (i) Equipment						
2.	Recurring (i) Human resource (ii) Consumables (iii) Travel (iv) Contingency (v) Any other (Receipt of Interest on the Grants received) (if applicable)						

(PROJECT INVESTIGATOR)

(FINANCE OFFICER)

**GUIDELINES FOR AWARD OF BIJU PATNAIK RESEARCH FELLOWSHIP
IN SCIENCE (BASIC AND APPLIED SCIENCE & BIOTECHNOLOGY)**



State Council on Science & Technology & Biotechnology Cell

Science & Technology Department

Government of Odisha

Bhubaneswar-751001

GUIDELINES FOR AWARD OF BIJU PATNAIK RESEARCH FELLOWSHIP IN SCIENCE (BASIC AND APPLIED SCIENCE & BIOTECHNOLOGY)

The Science & Technology Department, Government of Odisha endeavours to promote research in emerging areas of Science. The aim of the programme is to encourage Research and Development in basic and applied sciences by motivating the young brains (M.Sc./M.Tech. Science students) towards research and development programmes in different fields. The fellowship will be awarded on the basis of merit of the applicants and their research proposals. The guidelines will provide information about the objective of the scheme, eligibility, selection procedure, terms and conditions of grant, procedure of submission of utilization certificate etc.

Objective:

The main objective of award of this research fellowship is to provide fellowships in the form of financial assistance to students to pursue higher studies leading to Ph.D. Degree in basic and applied sciences. The scheme is meant to encourage meritorious scholars with innovative ideas.

The Title of the Fellowship:

The Fellowship shall be known as Biju Patnaik Research Fellowship in Science (BPRFS) to pursue Ph.D Degree in Science. During the tenure of the Fellowship, the scholar will be designated as **Biju Patnaik Research Fellow (BPRF)**.

Eligibility:

The scholar must have passed M.Sc/ M.Tech. in basic or applied science, having secured minimum 65% of marks in aggregate at M.Sc./M.Tech. course from any recognized University/ College/ Institution. The fellowship shall be available only for pursuing full time Ph.D. programme in/under any Govt. University of the State or any State/Central Govt. Institute established in the State. The candidate must get her/himself registered for Ph. D at the first available opportunity but not later than a period of two years from the date of notification of award of the fellowship. The applicant for the fellowship must be a permanent resident of Odisha.

Advertisement inviting Applications:

The Science & Technology Department, Government of Odisha will invite applications from eligible candidates through advertisement in local newspapers and/or the website of the Department. The format of application and the guidelines are available in the website of Science & Technology Department (www.orissa.gov.in/sciencetechnology).

Tenure of the Fellowship:

The tenure of fellowship is for three years. The actual payment of fellowship will be made with effect from the date of approval of fellowship or the date of joining, whichever is later. The fellow is required to inform the effective date of joining in that University/College/Institution, after Ph.D. registration, through proper channel, to the Science & Technology Department Govt. of Odisha for release of the fellowship.

Initially, the fellowship will be awarded for a period of two years under the scheme (BPRFS). Before expiry of this period, the work of the fellow will be evaluated by a Committee of three members comprising of Head of the Department, Supervisor and one outside subject expert to be constituted by the concerned Department of the University/ Institution/College. If the research work is found satisfactory, her/his tenure will be extended further for a period of one year. The recommendation of the Committee shall be submitted to the Department of Science & Technology, Govt. of Odisha by the head of the institute. The fellowship may be withdrawn if the work is not considered satisfactory or the candidate fails in any of the examinations related to Ph.D.

Fellowship:

The Candidate would be eligible for following financial assistance:

Fellowship	₹12,000/- p.m for initial two years and ₹14,000/- for third year
Contingency (Chemicals, Glass ware, Plastic ware, Stationery, Photocopy, Printing, Photography, Travel, Gas, Audit Fee etc.)	₹25,000/- p.a
Departmental assistance to the host Institution for providing infrastructure	₹10,000/- per student p.a.

No. of Fellowships:

A total number of 20 fellowships will be awarded every year (10 fellowships in Biotechnology and 10 fellowships in other fields of basic and applied sciences).

Monitoring of Fellowships:

The fellowships pertaining to Biotechnology shall be administered by the Biotechnology Cell of S&T Department, whereas, the Fellowships in the field of basic and applied sciences shall be administered by the State Council on S & T of Science and Technology Department.

Selection Process:

Applications from the eligible candidates will be invited by the Science and Technology Department, Govt. of Odisha through an open advertisement. A two-stage selection process will be followed. In the first stage, screening will be done on the basis of the career marks of the applicants. An Internal Selection Committee will short list the names of the selected applicants, twice the number of the fellowships available. The short listed candidates will be invited for a power point presentation of the proposed research work to be carried out by the candidate and personal interview before the Expert Committee (External Selection Committee). The Expert Committee will recommend the names of selected candidates based on the career mark as well as presentation and personal interview (Career 80; Presentation & Interview 20).

Career marking:

The total career weightage is 80. The career weightage for each of the examinations is as follows:

Class 10:	10
+2 Science:	15
+3 Sc.(Hons)/Equivalent	20
M. Sc./M.Tech:	35

The career weightage of each of the applicants will be calculated as follows:

$$\frac{\text{Percentage of Mark Scored}}{100} \times \text{Weightage of mark}$$

In +3 Science examinations, those who have Honours, career mark will be calculated on the basis of marks scored in the Honours subject only. Those who do not have Honours, career mark will be calculated on the basis of marks scored in aggregate.

Example: Suppose an applicant has scored the following percentage of marks (10th class: 72.5; +2 Sc: 80.4; +3 Sc/Equivalent (Hons): 70; M.Sc.:78). His Career score will be:

10 th Class	:	$72.5 \div 100 \times 10 = 7.25$
+2 Science	:	$80.4 \div 100 \times 15 = 12.06$
+3 Sc.(Hons)/Equivalent	:	$70.0 \div 100 \times 20 = 14.00$
M.Sc/M. Tech.	:	$78.0 \div 100 \times 35 = 27.30$
Total	:	= 60.61

Breaking of Tie: In case of a tie, the marks scored by the Candidates in M.Sc./M.Tech shall be considered. To break further tie, marks scored in +3 Science/Equivalent, +2 Science and Class 10 shall be considered in that order.

Committees

A. Internal Selection Committee:

1. Director (Technical), Biotechnology, S & T department : Chairman
 2. Secretary, State Council on S & T, Odisha, S & T Department : Member
 3. Junior Scientist, S & T Department : Member
 4. AFA-cum-Under Secretary, S & T Department : Member
 5. Deputy Director(Technical), Biotechnology, S & T Department :Member
- Convener

B. External Selection Committee for Biotechnology:

1. Director(Tech.), Biotechnology, S&T Dept., Govt. of Odisha : Chairman
 2. Director/Representative of ILS, Bhubaneswar : Member
 3. Director/Representative of RMRC, Bhubaneswar : Member
 4. Director/Representative of NISER, Bhubaneswar : Member
 5. Secretary, State Council on S & T, Odisha, S & T Department : Member
 6. One Academician from any University of Odisha as per the Suggestion of the Internal Selection Committee : Member
 7. Deputy Director(Technical) Biotechnology, S & T Department :Member
- Convener

C. External Selection Committee for Basic & Applied Sciences (excluding Biotechnology):

1. Director, Science & Technology, Govt. of Odisha : Chairman
 2. Director/Representative of ILS, Bhubaneswar : Member
 3. Director/Representative Institute of Physics, Bhubaneswar : Member
 4. Director/Representative of CRRI, Cuttack : Member
 5. Director/Representative of IMMT, Bhubaneswar : Member
 6. Two Academicians from any of the Universities of Odisha as per the suggestion of the Internal Selection Committee : Member
 7. Secretary, State Council on S & T, Odisha, S & T Department :Member
- Convener

(in case of absence of Chairman/ any member as mentioned above, the Department can nominate any other person to be the Chairman/member of the above committees).

Supervisor:

The selected fellow shall remain under the administrative control of a Supervisor. The supervisor must be a regular faculty of any Govt. University of Odisha or a regular Scientist of any State Govt. Research Institute of Odisha or any Central Govt. Research Institute established in Odisha. The scholar is required to be registered for Ph.D under the guidance of the Supervisor. All correspondences of the scholar with the Science & Technology Department, Govt. of Odisha should be routed through the Supervisor, Head of the Department and the Head of the Institute concerned. If the supervisor is no longer available in the University/Institute, the fellow will remain under the administrative control of the Head of the Department for the rest of the tenure.

Release of Fellowship & Funds:

The fund with respect to BPRFS shall be made available to the Head of the host institution by the Science and technology Department, Government of Odisha.

- The Fellowship shall be directly credited to the bank account of the scholar monthly by the Head of the host institution.
- The contingent grant shall be credited to the bank account of the scholar and the Departmental assistance shall be credited to the Bank account of the Head of the Department concerned within a reasonable time after it is released.

The Host Institute/ University/College shall submit the financial year wise audited Statement of Expenditure & Utilization Certificate in OGFR 7(A) in duplicate countersigned by the competent authority for each BPRFS.

The Biju Patnaik Research Fellow in Science will be required to submit progress report every year through proper channel.

Cancellation/ Withholding of Fellowship:

The Fellowship shall be discontinued if it is found that the candidate has furnished incorrect information or suppressed materials. In such cases, other disciplinary action will also be initiated against the candidate as deemed fit to recover the fellowship amount. The Fellowship shall also be discontinued while pursuing Ph. D Degree if the conduct of the scholar is found to be unsatisfactory, as per the report by the Committee of three members comprising of Head of the Department, Supervisor and one outside subject expert to be constituted by the concerned Department of the University/ Institution/ College. The fellowship will be automatically cancelled if a candidate changes the course of study for which he/she is in receipt of the fellowship under this scheme or the progress observed to be unsatisfactory during review.

Other Conditions :

- The required contingent expenditure for the scheme shall be met by the Secretary, State Council on Science & Technology, Odisha, Science & Technology Department, Government of Odisha from the Scheme “ Development of Biotechnology” and “Functioning of State council on S & T” for fellowship in Biotechnology and fellowship in Basic and Applied Science respectively.
- The Science and Technology Department at its discretion may increase the amount and number of Fellowships with due concurrence from Planning & Coordination Department and Finance Department, Government of Odisha.
- In general, a Biju Patnaik Research Fellow (BPRF) once accepts the offer of fellowship at a particular University/ College/ Institute shall not be allowed to transfer the fellowship to any other University/College/ Institute during the tenure of fellowship. However, under unavoidable situation, the fellow must seek prior permission from the Science & Technology Department, Govt. of Odisha, for transfer of institute through written application with following documents.
 - No Objection Certificates (NOCs) from both Host Institutes and Research Supervisors
 - Detailed Justifications for changing/shifting of host Institute for Implementation of Fellowship

- Area of Ph. D. works with an up to date technical progress report
- Curriculum vitae of research supervisor at the new host institute
- Up to date Financial Statement from the old host institute
- In case of discontinuity of the research project by the candidate, the Institute concerned shall return the unutilized funds to the Science & Technology Department, Govt. of Odisha immediately. Further, the candidate is required to hand over the research findings to the S & T Department through proper channel.
- In case of suppression of facts regarding award of fellowship from any other Govt. and/or private Institutions, the receipt of BPRFS is required to refund the total grant with interest received from Science & Technology Department, Govt. of Odisha.

The Science and Technology Department, Government of Odisha reserves the right to amend the rules. The decision of the competent authority shall be final and nobody/ individual can go for any legal or other remedy against the decision of the competent authority.

APPLICATION FOR AWARD OF BIJU PATNAIK RESEARCH FELLOWSHIP IN
SCIENCE
(BIOTECHNOLOGY/BASIC & APOPLIED SCIENCE)

1. Name of the student (in block letters)

2. Name of (a) Mother:

(b) Father:

3. Permanent address:

*Passport size
photograph to
be pasted here*

4. Present address for correspondence with phone No./e-mail etc.

5. Sex (Male/ Female):

6. Date of Birth:

7. Nationality:

8. Whether permanent resident of Odisha (Yes/No)

9. Category (General/SC/ST/OBC/SEBC):

10. Academic Record:

Name of the Exam.	Board/ University	Year of passing	% of marks secured	Division	Any Honours/ Distinction achieved	Remarks
1	2	3	4	5	6	7
HSC						
+2 Science						
+3 Science (Hons)/ Equivalent						
M.Sc./ M.Tech						

11. Name and address of the University/College/Research Institute to carry out Ph.D:

12. Name of the Proposed Ph.D. Supervisor/Guide with Address:

13. Whether completed Ph.D. Course (Yes/No):

14. Whether registered for Ph.D.(Yes/No):

15. I undertake that:

- (i) I have read and understood the details of the BPRFS.
- (ii) The information furnished above are correct and true to the best of my knowledge and belief.
- (iii) I am not receiving any kind of aid/scholarship/fellowship for Ph.D. Degree.
- (iv) I shall not receive/accept any other financial assistance other than this Fellowship for my Ph.D Degree.

Place:

Date :

Signature of the applicant

16. Consent of the Proposed Supervisor:

- I agree to supervise the Ph.D. Programme of Miss/Mr..... She/he will work in the Department of..... under.....University.

Signature of the Supervisor

17. Certificate of the Head of the Institute

The University/ Institute does not have any objection if Ms/Mr..... receives Biju Patnaik Research Fellowship in Science. The Fellow will be provided with all infrastructure and support required, if She/He will be eligible for Ph.D. Registration.

Signature of the Head of the Institute with Seal

Documents to be submitted by the applicant along with the application form

1. Nativity/Residence Certificate issued by appropriate authority
2. Photocopies of all certificates and mark sheets with regard to academic record
3. Synopsis of the proposed Ph.D. work
4. Brief *Curriculum vitae* of proposed Supervisor
5. Certificate of completion of Ph.D. course work (if already completed)
6. Ph.D. Registration Certificate (if already registered)