

TERMS AND CONDITIONS COVERING THE GRANT OF FINANCIAL ASSISTANCE

1. **General:**

- 1.1 All the funds released shall be spent for the purpose of carrying out the sanctioned project and shall not be utilised or diverted for any other project or activity.
- 1.2 The assets procured or created out of this grant shall remain the property of the Government of India and shall not, without the prior approval of the Government of India, be disposed of, encumbered or utilised for purposes other than those for which the grant is sanctioned. No part of this grant should be diverted to any other institution or utilised for purpose other than those for which the grant is sanctioned. Separate account should be maintained in respect of this grant. The portion of the unutilised amount of the grant during the financial year shall be intimated to the Department immediately thereafter for adjustment in the grant for the next year.
- 1.3 **The expenditure shall be restricted to the amounts specified under each head of account and re-appropriation of funds is not allowed.**
- 1.4 The institution/principal investigator (PI) shall refund the savings under the sanctioned heads and shall not utilise such savings to meet the expenditure in any other item, that is, funds shall not be re-appropriated without the Department's knowledge and prior permission.
- 1.5 **The PI shall submit the Statement of Accounts and Utilisation Certificate for the Financial Year (i.e. from 1st April of the year to 31st March of the subsequent year) irrespective of the date of sanction.**

2. **Staff:**

- 2.1 The qualification, emoluments and general service rules for the staff sanctioned will be as per the DAE Office Memorandum No.10/2/2009/Fellowship/R&D-II/6093 dated June 30, 2010.
- 2.2 The procedure for selection and appointment of staff sanctioned for the project shall be as follows:-

The categories of the staff granted under the Projects are separately indicated in the sanction. They are to be selected by the Principal Investigator. The advertisement for recruiting research staff for BRNS projects shall be issued to the 'Current Science' journal only. In addition, the Principal Investigator shall send out notices about the vacancies to all educational institutions in and around the Principal Investigator's institution for displaying prominently on their notice boards as well as to the University/College/Departments Faculties concerned. A personal interview should be conducted and the right candidate selected. ~~The Investigator should ensure that a representative of DAE is included in the Selection Committee.~~ **The Principal Collaborator / DAE Coordinator of the project or his / her nominee shall be the DAE representative. In addition, the investigator shall follow the prescribed procedure of the institution for recruitment of staff.**

- 2.3 Persons doing course work may not be appointed in the project as JRF or SRF, except where the course work is mandatory for obtaining a degree by research.
- 2.4 DAE representative attending the Selection Committee for Selection of research fellows may be paid TA/DA by the PI directly from 'Travel (PC)' grant (if sanctioned) for the project.
- 2.5 Junior Research Fellows (JRF) who has completed two years of their fellowship in the sanctioned project may be granted enhanced rate of fellowship after reviewing their suitability by a committee constituted internally by the PI in charge.
- 2.6 The members of the staff appointed on the research project shall, for all practical purposes, be under the administrative control of the institution/university where the project is being carried out.
- 2.7 The staff employed on the research project financed by the Department of Atomic Energy shall be encouraged to give lectures and/or courses restricted to not more than two hours duration per week in the institution where the project is located. Such permission may be granted by the PI of the project in consultation with the Head of the Institution.

2.8 Staff appointed for the research project may be allowed to utilise the travel grant to meet travel expenses in connection with the work of the project or for attending symposia etc. at the rates admissible to regular employees of the institution concerned, subject to the following conditions:

- i. The journey should have the approval of PI.
- ii. The grant for travel could be utilised only for payment of TA/DA to the staff employed on the research project and;
- iii. The expenditure involved will not result in any excess over the amount provided under sub-head "Travel" and no additional funds will be provided on this account.

3. **Equipment Grant:**

- 3.1 All major equipment is indicated in the sanction letter. Grant for equipment will be strictly limited to the amount and items of equipment as indicated in the sanction letter.
- 3.2 In case of escalation in prices or changes in specification/type of equipment, prior permission of the Department should be obtained. Request for such permission should be routed through the Secretary of the concerned Advisory Committee. The Department does not assure financial responsibility for any equipment purchased without their prior approval.
- 3.3 In no case should the institution purchase items like air conditioners, refrigerators, exhaust fans, furniture, Computers, Laptops, Printer, Projector and other office automation equipment out of the sanctioned amount of the project.
- 3.4 All platinum procured through BRNS funds is accountable and separate record shall be maintained in accordance with the rules of the host institution. Writing off of losses due to the use can be done only with the specific permission of DAE.
- 3.5 The Electronics Corporation of India Ltd. (ECIL), Hyderabad is in a position of supply a large variety of electronics equipment. Equipment sanctioned under BRNS projects should be procured from ECIL as far as possible. Therefore, enquiries should also be raised with the General Manager, ECIL, Industrial Development Area, Cherlapalli, Hyderabad – 500 762 (AP), as part of the procurement action.
- 3.6 The University/institution should maintain proper and separate stock register of all items of equipment including platinum and stores, both capital and consumables, purchased out of DAE funds. Equipment purchased should be marked either with a metal disc or painted boldly with the letters "DAE/BRNS". All equipment should be serially numbered. An inventory of equipment purchased out of BRNS grant should be sent to the Department immediately after the close of the financial year in Form V to the Scientific Secretary, BRNS Secretariat, 1st Floor, Central Complex, BARC Trombay, Mumbai – 400 085.
- 3.7 All equipment purchased by the Institution/ University from the project grant shall remain the property of the Institution/ University. However, if the Institution/ University wish to dispose off such equipment within 5 years of its purchase, prior permission shall have to be obtained from DAE.

4. **Contingency Grant:** This Grant can be used:-

- i. To buy any urgently required laboratory items for the project.
- ii. To meet the expenditures on local travel of the investigator(s), and staff engaged on the project, for work related to the project.
- iii. Towards payment of honorarium for visiting scientists to give lectures which have direct bearing on the project work.
- iv. To meet the expenditure towards the advertisement for the post of JRF/SRF/RA.
- v. The PI can utilise the sanctioned contingency grant per annum for any purpose indicated in this para without getting the prior approval of the Department, subject to the condition that a consolidated account is rendered at the end of the financial year.

5. **Overheads:** This grant shall be used for covering the cost of use of existing infrastructure, utilities such as water, electricity, communication and administrative services provided by the university / institute. (Not applicable to project sanctioned under Young Scientist Research Award)

Note: While each University / Institute can use its discretion to form regulations to use the funds under this head to meet the requirements as above, it may be a useful idea to deposit all the over heads from various sources of grants in a common fund and utilise the interest from such deposit to maintain the infrastructure in the university / institute.

6. Audit:

6.1 The accounts of the institution receiving financial assistance from DAE in excess of Rs. 1.00 lakh per annum will be subject to a test check by the Comptroller and Auditor General of India at their discretion.

6.2 **The PI is authorised to incur the expenditures towards the general administrative requirements of the project and towards fees payable to Auditor/Chartered Accountant for audit of accounts of the project, from the funds sanctioned under "Overhead" for the project.**

7. **Publications:** In super-session of all the previous instructions on the subject, the following procedure has been laid down for the publication of papers on the work of the research projects.

a. All research projects will henceforth be classified as "Reserved" or "Unreserved" for the purpose of publication of results of the work.

b. In case of "Unreserved" projects, the Investigator-in-charge can send papers for publication to any appropriate scientific journal. A specific permission from DAE is not necessary. He should, however, send a copy of the manuscript of the papers to the Member Secretary, Advisory Committee simultaneously while forwarding the paper to the journal. The paper should acknowledge the financial assistance provided by DAE and quote the sanction number of the project.

c. In the case of "Reserved" projects, it will be incumbent on the investigator-in-charge to forward a copy of the manuscript of the paper to the DAE and obtain its prior approval, before publishing it. In the event of the Department not approving the publication of the papers, the Investigator-in-charge should not publish the material in the same or modified form.

d. Three reprints of all papers published should be forwarded to the Member Secretary of the Advisory Committee.

8. **Equipments Developed under the Project:** The equipment/ Materials/ Products developed under the project shall remain the property of DAE, if specified in the sanction letter, and such equipment shall be transferred to a DAE unit. The expenditure of such a transfer to the destination as indicated by DAE, would be borne from the cost of the project.

9. **Patent rights:** All patent rights on design and inventions derived from the research work financed or aided by DAE shall belong to the Government of India or its nominees. The Department may, at its discretion, allow or direct any benefit thereof to be retained or given to the inventor.

10. Final Year Grant:

FOR YSRA PROJECTS:

For the final year of the project, the grant will be released in two instalments. Only 25% (excluding the staff salaries) or Rs.25,000/- whichever is less will be retained by DAE as II instalment of the final year grant. The rest of the money along with the full Staff Salaries for the final year will be released on receipt of Utilization Certificate, State of Accounts for the preceding year and a claim in the form II. The II instalment will be paid on completion of the project.

FOR RESEARCH PROJECTS: Final year grant will be released in full however, the remaining overheads will be paid on completion of the project.

Completion of the project:

Within three months from the date of termination of the project of the project PI shall submit the following documents:

i. Claim form (Form II)

- ii. Audited Utilisation Certificate to the effect that the grant received during the years were utilised for the purpose for which they were sanctioned (Form III).
- iii. Audited Statement of accounts from a Statutory Auditor or a Chartered Accountant for the grant-in-aid paid during the previous years (Form IV).
- iv. An Inventory of equipment purchased out of the grants released by the Department for the project (Form V).
- iv. A final consolidated project report (Form VII). Minimum three copies required.

The final Utilisation Certificate and Statement of Accounts shall be audited by Statutory Auditor (Government Auditor) or Chartered Accountant (external). However, the UC and SA audited by the internal auditor are accepted provided the accounts of the institution are audited by the C&AG and same is certified by the Head of the Institution. In respect of the other institutions where there is no audit by C&AG, they are required to submit the UC & SA audited by Statutory auditor/Chartered Accountant.

11. **Monitoring:** The activities of the Research Projects shall be monitored by BRNS through TPDM, correspondences, site visits or a combination thereof. All decisions by the Scientific Secretary, BRNS or his representative shall be binding on all matters concerning the Research Projects.

Further to Annex A, the following conditions shall apply in respect of the Overheads sanctioned for the Research Project:

- i) 50% of the Overheads (i.e. 7.5% of the total yearly grant less contingency) be disbursed annually.
- ii) The remaining 50% of the Overhead (i.e. 7.5% of the total yearly grant, (excluding contingency) shall be paid only on completion of the project including submission of the Audited Statement of Accounts and Utilisation Certificate to the BRNS Secretariat. **The Audited Statement of Accounts and Utilisation Certificate should also include Account for the full Overheads (15% of total of actual amount spent under various heads excluding contingency). The BRNS shall then reimburse the balance 7.5% of the Overheads after scrutiny and acceptance of the Project Report, Audited Statement of Accounts and Utilisation Certificate.**
- iii) The Institution shall allow the PI, if (in the opinion of the PI) the process of auditing by the Statutory Auditor / University Auditor is likely to delay the submission of audited Statement of Accounts (SA) and audited Utilisation Certificate (UC) to BRNS, to incur the expenditures (from the Overheads sanctioned for the Research Project) necessary to get the SA and UC audited by a Chartered Accountant of the PI's Choice.

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DEPARTMENT OF ATOMIC ENERGY

The general terms and conditions governing the release of grant-in-aid

- a) Sanction against a specific project/ equipment etc. and the purpose mentioned in the sanction shall be subject to the implied conditions:
- (i) the grant shall be spent only for the purpose for which it is sanctioned within a reasonable time ; and
 - (ii) portion of the grant which is not ultimately required for expenditure for the approved purposes shall be duly surrendered to the Government of India (Department of Atomic Energy); and
 - (iii) the diversion of grant in question to another Institution for the same purpose or for any other purpose without specific approval of the Government of India is prohibited.
- (b) The grantee institution shall render an audited statement of account and utilization certificate in GFR -19[A] for the grants released.
- (c) Any unspent balance out of the sanctioned grant is either refunded to the Government of India or specific concurrence of the Government of India is obtained to its being carried forward for expenditure during the next financial year.
- (d) If the grant is not utilized immediately, it is expedient to keep a part or whole of the grant in a bank account earning interest and the interest thus earned should be reported to this Department. The interest so earned will be treated as a credit to the grantee to be adjusted towards future instalments of the grant.
- (e) The grantee institution should maintain separate audited account for the grant released.
- (f) The Comptroller and Accountant General (CAG) will have the right of access to the books and accounts of the grantee institution for which a reasonable prior notice would be given by the Accountant General concerned.
- (g) The grantee institution shall maintain an audited record in the form of a register in the prescribed proforma for permanent, semi permanent assets acquired solely or mainly out of Government grant. The Account of grantee institutions shall be open to inspection by the sanctioning authority/audit whenever the Institution is called upon to do so.

- (h) The assets referred to in (g) above will be the property of the Government and should not without prior sanction of the Government be disposed off or encumbered or utilized for purposes other than those for which the grant has been sanctioned.
- (i) During the course of the project work, Government will be free to relocate the assets. At the conclusion of the project, Government will be free to sell or otherwise dispose off the assets, which are the property of Government and the grantee institution shall render to Government the necessary facilities for the sale of these assets. Should the grantee institution ceases to exist, such assets etc., shall be returned to the Government of India.
- (j) Application by grantee institution for any other financial assistance or receipt of grant from any other agency/ Ministry / Department for the same project/ equipment should have the prior approval of the Department.
- (k) In case of non-submission of UC and SA duly audited by Statutory Auditor / Chartered Accountant, further grants shall not be released to the Principal Investigator (PI) and in addition action will be initiated as per rules.

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