



Government of India  
Department of Atomic Energy (DAE)  
Board of Research in Nuclear Sciences (BRNS)

Dr. Debanik Roy  
Programme Officer (NRFCC)

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No: 36(4)/48/2015-BRNS/36045

Date: 31/03/2016

**OFFICE MEMORANDUM**

Sub: **R/P entitled "A study of Radon , Thoron and their progeny level in Kashmir Valley of J& K state." under Dr. Syed Shakeel Ahmad, Department of Physics, University of Kashmir, Hasratbal, J&K-190006 bearing sanction 36(4)/48/2015-BRNS with NRFCC, BRNS.**

On the recommendations of the Board of Research in Nuclear Sciences (BRNS), I am directed to convey the administrative approval and sanction of the President of India for the captioned project for the 2 years beginning from financial year 2015-2016 with a total grant of Rs. 33,20,700/- (Rupees thirty three lakh twenty thousand seven hundred only) for the project as under :

Item of expenditure	Year 1 (2015-2016)	Year 2 (2016-2017)
Equipments	1100000	0
Staff Salary - JRF (1)	300000	300000
Technical Assistance	144000	144000
Consumables	400000	150000
Travel - PI	140000	140000
Contingencies	40000	40000
Overheads	156300	55050
<b>Total(INR)</b>	<b>2280300</b>	<b>829050</b>

Note: \* Depo. progeny sensor- 200 Nos, Digital Camera, Etching Bath & Spark Counter- 1 set, Gamma Survey Meter, GPS, Pinhole cup dosimeter- 200 Nos, progeny sensors- 200 Nos, Radon mass exhalation chamber, Radon Monitor, Water sampling kit & bubbler

JRF salary calculated @25,000/- p.m. for first two years and on redesignation by committee on in third year as SRF @ 28,000/- p.m. RA salary calculated @ 36,000/- p.m.

Overheads calculated @ 7.5% of the other heads except contingency. The remaining 7.5% towards overheads (Rs. 2,11,350/-) shall be released only on meeting the requirements specified (See Annex-B).

- I am also directed to convey the sanction of the President of India to incur an expenditure of **Rs. 22,80,300/-**
- towards grant for the year 2015-2016 .
- The expenditure involved is debit to: **04 3401 00 004 08 0231**
- This issues with the concurrence of Scientific Secretary, BRNS and IFA.

*Debanik Roy*

**Dr. Debanik Roy**

Pay & Accounts Officer, DAE, Mumbai-400 001.

Copy forwarded to:

1. Director of Audit, Scientific Department, AEAP, OYC, CSM Marg, Mumbai-400 001.
2. Joint Secretary (R&D), DAE, Anushakti Bhavan, CSM Marg, Mumbai-400 001.
3. Registrar, Department of Physics, University of Kashmir, Hasratbal, J&K-1900006.
4. Principal Investigator(PI): Dr. Syed Shakeel Ahmad, Department of Physics, University of Kashmir, Hasratbal, J&K-1900006.

A. First year grant is being released in full along with this Sanction Letter through Pay & Accounts Officer, Department of Atomic Energy, Anushakti Bhavan, CSM Marg, Mumbai-400 001 directly. You may await a Money transfer (MT) through ECS and The amount would be credited electronically to A/C No: 7040500000057, A/C Name: Dean, Research, University Of Kashmir, Sgr., IFSC: JAKA0NASEEM, Jammu and Kashmir Bank Limited, University Campus, Hazratbal, Srinagar, Jammu and Kashmir .

i) Acceptance of this sanction and the MT for the amount sanctioned for the first financial year may please be acknowledged (Form-I).

ii) THIS SANCTION IS FURTHER SUBJECT TO THE CONDITIONS STIPULATED IN ANNEX (ENCLOSED), WHICH MAY BE GONE THROUGH CAREFULLY.

B. Second year Sanction Letter will be issued automatically in the month of April/May of the 2nd financial year, however, the grant will be released (unspent balance of previous year and Interest earned will be adjusted) after the PI submits the following documents to the Programme Officer NRFCC:

a) Claim in Form-II quoting the reference of the sanction issued for the first year.

b) Utilisation Certificate (UC) as on 31st March of the preceding financial year in Form-III duly audited by the Internal Auditor of the University/ Institution or a Chartered Accountant.

c) Statement of Accounts (SA) as on 31st March of the preceding financial year should be updated on the website. Interest earned in previous year should be reflected in the Statement of Accounts. A printout of the same should be sent to BRNS after it is duly audited by the Internal Auditor of the University/ Institution or a Chartered Accountant.

d) Copy of appointment order and joining report of the staff appointed for the project along with minutes of the Selection Committee, should be uploaded in a single pdf file under the file head "Staff Appointment Details". In addition, the details of the appointed staff should also be updated in the available menu.

e) The inventory of equipment also should be updated in the menu, besides uploading the purchase order of the items costing more than 1 Lakh.

f) A One Page report on the progress of work during first year.

C. Third and subsequent years (if any) the Sanction Letter and the grant will be released on fulfillment of the following requirements:

i) Renewal/ Extension Application: Principal Investigator (PI) is required to upload by January 15 a pdf copy of duly signed renewal/ extension application in the prescribed form-(PRA) after logging into his/her account at [www.daebrns.gov.in](http://www.daebrns.gov.in). All applications received shall be examined by experts from the field and PIs may be invited to a Technical Programme Discussion Meeting (TPDM). Renewal of the project will be based on the recommendations of the TPDM, Advisory Committee and the Board.

ii) Sanction Letter: If the progress is found to be satisfactory the renewal sanction for the year will be issued in the beginning of that financial year in April/May.

iii) Claim: On receipt of the renewal sanction, the PI shall claim the funds sanctioned by submitting the following documents to Programme Officer NRFCC, BRNS Secretariat, First Floor, Central Complex, BARC, Trombay, Mumbai-400 085:

a) Claim in Form-II quoting reference of the renewal sanction.

b) Utilisation Certificate (UC) as on 31st March of the preceding financial year in Form-III duly audited by the Internal Auditor of the University/ Institution or a Chartered Accountant. should be reflected in the Statement of Accounts.

c) Statement of Accounts (SA) as on 31st March of the preceding financial year including the amount of Interest earned in previous year and duly audited by the Internal Auditor of the University/ Institution or a Chartered Accountant.

d) Copy of appointment order and joining report of the staff appointed for the project along with minutes of the Selection Committee.

e) An inventory of equipment and the copy of Purchase order of equipments costing more than 1 Lakh.

D. At the end of Terminal Year the Settlement Grant and the Balance 7.5% Overheads will be released on fulfillment of the following requirements:

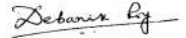
a) Claim Form-II if any,

b) The final Consolidated Statement of Accounts and Consolidated Utilization Certificate duly audited by a Chartered Accountant or the Statutory (Govt.) Auditor.

c) Final Consolidated Progress Report and a brief report as per format given in Form-VII .

5. AAO (Bills II), DAE, Anushakti Bhavan, CSM Marg, Mumbai - 400 001 – With a request that the amount granted for the first year of the project may be released.
6. Member Secretary (NRFCC) : Dr. Vivekanand Kain, [vivkain@barc.gov.in](mailto:vivkain@barc.gov.in); Ph:+91-2225595067
7. Co-Investigator (CI) : Dr. Sajad Masood, Room No 13 Department of Physics Kashmir Univers, Email : [smmasoodi@gmail.com](mailto:smmasoodi@gmail.com), Mobile :9419077284Mr. Mudasir Ashraf Shah, C-10 Residential Quater SKIMS Soura Srinagar 1, Email : [mudasirashraf8@gmail.com](mailto:mudasirashraf8@gmail.com), Mobile :9596573550
8. Project Collaborator (PC): Dr. B.K. Shahoo, Room No. 205 CTRS Building Anushaktinagar Mumba, Email : [bijay@barc.gov.in](mailto:bijay@barc.gov.in), Mobile :9323811738.
9. Member Secretary, TSC-4, NRFCC : Dr. A. Vinod Kumar, RSSD, BARC, Mumbai-400 085.

You or your nominee may please be the DAE representative for selection of Research Fellow/ Research Associate for the project.



**Dr. Debanik Roy**

Note:

1. Please quote the Sanction Number 36(4)/48/2015-BRNS in all your correspondence with BRNS.
  2. All the forms mentioned in the sanction letter and the terms & conditions are also available on the website. Kindly update Statement of Accounts, details of Equipment and staff in the menu available on the leftside when view application is clicked. The renewal/extension forms and scanned copy of duly signed financial documents (SA,UC & claim) also needs to be uploaded to get grant for subsequent years. Kindly verify that the data given in yourprofile is correct.
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**TERMS AND CONDITIONS**  
**Governing financial assistance for**  
**RESEARCH PROJECTS**  
**Funded by BRNS**

**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 institution/principal investigator (PI) shall refund the unspent balance under the sanctioned heads and shall not utilise such balance to meet the expenditure in any other item. Re-appropriation of funds without prior permission of the BRNS is not permissible. Unspent balance of the previous year will be deducted from the sanctioned amount, while releasing grant for the subsequent 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 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:**

The categories of the staff granted under the Projects are separately indicated in the sanction and they are to be selected by the Principal Investigator. The procedure for selection and appointment of staff sanctioned for the project shall be as follows:

- 2.1 The qualification, emoluments and general service rules for the staff sanctioned will be as per the DAE Office Memorandum No. 10/1(21)/2014/Fellowship/R&D-II/3944 dated March 24<sup>th</sup>, 2015.
- 2.2 The post for appointment of staff under BRNS project should be advertised on the websites of BRNS ([www.daebrns.gov.in](http://www.daebrns.gov.in)) and the parent institute as well. In addition, the Principal Investigator can send out notices about the vacancy 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. Advertisement in Current Science or local newspapers is discretionary on the part of the Principal Investigator.

For such an advertisement, PI can upload [Staff Advertisement](#) after due filling into their account at [www.daebrns.gov.in](http://www.daebrns.gov.in) and also mailing the same to the Programme Officer.

- 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 The selection would be based on personal interview by a Selection Committee to be setup, as per the norms of the parent institution. PI should ensure that the Principal Collaborator (PC) / DAE Coordinator (DC) of the project or his / her nominee as DAE representative, is also a member of the selection committee. The presence of DAE representative through video chat / conferencing is also admissible. The schedule and arrangements for interview shall have to be coordinated by the PI in consultation with Member Secretary & Programme Officer and it should be planned well in advance.
- 2.5 DAE representative attending the Selection Committee for Selection of research fellows may be paid [TA/DA](#) by the PI directly from 'Travel' grant (if sanctioned) for the project.
- 2.6 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 **Salary Structure:** The categories of staff who can be employed in a BRNS project and their respective qualifications/experience and salary are as under: Justification of manpower should be clearly mentioned, along with the total number of JRFs/SRFs currently working with the PI and CI.

<u>Category</u>	<u>Qualification/experience</u>	<u>Salary per month*</u>
JRF M.Sc/BE/B.Tech/BVSc/B.Pharm		Rs.25,000/- for 1 <sup>st</sup> & 2 <sup>nd</sup> year
	& on re-designation as SRF by a committee	Rs.28,000/- from 3 <sup>rd</sup> year
SRFM Tech/ME/MVSc/MPharm/MBBS/BDS or		Rs.28,000/-
	M.Sc/BE/B.Tech/BVSc/B.Pharm	
	with 2 years of experience	

RA-I**	Ph.D in Science/ MD or MTech/ME/MVSc/MPharm/MBBS/BDS with 2 years of experience	Rs.36,000/-
RA-II**	Ph.D in Science/ MD or MTech/ME/MVSc/MPharm/MBBS/BDS with 2 years of experience and possessing exceptional academic record	Rs.38,000/-
RA-III**	Ph.D in Engineering or same as for RA-II but selected under specific DAE scheme	Rs.40,000/-

In addition to the Salary, the staff appointed is also entitled to House Rent Allowance (HRA) and Medical Allowance (MA) as per PI's institute/university rules. HRA can be [claimed](#) only after appointment of the staff.

\*\* The slab at which the Salary for RA is to be fixed may be decided by the appointing authority taking into consideration the qualification and experience of the candidate.

If the project proposal is approved, Guidelines/Terms and Conditions for recruitment of Staff are issued along with the Sanction letter.

### 3. Equipment Grant:

- 3.1 All major equipment are 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 Programme Officer and Member 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, 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 (<http://www.ecil.co.in>) as part of the procurement action. In addition, indigenous equipments should be preferably procured, wherever it is possible.
  - 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 from BRNS grant and the copy of purchase orders of items more than 1 Lakh should be sent to the Programme Officer, BRNS Secretariat, 1st Floor, Central Complex, BARC Trombay, Mumbai – 400 085, immediately after the close of the financial year in Form V.
  - 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. Technical Assistance:** Under this 'Head of Account', the PI can provide overtime/honorarium to existing technical/scientific staff of the institute, engage laboratory attendants/or other help on casual basis subject to the rules of the host institution. These may also include hiring services from outside that are not available in the institute equipment like equipment/experimental set-up fabrication, usage of sophisticated/high end facilities, computer hire charges, computer hire charges etc.
- 5. Travel:** The entitlement of mode (Rail/Air) and class of travel will be governed by the rules of the respective institutions to which the PI, CI and PC/DC belongs. One visit per year by PC/DC to PI's institution and vice versa during the duration of the project may be taken as a general guideline. PI may use the funds sanctioned under head Travel for travelling to attend a conference within India during the second half of the project. Wherever the project involves fieldwork, PI may include travel funds accordingly in the project formulation.
- 5.1 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 the 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.
- 6. Contingency Grant** can be used:-

- i. To buy any urgently required laboratory items for the project or for buying books, and the books so purchased should be deposited in the departmental library of the Institute.
- ii. To meet the expenditures on local travel of the investigator(s), and the 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 and also for the partial payment of tuition fee, registration fee and other expenditure of the staff employed for Ph.D. programme of the university, as the case may be.
- 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.

#### 7. **Overheads:**

The BRNS allows 15% of the cost of the project, excluding the contingency amount, as 'Overheads', with an upper limit of Rs. 6 lakhs for educational institutions and Rs. 2 lakhs for all other institutions.

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.

50% of the 'Overheads' (i.e. 7.5% of the total amount) shall be released annually with the grant. The remaining overheads shall be paid on completion of the project and submission of the final progress report along with the audited statement of accounts, utilization certificate and the claim form. PI shall submit the Statement of Accounts and Utilization Certificate including full Overheads (**15% of total of actual amount spent under various heads excluding contingency**). The BRNS shall then reimburse the balance Overheads after scrutiny and acceptance of the Project Report, Audited Statement of Accounts and Utilisation Certificate.

**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 overheads from various sources of grants in a common fund and utilise the interest from such deposit to maintain the infrastructure in the university / institute.

#### 8. **Audit:**

- 8.1 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.
- 8.2 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. Necessary receipts for this expenditure should be enclosed with the Audited Statement of Accounts to be sent to the Department.

#### 9. **Publications:** 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. Soft copy of the published papers should be uploaded on the site [www.daebrns.gov.in](http://www.daebrns.gov.in) after logging into his/her account.

#### 10. **Equipments Developed under the Project:** 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.

#### 11. **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. Prior permission is required to be obtained by this Department before applying for patent rights.

#### 12. **Final Year Grant:**

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

#### 13. **Documents to be submitted after 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 (SA) from a Statutory Auditor or a Chartered Accountant for the grant-in-aid paid during the previous years (Form IV). PI is advised to take a printout of SA after entering the expenditure column of the SA, which is editable after logging in on the web portal [www.daebrns.gov.in](http://www.daebrns.gov.in) and post duly signed hard copies.
- iv. An Inventory of equipment purchased out of the grants released by the Department for the project (Form V).
- v. Copies of the purchase orders of items costing more than rupees 1 Lakh procured under the project.
- vi. A final consolidated project report (Form VII). Minimum two copies required. (two hard and one soft by CD)
- vii. One page brief report. (PIs give the link)

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.

- 14. Monitoring:** Activities of the Research Projects shall be monitored by the BRNS through Technical Programme Discussion Meeting (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.

#### ANNEX - B

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.

ANNEX - C



## 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 installments 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 cease 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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*P. P. P. P.*  
22/2/06



**RENEWAL APPLICATION FORM**

**Form-PRA**

- Application for renewal of an ongoing project is to be submitted in Form- **PRA** for renewal for the 3<sup>rd</sup> year of a 3-Year project and for the 2<sup>nd</sup> year of a 2-Year project as well as for requesting for an extension of a project beyond stipulated period.
- Sanction for the 2<sup>nd</sup> year of a 3-Year project would be issued automatically without submission of a renewal application in Form-**PRA**.

**INSTRUCTIONS**

**Applicant must carefully read the instructions given below before filling the form.** Do not change the format of the application form & submit it in **MS Word format only**.

1. **Submission of Renewal Application:** For renewal/ extension of an ongoing project, please submit **one** printed copy of the renewal application in the prescribed **Form-PRA** along with a brief Progress Report by post to the concerned Programme Officer, BRNS Secretariat, Central Complex 1st Floor, BARC, Trombay, Mumbai - 400085. Application should be duly signed and forwarded by the Head of Institution and must reach BRNS **latest by 1<sup>st</sup> January** of the 2<sup>nd</sup> financial year of the project or of a subsequent financial year, as the case may be. Application should be complete in all respects. Information should be furnished as per the space provided in the form. **The 'progress reported' and the 'work proposed' for the next financial year should have concurrence of the PC.**

A soft copy of the duly filled application (**Form-PRA**) **must also be sent by e-mail to the concerned Programme Officer, BRNS ([brns@barc.gov.in](mailto:brns@barc.gov.in))** and Principal Collaborator (PC/DC/CC) of the project. The subject of the mail should read as "Renewal **form**: *specify sanction number of the project*". One soft copy should be sent to Member secretary of the concerned committee.

2. **Processing of Renewal Applications:** All applications received by **1<sup>st</sup> January** shall be examined by experts from the field. Based on their comments the PIs may be invited to a Technical Programme Discussion Meeting (**TPDM**) for an oral presentation at Mumbai or at any other convenient place before a panel comprising of the members of the Advisory Committee and the experts sometime during **January/ February**. Renewal of the project will be based on the recommendations of the TPDM, Advisory Committee and the Board and subject to budget availability for the relevant financial year. **This whole process may take around 3 months** and if the progress is found to be satisfactory, the Renewal Sanction will be issued in the beginning of the said financial year in **April/ May**.
3. **Release of Funds:** After receipt of the renewal sanction letter, PIs are required to submit following documents within the financial year for which the grant has been sanctioned:
  - a. Claim form (form II)
  - b. Utilisation Certificate (form III) for the previous financial year as on 31<sup>st</sup> march of previous year
  - c. Statement of Accounts (form IV) for the previous financial year as on 31<sup>st</sup> march of previous year
  - d. Inventory of Equipment (Form V)
  - e. Copy of appointment order and joining report of the staff appointed for the project along with minutes of the Selection Committee.
4. The documents received are processed and amount would be transferred electronically to the Bank Account mentioned in certificate I of the project application form.

Government of India  
Department of Atomic Energy (DAE)  
Board of Research in Nuclear Sciences (BRNS)

...

**APPLICATION FORM PRA**  
(for seeking renewal/extension of an ongoing project)

**Summary Sheet**

Project Details	Renewal/ Extension for F.Y.:		
Title			
Sanction No.	Date of Commencement	Extension	
Total Cost	Date of Termination	sought up to	

	Name	Address	e-mail	Phone	FAX
<b>PI</b>					
<b>CI</b>					
<b>PC</b>					

Particulars	Amount in Rupees	
	Amount Originally Sanctioned for the Next F.Y.	Revision Requested *
Equipment		
Staff Salary		
JRF:		
SRF:		
RA:		
Technical Assistance		
Consumables		
Travel		
PI:		
PC/DC:		
Contingencies		
Overheads		
<b>Grand Total</b>		

\* Give Appropriate Justification for Revision Requested:

**Work Report**

1. Research Fellows Recruited

Name	Designation	Joining date	Name of the DAE nominee present for selection of the appointee

2. Originally Planned Objectives / Deliverables Expected:

3.Summary of progress made till date in up to 200 words (Detailed Progress Report to be attached separately):

4.List of publications from this project (Journals / Symposia / Reports)

**Plan of Work for the Renewal Year**

5.At PI's Institute:

6.At PC's Institute:

**Details of grants received and utilized so far (Rupees):**

Sr. No.		Sanctioned	Opening	Received	Total (4+5)	Spent	Unspent
<b>1<sup>st</sup> Year</b>	<b>(20 - 20 )</b>						
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
1.	Equipment		NIL				
2.	Staff Salaries		NIL				
3.	Techn. Asst.		NIL				
4.	Consumables		NIL				
5.	Travel		NIL				
6.	Contingencies		NIL				
7.	Overheads		NIL				
8.	Interest Earned		NIL				
9.	TOTAL :		NIL				
<b>2<sup>nd</sup></b>	<b>(20 - 20 )</b>						
1.	Equipment						
2.	Staff Salaries						
3.	Techn. Asst.						
4.	Consumables						
5.	Travel						
6.	Contingencies						
7.	Overheads						
8.	Interest Earned						
9.	TOTAL :						
	<b>GRAND*</b>						

\* Another set of nine rows for subsequent financial years may be added, while seeking extension beyond third financial year of the project.

**List major equipment procured / fabricated along with specifications:**

---

<b>Name of the equipment</b>	<b>Specification</b>	<b>Amount</b>
1.		
2.		
3.		
4.		

---

**Principal Investigator**

**Co-Investigator**

**Principal Collaborator**

Name:

Designation:

Place:

Date:

Concurrence of the PC obtained: Yes / No

Signature (of the PI):

Through (Head of Institution):

**Acceptance cum Receipt**

To,  
Programme Officer,  
BRNS Secretariat,  
Central Complex, 1<sup>st</sup> Floor,  
BARC, Trombay, Mumbai-400 085.

**Subject:** Sanction No. \_\_\_\_\_ dated \_\_\_\_\_ communicating a total financial assistance of Rs. \_\_\_\_\_ for 1/2/3-year duration from 20\_\_\_\_ to 20\_\_\_\_ for the Research Project entitled \_\_\_\_\_

Sir,

1). The terms and conditions of the grant-in-aid communicated by DAE are accepted.

2). The Demand Draft/ M.T. No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ for the year 20\_\_\_\_ - 20\_\_\_\_ grant has been received.

-----  
Signature of the Principal Investigator

Signature of the Registrar/Head of Institution

Date:

Date:

Name:

Name:

Designation:

Designation:

Address:

Address:

(Seal)

(Seal)

**CLAIM**

(To be submitted in duplicate by the PI/ Grantee Institution)

To

Programme Officer,  
BRNS Secretariat, 1<sup>st</sup> Floor,  
Central Complex, BARC,  
Trombay, Mumbai-400 085.

**Subject:** Sanction No. \_\_\_\_\_ dated \_\_\_\_\_ communicating a total financial assistance of Rs. \_\_\_\_\_ for 1/2/3-year duration from 20\_\_\_\_ to 20\_\_\_\_ for the Research Project entitled \_\_\_\_\_

Sir,

The terms and conditions of Grant-in-aid communicated by DAE are accepted and an amount of Rs. \_\_\_\_\_ is claimed towards expenditure for the project during the current financial year in accordance with the details given below:

1. Amount received so far :
2. Amount spent so far :
3. Amount remaining unspent :
4. Amount sanctioned for the current financial year( ) :
5. Amount now claimed for the current financial year ( ):

The Demand Draft may be drawn in favour of \_\_\_\_\_

OR The amount may kindly be credited electronically to :

Name of A/c Holder.: A/c. Number:

Bank & Branch Name : IFS code :

-----  
Signature & Seal: Principal Investigator

-----  
Signature & Seal: Registrar/Head of Institution



**UTILISATION CERTIFICATE**

Certified that Grant-in-aid of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_  
\_\_\_\_\_) was sanctioned by the **Government of India,**  
**Department of Atomic Energy, Mumbai-400 001** vide their letter No. \_\_\_\_\_ dated  
\_\_\_\_\_ and Rs \_\_\_\_\_ were paid on date(s) \_\_\_\_\_ for the year(s)  
\_\_\_\_\_ of which Rs \_\_\_\_\_ has been utilized and there is an unutilised balance of Rs  
\_\_\_\_\_ of the said grant as on **31<sup>st</sup> March** \_\_\_\_\_ in respect of the Research Project/  
Symposium/ Foreign Travel Assistance/ other Schemes viz.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature & Seal: Principal Investigator

Signature & Seal: Registrar/Head of Institution

Signature & Seal: Statutory Auditor (Govt.)/ Chartered Accountant/Internal Auditor\*

**\*Note:** Consolidated Statement of Accounts & Utilization Certificate, which is to be submitted on completion of the project should also include remaining 7.5% Overheads. These forms 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.

**STATEMENT OF ACCOUNTS (SA)** as on \_\_\_\_\_ (date)

Sanction No: ..... Dated: .....

Sr. No.		Sanctioned	Opening Balance	Received	Total (4+5)	Spent	Unspent (Carried Forward)
<b>1<sup>st</sup> Year</b>	<b>(20 - 20 )</b>						
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
1.	Equipment		NIL				
2.	Staff Salaries		NIL				
3.	Techn. Asst.		NIL				
4.	Consumables		NIL				
5.	Travel		NIL				
6.	Contingencies		NIL				
7.	Overheads		NIL				
8.	Interest Earned		NIL				
	TOTAL :		NIL				
<b>2<sup>nd</sup></b>	<b>(20 - 20 )</b>						
1.	Equipment						
2.	Staff Salaries						
3.	Techn. Asst.						
4.	Consumables						
5.	Travel						
6.	Contingencies						
7.	Overheads						
8.	Interest Earned						
	TOTAL :						
<b>3<sup>rd</sup></b>	<b>(20 - 20 )</b>						
1.	Equipment						
2.	Staff Salaries						
3.	Techn. Asst.						
4.	Consumables						
5.	Travel						
6.	Contingencies						
7.	Overheads						
8.	Interest Earned						
	TOTAL :						
	<b>GRAND</b>						

Principal Investigator

Head of the Institution

Auditor/Chartered Accountant/Accountant General\*

**\*Note:** Consolidated Statement of Accounts & Utilization Certificate, which is to be submitted on completion of the project should also include remaining 7.5% Overheads. These forms 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.

**Inventory of equipment**

Inventory of equipment purchased for the project entitled:

1) DAE Sanction Number and Date:

2) Amount sanctioned for equipment:

- 3) List of equipment sanctioned:            1.  
    For the project                                2.  
    3.  
    4.

4) Details of equipment procured:

<b>Name of the equipment</b>	<b>Date/Month of purchase</b>	<b>Amount</b>
1.		
2.		
3.		
4.		

Signature & Seal: Principal Investigator

Signature & Seal: Registrar/Head of Institution

### **INFORMATION TO BE INCLUDED IN THE CONSOLIDATED REPORT**

(One hard and a soft copy, should be submitted within three months of the completion of the project)

1. Name and address of the Institute.
2. Title of the project, project number and date of first sanction.
3. Name, designation and full address of the investigator-in-charge of the project.
4. Date of commencement of actual work on the project.
5. Detailed technical report of the entire work done on the project.
6. Listing of computer programmes developed, if any
7. Publication in referred journals (copies of reprints to be attached)
8. Papers presented in symposia/ conference (copies of reprints to be attached)
9. Whether any of the staff has submitted/ been awarded research degree on the basis of work carried out on the project. If so, degree and title of thereon and year of submission/ award.
10. Details of total grant (name and designation of staff, name and cost of equipment, consumables (heads) received during tenure of the project.
11. Particulars such as the title of the project, funding agency duration of any other projects under your charge.
12. Details of all the previous DAE projects under your charge (project title, total funds, duration)
13. Other specific remarks/ suggestions.

The detailed report should be prefaced with a brief summary of achievements in not more than 100 words.

DEPARTMENT OF ATOMIC ENERGY (DAE)  
BOARD OF RESEARCH IN NUCLEAR SCIENCES (BRNS)

**CLAIM FOR HRA/MA**

To,  
Programme Officer, BRNS,  
1<sup>st</sup> Floor, Central Complex,  
BARC, Trombay, Mumbai-400 085.

**Research Project Sanction No. and Date** \_\_\_\_\_

Name of the Institution/ University \_\_\_\_\_

R/P entitled “ \_\_\_\_\_

-----  
Name of the Staff                      Period                      \*Rate (% , pm)                      Amount  
(from..... to .....)  
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**Certified that the departmental accommodation/hostel has not been provided to the appointed RA/SRF/JRF and the above mentioned rate is as per the norms of the institute.**

ACCEPTANCE

**THE TERMS AND CONDITIONS OF GRANT-IN-AID COMMUNICATED BY DAE ARE ACCEPTED.**

Principal Investigator

Head of the Institution/ Registrar

Signature:

Name:

Address:

(Seal)

(Seal)

The amount may kindly be credited electronically to :

A/c. Name:

A/c. Number:

Bank & Branch Name :

IFS code :

Government of India  
Department of Atomic Energy  
R&D II Section

Anushakti Bhavan,  
C.S.M.Marg.  
Mumbai 40001.  
Tel :022-22862763  
[e-mail: rd2@dae.gov.in](mailto:rd2@dae.gov.in)

No: 10/1(21)/2014/Fellowship/R&D-II /3944

March 24, 2015.

**OFFICE MEMORANDUM**

**Subject: Revision of fellowships granted under NBHM/BRNS**

1. In supersession of the earlier orders on the subject, the undersigned is directed to convey the approval of the President for revising the rate of Fellowship being paid by National Board of Higher Mathematics (NBHM) and Board of Research in Nuclear Sciences (BRNS) to the Junior Research Fellows/Senior Research Fellows/Post Doctoral Fellows/Research Associates as detailed below:

Sr. No.	Name Fellowship	Qualification*	Revised rates of Fellowship
1	Junior Research Fellows/Ph.D. Scholarship Holders of NBHM	M.Sc./BE/B.Tech/B.VSc/ B.Pharm	₹ 25000/- p.m. for 1 <sup>st</sup> two years ₹ 28000/- p.m. for subsequent years  Plus contingency grant of ₹ 32000/- per annum.
2	Senior Research Fellows/ Ph.D. Scholarship Holders of NBHM	M.Tech./M.E./MVSc/ M.Pharm/MBBS/BDS/ M.Sc./B.Tech, with two years experience	₹ 28000/- p.m.  Plus contingency grant of ₹ 32000/- per annum.
3	Research Associates	Ph.D/M.D./M.Tech/ ME/M.VSc/M.Pharm/ MBBS/BDS with two years experience	₹ 36000/- ** "RA-1" ₹ 38000/- ** "RA-2" ₹ 40000/- ** "RA-3" Plus contingency grant of ₹ 32000/- per annum.

4	Post Doctoral Fellows	PDF who have submitted Ph.D. thesis and yet to receive their Ph.D. degree (provisional or otherwise) or has received only provisional degree.	₹32000/- p.m. Plus contingency grant of ₹ 32000/- per annum.
		Fresh PDF with Ph.D. degree	₹ 36000/- p.m. Plus contingency grant of ₹ 32000/- per annum.
		PDF with Ph.D. degree and with one year experience	₹ 38000/- p.m. Plus contingency grant of ₹ 32000/- per annum.
		PDF with Ph.D. degree and with two or more years of experience	₹ 40000/- p.m. Plus contingency grant of ₹ 32000/- per annum.

\* If a student having higher qualification such as M.Tech/MBBS, etc. competes with students having lower qualification such as B.Tech/MSc., etc. he will be paid the Fellowship at the rate applicable to the latter.

\*\* The RAs may be fixed at one of the 3 pay levels depending on qualifications and experience. The level at which a fellow will be placed will be decided by the interview committee at the level of the Unit, based on the following:

- i) Quality of Ph.D. thesis;
- ii) Post-Ph.D research experience as evidenced from the quality of the publications and /or products/processes designed and developed and
- iii) Performance in the selection interview

Note:(1) The JRF/SRF have to be NET qualified or a DAE nominee has to be on the Selection Committee for their recruitment.

(2) On completion of two years and on assessment by the Doctoral Committee of the Student about the progress of work done by the Student, Junior Research Fellows shall be re-designated as Senior Research Fellow. Where such a committee does not exist, Head of the Institution may appoint a 3(three) member 'Expert Committee' for evaluation.

- (3) The PDF Fellowship will be fixed at one of the three levels (₹ 36000/₹ 38000/ ₹ 40000) depending upon the conditions met by the candidate and this shall remain constant throughout the tenure.

**3. Contingency Grant:**

- 3.1 The JRF/SRF/PDF, Research Associates engaged under the Research Projects of BRNS and NBHM will not be entitled for this Contingency Grant** as the Project itself is sanctioned with a Contingency Grant Component.
- 3.2** The Contingency Grant will be given to meet the expenditure towards (a) purchase of books, (b) Stationery, (c) purchase of computer software and hardware, (d) journals, (e) mailing expenses and (f) travel for attending seminars and conferences.
- 3.3** The reimbursement of actual cost of work related travel other than indicated above, tuition fee, registration fee, thesis evaluation fee and any other similar fee, wherever applicable, paid by the students/research scholars to the Universities will not be part of the 'Contingency Grant' and would be borne by the concerned Unit/Institution from their non-plan budget.
- 3.4** The Contingency grant will be paid on reimbursement basis against the actual bills.

**4. Service Conditions:**

- 4.1.** JRF/SRF/RAs/PDF are not entitled for **Dearness Allowance**.
- 4.2 House Rent Allowance (HRA)**  
All research fellows may be provided hostel accommodation wherever available and those residing in accommodation provided by the Institute will not be eligible for drawing HRA. Wherever provision of hostel accommodation is not possible, HRA may be allowed to all the above categories viz., JRF/SRF/RA/PDF as per Central Government norms in the City/location where they are working. The Fellowship amount may be taken as basic for calculating the HRA.



**4.3 Medical Benefits:**

The Research Fellows and the Research Associates (JRF/SRF/RA/PDF) will be entitled for Medical Allowances as per the rules of the institution in which they are working.

**4.4 Leave:**

30 days paid leave per year in addition to casual leave as per rules of the Institutions. Maternity/Paternity Leave shall be admissible as per Government of India instructions. Participation in any scientific event in India or abroad will be treated as on duty.

While pursuing course work during the first year of Ph.D. programmes or for any extended duration, leave will be limited to regular vacations as per the programme of the Institute/R&D Centre.

**4.5 Bonus/LTC/Retirement benefits:**

Not entitled

**5. Tenure of Fellowship:**

**5.1 Ph.D. Scholarship holders :** 4 (four) years, which includes period spent on course work, It may be extended by 1 (one) year after evaluation of the progress made by the scholar by 'Doctoral Committee'. Where such a committee does not exist, Head of the Institution may appoint a 3 (three) member 'Expert committee' for evaluation. The tenure is not extendable beyond 5 (five) years

**5.2 Fellows/Associates working on research projects funded by BRNS/NBHM:**

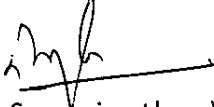
As per the terms of the projects, but will not exceed 5 (Five) years in any case.

**5.3 Research Associates/PDF: Maximum of 3 (three) years.**

**6. Publication/Patent:**

**6.1** The results of JRF/SRF/RA's research work may be published in standard referred journals at the discretion of the Fellow or his Guide. It should be ensured by the Fellow that the assistance provided by the funding agency Department of Atomic Energy, is acknowledged in all such publications.

- 6.2 For filing of patents, BRNS/NBHM guidelines will be applicable
7. The stipend of all the above Fellowships including JRF/SRF/PDF/RAs is exempt from payment of income Tax under Section 10 (16) of the Income Tax Act 1961.
8. The revised rates of Fellowship will be applicable **w.e.f. 1.10.2014**.
9. This issues with the concurrence of Member (Finance), AEC.

  
(K. Swaminathan)  
Under Secretary (R&D-II)  
Phone No. 022-22862532

To:

1. Chairman, BRNS
2. Chairman, NBHM
3. Scientific Secretary, BRNS
4. Member Secretary, NBHM
5. All the Heads of Units/Heads of Autonomous Institutions under DAE
6. IFAs/JC(F&As)/CAOs in R&D Units and Registrars/CAOs & Finance-in-charge in Autonomous Institutions under DAE
7. Chief Controller of Accounts, DAE
8. All Officers/Sections in DAE
9. Under Secretary, Office of Secretary, DAE