

**Guidelines
On
Research Study/Seminar
(GRANT – IN – AID SCHEME)**



Government of India
Ministry of Statistics and Programme Implementation
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**GUIDELINES FOR PROVIDING FINANCIAL ASSISTANCE FOR RESEARCH STUDIES/PROJECT,
SEMINAR/WORKSHOP ON OFFICIAL STATISTICS AND FOR TRAVEL GRANTS ASSISTANCE
UNDER THE SCHEME of CAPACITY DEVELOPMENT OF MOSPI**

Section A: - Guidelines for providing Grant-in-Aid for research studies/project on official statistics

1. Introduction

1.1 The Ministry of Statistics and Programme Implementation has been promoting Research Studies and Seminars in official statistics by way of providing financial assistance and data support under the Grant-in-Aid component of the Scheme Capacity Development (Capacity Development of CSO, Institution Development and Capacity Building). These guidelines indicate the eligibility conditions, procedures for submission of proposals and general conditions of assistance.

2. Proposals Eligible for Assistance

2.1 The CSO provides assistance for those projects and seminars which are relevant to official statistics. In particular, the proposals relating to the following are considered eligible for assistance:

- i. Studies/surveys contributing to bridge the data gaps in official statistics.
- ii. Studies/surveys contributing to the development of methodologies for improving official statistics.
- iii. Studies/surveys to assess/evaluate the existing statistical reporting systems including the coverage, content and timeliness.
- iv. In-depth statistical analysis and studies based on reports and data sets released by official agencies with a view to facilitate policy formulation and development planning.
- v. Methodological studies, Pilot studies, Case studies, etc. which complement and can provide value addition to official statistical system.
- vi. Conferences, seminars and workshops having adequate relevance to official statistical system.
- vii. Statistical studies on social sectors: gender, health, education, employment, disability, crime, women & children, drug abuse, under employment, child and women trafficking, undocumented migration, employment opportunities, and/or social security for disabled persons, crime against women, economic contribution of home based workers, valuation of non-economic household activities of women; matters related to Sustainable Development Goals (SDGs) and use of Big Data in official statistics.
- viii. Study to develop a methodology for seasonal adjustment of Index of Industrial Production (IIP) and other indicators
- ix. Studies on Natural Resource Accounting (NRA) and environment statistics, Statistical measurement of air /water pollution, land degradation, waste generation; Statistical measurement of Green House Gases emission; impact of climate change on different sectors viz. agriculture, health, natural resources etc.

- x. Any other statistical study/survey which contributes to or enhances the official statistical system including improvement of quality of administrative statistics.

2.2. The proposals relating to pure theoretical research in statistics and for holding annual meetings of statistical associations/societies will not be eligible for financial assistance.

3. Institutions Eligible for Assistance

3.1 The professional/research institutions/organizations engaged in the field of official statistics for a minimum period of three (3) years with qualified statisticians, economists and social scientists and falling into anyone of the following categories are eligible for assistance under the scheme:

- i. Government institutions including Directorates of Economics and Statistics of States/Union Territories.
- ii. Institutions/organizations receiving annual recurring grants from the Central or State Government Agencies including Indian Statistical Institute, Council for Scientific and Industrial Research (CSIR), University Grants Commission (UGC), etc.
- iii. Institutions/organizations registered as a society under the Societies Registration Act.
- iv. Institutions/organizations registered as 'Trusts' under Trusteehip Act, and
- v. Institutions/organizations incorporated under the Companies Act.

3.2 To ascertain the reputation / eligibility of any institution by the competent authority falling into the categories at Sl. Nos. (iii) to (v) above in para 3.1, the institution should submit copies of registration certificates, audited annual reports and balance sheets of last three years, details of payment of service tax, etc along with the proposal.

3.3 For the purpose of Grant-in-Aid for National and International Seminars/Conferences/Workshops etc. on official statistics the institution /organization shall be "not-for-profit" to be eligible for assistance under this Scheme.

4. Proposal Submission

4.1. The institutions/organizations seeking financial assistance should submit the proposal in prescribed formats. Each proposal will contain four distinct parts as listed below:-

- (i) A forwarding letter along with an undertaking from **(Format I)** the head of the institution.
- (ii) A profile of the institution indicating its technical **(Format II)** capabilities
- (iii) The technical details of the proposal **(Format III)**
- (iv) The financial details of the proposal **(Format IV)**

The profile of the institution/organizations should not exceed two pages which may include brief details of similar projects completed during the last five years.

The organizations seeking financial assistance may submit one copy each of the reports of three best projects completed by them at the time of making the request.

4.2. The technical details of the project should be furnished in a concise, complete and logical manner. In particular, it should contain; (a) the objectives, (b) data elements and sources, (c) proposed analytical framework and methodology, (d) specific outputs envisaged, and (e) likely potential and value addition in regard to official statistics and its applications. In the case of primary surveys, geographical coverage, subjects of enquiry, sampling and survey units, sampling scheme and sample size, survey and estimation methods, etc. should invariably be provided. The relevance of the study/survey to official statistics also needs to be indicated in the proposal.

4.3 The general guidelines for financial scrutiny for research studies are given below:

- i. The Salary of the Project Director/Experts, if he is working as regular employees of the institute, would not be charged from the project cost during the project period.
- ii. The cost of the component relating to salary/professional fees to experts and other staffs should normally not exceed the 50% of the total cost of the project excluding travel cost for field work. However, cost on salary and travel should not exceed 80% of the total project cost.
- iii. Overhead expenses should not exceed eight percent of project cost.
- iv. There should not be any provision for purchase of any equipment/furniture including telephone, FAX, Xerox machine etc. except on IT infrastructure such as computer with internet facilities etc. with specific approval of MOSPI.

4.4. The financial details may include both unit costs and total costs in respect of various expenditure heads including expert/professional fee, travel cost, computer hiring charges or data processing charges, stationery and printing, telephone and postage charges, training and workshops, survey expenses, software development and tabulations, overhead costs, etc. No financial assistance is given for procurement of equipments including computer hardware/ scanner /printer. Proposals may be submitted to Additional Director General, Training Division, Central Statistical Organisation, M/o Statistics and Programme Implementation (email: training-mospi@nic.in).

5. Financial Assistance

5.1 The quantum of financial assistance in the case of studies/surveys would be up to a maximum of Rs. 50 lakhs. However, in exceptional cases this limit could be enhanced upto Rs.100 lakh with the approval of Secretary, MoSPI on the specific recommendation of the Screening Committee. The assistance will be released in three installments in proportion of 40:40:20. The assistance released will be linked to specific milestones to be achieved as per time schedule indicated in the proposal **and also be aligned to the duration of the project**. The release would also be dependent on the completion of formalities like submission of progress reports and utilization certificates.

5.2 The assistance can be by way of financial support (partial or full) and/or data support. The type of assistance required by the institution should be clearly indicated in the proposal.

6. Sanction Procedure

6.1 A panel of experts in different filed of Statistics will be maintained by the concerned Division of MoSPI. The proposals which satisfy eligibility criteria/conditions shall be sent to a panel of three experts in the relevant field selected with the approval of Director General (Social Statistics) for review /comments.

6.2 The proposals along with the recommendations of the experts shall be placed before the Screening Committee for its consideration. The **Screening Committee** will comprise of;

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| (i) Director General , SSD | --- Chairman |
| (ii) Additional Director General, MoSPI dealing with the subject matter of the proposals | ---Member |
| (iii) A representative of the line Ministry / Department dealing with the subject matter of the proposals | --- Member |
| (iv) Director, ISI, Kolkata or his representative | --- Member |
| (v) Additional Director General (Training Division) | --- Member Secretary |

The terms of the reference of the committee will be:

- (i) To consider and approve the proposals recommended by the experts
- (ii) To consider and accept the final reports and recommend release of final installment of the Grant
- (iii) To suggest improvements, if any, in the proposals received for resubmission.

The committee may invite any, official and/or non-official, member for its meeting who can assist the committee in its decision. The non-official members may be paid TA/DA according to the prevailing rules of the Government of India.

6.3 The Screening Committee may (a) recommend the proposal for financial support or (b) decide not to recommend the proposal (specific grounds of rejection should be given) or seek further clarification. The Project Directors of the Research Proposals short-listed by the Subject Matter Division (SMD) may be invited in the meeting to make a Power Point Presentation before the Screening Committee to elaborate objective, study methodology; data sources proposed impacts of the study etc. The committee shall take holistic view before deciding the project.

6.4 The proposals, which are recommended by the “Screening Committee”, will be processed for administrative/ financial approval and sanction letter would be issued indicating tasks to be accomplished, the amount of assistance, schedule of payment and other conditions of assistance like signing of Bond/Agreement/MOU and providing Bank Guarantee wherever applicable. The institutions/organizations receiving the assistance are required to accept the conditions formally and sign a bond on a non-judicial stamp paper of Rupees one hundred only. Format of the bond is given in **Format V(A)**. The Government Institutions and those receiving annual recurring grants from the Central or State Government Agencies are exempted from furnishing the prescribed bond. Instead, a MOU

(Memorandum of Understanding) as per **Format- V(B)** should suffice which may be signed and executed.

6.5 The meeting of the Screening Committee will normally be held at least twice in a year, say, in the months of April and October in a financial year. The proposals received at least 6 months before the date of the meeting will be considered by the committee

6.6 On signing of the Bond/ MOU and its submission, the first installment of assistance would be released. However, in case of non-governmental institutions, a bank guarantee equivalent to first installment of the project has to be submitted before release of first installment. These institutions may also take the option of not taking any advance installment and claim installments on the basis of completed work supported with expenditure statements as stipulated in the sanction letter. In that case no bank guarantee would be required.

6.7 The study proposals based on specific recommendations on topics/ subjects as received from Prime Minister's Office and Minister's office shall be considered as Priority Studies for approval and due sanction of Grants-in-aid, subject to fulfillment of other terms and conditions as laid down in the instant guidelines. In other words, in the cases of such requests/references, all the provisions of the guidelines would be followed but, as regards their processing, the procedure would be fast-tracked in the sense that, if necessary, they would be approved/sanctioned even if others in the queue before them cannot be, due to lack of funds

7. Other conditions of assistance

7.1 The amount of assistance would be released in favour of the institution/ organization or university or authorized person by designation only and not to the Project Director or the Researcher. Thus all sanctions of the Ministry will be issued in favour of the institution/organization.

7.2 In cases where application is forwarded by the Project Director himself or herself, an undertaking would be required to be given by the project director as per the **Format-I** of the guidelines.

7.3 The institutions or the Project Director will not accept any financial assistance from any other source for the project unless it is included in the proposal and approved by the Government.

7.4 The persons employed in the project will not be treated as the employee of the Government of India. The conditions of their service will be governed in accordance with the rules and orders of the institution.

7.5 The financial assistance is not available for incurring any capital expenditure.

7.6 The institution/organization will provide the required infrastructure facilities like accommodation furniture, computer, library, laboratory equipments, communication facilities and secretariat services. The overheads for providing these facilities will be normally eight percent of the project cost and the maximum overheads in exceptional cases can only be up to ten percent.

7.7 The data collected for the project should not be used or shared for any purpose other than for the completion of the project till the report is accepted by the Ministry and released for the public use.

7.8 The institution shall make suitable arrangement for the safe custody of data including schedules, working sheets, tabulations, tapes, floppies, CDs, manuscripts, etc. relating to the project for a period of three years after the completion of the study/ survey.

7.9 The Project Director and other experts mentioned in the project proposals should not be changed without the prior approval of the Ministry.

7.10 The institution receiving grants from the Government are governed by the "General Financial Rules" of the Government. The utilization and audited certificates are to be furnished to the Government in prescribed formats.

7.11 Submission of quarterly financial and physical progress reports to the Monitoring Officer and Government is obligatory on the part of the Project Director; failing which the Ministry has the right to terminate the project and get the amounts already disbursed along with interest fully refunded.

7.12 In case of non-compliance of terms and conditions as laid down in the sanction letter, the institute will have to return the entire money along with interest of 10% per annum.

7.13 The research study shall not be used by the Project Director or his associates for the preparation of any doctoral thesis/dissertation or for other degrees/diplomas without the prior approval of MoSPI.

7.14 The concerned institution/organization will have to bear all responsibilities regarding any discrepancy and irregularity in the studies undertaken with funding MoSPI.

8. Project Duration

8.1 The duration of any study/survey, except the natural resource accounting studies and other All-India studies, would not generally exceed one year. However, in exceptional cases and if adequately justified, a time frame of more than 12 months but not exceeding 24 months could be allowed for the completion of the study/ survey. In the case of natural resource accounting studies and other All-India studies, the normal duration of a study would not exceed 2 years.

8.2 In the case of conferences/ seminars, the total duration of all such events should not exceed five days.

8.3 In normal circumstances, no extension of duration of the project would be admitted. However, in exceptional circumstances beyond the control of the agency, it would be permitted, if applied well in time with adequate justification for the delay. If the permission for extension of duration is not obtained/ granted, the Ministry has the right to:

- (i) impose a penalty by reducing 1% of sanctioned amount of the project for delay of a month or part thereof for first six months of delay and thereafter the penalty would be @2% per month provided the delay is exclusively on the part of project director. The penalty will be imposed with the stipulation that it will not, in any way, be prejudicial to the quality of the proposed project/ study
- (ii) terminate the project; in that case, institution will have to refund the entire amount along with penal interest of 10% per annum
- (iii) impose any other penalty **including blacklisting for the future projects** as decided with the approval of the Secretary, MoSPI.

9. Monitoring

9.1 The Ministry of Statistics and Programme Implementation has the overall responsibility of monitoring the project. The Ministry shall appoint a monitoring officer/ Committee for every sanctioned project. The monitoring officer could be from the Ministry or Statistical officers working in other Ministries/ Departments. The monitoring officer will maintain the conduct of the study/survey and its completion as per time schedule. He would also recommend, wherever appropriate and warranted, the release of various installments based on physical progress of the study/survey.

9.2 A quarterly progress report indicating the physical and financial progress of the project has to be submitted by the institutions/organizations receiving assistance from the Ministry. The progress reports in the prescribed format (**Format VI**) has to reach both the Ministry and the monitoring officer/Committee within 10 days of the end of the quarter. The institution/organization is also required to submit a utilization certificate (**FORMAT VII**) duly signed by the Head of the Institute, Registrar of University for Government/ Government affiliated bodies, Recognized universities and deemed universities while claiming second and subsequent installments. In case of other Organizations including NGOs, the utilization and audit certificates (**FORMAT VII and VIII**) will be certified by Chartered Accountant for release of second and subsequent installments. In the case of conferences/seminars, if the total grants received from all sources exceed the budget for the event, the excess amount has to be refunded by the institution.

9.3 The monitoring officer will function till the completion of the project and will ensure that the report submitted by the Project Director fulfills the objectives of the project. In case of any exigency or request from the Monitoring Officer before the completion of the project, the Ministry may appoint an alternate Monitoring Officer.

9.4 The monitoring officer **will be given a token honorarium** of a lump sum amount of Rs. 5,000/- per financial year.

10. Changes in Approved Project

10.1 The Project Director will report to the Ministry minor changes he/she makes in the project design. However, no major change should be made therein unless the prior approval of the Ministry has been obtained.

10.2 On request from the Institution, the Ministry may, in exceptional cases, permit the appointment of another Project Director.

11. Extension

11.1 On written request from the Project Director, the Ministry may grant extension of time to complete the project.

12. Termination of Grants

12.1 If the Ministry is not satisfied with the progress of the project, or if it finds that these rules are being seriously violated, it reserves the right to terminate its grant-in-aid. Further, the ministry may recover entire amount of fund already released for the study with interest at 10% per annum.

13. Submission of Study Reports

13.1 The Project Director/ Principal Researcher would prepare a draft report on completion of the study/survey and submit three (3) copies of the same to the Ministry and one copy to the monitoring officer. The report will be examined by an expert officer also. After submission of draft report, the Project Director or his nominee may give a power point presentation of the report before the Screening Committee and interested Officers of the Ministry. The suggestions/opinions given in the course of presentation and the subsequent discussion along with the suggestions of the concerned Division and Subject Expert may be taken into account by the Project Director in finalizing the report. Twenty (20) hard copies and a soft copy in MS Word will be submitted within three weeks of communicating the comments. It needs to be ensured that the revision has been made as per the comments received and reasons for non-acceptance of the comments, if any, should be properly explained in the forwarding letter.

13.2 If the institution fails to submit the draft report by the stipulated time, the institution will be debarred from receiving the financial assistance under the scheme and necessary and appropriate action will be initiated with the approval of competent authority.

13.3 The institution is also required to send the primary and secondary data collected as a part of the project to the Ministry in any commonly used database files.

13.4 The final report which will be comprehensive enough to serve as a definite record is expected to cover the following points:

- Background
- Objectives
- Literature Review
- Design and Methodology
- Data, Analysis and Discussions of result
- Findings and Conclusions
- Suggestions/Way forward

14. Dissemination of Reports

14.1 The Ministry of Statistics and Programme Implementation will have the right to make available the report of the studies to the users including Central and State Government agencies and the National Library. It may also place a copy of the report in its website or/and in the publication(s) of the Central Statistical Organisation (CSO). However, the Ministry will not be responsible for the findings or opinions expressed in the report and the institution which prepared the report will be responsible for the same.

14.2 The institution is also free to publish the report of the studies. However, it should be clearly acknowledged on the first page of the report that the study has been carried out with financial support provided by the Ministry of Statistics and Programme Implementation. It should also contain disclaimer that the Ministry is not responsible for the findings and opinions expressed in the document.

14.3 In the case of workshops/ seminars, name of the Ministry of Statistics and Programme Implementation has to be prominently displayed on the banners and other documents prepared by the institution. The institutions / Organizations being provided financial assistance is required to provide free registration to one officer from CSO for attending the seminar / conference. In case CSO could not participate in the Seminar / Conference, the institution /organization should submit a copy of all the technical materials to CSO.

Section B: - Guidelines for providing Grant-in-Aid for National and International Seminars/Conferences/Workshops etc. on official statistics

15. Proposal for National and International Seminar/Seminar include Seminar/Conference/Workshop and for organizing Olympiads in Statistics.

15.1: Specific Criteria for National and International level Seminar/Workshops/Conference

15.1.1: National Seminars/Conferences/Workshops would be the events for which there is a requirement of (i) confirmation of participation by key participants/scholars presenting their papers or lectures and (ii) 25% key participants presenting papers who shall come from outside the state in which the event would be held

15.1.2: International Seminars/Conferences/Workshops would be the events for which there is a requirement of document of acceptance or confirmation of participation by key participants along with the subject matter of their research papers or lectures to be presented in the event. There shall be at least 5 key persons/participants from abroad for presenting the research papers.

15.2 Submission of Proposal for National and International Seminar/Seminar include Seminar/Conference/Workshop and for organizing Olympiads in Statistics.

15.2.1 The institution seeking financial assistance should submit the proposal in prescribed formats.

A forwarding letter along with an undertaking from the head of the institution.	Format-I
Application for Grant-in-Aid for holding National/International Seminar/Conference/ Workshops	Format -IX

15.2.2 The profile of the institution should not exceed two pages which should include brief details of similar workshop/seminar/conference conducted during the last two years. The organizations seeking financial assistance should submit one copy each of the proceedings of workshop/seminar etc., conducted by them at the time of making the request.

15.2.3 The technical details relating to workshop/seminar should include;

- a. The objective/ relevance of the seminar,
- b. The duration of the conference/ seminar,
- c. The details of technical sessions,
- d. Type of participants and expected numbers and
- e. Facilities being provided by the institution.

The details be given as per Format -IX.

15.2.4 The financial details should include item-wise various expenditure heads like travel cost, accommodation charges, banners, computer hiring charges, stationery, seminar kits, printing of proceeding of seminar, telephone and postage charges, seminar/ workshop material, overhead costs, etc. However, no financial assistance is given for food items, seminar kits, procurement of equipment's including computer hardware/ scanner/ printer, overhead costs and miscellaneous cost.

15.2.5 Proposals can be addressed and submitted to as per details at **Para 4.4** above.

15.2.6 The proposal not submitted in prescribed format will not be considered.

15.3 Financial Assistance

15.3.1 The quantum of financial assistance will be maximum Rs. 10 lakhs for the National Seminars/Workshops/Conferences and Rs. 20 lakhs for International Seminars/ Workshops /Conferences. The amount will be released in two installments; i) First instalment of 50% before/during the Seminars/ Workshops /Conferences after the approval of the Screening

Committee and the administrative/financial approval of the Ministry and ii) the remaining 50% based on actual expenditure as reimbursement on submission expenditure statements/vouchers after the completion of the Seminars/ Workshops /Conferences and completion of terms as per **para 15.4**. In case, the first installment could not be released due to un-avoidable circumstances, then whole grant may be reimbursed after following the procedure. For international seminars, the approval of Ministry of External Affairs/Ministry of Home Affairs should be obtained and a copy of approval be submitted to the Ministry.

15.3.2 The amount of assistance would be released in favour of the institution or university or authorized person by designation only and not to the individual person. Thus all sanctions of the Ministry will be issued in favour of the institution.

15.3.3 The financial assistance is not available for incurring any capital expenditure.

15.3.4 The institution will provide the required infrastructure facilities like library, laboratory equipment, communication facilities and secretariat services.

15.3.5 The institution receiving grants from the Government are governed by the **“General Financial Rules”** of the Government. The utilization certificates are to be furnished to the Government in prescribed format.

15.4 Sanction Procedure

15.4.1 The proposal for organizing seminar etc. should be submitted at least six months in advance from the date of event.

15.4.2 The Ministry, the Subject Matter Division (SMD) will scrutinize every proposal received and may call for clarification and/or additional information, if required.

15.4.3 The scrutinized and complete proposals will be placed before the Screening Committee, as given in **para 6.2** above, for consideration.

15.4.4 All proposals which satisfy eligibility conditions/criteria and recommended by the Screening Committee of the Ministry will be submitted for administrative and financial approvals and a detailed approval letter will be issued specifying the terms and conditions for acceptance by the Institute which is organizing the Seminar/ Workshop/ Conference. In case of release of first installment of 50% before/during the Seminars/ Workshops /Conferences, the institutions/organizations receiving the assistance are required to accept the conditions formally and sign a bond on a non-judicial stamp paper of Rupees one hundred only. Format of the bond is given in Format V(A). The Government Institutions and those receiving annual recurring grants from the Central or State Government Agencies are exempted from furnishing the prescribed bond. Instead, a MOU (Memorandum of Understanding) as per Format- V(B) should suffice which may be signed and executed. In case of non-governmental institutions, a bank guarantee equivalent to installment to be released has to be submitted before release 50% advance. These institutions may also take the option of not taking any advance

installment and claim whole amount on the basis of actual expenditure statements as stipulated in the approval letter. In that case no bank guarantee would be required.

15.4.5 The meetings of the Screening Committee will be held as per the scheduled given in para 6.5 above.

15.5 Submission for Reimbursement of Second/Final installment of the Sanctioned Amount

15.5.1 The Institutions/Organization would require submitting the following documents to the Ministry for reimbursement of the Second Installment or Total sanctioned amount, depending on the situation, that was sanctioned /approved for conducting the National/ International workshop/ seminar/conference.

- i. A forwarding letter from the head of the institution.
- ii. Declaration letter from the Head of the Institution by stating that the sanctioned amount has utilized in those activities for which Ministry has given the approval.
- iii. Statement of Expenditure (Detailed item-wise expenditure) duly certified by the organization.
- iv. Soft copies and 3 printed copies of proceeding/report of the workshop/ seminar/ conference.
- v. **For the reimbursement of approved amount for International events, the organisers are supposed to submit the proof of participation of foreign delegates such as photocopy of passport, visa and air tickets and boarding pass of all key participants**

15.5.2 The above necessary documents would be submitted within three months from the date of completion of National/International workshop/seminar/conference for reimbursement. If the institution fails to submit the above documents within the stipulated time, a written permission may be asked from the Ministry for extension of submission of the documents for reimbursement else the documents will not be processed for payment. After receipt of the reimbursed amount, the Institution/Organization would require to submit a Utilization Certificate in the prescribe format GFR-19A and details of item-wise expenditure.

15.6 Duration

15.6.1 The total duration of all such conferences/ seminars/workshops should not exceed five days.

15.6.2 The date and duration of any workshop/seminar would not generally change. However, if any change in the date and duration of workshop, the same may be intimated to the Ministry to obtain no objection for utilization of sanctioned funds.

15.7 Monitoring

15.7.1 The Additional Director General/ Director-in-charge for the grant-in-aid scheme will be a monitoring officer for every sanctioned workshop/seminar/conference. He/she may also recommend any other officer of the MOSPI or any other Ministries/Departments with the approval of competent authority as a monitoring officer depending upon the sector and scope of the workshop.

15.8 Dissemination of Reports

15.8.1 The Ministry of Statistics and Programme Implementation will have the right to make available the proceeding/report of the workshop/seminar to the users including Central and State Government agencies and the National Library. It may also place in its website or/ and in the publication(s) of the Central Statistics Office (CSO). However, the Ministry will not be responsible for the findings or opinions expressed in the report. The institution which prepared the report will be responsible for the same.

15.8.2 The institution is also free to publish the proceeding/report of the workshop. However, it should be clearly acknowledged on the first page of the report that the workshop/seminar/conference has been carried out with financial support provided by the Ministry of Statistics and Programme Implementation. It should also contain disclaimer that the Ministry is not responsible for the findings and opinions expressed in the document.

15.8.3 The name of the Ministry of Statistics and Programme Implementation has to be prominently displayed on the banners and other documents prepared by the institution. The institutions/Organizations being provided financial assistance is required to provide free registration to one or two officers from the Ministry for attending the seminar/conference. In case, CSO could not participate in the Seminar/Conference, the institution/organization should submit a copy of all the technical materials to CSO.

Section C: - Guidelines for providing Grant-in-Aid for Travel Grants Assistance (TGA) for presentation of papers in international fora/seminars etc.

16. TRAVEL GRANTS ASSISTANCE

16.1. Introduction

16.1.1. Under the Grant-in-Aid Component of the Scheme, one of the sub-components is 'Travel Grants Assistance'. Under this, financial assistance is provided towards the travel cost and related expenditures for presentation of accepted research papers in Theoretical / Applied Statistics in International Conferences/Seminars/Workshops, etc., to be held outside India. Such assistance includes airfare, registration fee, airport tax, visa fee, per diem, etc. as per the Government rules in force.

16.2. Objective

16.2.1. The main objective is to provide financial support to the National Statisticians for presenting their accepted papers/ articles on Theoretical/Applied Statistics in international academic conferences/seminars/workshops, etc. to be held abroad enabling them to share and enhance their level of understanding at International level.

16.3. Eligibility Criteria

16.3.1. The eligibility criteria for seeking the Travel Grant Assistance as laid by the Department of Expenditure, Ministry of Finance are given below:

- i) Travel Grant Assistance is only for the officials of the Central Government/Central autonomous institutions/university.
- ii) The visit relates to the area of work of the officer
- iii) Technical papers should have been submitted through proper official channel in such event and not out of officers own volition.
- iv) Official invitation from the host to the administrative Ministry/Department/Organization is available.
- v) Appropriate documentary evidence of acceptance of the paper for presentation by the agencies organizing the international statistical conferences/seminar/ workshop, etc. should be available.
- vi) All necessary clearance viz. political clearance from MEA, FCRA clearance from MHA (wherever required) etc., have been obtained.

16.3.2. Not more than one proposal of the same candidate shall be recommended for travel grants during the financial year for presenting their paper in abroad.

16.4. Subject of Accepted Paper

16.4.1. The accepted paper is required to be related to Theoretical/Applied Statistics preferably in the priority areas like Human Resource Development, Education, Gender Analysis, Environment, Price, Poverty, Labour, Employment, National Income, Agriculture, Rural Development, Industry, Services, Productivity, Water Resources, Health, Power, Urbanization, Population, Big data, Data Warehouse and Natural Resource Accounting (NRA).

16.5. Financial Assistance

16.5.1. Financial grants as per the limits prescribed under relevant **Government of India's rules** will be provided to meet the travel costs and other admissible expenditures directly related to the presentation of accepted research papers in Theoretical/Applied Statistics in International Conferences/ Seminars/Workshops, etc. being held abroad. The return air ticket (to and from) of a national carrier i.e. Air India will be provided by the shortest air route for the economy class. Shortest air route here means the route normally followed/offered by the national carrier between the initial point/airport in India and destination airport (i.e. airport nearest to the venue of the conference). Besides the return air ticket(s) provided by the Ministry of Statistics and Programme Implementation (MOS &PI), financial assistance towards travel cost will cover all expenditures on travel between the place of work or place of residence (residence used for commuting to the place of work) and the airport in India from where the air ticket has been arranged by the MOSPI. Financial assistance towards travel cost will also be given for travel between the airport abroad (upto which the air ticket has been given by MOS & PI) and the venue of the conference. The applicable mode of travel, within India and abroad, to decide the maximum admissible assistance/reimbursement against a claim, supported by relevant proof, would be as under:

i) upto 50 Kms.	ordinary taxi/bus/train (AC-2 Tier)
ii) more than 50 Kms. but upto 500 Kms.	bus/train (AC-2 Tier)
iii) beyond 500 Kms.	bus/train (AC-2 Tier)/Air (Economy Class by national carrier or by collaborating airlines as arranged by the national carrier

16.5.2. Besides air travel, one can use, if necessary, more than one type of transport mode; and use the same type of mode more than once to reach the international airport in India and abroad from his/her residence/work place in India and venue of conference abroad, and vice-versa.

16.5.3. On the other **hand**, the applicant could also purchase air tickets of the shortest air route for the economy class from the Air India office **as per Government of India norms**.

16.5.4. In case the International flight of the national carrier is not available for the shortest route on the dates of journey proposed by the beneficiary then:

- a) for onward journey, the ticket for first available flight next to the proposed date would be provided.
- b) for return journey, the ticket for the first available flight after the proposed date would be provided.
- c) In case any of the above dates hinders presentation of the paper then on the basis of the proof given by the beneficiary in support of such problem, the ticket by collaborating airlines of the national carrier would be allowed for the original dates proposed by the applicant without any extra cost to the beneficiary, provided the availability of such service exists.

16.5.5. The applicants may like to get their air tickets (by shortest route through Air India) blocked for both onward and return journey and intimate this Ministry accordingly with all necessary identification details while sending their applications. Blocking of the air tickets will help this Ministry in ensuring the availability of the air tickets for travel on the desired dates and time in case the applicant is selected for travel grants assistance.

16.5.6. Financial assistance will also include registration fees, visa fee, airport tax and per diem as per the Govt. rates. Partial support will also be considered preferentially in respect of applicants who are getting part of the financial assistance for the same purpose (i.e. for presentation of the paper) from other sources also. It may be clarified that no expenses on medical and insurance will be provided by this Ministry.

16.5.7. The candidates will be eligible for per diem for the period of his journey/tour directly related to presentation of his paper subject to a maximum of the duration of the part of the conference/meeting/workshop, etc, which relates to Statistics.

16.5.8. If the applicant has obtained or is expecting to get some financial assistance from any sources other than MOS & PI, he/she must inform all details of such assistance and its proposed utilization with item wise details well in time before the commencement of the journey. If he/she fails to comply with this direction, his/her case will be rejected.

16.5.9. The beneficiary is required to submit within a fortnight after the conclusion of the conference/seminar /workshop for final adjustment/settlement the receipts of expenditure and item-wise details of expenditure, etc., in respect of air fare & local travel expenses, registration fees, visa charges and other incidental expenses, etc. i.e. items of expenditure in respect of which financial assistance has been obtained and/or reimbursement has been claimed from the Ministry of Statistics & Programme Implementation and other sources(to be indicated by the beneficiary), if any. Unutilized money out of the grants given by Ministry of Statistics & Programme Implementation should be returned to the Ministry of Statistics & Programme Implementation within a fortnight after the conclusion of the Conference/Seminar/Workshop through Demand Draft payable at Delhi in favour of "Pay & Accounts Officer, Ministry of Statistics & Programme Implementation, New Delhi". Non-submission of such documents and non-refund of the unutilized money within the aforesaid time limit may lead to recovery of entire amount of grant. Claim for reimbursement of excess expenditure if any, should also be submitted to Ministry of Statistics & Programme Implementation within a fortnight. No reimbursement would be admissible in respect of the claims received after the above-prescribed period.

16.5.10. Submission of any false information or non-submission/suppression of relevant information at any stage will lead to recovery of the financial assistance and/or penalty measures as may be decided by this Ministry.

16.6. Procedure for Applying for Travel Grants Assistance

16.6.1. The eligible candidate may send his/her application in the prescribed proforma (proforma X) duly recommended by the Head of the institution along with appropriate documentary evidence

in support of the proposal and also ensure that it reaches this Ministry well in advance (at least 6 months before the proposed event) for consideration in the meetings of the Screening Committee as per the meeting schedule indicated in para 6.5. In addition, the candidate shall also submit a certificate of proof from the Head of the Institution that the travel expenditure of the candidate cannot meet from the institute resources. It may be addressed to the Additional Director General (Training Division), Central Statistics Office, Ministry of Statistics & Programme Implementation, New Delhi.

16.6.2. The application for Travel Grant Assistance along with requisite documents may also be sent via email at training-mospi@gov.in

16.7. Procedure for Approval of Proposals

16.7.1. The proposals which satisfy eligibility criteria/conditions shall be placed before the Screening Committee for its consideration along with the recommendations of the panel of experts as mentioned in para 6.1. The proposals recommended by the Screening Committee shall be further processed for financial and administrative approvals by the competent authority of MoS&PI.

16.7.2. After taking the necessary approval from the competent authority, the decisions of the Screening Committee would be communicated to applicant.

16.8. General Conditions of the Travel Grants Assistance

16.8.1. The Travel Grants Assistance will be provided only to those who were found suitable by the Screening Committee constituted by the Ministry of Statistics & Programme Implementation. The preference would be given to those candidates whose papers directly address the issues/problems to the Statistical system in the country.

16.8.2. The financial assistance will be provided directly to the applicant. Preference would be given to young statisticians. If there is more than one application from the same organization for the same Conference, only one candidate will be selected for assistance under the scheme, keeping in view the field of specialization, subject of the conference etc. In case of co-authors, only the first author would be awarded the travel grants assistance.

16.8.3. Immediately after getting intimation from the Ministry of Statistics & Programme Implementation about approval for the Travel Grant Assistance the applicant has to furnish a bond to this Ministry to the effect that MOS &PI will recover from the applicant the entire travel cost if he/she does not avail of the grant for the envisaged purpose.

16.8.4. In their presentation during the conference, the candidates must duly acknowledge the financial assistance from the MOS&PI.

16.8.5. Candidates availing Travel Grant Assistance from M/o Statistics and Programme Implementation would be required to make a presentation of the paper presented at the Conference in CSO after return from the Conference.

16.8.6. In addition to the details of the utilization of the financial assistance as mentioned above under para 9.2 as relevant, the applicant has to furnish the following documents to the Additional Director General, Training Division, Central Statistics Organization, Ministry of Statistics and Programme Implementation, New Delhi within 30 days of the conclusion of the Conference:

- a) A certificate from the organizers of the conference to the effect that the applicant (name) presented the paper titled “.....”during the Conference on. (date of presentation).
- b) To submit a hard copy as well as Soft copy of the presentation made during the conference.
- c) A detailed report on the presentation of the paper and the comment/view/response from the other participants to such presentation in the conference/seminar/workshop etc.

Format-I

<Forwarding Letter>

Address/ ph /fax no & email id

Dated:

To
The Additional Director General,
Capacity Development Division
Ministry of Statistics and Programme Implementation
Room No. 119, Khurshid Lal Bhawan, Janpath
New Delhi-110001

Subject: Proposal for undertaking/conducting a study/ seminar /conference on.....

Sir,

I am glad to forward herewith a proposal for undertaking/conducting a study/ seminar on..... at a total cost of Rs..... The study is proposed to be completed over a period of..... months. The study/seminar/conference is proposed to be held during (period)..... Mr./Ms./Dr..... who is working as in this institution will be the Project Director/ Principal Research Investigator.

2. I certify that this institution will provide all the facilities and infrastructure for the completion of the study/ seminar/conference and undertake as follows:

(a) This proposal or other similar proposal has not been submitted to any other agency/ Department for funding/ the proposal has also been submitted to..... for partial funding up to Rs.....lakhs.

(b) The Project Director/ Principal Research Investigator will continue to work in the institution till the completion of the study/ seminar. In case, the Project Director leaves without completing the project, the institution will take full responsibility to complete the project as per the existing terms and conditions.

(c) The institution will take full responsibility for monitoring the progress of the project, sending progress reports and utilization certificates, etc. and ensuring proper and timely implementation.

3. It is requested that the project proposal may be considered favourably for providing financial assistance of Rs.....

4. Details of documents enclosed are given in the attached Checklist.

Signature of the Head of the Institution
Name of the Head of the Institution & Stamp

Check-list

1. Forwarding letter along with the undertaking from the Head of the Institution
2. A copy of the Registration Certificate
3. One copy each of the Annual Reports and Balance Sheets for the last three years (not applicable for new Institutions/ organizations)
4. Profile of the Institution and its activities
5. Details of professional staff regularly employed by the Institution
6. Details of computer and infrastructure facility available
7. Details of major projects completed during last five years (Experience of members/directors for new Institutions/ organizations)
8. Objectives of the Proposed Project and the methodology
9. Relevance of the study in the development of official statistics
10. Activity time schedule (GANT chart)
11. Staffing time schedule (GANT chart)
12. Curriculum Vitae of each the experts (including Project Director)
13. Budget estimates of the project head-wise
14. Total cost of the project and duration of the project
15. Name and address of the authorized person by designation and the account number of the organization/IFSC code/Customer Identification Number (CIN)/ (a cancelled Cheque) in whose name online NEFT transfer is to be made.

PROFILE OF THE INSTITUTION

1. Name and address of the Institution
2. Name and Designation of the Head of the Institution
3. Status of the Institute (As per Para 3.1 of the guidelines)
4. Details of Professional staff regularly employed in the Institution in the concerned Branch/Unit

Sl. No.	Designation	Scale of Pay	Number

5. Details of computer and infrastructure facilities already available.
 - (a) Hardware
 - (b) Software
 - (c) Internet facility
 - (d) Office accommodation
 - (e) Transport facility
6. Details of Major Projects completed during last five years.
 - a) Title of the Project
 - b) Name of the Project Director
 - c) Detailed description of the project
 - d) Detailed description of actual services provided
 - e) **Website (URL) of the institution**

FINANCIAL PROPOSAL

1. Name of the Institution
2. Name of the Project Director/ Principal Research Investigator
3. Title of the Project.
4. Expert/ Employee time.

Sl. No.	Name	Employment Status in codes	Position	No. of months	Remuneration per month	Total Remuneration
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Total (Col.7)						

Codes for Employment Status

Category	Codes
A regular employee of the Institution engaged in the Project on a full time basis	1
A regular employee of the Institution engaged in the project on a part time basis	2
An employee recruited specifically for the Project on a temporary basis	3
An independent expert	4

5. Estimated Travel Cost

Sl. No.	Name	Place of Visit	Duration of Stay	Daily allowance per day	Total Daily allowance	Codes for Mode of travel	Travel expense
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Total (Cols. 6 & 8)							

Mode of Travel (Codes) :

Air	1
Rail	2
Taxi	3
Own Car	4
Bus	5
Others	6

6. Workshop expenses (For NRA Projects)

Sl. No.	Type of Workshop	Duration	No. of Participants	Total Cost

7. Field Survey and Tabulation Expenses.

- i) Sample size
- ii) Rate per unit (Rs.).....
- iii) Total field survey expenses (Rs.).....
- iv) Tabulation expenses (Rs.).....
- v) Report writing (Rs.).....
- vi) Report Printing (Rs.).....
- vii) Total expenditure (Rs.).....

8. Revenue Expenses (recurring) on Stationery, telephone, faxes, etc.

9. Contingencies

10. Overhead expenses (8% max)

11. Summary of Financial Statement

Sl. No.	Item	Amount (Rs.)
1.	Fees, salaries, consultancy etc.	
2.	Travel expenses i. Daily allowance ii. Travel cost (local field survey)	
3.	Workshop expenses (for NRA projects)	
4.	Field survey, tabulation, report writing & printing expenses	
5.	Expenses on stationery, telephone, fax, postage, etc.	
6.	Contingencies	
7.	Overhead expenses (8% max)	
Total		

12. Signature of the Project Director with date

FORMAT OF BOND
(For use of Non-Government Organisations)

KNOW ALL MEN BY THESE PRESENTS THAT we the
....., an institute/society/trust registered under the
Societies Registration Act, 1860 (21 of 1860)/Trusteeship Act and having its office at
.....in the State of
..... (hereinafter called the 'Obligors' which term shall unless
exclude or repugnant to the context be deemed to include his successors or assigns) are held and
firmly bound to the President of India (hereinafter called the 'Government') in the sum of Rs.
....(Rupees..... only) well and truly to be
paid to the President on demand and without demur for which payment we bind ourselves and
our successors and assignees by these presents.

2. SIGNED this day ofin the year two thousand
and.....

3. WHEREAS on the Obligors request, the Government has as per Union Ministry of Statistics
and Programme Implementation letter No. dated
(hereinafter referred to as the 'letter of Sanction' which forms an integral part of these presents
and a copy thereof is annexed hereto as Annexure- A) agreed to make payment of Rs
(Rupeesonly), in favour of the Obligors for the
purpose ----- on condition of the Obligors executing a bond in the terms and
manner contained hereinafter and which the Obligors have agreed to.

4. WHEREAS the Obligor agrees to submit both physical and financial progress reports
monthly (or quarterly in case of NRA project) to the Monitoring Officer/Committee and also a
copy to the Ministry of Statistics and Programme Implementation, failing which the Ministry
has the right to terminate the project with full refund of amounts already disbursed. The
periodical audited statement will be submitted to the Ministry of Statistics and Programme
Implementation by the organization before release of each installment except in case of research
institution set up by an act of parliament whose report is laid on the table of Parliament or
Universities. If regular process of audit takes more time the accounts may be got audited by a
Chartered Accountant.

5. NOW the condition of the above-written obligation is such that if the Obligors shall duly fulfill and comply with all its the conditions mentioned in the Letter of Sanction, then the above written bond or obligation shall be void and of no effect, but otherwise it shall remain in full force and virtue. If a part of the grant is left unspent after the expiry of the period within which it is required to be spent, the obligors agree to refund the unspent balance along with interest thereon at the prevailing borrowing rate of the Government of India unless it is allowed to be carried over.

6. The Obligor agrees and undertakes to surrender/ pay to Government the monetary value of all such pecuniary or other benefits which it may receive or derive/have received or derived through/ upon unauthorised use of such grant. The decision of the Secretary, Ministry of Statistics and Programme Implementation concerned will be final and binding on the obligors as regards the monetary value of aforementioned to be surrendered/ paid to the Government.

7. In case of delay of completion of project within approved timeframe, if not properly justified, the Ministry has the right to:

- i. impose a penalty by reducing 1% of sanctioned amount of the project for delay of a month or part thereof for first six months of delay and thereafter the penalty would be @2% per month provided the delay is exclusively on the part of project director. The penalty will be imposed with the stipulation that it will not, in any way, be prejudicial to the quality of the proposed project/ study
- ii. terminate the project; in that case, institution will have to refund the entire amount along with penal interest of 10% per annum
- iii. impose any other penalty as decided by Empowered Committee

8. AND THESE PRESENTS ALSO WITNESS THAT

The decision of the Secretary to the Government of India in the Ministry of Statistics and Programme Implementation on the question whether there has been breach or violation of any of the terms or conditions mentioned in the Letter of Sanction shall be final and binding on the Obligors; and

9. Obligors on the day herein written above and accepted byfor and on In witness thereof, these presents have been executed as under on behalf of the behalf of the President of India on the date appearing below.

SIGNED FOR AND ON BEHALF OF
(Name of the Obligor Association)
in the presence of

1) Signature

2) Signature

Witness Name and Address

.....
.....
.....

Accepted for and on behalf of the President of India

(Name and Designation)

Witness

Name & Address

Date.....

Designation

MEMORANDUM OF UNDERSTANDING (MOU)

BETWEEN THE GOVERNMENT OF INDIA AND THE GOVERNMENT INSTITUTE/AUTONOMOUS BODY FUNDED BY THE GOVERNMENT/GOVERNMENT UNDERTAKING CONCERNING RESEARCH PROJECT

The Government of India, represented by the Ministry of Statistics and Programme Implementation (hereinafter referred to as “the Ministry”) and the Government Institute/Autonomous Body funded by the Government/Government Undertaking having its office at..... in the State of.....(hereinafter referred to as “Institution”), desiring to undertake research project, have reached the following understanding;

I. Objective

1.1 The institution agrees to undertake the research project for filling the data gaps and strengthening the official statistics.

II Scope

2.1 The Government of India will provide and bear the cost of the project as approved by the Ministry.

2.2 The areas and duration of the project will be as per the approval of Standing Research Advisory Committee (SRAC) and will be reviewed by the Ministry and or by the Monitoring Officer or Technical Monitoring Committee as approved by the Ministry.

III Financial Obligation.

3.1 The Ministry of Statistics and Programme Implementation vide letter No.dated.....(hereinafter referred to as the ‘letter of Sanction’ which forms an integral part of this MOU and a copy thereof is annexed hereto as Annexure-A) agreed to make payment in favour of Institution of Rs..... (Rupees.....only), on the condition of signing MOU in the terms and manner contained hereinafter and which the Institution has agreed to.

IV General Terms and Conditions

4.1 The Institution agrees to submit both physical and financial progress reports monthly (or quarterly in case of NRA project) to the Monitoring Officer/Committee and also a copy to the Ministry of Statistics and Programme Implementation, failing which the Ministry has the right to terminate the project with full refund of amounts already disbursed.

4.2 The financial assistance is normally not available for incurring any capital expenditure.

4.3 The institution or the Project Director will not accept any financial assistance from any other source for the project unless it is included in the budget of the proposal and approved by the Ministry.

4.4 The institution will provide the required infrastructure facilities like accommodation furniture, computer, library, laboratory equipments, communication facilities and secretariat services. The overheads for providing these facilities will be normally 8% of the project cost or

the percentage fixed by the Government from time to time and the maximum overheads in exceptional cases can only be up to ten percent.

4.5 In case of delay of completion of project within approved timeframe, if not properly justified, the Ministry has the right to:

(i) impose a penalty by reducing 1% of sanctioned amount of the project for delay of a month or part thereof for first six months of delay and thereafter the penalty would be @2% per month provided the delay is exclusively on the part of project director. The penalty will be imposed with the stipulation that it will not, in any way, be prejudicial to the quality of the proposed project/ study

(ii) terminate the project; in that case, institution will have to refund the entire amount along with penal interest of 10% per annum

(iii) impose any other penalty as decided by the Empowered Committee

4.6 The Project Director and other experts mentioned in the project proposals should not be changed without the prior approval of the Ministry.

4.7 The MOU shall come into force upon signature and shall continue in force till completion of the study.

The foregoing record represents the understandings reached between Institution and the Government of India upon the matter referred to therein.

For the Government of India	For the Institution
(Signature) -----	(Signature) -----
On behalf of Secretary Ministry of Statistics (Head of Institution) and Programme Implementation	
Date:	Date:

Monthly Progress Report of monitoring the projects

- 1. Name of the project:
- 2. Name of Project Director:
- 3. Report for the Month:
- 4. Progress:

A: Financial:

Head	Total budget as per project proposal (Rs.)	Expenditure during the month (Rs.)	Cumulative expenditure upto the month	Reasons for excess/shortfall, if any

B: Physical:

Activities	Month-wise Target as per project proposal till the month	Target achieved till the month	Reasons for shortfall/excess, if any
	Month		

Signature:
(Project Director)

FORM GFR 19-A
(see Rule 212(1))

Form of Utilisation Certificate

Certified that out of Rs. ----- of financial assistance sanctioned till date in favour of -----under Ministry of Statistics and Programme Implementation, Government of India’s letter given in the margin below, a sum of Rs. ----- has been utilized for the purpose of project sanctioned to the Institute and the balance of Rs.----- remaining unutilized.

S.No.	Letter No. and date	Amount
	Total	

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

Kinds of checks exercised

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

Seal

Signature-----
 Designation-----
 Date-----

AUDIT CERTIFICATE

It is certified that we have audited the balance sheet and account book as on ----- (Date & Year) and Receipt and Payment and Income and Expenditure Accounts on that date of the Institute from the book of accounts, records and other documents produced to us by the Institute.

In our opinion and to the best of our knowledge and according to the explanation given to us and subject to our observation as detailed below, we report that:-

- a) The Balance sheet read together with notes thereon gives a true and correct view of the state and affairs of the Institute as on ----- (Date & Year)
- b) The Income and Expenditure Accounts gives a true and correct view of the surplus of funds over expenditure of Rs. ----- for the year ending -----(Date & Year)
- c) The Receipt and Payment Accounts give a true and correct view of the transaction of the project for the year ending -----(Date & Year)
- d) Not more than one Bank Account is operated for the Project.
- e) No funds are kept in the form of fixed deposits.
- f) Interest accrued in Savings Bank Account has been taken as receipt for use on Project.
- g) Bank reconciliation Statement is being prepared regularly every month.
- h) Cash book being written on real accrued basis,
- i) Expenditure shown in the Income and Expenditure Account is properly reflected in the Utilisation Certificate.
- j) There is no case of diversion of funds.
- k) The following Reports certified by the Competent Authority of the Institute form part of the Audit Certificate
 - i. Physical and Financial Progress Report for the period-----
 - ii. Cumulative Physical and Financial Progress upto Date-----
 - iii. Institutes' fund Utilisation Certificate

- l) There is no audit objection in so far as the above said accounts audited by us. (In case there is any audit objection and objections raised during the present audit, please furnish the details.)

The certificate shall be on the auditing firm's letter head clearly indicating Signature, Name, Address, Telephone, Fax,, and email of the Auditor(s) with seal.

**Performa for Application for grant-in-aid for holding Seminar/ Conference/
Workshops seeking financial assistance from Ministry of Statistics and
Programme Implementation**

**(To be submitted at least 6 months in advance along with a soft copy of the
application)**

A. Organisation	
1. Name of the Organisation	
2. Status of the Organising institution (Registered Society/ University etc)	
In case of registered Societies, give details of date & place of registration, registering authority etc	
B. Seminar/ Conference/ Workshop details	
3. Name of the Seminar / Symposium/ Workshop/ Conference	
4. Proposed dates of the event	
5. Name and address of the Organising Institution	
6. Name of the Chairman & members of the Organising Committee	
7. A brief statement of the objectives of the Seminar	
8. Topics to be discussed and the importance of the Seminar in the national context also to be discussed. (Attach tentative schedule, speakers invited, tentative list of participants etc.)	
C. Financial details	
9. Proposed details of the total budget estimates of the expenditure for the event with break –up among items.	
10. Will the proceedings be priced, if 'yes' how much	
11. Whether 5 complimentary copies could be sent to MOSPI	
12. Name of the sponsoring organizations along with financial support being received	

13. Details of assistance required from MOSPI (i) Amount (ii) Items of expenditure for which the amount requested from MOSPI will be utilised	
14. In whose favour Cheque/ DD is required to be drawn and sent	
D. Financial assistances received earlier	
15. (a) Whether any grants-in-aid for Seminar/ Symposium etc received in previous year(s). If so, sanction letter number, date and amount received from MOSPI	
b. Whether Utilisation certificate and audited accounts Statement sent	
E. Participants	
16. Number of participants (list of special invitee / participants should be attached)	
17. If foreign participants are being invited , whether clearance of your administrative ministry for their participation obtained	
18. Number of free participants to be allowed to MOSPI as co sponsor	
F. Financial resources for Seminar /Conference	
19 (a) money to be received from registration fee	
(b) Co-sponsorship / contribution etc	
(c) Publication of advertisements	
(d) Sale of pre conference and post conference proceedings	
(e) grant –in –aid from various sources expected	
(f) any other resources	
(g) total	
(h) Total estimated expenditure on the Seminars/ Conferences	
(i) Deficit (h-g)	
G. Recommendations Brief Statement on the steps you plan to take to implement the recommendations of the Seminar/ Conference	
20. Is this Seminar held annually? If so a brief statement of the follow up action in the past 3 years	
The terms and conditions of grant –in –aids as given in the Annexure has been accepted by the Competent authority of the organisation	
Name & Signature of the Convener of the Seminar / Conference with date	Page 34 of 38

Conditions governing Grant-in-aid

1. The grant has been made for a specific purpose mentioned and shall be subject to the implied conditions (A) The grant shall be spent for the specific purpose only and (B) Any portion of the grant which is not ultimately required for expenditure for the approved purposes shall be duly surrendered to Government.
2. The organization shall render an account of expenditure incurred from out of the grant under various sub-heads within three months of the close of the Conference/ Seminar/Workshop. The grantee should maintain a separate account for this purpose.
3. The organization shall send to this office not later than 6 months after the close of the financial year in which the expenditure is incurred, an audited statement of accounts and utilization certificate duly certified by the auditor that the grant has been Utilised for the purpose for which it was released.
4. The Audit authorities as well as this office shall have authority to call for such details and documents as they seem necessary in order to satisfy themselves that the grant has been utilized in accordance with the rules and for the purpose for which it has been given and the organization shall furnish to the audit authorities and this office the information and documents required by them.
5. No portion of the grant will be spent on entertainment, lunch, tea etc.
6. On conclusion of the event, the organization shall forward to this office a report highlighting benefits derived from the event on the aspect of work which is of interest to MOSPI
7. In case proceedings of the Conference / Seminar/ Workshop are printed, five copies will be sent to MOSPI
8. The Accounts of the grant should be open for audit by the Government
9. In case of failing to conduct the event or failing to comply with the conditions of grant-in-aid, the organization will be liable to refund to the Government the entire amount of grant with interest (10 %) on the amount granted.

Application Form for Travel Grants

Please paste a recent & self-attested passport size photograph of the self

1. Name of the applicant (Dr./Mr./Miss/Mrs.)
2. Father's/Husband's Name
3. Nationality
4. Sex
5. Date of Birth
6. Passport No. :
7. Mailing Address (with Telephone No., Fax No./e-mail, if any)
 - a) Official
 - b) Residential
8. Academic Qualifications in Statistics achieved (enclose photocopy of the certificate in support)
9. Details of employment in chronological order (Designation, organization, pay scale, date of joining, nature of work etc.)
10. Field of specialization/research work, if applicable
11. Details of research papers published
12. Awards/citations, etc. received
13. Details of the Govt. and other sponsorship/assistance/funding availed of and international conference/seminar/meeting/workshop etc. attended in the last three years (title of the conference, dates, venue, how funding was arranged, etc.)
14. Details of the Conference/Seminar/ /Meeting/ Symposium/ Workshop etc. where the paper has been accepted by organizers for presentation
 - a) Name of the Conference.....
 - b) Venue of conference.....
 - c) Date(s) of conference
 - d) Broad theme(s) of conference.....
 - e) Name and address of the organising/convening Institution (including Telephone numbers, e-mail address and web-site address, a brief note on the organizers (established on....., membership, periodicity of the conference etc.)
15. Details of the paper accepted for presentation (photocopy of the letter of acceptance of the paper by the organizers for presentation should be enclosed)
 - a) Title
 - b) Subject area
 - c) Whether the full paper has been accepted for paper presentation (Yes/ No), If 'Yes' Date of acceptance letter:
 - c) Tentative/Expected date of presentation

16. Detailed item-wise particulars of the financial assistance (towards travel cost, air ticket, etc.) which the applicant has already received or expects to receive from other sources/Agencies for attending the event (for which assistance is now being sought from M/O S&PI) – name of the funding agency, sanctioned amount, mode of payment, items of expenditures being funded, etc. may be given.
17. Actual airfare (in Indian rupees) of economy class (to and fro) for Air-India by shortest air route between India and country where paper is to be presented.
18. Item-wise details in respect of other expenditures like other travel costs, registration fee, airport tax, visa fee etc., not included in (17) above.
19. Total item-wise financial support (in Indian rupees) sought from the Ministry of Statistics & Programme Implementation (after deducting the amount shown at Sl. No. 16 above)
20. Proposed date of departure from India for attending the event and expected date of return. (Names of international airport in India nearest to the place of working and international airport abroad nearest to the venue of conference may please also be given here).
21. Details (including dates, PNR No., etc.) of the Air India tickets, if any, booked for above proposed dates:
 - a. Onward journey
 - b. Return journey
22. The benefits expected to be derived by virtue of attending the event.
23. Other relevant particulars, if any, desired to be furnished.

I hereby declare that all the particulars given in this application are correct. I have not hidden any such fact/information available with me as must be necessarily brought to the notice of M/O S&PI). I will satisfy all the terms and conditions prescribed by the M/O S&PI. I also agree to be penalized by M/O S&PI as deemed fit by it for the terms and conditions not satisfied by me.

Place:

Date:

Signature of the applicant

Recommendations of the Head of Department/Supervisor.

Place:

Signature of the Head of the Deptt or
Supervisor (along with official address, telephone no., fax no. and
e-mail address)

Date:

Note:

1. The application must contain correct, clear, complete and categorical information. Application with vague or no information particularly in respect of the items at Sr.No.8, 13,14,16 and 19 or application of working persons not forwarded/recommended by their organization would be treated incomplete and would not be considered.
2. The application must have following essential enclosures:
 - a) Letter of acceptance from the organizers for presentation of the paper indicated at Sr.No.15 above.
 - b) Full copy of the paper proposed to be presented otherwise it will be summarily rejected.
 - c) Necessary documents and certificates mentioned in (iv) to (vii) of para 3 of the guidelines.
 - d) Certificate from the Head of the Institution on non-availability of funds for meeting the travel expenditure of the candidate for presenting the paper in abroad.
3. 5 copies of papers including application form and full copy of the accepted paper but excluding the papers such as letter of acceptance from the organizers, details of anticipated expenditures, certificates, testimonials, etc. may be submitted. A soft copy of the application form and accepted paper may also be submitted at training-mospi@gov.in.