

Complete Instructions to Implementing Agencies (IAs) on CNA Fund Flow

This has reference to the latest directive towards implementation of the CNA model of flow of funds as per directives of the Dept. of Expenditure, GoI. In this regard and vide DoE (Min. of Finance, GoI) OM F. No. 1(18)/PFMS/FCD/2021 dated 09th March 2022; DST OMs No. DST/PRAO/TSA/01/2022/498 dated 21st September, 2022 and MST/PRAO/TSA/Model 2/2022-23/682 dated 22nd November 2022, the following are needed to be undertaken by your organization as mentioned below:

1. **As mentioned at Para 3 of the attached DST OM, a Zero-balance A/c [Preferable Name of A/c: Organization Name-STIHCB (1817) Scheme] is required to be opened to operate as a Sub Agency A/c at an institutional level (i.e. your organization) in Bank of Maharashtra.** The Bank Mandate Form may be filled-up and sent to project-consultant1@tdb.gov.in with cc to accountofficer@tdb.gov.in

Kindly note for the organizations who do not have nearby branches, the Bank of Maharashtra is opening accounts centrally from Delhi.

In case, an account has already been opened in the Bank of Maharashtra and also mapped at PFMS, then please refer to Point No. 3 below.

The details of contact persons for opening of Subsidiary SB Account in the Bank of Maharashtra is given below:

Mr. Harinder Singh, Sr. Manager,
Business Development Officer,
Government Business Cell, Delhi,
Bank of Maharashtra,
Landline: 91-11-23730887/ 88
Mob: +91-9711324978
Email: bdo_del@mahabank.co.in

In view of the above, you are requested to kindly furnish the information as mentioned in the Table below and mail it to Mr. Harinder Singh at bdo_del@mahabank.co.in and also get in touch with the contact person/s from Bank of Maharashtra and inform if any branch of Bank of Maharashtra is at your convenient distance or get a Subsidiary SB Account opened at a branch as designated by the Bank itself and complete the process of opening the Bank A/c at the earliest.

Name of Agency (IA)	
Registered Office Address	
Name & Designation of Nodal Officer	
Mobile No. of Nodal officer	
Mail id of Nodal officer	

2. Mapping of the Bank A/c at PFMS:

While mapping of the new Bank A/c opened with the Bank of Maharashtra at PFMS you need to select 3rd option in PFMS which is '**I will receive funds from this agency**' in place of Central Government. There you need to mention the Unique Code 'TDBDST' and select TDB as the organization. While mapping, your organization also needs to select account type as zbsa / czba. Following the same, send your PFMS mapping request for approval to us at project-consultant1@tdb.gov.in with cc to accountofficer@tdb.gov.in after completing the necessary formality in PFMS portal. Specifically, you need to provide the below details to us for approval:

Name of Account:
Account No.
IFSC:
Institution Name
Screen shot of the PMFS portal from My Schemes.

The above details should be vetted by the competent authority of the beneficiary institution.

3. Remitting of unspent balance available indifferent projects under DST Scheme [1817]:

In case, an account has already been opened in the Bank of Maharashtra, then the currently available unspent balance in the said A/c need to be ensured to have zero-balance by returning back the entire unspent amount to the Central Nodal Agency (CNA) A/c and the same intimated back to us. In addition, the Organization also needs to return back the entire unspent balance against all projects under implementation w.r.t. the Scheme "S&T Institutional and Human Capacity Building [Scheme Code 1817]" to the CNA A/c with intimation to us, as per the details given below:

Scheme Name:	Science and Technology Human and Institutional Capacity Building
Scheme Code:	1817
CNA Name:	Technology Development Board (TDB)
CNA A/C No:	60414917022
CNA IFSC:	MAHB0000593
CNA Branch:	Press Enclave, Saket, New Delhi

The entire amount would be forthwith assigned back immediately to the CNA A/c by our Program Division and a Reassignment Order to this effect would be issued to indicate about the reassignment of the entire unspent amount as deposited by your organization. **It may be kindly noted that this process is a one-time requirement that is needed to align your organization with the CNA system.**

4. Undertaking and Project-wise details of the unspent balance remitted back:

An undertaking having the project-wise details of the unspent balance available under the Scheme "S&T Institutional and Human Capacity Building (STIHCB) [Scheme Code 1817]" needs to be submitted while depositing back the entire said amount into the CNA account (both Annexure 1 and 2).

5. Document needed to submit to DST/ TDB:

After transferring the entire unspent balance amount from your current Bank A/c to the CNA A/c (as mentioned at Point No. 3 above) to achieve zero balance, the necessary undertaking as mentioned at Point 4 above needs to be sent to us (email of concerned PD Scientist).

6. Details of Checker and Maker at PFMS:

After you have opened a zero balance subsidiary account with bank of Maharashtra for receipt of funds, it may be kindly noted that instead of any physical fund transfer in your account there will be only a limit assignment as per sanction order, issued to you. To utilize the assigned limit, institution / PI would require Maker and Checker ID. Maker and Checker are two persons preferably from finance / accounts office of the institution who will operate the PFMS for utilization / transaction of the assigned limit. The Maker and Checker will be created by CNA (TDB) based on the details provided by your organization. The details required to create maker and checker are:

Name
Email Id
Mobile No.
Institution Name
Account no.
IFSC

The above details will be required separately for maker and checker. Once the details are received by TDB, they will create the user credentials of Maker and Checker following which Maker and Checker of your organization would receive an email with a link to complete one time registration process. After the registration is done at your end by your designated Maker and Checker, CNA TDB would approve the same. Once approval by CNA TDB, the Maker and Checker of your organization may login and start transacting as per attached work flow.

Since the **DST Scheme "S&T Institutional and Human Capacity Building [Scheme Code 1817]" has several Sub-schemes (Annexure - 3)**, it is possible that this exercise (for DST Scheme 1817) is already under consideration by your organization and in such a case, kindly email us a PDF copy of the said undertaking as an attachment, as soon as the same is available with you.

**F. No. 1(18)/PFMS/FCD/2021
Government of India
Ministry of Finance
Department of Expenditure**

**North Block, New Delhi
Dated : 9th March, 2022**

OFFICE MEMORANDUM

Subject: Revised procedure for flow of funds under Central Sector Schemes

In supersession of all previous orders issued by the Department of Expenditure, Ministry of Finance regarding release of funds under the Central Sector Schemes, the following procedure shall be followed w.e.f 1st April, 2022 by the Ministries/ Departments of Government of India for flow of funds under the Central Sector Schemes and monitoring utilization of funds released.

Model – 1 : Implementation through Treasury Single Account (TSA)

2. In case of Central Sector Schemes having annual outlay of more than Rs 500 crores and implemented without involvement of State agencies, it shall be mandatory to implement such schemes through the Treasury Single Account (TSA) model. This will ensure that the funds of these schemes are released “Just-In-Time” from the Consolidated Fund of India (CFI) to the beneficiaries/vendors. The Ministries/Departments may opt for Model-1 for other Central Sector Schemes too in consultation with RBI. For the schemes implemented through this model, the following procedure shall be followed by the Ministries/Departments:
 - i. For each Central Sector Scheme, the concerned Ministry/Department will designate an Autonomous Body as the Central Nodal Agency (CNA) to implement the scheme.

Handwritten signature

- ii. If there are other agencies involved in implementation of the scheme down the ladder, which get funds from the CNA, these Implementing Agencies (IAs) will be notified as Sub-Agencies (SAs) of the CNA.
- iii. Each CNA will open an account with the Reserve Bank of India (RBI) in e-Kuber. Even in cases where CNA is already registered in the TSA module and has a bank account in e-Kuber for some other grant, it will open separate account in e-Kuber for funds to be provided under each Central Sector Scheme.
- iv. The SAs of every CNA will also open scheme-wise bank accounts with RBI in e-Kuber in line with the requirements of para (iii) above.
- v. The relevant details of all the accounts of the CNA and SAs opened with RBI shall be mapped in the TSA module of PFMS as per the extant guidelines on TSA.
- vi. In respect of funds of Central Sector Schemes, the CNA and SAs shall not open/operate/ park funds in any other bank account except under the provisions made in these guidelines.
- vii. RBI will function as the primary banker to the Ministries/ Departments in this regard without involvement of an agency bank.
- viii. All these accounts in RBI will be "Assignment Accounts". A limit up to which expenditure can be incurred by the CNA/ sub-agencies shall be assigned to these accounts from time to time by the Pay and Accounts Office (PAO) concerned through PFMS.
- ix. Assignment will be based on an expenditure sanction issued by the Programme Division (PD) and the bill preferred by the Drawing and Disbursing Officer (DDO). The e-format of the assignments and Sub-assignments shall have requisite details required for accounting and reconciliation of transactions. The e-Kuber bank account details of the CNA/SAs shall be incorporated in the sanction order.
- x. Consequent upon receipt of the sanction order for release of funds to the CNA alongwith bills from the Drawing and Disbursing Officer (DDO), the concerned

Pay and Accounts Officers (PAOs) shall, through assignments, advise RBI, after exercising all necessary checks, to honour the payment instructions issued by the concerned CNA/SA up to the, “assigned limit” in the advice.

- xi. The PAO shall debit the concerned Head of Account for appropriation but not transfer the cash directly to the CNA. It shall be retained in an interim account in respect of the CNA listed under the parent Ministry/ Department in the public account.
- xii. The assignments shall be uploaded on the TSA module and received electronically by the CNAs as per the existing protocols of TSA module. The CNA may issue e-Sub-assignments in PFMS against this assignment setting limits of expenditure for the SAs.
- xiii. CNAs & SAs shall adhere to all due process while incurring expenditure from the assignment limit sanctioned through PFMS. CNAs shall also ensure that sufficient limit is available in the relevant account before issue of assignment to SAs.
- xiv. The system will be digital and fully online on PFMS with no physical flow of assignments to RBI or expenditure by CNAs/SAs on assignment basis. The electronic file containing a unique sanction ID and necessary details of the sanction order will travel directly from PAO to RBI and concerned CNAs. RBI will maintain individual ledgers in respect of the accounts of the CNAs for watching the availability of assignment.
- xv. PFMS Division in CGA will design requisite reports to enable all Program Division (PDs), Pay & Accounts Officers (PAOs), and other stakeholders to view details of sanction orders, summary and budget balance of assignments/sub-assignments, and expenditure details.
- xvi. Ministries/ Departments administering the schemes concerned should strive to make realistic estimation of Budget under the Central Sector schemes and issue sanction orders according to actual requirements. The savings in the assignments should be anticipated well in advance particularly in the third quarter of

Financial Year and Ministries/Departments shall ensure suitable savings/surrenders are informed to Budget Division during the pre-budget meetings.

- xvii. Control of limits shall be at the Standard Object Head level.
- xviii. Unutilized assignments will lapse to the Government at the close of the Financial Year as per the extant norms of Budget execution and will not be available to the CNAs /SAs for expenditure in the next financial year. In PFMS too, all e-assignments/e-sub assignments shall cease to exist after the close of financial years and shall be flushed out from the system as per the current practice in TSA module.
- xix. In respect of some transactions like payment of TDS, Income Tax and GST, Opening of Letter of Credit in favour of foreign suppliers, scholarships to foreign students not having account in India, and payment of salaries of the month of March to be paid in 1st week of April, CNAs/SAs may utilize the services of their existing account at commercial banks. They may transfer funds “just in time” to the extent required for meeting such transactions. However, in no case the money transferred under this provision will be parked in a Commercial Bank beyond a period of two weeks.
- xx. Unutilized amount of past releases under the scheme available in the bank account of CNA & SAs shall be deposited in the Consolidated Fund of India.

Model – 2: Implementation through scheduled commercial banks

3. In case of Central Sector Schemes having (a) annual outlay of less than Rs 500 crores or (b) the schemes are being implemented by agencies of the State Governments exclusively or in addition to the central agencies or (c) other schemes not covered in Model-I, the following procedure will be followed by the Ministries/ Departments :

- (i) Every Ministry/ Department will designate a Central Nodal Agency (CNA) for implementing each Central Sector Scheme. The CNA will open a Central Nodal Account for each Central Sector Scheme in a scheduled commercial bank authorized to conduct Government business by the Ministry/ Department concerned.
- (ii) Implementing Agencies (IAs) down the ladder will be designated as Sub-Agencies (SAs). The SAs will use the CNA's accounts with clearly defined drawing limits set for that account. However, depending upon operational requirements, zero balance subsidiary accounts for each scheme may also be opened by the SAs.
- (iii) All zero balance subsidiary accounts will have allocated drawing limits to be decided by the CNA concerned from time to time and will draw on real time basis from the Central Nodal Account of the scheme as and when payments are to be made to beneficiaries, vendors etc. The available drawing limit will get reduced by the extent of utilization.
- (iv) For seamless management of funds, the main account and all zero balance subsidiary accounts should be maintained with the same bank. However, Ministry/ Department may choose different banks for opening Central Nodal Accounts of different Central Sector Schemes.
- (v) Only banks having a robust IT system and adequate branch network should be chosen for opening Central Nodal Account and the zero balance accounts of SAs of each Central Sector Scheme. The bank chosen should have the facility to open the required number of subsidiary zero balance accounts and a robust MIS for handling accounting and reconciliation at each level. The bank should also provide necessary reports and a user-friendly dashboard to officers at various levels to monitor utilization of funds by SAs.
- (vi) The bank's software system should be able to monitor the drawing limits of the SAs who should be able to draw funds on real time basis from the CNA's account as and when payments are to be made. The selected bank should ensure

proper training and capacity building of branch managers and other staff for smooth operation of these accounts.

- (vii) Ministries/ Departments will release the scheme funds for each Central Sector Scheme to the account of CNA concerned strictly on the basis of requirement, keeping in view the balance funds of the scheme available with the CNA as per PFMS or scheme-specific portals fully integrated with PFMS in consonance with Rule 232(v) and 230(vii) of the General Financial Rules, 2017.
- (viii) The Ministries/ Departments and the CNAs shall ensure that the interest earned from the funds released is mandatorily remitted to the Consolidated Fund of India in terms of Rule 230(8) of GFR, 2017. The interest component shall be distinctly reflected in the MIS provided by the banks.
- (ix) The Ministries/ Departments shall release the funds as far as possible in 'Just-In-Time' manner keeping the float in CNAs account to the minimum possible and shall in no case release more than 25% of the amount earmarked for the scheme in a financial year at a time. Additional funds (not more than 25% at a time) will be released only upon utilization of at least 75% of the funds released earlier and in compliance with the conditions of previous sanction.
- (x) For administrative convenience and efficiency the Program Division may obtain approval of the competent authority and concurrence of the Financial Advisor for more than 25% at a time. But release of funds shall not exceed 25% in one instalment.
- (xi) After opening of Central Nodal Account of the scheme and before opening zero balance subsidiary account of SAs or assigning them drawing rights from CNA's account, the SAs at all levels shall return all unspent amounts of the scheme lying in their accounts to the Central Nodal Account of the CNA.
- (xii) It will be the responsibility of the Ministry/ Department concerned to ensure that the entire unspent amount of the scheme is returned by all the SAs to the Central Nodal Account of the CNA concerned before releasing funds to CNAs.

- (xiii) Ministries/ Departments will ensure that releases under all Central Sector Schemes are made strictly as per the actual requirement on the ground, without resulting in any material float with the implementing agencies at any level.
- (xiv) Ministry/ Department will register the CNAs and all SAs on PFMS and use the unique PFMS ID assigned to the CNA and SAs for making all payments to them. Bank accounts of the CNAs, SAs, vendors and other organisations receiving funds will also be mapped in PFMS.
- (xv) Payments will be made from the zero balance subsidiary accounts up to the drawing limit assigned to such accounts from time to time. Transactions in each Subsidiary Account will be settled with the Central Nodal Account daily through the core banking solution (CBS) on the basis of payments made during the day.
- (xvi) CNAs and SAs will mandatorily use the EAT module of PFMS or integrate their systems with the PFMS to ensure that information on PFMS is updated by each SA at least once every day.
- (xvii) CNAs will keep all the funds received in the Central Nodal Account only and shall not transfer the funds to any other account or not divert the same to Fixed Deposits/ Flexi-Account/ Multi-Option Deposit Account/ Corporate Liquid Term Deposit (CLTD) account etc. The funds released to CNA shall not be parked in bank account of any other agency.
- (xviii) Release of funds by the Ministries/ Departments towards the end of the financial year should be avoided to prevent accumulation of unspent balances with CNAs.

4. UTs without legislature work directly in PFMS and should be given Letter of Authorization (LoA). There is no need for them to open a Central Nodal Account. They will ensure that the funds are released on the basis of LoA to the vendors/ beneficiaries 'Just-In-Time'.

5. Secretaries are requested to, and Financial Advisors of Ministries/ Departments shall, undertake monthly review of strict implementation of these guidelines, opening of


accounts in RBI, issue of authorization or release of funds to the CNA, utilization of funds by CNAs and IAs and outputs/ outcomes vis-a-vis the targets of each Central Sector Scheme.

6. Gradually, schemes in Model-2 are expected to move to Model-1 depending on readiness of RBI and Ministries for which necessary orders will be issued separately by the Department of Expenditure.

7. The following categories of Central Sector Schemes will be exempted from following these guidelines and may continue in existing mode:

- (i) Central Sector Schemes being implemented by Ministries/ Departments in Direct Benefit Transfer (DBT) mode or reimbursement mode.
- (ii) Central Sector Schemes involving payment of equity share or extension of loan by the Government to a company.
- (iii) Central Sector Schemes where 100% payments are made by the Ministry/Department directly to the vendors/beneficiaries against the bills/claims raised by the vendors/beneficiaries.
- (iv) Central Sector Schemes where funds are transferred by the Ministry/Department directly to multiple Implementing Agencies (IAs) and amount transferred to any agency does not exceed Rs. 10 lakhs per annum.
- (v) Central Sector Schemes in which funds are transferred to the Indian Missions abroad for implementation of the scheme.
- (vi) Central Sector Schemes being implemented exclusively from a corpus/revolving fund approved by the Cabinet.
- (vii) Central Sector Schemes where expenditure is based on authorization and is incurred on real time basis with no float. However, in such cases Ministry/Department shall avoid the mode of transfer of funds through Civil Deposit and the option of Letter of Authorization should be adopted.

8. In cases where there is no Central Autonomous Body in a Ministry/Department or where the Ministry/Department wishes to implement the scheme directly through State Government agencies, such State Government agency will be designated as CNA. However, there shall not be more than one CNA per State. The funds in such cases will be released by the Ministry/Department to the CNA directly and not through state treasury
9. An illustrative list of roles and responsibilities of CNAs is given in Annexure-I.
10. This issues with the approval of Finance Secretary & Secretary (Expenditure).


(Abhay Kumar)
Director
Tel. No. 24360647

To

1. Secretaries of all Ministries/Departments of Government of India
2. Chief General Manager, Reserve Bank of India, Department of Government and Bank Accounts
3. Controller General of Accounts, Department of Expenditure, INA, New Delhi
4. Financial Advisers of all Ministries/Departments of Government of India
5. Additional CGA (PFMS), O/o CGA with the request to take immediate steps for carrying out necessary change in PFMS and designing requisite reports.
6. Additional CGA (GBA), O/o CGA with the request to take necessary steps to implement model 1 of the Guidelines.
7. All Principal CCAs/CCAs of Ministries/Departments

Copy to:

1. Chief Secretaries of all States/Union Territories
2. Principal Secretary Finance of all States/Union Territories

Copy for information:

1. PSO to Secretary (Expenditure)
2. PSO to Special Secretary (Pers.)
3. Sr. PPS to AS (PFC-II)
4. Sr. PPS to AS (PF-S)



Role and Responsibilities of CNA
Modified Fund Flow Guidelines for Central Sector Schemes

1. Model 1 – Treasury Single Account (TSA) Model

- a. Open Account with RBI in e-Kuber for each scheme under which it receives grant
- b. Mandatorily use TSA Module of PFMS
- c. Map the RBI Account details in TSA Module of PFMS
- d. Receive (electronically in TSA Module) the assignment done by the PAO
- e. Approve the account and scheme mapping of sub-Agencies at Level 1
- f. Issue e-Sub-assignments against the assignment setting limits of expenditure for the sub-Agencies
- g. Ensure funds are not transferred/parked in any other account except as per the guidelines
- h. Process payments by adhering to due process
- i. If existing accounts with commercial banks is to be used for specified purposes in the guidelines (such as payment of TDS, IT and GST, opening of LoC for foreign suppliers etc.), funds shall be transferred just-in-time and, in no case, parked beyond two weeks.
- j. All such unutilized funds (as above) shall be deposited back to the Consolidated Fund of India.

2. Model 2 – through Scheduled Commercial Banks (SCBs)

- a. Open Account with a SCB authorized to do Government business, for each scheme under which it receives grant
- b. Mandatorily use REAT Module of PFMS or integrate own IT system with PFMS for exchange of information (contact PFMS Rollout for details)
- c. Approve the account and scheme mapping of sub-Agencies at Level 1
- d. Approve the scheme mapping of all sub-Agencies using the CNA's Account

- e. Allocate limits for Level 1 sub-Agencies and all other sub-Agencies using the Central Nodal Account
- f. Ensure funds are not transferred/parked in any other account of any Agency
- g. Submit UCs after utilization of the funds that were transferred in the Central Nodal Account
- h. Ensure that interest earned from the funds released is remitted to the Consolidated Fund of India

3. One time activity –

- a. Ensure refund of unspent balance of lower level Agencies to the Central Nodal Account. This is needed after opening of the Central Nodal Account and other Zero Balance Subsidiary Accounts, and prior to assigning the drawing rights to sub-Agencies.

hshayle

Most Immediate

No.DST/PRAO/TSA/01/2022/ 498
Government of India
Ministry of Science and Technology
Department of Science and Technology
(Office of the Chief Controller of Accounts)

Technology Bhawan,
New Building,
New Mehrauli Road,
New Delhi - 110016.
Dated 21 September, 2022

Office Memorandum

Subject: Revised procedure for flow of funds under Central Sector Schemes, being implemented by Department of Science and Technology.

The undersigned is directed to state that Ministry of Finance (Department of Expenditure) *vide* their Office Memorandum No. 1(18)/PFMS/FCD/2021 dated 9th March, 2022, have put in place, with effect from 1st April, 2022 revised procedure for flow of funds under the Central Sector Schemes of the Union Government. Subsequently, certain clarifications were issued by Ministry of Finance (Department of Expenditure) *vide* their Office Memorandum No. 1/ (18)/PFMS/2021 dated 14th September, 2022 and two OMs numbered 1/ (12)/PFMS/2022, both dated 16th September, 2022.

2. Accordingly, with a view to streamline the procedure for flow of funds under the Central Sector Schemes being implemented by this Department and for clarity of all stakeholders, a new procedure for flow of funds is being put in place in partial modification of the earlier Office Memoranda issued by this Department.
3. The new process will work on the following basic premise:
 - i) There will be only two layers in the fund flow- Central Nodal Agency (CNA) and Sub-Agency.
 - ii) Sub-Agency will be at the level of the institution and the ZBS account will be opened at the Institution level.
 - iii) Entire unspent balance against projects under implementation in respect of a scheme will be returned to the CNA account by the Sub-Agency under

intimation to the Program Division. Thereafter, fresh release will be made under that scheme. The returned unspent balance will be re-assigned by the CNA to the sub-agency on the directions of the Program Division without further reference to IFD.

- iv) If any agency has any issue with returning the entire unspent balance immediately, then the same will be dealt with on a case to case basis in the light of the Department of Expenditure Office Memorandum No. 1/ (12)/PFMS/2022 dated 16th September, 2022, which authorises the Financial Adviser to allow relaxation subject to fulfilment of certain conditions to the extent of 15% of the budget estimate of the Central Sector Scheme under consideration. The relaxation permitted is till 31st December, 2022.

4. New Process Flow:

The new process flow under the Central Sector Schemes will be as under:

- i) All the unspent balances at the Institute level will be returned to the CNA under intimation to the Program Division, who will forthwith assign the returned balance immediately to the CNA account of the scheme on the directions of the Program Division without further reference to IFD.
- ii) CNA will keep record of all the unspent balance received, fresh assignments made and of reassignment against unspent balance received. Designated banks may also be asked to develop such utility for the use of CNA and the department.
- iii) Programme Division of the department will share the sanction order with CNA and SAs. This will be done for both: fresh assignment and reassignment of the unspent balance received in CNA account. It will be the responsibility of the Programme Divisions and Sub-Agency to monitor the progress and expenditure of projects.
- iv) At no given point of time more than 25% of the scheme budget earmarked for the financial year is to be put in the CNA account of the scheme. However, Programme Divisions are free to obtain approval of competent authority and concurrence of the Financial Adviser for more than 25% at a time for administrative convenience and efficiency.
- v) Additional funds will be released only upon utilization of at least 75% of the funds released earlier and in compliance with the conditions of previous sanction.
- vi) CNAs/SAs will comply with all the instructions issued by Ministry of Finance and concerned departments from time to time on the revised procedure of flow funds under Central Sector Scheme.

5. **Action Points:**

- i) Nodal Officers, Programme Divisions, CNAs and the Banks are required to open ZBS account of Sub-agencies at the Institution level.
 - ii) Banks need not insist on opening ZBS account at the project level, unless so desired by the institution as clarified by Department of Expenditure Office Memorandum dated 16th September, 2022. Therefore, if the IAs at the Institution level, opt for only one Sub-agency account then banks shall treat the first ZBS account or the ZBS account in which transactions have happened first as the Sub-agency's ZBS account. All other ZBS account may be closed with the minimum formalities and the details of final single account of the Sub-agency may be communicated to all stakeholders viz. CNA, IA, SAs, Nodal Officers, Programme Divisions, and the Pay & Accounts Office.
 - iii) Banks may issue necessary instructions to its field units for scrupulous compliance with the new directions.
 - iv) Programme Divisions shall provide the list of IAs with the contact details to the Nodal Officer designated for their scheme where projects are under consideration for release of funds. Nodal Officers shall share the list of agencies with the Controller of Accounts and designated banks to open ZBS accounts and map them in the CNA system.
 - v) Banks shall arrange a presentation of the dashboard of the scheme they have been designated banker for, to monitor the progress made under the scheme.
6. This issues with the approval of Secretary, Department of Science & Technology.



(Manmohan B.R.)
Controller of Accounts
Tel. 011-26868154

Distribution:

- i) Head, Innovation Technology Development and Deployment, Department of Science and Technology.
- ii) Head, Research and Development, Department of Science and Technology.
- iii) Head, National Mission on Interdisciplinary Cyber Physical Systems (NM-ICPS), Department of Science and Technology.
- iv) Head, Science and Technology Institutional and Human Capacity Building, Department of Science and Technology.

- v) Shri Praveen Roy, Scientist 'F', NEB Division, Department of Science and Research Division.
- vi) Dr. Arvind Kumar, Scientist 'F', International Cooperation Division, Department of Science and Technology.
- vii) Dr. J.B.V. Reddy, Scientist 'E', Technology Mission Division, Department of Science and Research Division.
- viii) Dr. Arindam Bhattacharyya, Scientist 'F', R&D Infrastructure Division, Department of Science and Technology.
- ix) All Programme Divisions in Department of Science and Technology.
- x) Secretary, Science and Engineering Research Board (SERB), Technology Bhawan, New Delhi.

Copy for information to:

- i) PSO to Secretary, Department of Science and Technology.
- ii) PPS to Additional Secretary & FA, Departments of Science and Technology and Biotechnology.
- iii) PS to Chief Controller of Accounts, Ministry of Science and Technology.

Government of India
Ministry of Science & Technology
Department of Science & Technology
(Office of Chief Controller of Accounts)

Technology Bhawan
New Building, Block -1
New Mehrauli Road,
New Delhi- 110016
Dated 22nd November, 2022

Office Memorandum

Subject: Revised Procedure for flow of funds under Central Sector Schemes w.e.f. 01.04.2022.

Undersigned is directed to refer to Ministry of Finance, Department of Expenditure OM No. 1(18/PFMS/FCD/2021 dated 09th March, 2022 regarding revised procedure to be followed for flow of funds under Central Sector Schemes w.e.f. 01.04.2022. A scheduled commercial bank has also been accredited to each scheme as under:

Sl.No.	Scheme	Department	Bank	CNA
1.	National Mission on Interdisciplinary Cyber Physical Systems (NM- ICPS)	DST	ICICI Bank	TDB
2.	Science and Technology Industrial and Human Capacity Building	DST	Bank of Maharashtra	TDB
3.	Innovation Technology Development and Deployment	DST	Union Bank of India	SERB
4.	Research and Development	DST	Bank of Maharashtra	SERB

2. Standard Operating Procedure for flow of funds for schemes covered under Model 2 were finalized by PFMS vide their OM No. 12002/6/e-office-9596/PFMS/2022 dated 29.07.2022 (copy enclosed). There were three models for flow of funds viz. Model CS1, Model CS2 and Model CS3. As Model CS3 (PFMS) was not functional, Model CS1 for assignment of limits to IAs i.e. through portals developed by accredited banks was being used for flow of funds. Now that Model CS3 which is fully functional now it has been decided to adopt it for assigning limits ensure seamless flow of funds and capturing of data in PFMS.

3. The mode of flow of funds through PFMS will be as under:-

(i) The Programme Division (PD) will analyse the proposal received from the Implementing Agency (IA) and generate a sanction for release of grant through CNA.. The bill will be passed through normal procedure in the Pay & Accounts Office and the money will be pushed to CNA's Bank Account. However, it is to be ensured that not more than 25% of the budget allocated to the scheme is released to CNA account. The Programme Division (PD) on successful release of funds to the CNA will enter the limit on PFMS for the CNA to utilize- spending limit and limit for Sub- Agency.

(ii) The CNA on receipt of the sanction from the Programme Division (PD) and on confirmation of receipt of the sanctioned amount in their bank account, on the basis of assignment made by the PD, make further assignment or spend, to the Sub- Agency.

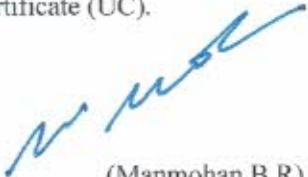
(iii) The complete process detailed above will be done on PFMS under Model CS3, by all the agencies involved-Programme Division, CNA and Grantee institution receiving the grant from the Department.

4. The Implementing Agency (IA) is required to open a ZBSA account in the designated bank (without cheque & internet banking facility) for the scheme. The IA will add ZBSA Account on PFMS using existing agency login credentials. They have to ensure that they select the funding agency as the 'CNA agency' and not 'Central Govt'. The CNA agency will approve the ZBSA account of IA on the basis of mandate form received from the agency and also after validation of bank account on PFMS.

5. As regards to reallocation of unspent balance, CNA agency will intimate the Department the amount received back in prescribed format from the IAs as unspent. On receipt of details of unspent balance through CNA, Programme Division will generate a sanction for its release to CNA Agency for pushing the same to IA as limit down the line. In turn, the CNA Agency on receipt of allocation from the Programme Division will release the amount as limit to IA. Finally, the IA will utilize the limit allocation for the purpose for which it was released to it.

6. The Implementing Agencies (IAs) who will get the assignment on PFMS from the CNA will mandatorily use PFMS for making payment. The module they would be using will be EAT Module.

7. In case of scheme where the institution is required to put its share for the scheme implementation, the posting of expenditure on PFMS will be only for the amount that Govt. of India has released. The IAs share is to be spent from the institution's bank account and the same has to be reflected on Utilization Certificate (UC).



(Manmohan B R)
Controller of Accounts

Copy to,

- i) Secretary, Science & Engineering Research Board (SERB), Technology Bhawan, New Delhi.
- ii) Secretary, Technology Development Board (TDB), Technology Bhawan, New Delhi.
- iii) Head, Research & Development, Department of Science & Technology.
- iv) Head, National Mission on Interdisciplinary Cyber Physical Systems (NM-ICPS), Department of Science and Technology.
- v) Head, Science and Technology Institutional and Human Capacity Building, Department of Science and Technology.
- vi) Shri Praveen Roy, Scientist 'F' NEB Division, Department of Science & Technology.
- vii) Dr. Arvid Kumar, Scientist 'F', International Cooperation Division, Department of Science & Technology.
- viii) Dr. Arindam Bhattacharya, Scientist 'F' R&D Infrastructure Division, Department of Science and Technology.
- ix) Dr. J.B.V. Reddy, Scientist 'E', Technology Mission Division, Department of Science and Research Division.
- x) All Programme Divisions in Department of Science & Technology.
- xi) Sr. AO, PAO (DST), Technology Bhawan, New Delhi.

Copy for Information to,

- I. PSO to Secretary, Department of Science & Technology, New Delhi.
- II. PPS to AS&FA, Department of Science & Technology, New Delhi.
- III. PPS to AS&FA, Department of Biotechnology, New Delhi
- IV. PA to CCA, MST, New Delhi.

F.No.-12002/6/eoffice-9596/PFMS/2022
Government of India, Ministry of Finance
Department of Expenditure
O/o the Controller General of Accounts
Public Financial Management system
3rd & 4th Floor, Shivaji Stadium Annexe Building New Delhi,

Dated: 29-07-2022

OFFICE MEMORANDUM

Subject: SOP for revised procedure under Model 2 for flow of funds under Central Sector Schemes.

Reference is invited to Ministry of Finance, Department of Expenditure vide OM No. 1(18)/PFMS/FCD/2021 dated 09-03-2022 prescribing new procedure to be followed for release of funds under Central Sector Schemes (CS).

A Standard Operating Procedure (SOP) for implementing the Model 2 of the above OM is attached herewith. The Ministries/Departments may adopt any of the Sub -Models as per their operational requirements.

This issues with the approval of Competent Authority.

Enclosure: SOP

Yogesh
(Yogesh Kumar Meena)
Deputy Controller General of Accounts

To

1. Secretaries/FAs/CCA/CA of all Ministries/departments
2. All DyCGAs/ACGAs/SrAOs/AOs of State Directorates
3. SrAO (Admin/Technology) with the request to upload on PFMS website.

Copy to

1. PS to Addl.Secretary(PFS), North Block, New Delhi
2. PS to Addl.CGA,PFMS
3. Joint CGAs Rollout/Technology/DBT/Banking/CDN
4. Shri Prateek Kumar Singh, Director, M/o Finance, D/o Expenditure, North Block, New Delhi

Sr. Ao (Control)

Controller of Accounts

Dy. No. 124

Date 02.08.2022

M/o Science & Technology

Sd. R.K. Jain

PRINCIPAL ACCOUNTS OFFICE
Deptt. of Sci. & Tech., New Delhi
c. Diary No. 80
Date 4/8/2022

Chief Controller of Accounts
Dy. No. 195
Date 01/08/2022
M/o. Sci & Tech

pl. put to

SC

SC
Sr. AO

existing bank accounts of implementing agencies will be set to 'not in use' in PFMS and the same cannot be used for PFMS activities.

3. Models available for implementation through scheduled commercial banks-

Model CS1 - Use of external system through REAT integration (MIS-Only)

This model is applicable where there is an IT system already in place for a Scheme. This External system provides for all operations – viz. setting of drawing limits, account validation of Vendors/beneficiaries, etc. including payment and provides MIS to PFMS as per REAT Integration document of PFMS.

- a. In this scenario, CNA External System is required to develop an end to end solution for CNAs and IAs with the facility to process account validation and payments. The CNA's IT system will be integrated with PFMS as an external system for REAT to share MIS data.
- b. All the masters data like Scheme codes, Scheme definition, Scheme hierarchy, Scheme components will be shared with CNA's IT System by PFMS. Apart from this the CNA's PFMS Unique Agency code and all its SA's Agencies code, LGD master, payment purpose master, PFMS bank/branch master and other relevant master data will also be shared to CNA's IT system by PFMS as per integration document.
- c. CNA and SAs upload/enter their beneficiary/vendor details on CNA's IT system and validates beneficiaries/vendor through the arrangements made in its own system. Alternatively, PFMS beneficiary validation service will be made available to CNA's system on request. After the successful validation of vendor/beneficiary account, the vendor/beneficiary details may be shared with PFMS for generation of vendor/beneficiary code in PFMS which will be informed back to the CNA's IT system so that the IT system can send the transaction details as MIS to PFMS having PFMS vendor code specified in MIS file. (Message Exchange format specified in REAT integration document).
- d. CNA and IAs logs into the IT system. The Payment order (FTO) is processed on the system and validated against limits for all Program Implementing Agencies making payments. The FTOs are then shared with the CNA's Bank through an IT integration with the Bank and the bank sends updated response status of all such payments to the CNA's IT system.
- e. **The transaction data for all successful payments made is then required to be shared with PFMS as MIS data.**
- f. All MIS/dashboard is made available on CNA's IT System (and on PFMS) viz. CNA's Bank Account Balance, limits vs Expenditure by PIAs, etc.

Model CS2 - Use of external system through REAT integration (for MIS + Payments)

Standard Operating Procedure (SOP) for revised procedure for flow of funds under Central Sector Schemes

Introduction

Office Memorandum 1(18)/PFMS/FCD/2021 dated 09/03/2022 which came into effect from 01/04/2022, supersedes all previous orders issued by Department of Expenditure regarding release of funds under Central Sector Schemes. The OM prescribes the procedure to be followed by all Ministries/ Departments of Government of India for flow of funds under the Central Sector Schemes and monitoring the utilization of funds released. The OM provides two models for implementation. Model-1 is implemented through Treasury Single Account (TSA) where the Schemes have annual outlay of more than 500 crores. This will be implemented through RBI. Model no. 2 is adopted in case of Central schemes having annual outlay of less than Rs. 500 crores. Model 2 is implemented through Scheduled Commercial Banks (SCBs). This Section covers Model 2 of the above OM.

1. Flow of Funds

The funds released under Central Sector Schemes will not be further transferred to down the ladder agencies or sub-agencies (SAs) if any. SAs will be allocated drawing limits on parent child relationship basis and will use Central Nodal Agency's account. CNAs, if necessary depending upon operational requirements, may open Zero Balance Subsidiary Accounts (ZBSA) for SAs.

2. Preliminary Activities

- a. Ministry/Department shall identify a Central Nodal Agency for the Central Sector Schemes. Para (7) of the OM dated 9th March, 2022 may be kept in mind while configuring the scheme in PFMS by the Ministries/ Departments. Notify a Central Nodal Agency (CNA) and other child agencies below them for implementing each Central Sector Scheme.
- b. CNAs to open a bank account in any Scheduled Commercial Bank as per OM dated 09.03.2022.
- c. The IAs down the ladder have to be designated as Sub-Agencies (SAs), if required, they may open Zero Balance Subsidiary Accounts (ZBSAs). These agencies should be mapped in PFMS as per the hierarchy.
- d. The existing balance lying in the bank accounts of the IAs should be transferred to CNA account before configuring the scheme on CNA mode.
- e. The Program Division will register/configure a CNA by selecting appropriate option available on PFMS. On successful configuration, all

- reallocated by CNA depending on the additional requirement of funds or underutilization of funds by Implementing agencies.
- b. Central Nodal Agency and the IAs have to upload their beneficiary/vendor details either through data entry UI or excel upload for getting their bank account details and/or Aadhaar number validated for making payments. All those beneficiaries whose banks accounts and/or Aadhaar number are successfully validated will get beneficiary code and becomes eligible for receiving payment.
 - c. The Central Nodal Agency and implementing agencies have to configure their mode of payment (DSC, PPA/ePA) before starting payment processing. All those agencies who have opted for DSC payments have to enroll their digital signatures on PFMS portal prior to processing payments. The DSC enrollment details are pushed to the CNA's bank for validating the digitally signed payment orders received by the bank later.
 - d. For valid beneficiaries, the Payment orders (FTOs) are generated/processed on PFMS portal by CNA and IAs against their available limits only. As soon as an FTO is generated and approved/digitally signed, the limit of the respective agency will be reduced by the debit amount in the FTO. The FTOs are sent to CNA's Bank SFTP location.
 - e. The bank need not maintain any drawing limits set for Implementing agencies to validate the payment instructions against available limits. All these will be managed by PFMS. No payment orders will be generated in PFMS unless debit amount is within the available drawing limits of the agency. *(check this point with TRBR).*

Miscellaneous

Ministry of Finance Department of Expenditure vide OM No.1(13)/PFMS/FCD/2020 dated 16/03/2022 has permitted the agencies to open a separate bank account namely "Holding account" to facilitate payment and settlement of various deductions/taxes while processing payments through PFMS. Another letter of even no. dated 08/03/2022 has been issued for processing and handling salaries, remittance of statutory dues and other deductions of Government employees engaged in implementation of Centrally sponsored schemes. The procedure prescribed vide above OMs may be adopted by the CNAs (copies enclosed).

List of Acronyms:

1.	API	: Application Programming Interface
2.	CBM	: Central Beneficiary Master
3.	DSC	: Digital Signature Certificate
4.	ePA	: Electronic Payment Advice
5.	FTO	: Fund Transfer Order
6.	SA	: Sub- Agency
7.	PFMS	: Public Financial Management System
8.	PPA	: Print Payment Advice
9.	REAT	: Receipt Expenditure Advance Transfer

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7.	PFMS	: Public Financial Management System
8.	PPA	: Print Payment Advice
9.	REAT	: Receipt Expenditure Advance Transfer

10.	SFTP	:	Secured File Transfer Protocol
11.	CNA	:	Central Nodal Agency
12.	UI	:	User Interface
13.	ZBSA	:	Zero Balance Subsidiary Accounts

Checklist – Schemes Central Sector schemes having annual outlay of less than Rs 500 and are not covered in Implementation through Treasury Single Account (TSA).

1. Designation of a Central Nodal Agency (CNA) for implementing each Central Sector Scheme.
2. Opening of a Central Nodal Account for each Central Sector Scheme in a scheduled commercial bank authorized to conduct Government business by the Ministry/ Department concerned. (accredited bank?)
3. Marking as CNA in PFMS will be done by Programme Division user for both the models.
4. After opening of Central Nodal Account of the scheme and before opening zero balance subsidiary account of Sub-Agencies or assigning them drawing rights from CNA's account, the SAs at all levels shall return all unspent amounts of the scheme lying in their accounts to the Central Nodal Account of the CNA.
5. All Central Sector Schemes need to be marked as '**CNA**' or '**NOT-CNA**'. Reason for marking the scheme '**NOT-CNA**' will be required to be entered by the Programme Division user in PFMS. Hence Ministry/Department need to have a list of Schemes which are not covered under Para 7 of the OM dated 09th March, 2022.

To be given on Letter Head of the Organization

Format for submitting details of ZBS Account (Institutional/project specific) and Details refund of unspent grants [Scheme: S&T Institution and Human Capacity Building]

Name of the Institution/Sub Agency	
Address of the Institution	
State or UT	

1. Undertaking:

In reference to Office Memorandum No. DST/PRAO/TSA/01/2022/498 dated 21.09.2022 as decided by the Competent Authority, the institute will operationalize the new process for flow of fund through ZBSA at Bank of Maharashtra, <Branch Details> for receiving grant under DST Scheme STIHCB-1817.

Institutional/ Project wise account details of the sub agency
(Must be submitted in alignment with the option opted above)

Sr. No	Account holder's Name	Account No.	IFSC Code of Bank	Branch Address of the Bank

2. Details about remittance of unspent grant to the account of CNA[@]
(Technology Development Board (TDB), New Delhi
Bank Account No.: 60414917022; IFSC: MAHB0000593)

Name of the Institution/Sub Agency State/UT	
Bank Transaction ID (UTR)	
Date of Transaction	
**Total Amount of Unspent grant remitted (Rs.)	

@ If there is no unspent grant to refund the same should be explicitly mentioned in this undertaking

***This must be alignment with the abridge statement of project-wise refunds of UNSPENT GRANT to be submitted concurrently. Interest earned may be deposited in the Bharatkosh and receipt of same may be provided.*

(FINANCE/ ACCOUNTS OFFICER)

(HEAD OF THE INSTITUTE)

TDB-CNA FUND TRANSFER THROUGH PUBLIC FINANCIAL MANAGEMENT SYSTEM (PFMS)

DETAILS OF ORGANIZATION

1.	PFMS Unique Code	
2 (i)	Agency Name (Name of the University/ Institute/ College, etc)	
2 (ii)	Agency Type (Statutory Bodies/Autonomous/NGO/Society etc.)	
2 (iii)	Hierarchy of Agency (Central/State/ District/Block/Tahsil/PanchayatNillage)	
2 (iv)	Act/registration No.	
2 (v)	Date of Registration	
2 (vi)	Registering Authority	
2 (vii)	State of Registration	
3.	TIN No. (If available)	
4.	TAN No.	
5.	Complete Contact Address of the Agency	
5 (i)	Block No./Building/Name of Premises	
5 (ii)	Road/Street/Post Office	
5 (iii)	Area/Locality	
5 (iv)	City/ District	
5 (v)	State	
5 (vi)	Pin code	
6.	Contact Person	
6 (i)	Designation	
6 (ii)	Phone Number (Land Line)	
6 (iii)	Alternate Phone No./Mobile No.	
6 (iv)	Official E-mail address	
7.	Bank Account details for SERB Schemes	
7(i)	Institution's Account Name (As per bank record)	
7 (ii)	Account No.	
7(iii)	IFSC Code	
7(iv)	Bank name (in full)	
7 (v)	Branch Name	
7 (vi)	Complete Branch address	
7 (vii)	MICRNo.	
7 (viii)	Account Type	

Certified that the Institute's account is an RTGS/ECS/NEFT enabled branch. I hereby declare that the particulars given above are correct and complete. The above Agency's Account No. and bank details are registered/ mapped under PFMS.

Date:

Signature of the Competent Authority
of the Agency with seal.

Certified that the particulars furnished above are correct as per our records.

Date:

Signature of the Authorized
Bank Official with seal.

DST Umbrella Scheme: S&T Institutional and Human Capacity Building [1817]

The key initiatives and schemes of DST initiated during last 5 years which made significant impacts along with some new initiatives that are underway are broadly categorized under four umbrella schemes of DST viz., (a) S&T Institutional and Human Capacity Building; (b) Research & Development (c) Innovation, Technology Development and Deployment; (d) National Mission - Inter-disciplinary Cyber Physical Systems (NM-ICPS).

The DST umbrella scheme 'S&T Institutional and Human Capacity Building [1817]' encompasses several sub-schemes, each of which is operating under different Program Divisions of DST. The Program Division-wise details of the sub-schemes under the aforesaid Umbrella Scheme are mentioned in the Table below:

S. No.	Program Division	Sub-scheme under umbrella scheme 'S&T Institutional and Human Capacity Building [1817]'		Division Head/ Contact Details
1.	R&D Infrastructure	i)	FIST: Fund for Improvement of S&T Infrastructure in Higher Educational Institutions	Dr. Pratishta Pandey pratishta.tp@nic.in 011-26590452
		ii)	PURSE: Promotion of University Research and Scientific Excellence	
		iii)	SAIF: Sophisticated Analytical Instrument Facilities	
		iv)	SATHI: Sophisticated Analytical and Technical Help Institute	
		v)	STUTI: Synergetic Training Program utilizing the Scientific and Technology Infrastructure	
2.	WISE-KIRAN (Women in Science & Engineering - Knowledge Involvement in Research Advancement through Nurturing)	i)	WoS (A,B,C): Women Scientist Scheme (A, B, C)	Dr. Nisha Mendiratta nisha67@nic.in 011-26565776 011-26590497
		ii)	Mobility Scheme: Addressing relocation issue of Women Scientists	
		iii)	Vigyan Jyoti: Empowering Girls in STEM	
		iv)	GATI: Gender Advancement for Transforming Institutions	
		v)	CURIE: Consolidation of University Research for Innovation and Excellence in Women Universities	
		vi)	Indo-U.S. Fellowship for Women in STEM	
		vii)	CSRI: Cognitive Science Research Initiative	
		viii)	SATYAM: Science and Technology of Yoga and Meditation	
3.	SEED-SSTP Division	i)	SSTP: State S&T Programme	Dr Debapriya Dutta ddutta@nic.in 011-26590558
		ii)	PFP: Patent Facilitation Programme	
4.	PCPM (Policy Coordination & Programme Management)	i)	Policy Research Program (+NSTMIS) [Centres for Policy Research; DST-STI Policy Fellowship Programme]	Dr. Akhilesh Gupta akhilesh.g@nic.in 011-26862512

5.	INSPIRE (Innovation in Science Pursuit for Inspired Research)	i)	INSPIRE Internship Science Camp	Mrs Namita Gupta namita@nic.in 011-26590371
		ii)	INSPIRE Fellowship	
		iii)	INSPIRE Faculty Fellowship	
		iv)	INSPIRE – Scholarship For Higher Education (SHE)	
6.	INSPIRE - MANAK: Million Minds Augmenting National Aspiration and Knowledge	i)	INSPIRE Award Grant @Rs.10,000/student	
		ii)	District, State and National Level Exhibitions grant release and Implementation grant toNIF.	
		iii)	Inspiring India in Research Innovation and STEM Education (<i>IRISE</i>)	
7.	Training	i)	National Program for Training of Scientist & Technologists working in Government Sector	-