

ANNEX 1: TEMPLATES FOR ADMINISTRATIVE & FINANCIAL CONSIDERATIONS**Maximum of One crores fifty lakhs Rupees (₹1,50,00,000/-) per project****Format for Budget Details****Name of the Investigator:****Name of the Institution:****Type of Organisation:**

S. No	Item Head	1 st Year	2 nd Year	3 rd Year	Total (Rs.)
A	Non-recurring (Capital Items)				
1.	Minor Equipment; Fabrication costs; Prototype development; Demonstration costs (if any)				
B	Recurring Items (General)*				
1.	Manpower				
2.	Consumables				
3.	Travel (Domestic)				
4.	Travel (International)				
5.	Contingency (as per DST norms)				
6.	Overhead (as per DST norms)				
	<i>Subtotal (General)</i>				
C	Total cost of the project (A+B)				

*The cost incurred towards field trials/testing may be added in appropriate budget heads.

Justification for costs projected in each budget head is required.

To be noted: the budget could be re-assessed based on suggestions / recommendations from the expert committee.

Details of Itemized Budget

(* To be given institution/ research group-wise in case of consortium projects)

A. Non-recurring (Capital Items)

A.1 Minor Equipment*

Budget for Minor Equipment (To be borne by DST)

Description of Minor Equipment	Unit Landed Price (CIF+ Custom Duty/ Taxes + others charges etc.)* (Rs.in lakh)	Nos. of Equipment	Total Cost (Rs. in lakh)	Justification in context of proposed work.
Gross total =				

**Page/sheet indicating the total landed cost in Indian rupees (Ensure to mention Currency Exchange rate considered in case of imported equipment, freight, taxes, spares, special installation, etc.) Please project the actual cost taking into account reliable cost estimates as no cost revision would be admissible*

A.2 Fabricated system / Prototype Development: Tailor made models/ experimental set up (if any)

i) Budget for Fabricated system/Tailor made items

Description of fabricated system	Unit Landed Price (CIF+ Custom Duty+ others charges)* (Rs in lakh)	Nos. of Equipment	Total Rupees (Rs. in lakh)	Justification in context of proposed work
Gross total				

**Page/sheet indicating the total landed cost in Indian rupees (Ensure to mention Currency Exchange rate considered in case of imported equipment, freight, taxes,*

spares, special installation, etc.) Please project the actual cost taking into account reliable cost estimates as no cost revision would be admissible

A.3 Demonstration Models

i) Budget for Demonstration Models items

Description	Unit Landed Price (CIF+ Custom Duty+ others charges)* (Rs in lakh)	Nos. of Equipment	Total Rupees (Rs. in lakh)	Justification in context of proposed work
	Gross total			

**Page/sheet indicating the total landed cost in Indian rupees (Ensure to mention Currency Exchange rate considered in case of imported equipment, freight, taxes, spares, special installation, etc.) Please project the actual cost taking into account reliable cost estimates as no cost revision would be admissible*

B. Recurring Items (General)

B.1 Manpower

Designation*	Educational Qualification	Experience in years, if applicable	Justification

***Refer guidelines at DST website:**

<https://dst.gov.in/sites/default/files/OM%20Fellowship%20Revision-2019.pdf>

<https://dst.gov.in/sites/default/files/S%26T-Manpower-Norms-10July2020.pdf>

(Emoluments shall be provided as per Guidelines)

Manpower Budget

JRF /SRF/ Research Associates/ Project Assistants Details (applicable for the given category)

Designation	Total Emoluments (in Rupees)				No. of persons	(Inclusive of all Allowances) * Total Amount (Rs.)
	1 st Year	2 nd Year	3 rd Year	Total (1 st +2 nd +3 rd Year)		
		Gross amount required for manpower budget head =				

**Please mention category/ class of city for admissible HRA along with %.*

B.2 Consumables

Budget for Consumable Materials (To be borne by DST)

Items	Unit Price	Qty. Needed	Amount (Rs. in lakh)	Justification
Gross total =Rs.		lakh		

B.3 Contingencies

Budget for Contingencies (To be borne by DST)

Items <i>(unforeseen expenses, patents, report preparations etc.)</i>	Amount (Rs. in lakh)	Justification
Total		

B.4 Travel Domestic *

Budget for Domestic Travel (To be borne by DST)

Items (to attend)	Total Amount	Detailed Justification (In case of extensive field visits needed in project indicating breakup of cost w.r.t. to journeys, mode and class of transport needed)
Review meetings		
Sample collection / field trials		
Total		

B.5 Travel International *

Budget for International Travel (To be borne by DST)

Items (to attend)	Total Amount	Detailed Justification
Total		

*** Project Investigator needs to take prior permission from DST for his/her international visit related to project work**

B.6 Other Costs, if applicable

Budget for Other Costs (To be borne by DST)

Item	Total (Rs. in lakh)	Detailed Justification (derived cost calculation and relevant Quotation at Annexure- / page no*)
Outsource work		
Testing / Standardisation		
Other items, if any		
Gross total =	Rs.	

Collaborator budget / Contribution

Submit similar above detail breakup for each collaborator, if any

Organization details:

- a. Designation of the financial authority in organization:
- b. Whether organization registered with Govt. of India Public Financial Management System (PFMS) Yes/ No

*(see website: <https://pfms.nic.in/NewDefaultHome.aspx>)

- c. If not, please get it registered as soon as possible at PFMS website under Research and Development Scheme code– 3237 which is mandatory. If yes, inform Agency code registered at PFMS