

**Proposal format for Demand Driven Convergent Water Solutions in Mission  
Mode**

**under Water Technology Initiative (WTI)**

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## I. Proposal Summary

S. No.	File No.	<i>DST/WTI/</i> (TO BE FILLED BY DST)
I	Title	
II	Project cost	<i>( Amount in lakhs)</i>
III	Duration	<i>(in months)</i>
III	PI Name Date of Birth	
IV	Co-PI Name Date of Birth	
V	Lead Organisation	
VI	Lead Organisation Status	Govt. organisation/ Statutory body/ Registered society (NGO)/ Registered society ( autonomous body)/Trust /Govt. autonomous/ Govt. aided institute/ Private sector company/others <i>(Tick Any)</i>
VII	Collaborator Organisation (C O)	
VIII	CO Status	
IX	Objectives	
X	Methodology	
XI	Deliverables	<i>New/Upgraded Product ; New/Upscaled Process ; New/ Upgraded System; Services (including software) ; Feasibility analysis ; report; mention any other in bullet form</i>

**Note : Restrict the above information to single A4 page size**

<b>File No.</b>	<i>DST/WTI/</i> <b>(TO BE FILLED BY DST)</b>
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**Financial requirements:**

*(Break- up of cost)*

Sl no.	ITEM	Description	Individual sub-head cost	Total Amount <small>(All figure in lakhs)</small>
1	<b>MANPOWER</b> <i>( mention Posts with gross emoluments) ( Refer Annexure –viii )</i>			
2	<b>PERMANENT EQUIPMENTS LIST</b> <i>(mention cost of individual item)</i>			
3	<b>OTHER COST</b>			
4	<b>CONSUMABLES</b>			
5	<b>TRAVEL</b>			
6	<b>CONTINGENCIES</b>			
7	<b>OVERHEADS CHARGES</b>			
<b>GRAND TOTAL</b>				

Grand total :

*DST Share:*

*Collaborator share (if any) (Mention the Item & its amount) :*

**Note : Kindly restrict the information to single A 4 page size**

## II. CORE PROPOSAL

### 1. Project Title

### 2. Principal Investigator (PI)

Name:

Designation:

Complete Address *(with city pin code)*:

Telephone & Mobile No. :

E-mail:

### 3. Co-Principal Investigator (Co-PI)

Name:

Designation:

Complete address *(with city pin code)*:

Telephone & mobile No. :

E-mail:

### 4. Collaborating Agencies/Industries ( *If any*)

### 5. Target Beneficiaries

### 5. Objectives of the Proposal

*(precise and quantified, use Bullet Form)*

### 7. Critical Review of Status Identifying Gaps

*(include references)*

3.1 National Status Review

3.2 International Status Review

### 8. Outline of the Project (with schematics, where possible )

*(Define the problems and give technical details)*

### 9. Deliverables of the project (brief description)

*i) New/Upgraded Product*

*ii) New/Upscaled Process*

*iii) New/ Upgraded System*

*iv) Services (including software)*

*v) Feasibility analysis*

*vi) Any other*

### 10. Methodology

*(Please highlight how success in the project execution will be ensured)*

**11. Milestones with Months, Work Elements & Responsible Organisation for each Work Element**

S. No.	Milestone	Target Month	Work Elements	Responsible Organisation
			1. 2. 3.	
			1. 2. 3.	
			1. 2. 3.	

**12. Work Plan**

*(Attach bar chart giving project activities and milestones. Highlight Milestones)*

**13. Names of 5 Experts/Agencies/ Institution working in the similar area**

*(Please give complete Name, Designation, Address with pincode, telephone numbers & e-mail address )*

**14. Any other information relevant to the Project proposal/ execution of the project**

### III. Proforma for Bio-Data of Principal Investigator (PI) and Co-Principal Investigator (Co PI)

1. Name
2. Gender
3. E-mail ID
4. Qualifications

S.No.	Degree	Institution	Year	Division/Class

#### 4. Employment Experience

S.No.	Position & Organisation	Nature of Job	Period

#### 5. List of Publications (*For last 5 years only*)

- 5.1 Journal Publications
- 5.2 Conference Presentations

#### 6. Patents filed/Granted with details

#### 7. Books Published /Chapters contributed

#### 8. Sponsored Research Projects

S. No	Title	Sponsoring Agency and Officer Concerned	Period	Amount	Achievements

#### 9. Consultancy Projects

S. No	Title	Sponsoring Agency	Period	Amount

**10. Sponsored Research/Consultancy Projects submitted for approval**

<b>S.No.</b>	<b>Title</b>	<b>Agency to whom submitted</b>	<b>Duration</b>	<b>Amount</b>

## IV. BUDGET ESTIMATES

### 1. Break-up of Total Budget

(All Amount in Lakhs )

S.No	Item	1 <sup>st</sup> Year		2 <sup>nd</sup> Year		3 <sup>rd</sup> Year		Total	
		DST	Collaborator*	DST	Collaborator*	DST	Collaborator*	DST	Collaborator*
1.	Manpower								
2.	Permanent Equipment								
3.	Other Costs (Outsourcing, Fabrication, Testing and patents etc)								
4.	Consumables								
5.	Travel								
6	Contingencies								
7	Overhead Charges								
	Total								

Grand Total (DST + Collaborator)

\* Give financial contributions of Each Collaborator Separately, if any.



## 2. Itemised Budget

(Please provide justification)

### 2.1. Manpower

#### Budget for Salaries (To be borne by DST )

Designation	Qualification	Salary per month	No. of Persons	Amount Rupees in Lakh	Justification

#### Budget for Salaries (To be borne by Collaborator(s), if any)

Designation	Qualification	Salary per month	No. of Persons	Amount Rupees in Lakh	Justification

### 2.2 Equipment\*

#### Budget for Permanent Equipment (To be borne by DST)

Description of Equipment	Foreign/Indigenous	Unit Landed Price (CIF+Custom Duty+ others )	Nos. of Equipment	Total Rupees	Justification in relation to project requirement

#### Budget for Permanent Equipment (To be borne Collaborator (s), if any)

Description of Equipment	Foreign/Indigenous	Unit Landed Price (CIF+Custom Duty+ others )	Nos. of Equipment	Total Rupees	Justification in relation to project requirement


\* A List of equipment and facilities available to the investigators and relevant to the project may also be provided, separately.

### 2.3. Other Costs (Outsourcing, Fabrication, Testing and Patenting etc.)

#### Budget for Other Costs (To be borne by DST)

Item	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	Total	Justification including basis of cost estimates/quotations
Outsourcing					
Fabrication					
Testing					
Patenting					
Others					

#### Budget for Other costs (To be borne Collaborator (s), if any)

Item	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	Total	Justification including basis of cost estimates/quotations
Outsourcing					
Fabrication					
Testing					
Patenting					
Others					

### 2.4 Consumables

#### Budget for Consumable Materials (To be borne by DST)

1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	Total	Justification including basis of cost estimates / quotations

**Budget for Consumable Materials (To be borne by Collaborator (s), if any)**

1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	Total	Justification including basis of cost estimates/quotations

**2.5. Domestic Travel\***

**Budget for Domestic Travel (To be borne by DST)**

1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	Total Rupees	Justification; indicating (journeys, mode and class of transport)

**Budget for Domestic Travel (To be borne Collaborator (s), if any)**

1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	Total Rupees	Justification; indicating journeys, mode and class of transport.

(\*) No foreign travel is generally not permitted under DST grants. Class and mode of transportation should be as per the entitlement of the concerned staff in the institute. Travel component of PRC visits would be added by DST separately in the project cost).

## 2.6 Contingencies

### Budget for Contingencies (To be borne by DST)

1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	Total	Justification including basis of cost estimates/quotations

### Budget for Contingencies (To be borne Collaborator (s), if any)

1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	Total	Justification including basis of cost estimates/quotations

2.7 Designation of the officer in organization who is vested with financials power:

Proposal if approved, Payment shall be made in favour of \_\_\_\_\_

- i. Bank Account No.
- ii. IFSC Code.
- iii. MICR Code.
- iv. Bank Branch Address

*( This will facilitate in fast electronic transfer of funds)*

2.8 Mention HRA % applicable to Research fellow in your institute and the classification category of your city/ town: \_\_\_\_\_

*(Please ensure to fill all the above details otherwise it shall be considered as NIL )*

## V. UNDERTAKING FROM THE INVESTIGATOR(S)

### Project Title:

1. I/We have carefully read the terms and conditions of the Water Technology Initiative Programme and I/We agree to abide by them.
2. I/We have not submitted this or a similar Project proposal elsewhere for financial support.
3. I/We have explored and ensured that the equipment and the basic facilities described in the Research Proposal, will actually be available as and when required for the purpose of the Project. I/We shall not request financial support under this project, for procurement of these items.
4. I/We undertake that spare or idle capacity of the permanent equipment procured under the Project will be made available to other legitimate users from parent and other organisations.
5. I/We have enclosed the following :
  - a Endorsement from the Head of the Institution  
(on letter head)
  - b Undertaking from the Collaborator(s)
  - c Complete Project Proposal (5 copies)

Name and signature of the Investigators

Date  
Place

## VI. ENDORSEMENT FROM THE HEAD OF THE ORGANISATION

(To be typed on the letter-head of the organization)

### Project Title

1. Certified that the organization welcomes the participation of Dr/Mr/Mrs .....as the PI and Dr/Mr/Mrs.....as the Co-PI for the project and that in the unforeseen and legitimate event of discontinuation by the PI, the Co-PI will assume full responsibility for completion of the project. Information to this effect, endorsed by me, will be promptly sent to the DST
2. Certified that the equipment, other basic facilities and other administrative facilities as per the terms and conditions of the award of the Project, will be extended to the investigator(s) throughout the duration of the project
3. The Organization shall ensure that financial and purchase procedures are followed as per the prevailing norms of the organization, within the allocated budget.
4. The Organisation shall provide timely the Statement of Expenditure and the Utilisation Certificate of the grant as required by the DST in the prescribed format.
5. The grant for the proposal, if approved may be made in favour of, Payment shall be made in favour of \_\_\_\_\_
  - i. Organisation Name as per Bank records:
  - ii. Bank Account No.:
  - ii. IFSC Code:
  - iii. MICR Code:
  - iv. Bank Name:
  - v. Bank Branch Address
  - vi. Unique Agency code of the Organisation and Institute:

*As per the extant guidelines of Govt. of India, you are requested to register yourself on [Central Plan Scheme Monitoring System \(CPSMS\)](http://cpsms.nic.in) website and inform us unique agency code to facilitate the electronic fund transfer. {website link- <http://cpsms.nic.in/Users/LoginDetails/Login.aspx?ReturnUrl=%2fdefault.aspx>}.*

**(Head of the Institute)**  
**Seal/Stamp**

**Date**  
**Place**

## **VII. Endorsement from collaborating Industry/ Agency**

*(if any)*

*(On the official letter head)*

I have gone through the Project proposal entitled..... submitted by .....(*Name of PI*) ...of.....(*Name of the Institute*) for DST funding and noted the obligations and responsibilities indicated in our name which are as below :

1. Contribution in financial terms (*mention amount in Rs.*)
2. Contribution in Kind (*list activities*)

I hereby affirm that my organization/industry is committed to participate in the Project to the full extent as indicated including financial liabilities accruing therefrom as detailed above. A brief profile of my organization is summarised below:

Name of Organisation

Line of Business

No. of employees

Annual Turn over

The Annual Report for the last financial year is enclosed.

**(Head of the Organisation)**  
**Seal/Stamp**

**Date**

**Place**

## Annexure I

### Terms & Conditions of the Grant

1. Approval of the Research Proposal and the grant released for it is for the specific Project sanctioned and the released grant should be exclusively spent on the Project within the stipulated period. The Institution may use funds obtained from any other Organisation with the concurrence of DST, for the Project. **Any un-spent balance out of the amount sanctioned must be surrendered to the Government of India through a crossed Cheque/ Demand Draft drawn in favour of Drawing & Disbursing Officer, DST.**
2. For permanent, semi-permanent assets acquired solely or mainly out of the project grant, an audited record in the form of a register shall be maintained by the Institute. The term “Assets” include (a) the immovable property acquired out of the grant; and (b) movable property of capital nature where the value exceeds Rs 1000/-. The Institute is required to send to the Department of Science & Technology a list of Assets acquired from the grant. The grant shall not be utilised for construction of any building unless specific provision is made for that purpose. Full infrastructural facilities by way of accommodation, water, electricity, communication, etc. for smooth implementation of the project shall be provided by the Institute.
3. All the Assets acquired from the grant will be the property of the Government of India and should not be disposed off or encumbered or utilised for purposes other than those for which the grant had been sanctioned, without the prior sanction of the DST.
4. At the conclusion/ termination of the project, the Government of India will be free to sell or otherwise dispose off the Assets which are the property of the Government. The Institute shall render to the Government necessary facilities for arranging the sale of these assets. The Government of India has the discretion to gift the Assets to the Institutions or transfer them to any other Institution if it is considered appropriate.
5. The Institution/ PI will furnish Six Monthly Progress Report (Annexure- V ) (5 copies) of the work on the Project on half-yearly basis (i.e. if the date of start of a project is 12.09.07 the first Six Monthly Technical Progress report shall be for the period 12.09.07 to 31.03.08, the next will be from 01.04.08 to 30.09.08 and so on). In addition, the DST may designate a Scientist/ Specialist or an Expert Panel to visit the Institution periodically to review the progress of the work being carried out and to suggest suitable measures to ensure realisation of the objectives of the Project. During the implementation of the Project the Institution will provide all facilities to the visiting scientist/ specialist or the Expert Panel by way of accommodation, etc. at the time of their visit. In case of exceptional circumstances, request for extension for time period must be submitted to DST six months prior to the approved date of completion of the project (Annexure-VII). On completion of the Project, submit the final statement of Expenditure (Annexure –II) along with utilization certificate (Annexure –III) and ten copies of self contained Project Completion Report (Annexure-VI) as per DST format.
6. At the time of seeking further installment of the grant, The Institution/ PI has to furnish the following documents:
  - a) Statement of Expenditure (SE) (Annexure- II) and Utilisation Certificate (UC) (Annexure-III) for financial year upto 31<sup>st</sup> March (in original or copy if sent earlier)
  - b) An authenticated up-to-date Statement of Expenditure (annexure-II ) including Committed Expenditure for the Project on the date of seeking further installment .



7. Request for specific approval of the Department to **carry forward** the unutilised grant to the next financial year for utilisation for the same Project, should be sent along with SE & UC, after completion of the financial year.

8. **The Comptroller & Auditor General of India, at his discretion, shall have the right of access to the books and accounts of the Institution maintained in respect of the grant received from the Government of India.**

9. The Institution will maintain separate audited accounts for the Project. If it is found expedient to keep a part or whole of the grant in a bank account earning interest, the interest thus earned should be reported to the DST and should be reflected in the Statement of Expenditure. The interest thus earned will be treated as a credit to the Institution to be adjusted towards further installment of the grant.

10. The Institution will not entrust the implementation of the work (except the out-sourced part as approved) for which the grant is being sanctioned to any other institution nor will it divert the grant receipts to other institutions as assistance. In case the Institution is not in a position to implement or complete the Project, it should, forthwith, refund to the DST the entire grant received by it or the balance grant with it in favour of DDO, DST.

11. All the personnel including Research personnel appointed under the project, for the full/part duration of the project, are to be treated as temporary employees and will be governed by the Administrative rules/ service conditions (for leave, TA/DA etc) of the implementing Institute. They are not to be treated as employees of the Government of India and the DST will have no liability, whatsoever, for the project staff after the completion of the Project duration.

12. For the expeditious implementation of the research Project, the PI will take the assistance of the Institution in the process of selection and appointment of staff and payment to them. Scale and emoluments for the posts not covered under DST's OM are governed by the norms prevalent in the implementing Institution or as agreed upon in consultation with the DST

12. **The DST reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilised or satisfactory progress is not being made.**

13. **The Project becomes operative with effect from the date on which the Draft/ Cheque is received by the implementing Institution. This date should be intimated by the Institution authorities/ Principal Investigator to the DST. It will, in no case be later than one month after the receipt of the draft/ cheque by the Institution.**

14. If the Principal Investigator (PI) to whom a grant for a project has been sanctioned wishes to leave the Institution where the project is based, the PI/Institution will inform the DST of the same and in consultation with the DST, evolve steps to ensure successful completion of the Project, before the PI is relieved.

15. The data pertaining to the project should be systematically collected, scientifically documented and submitted to DST which later would be placed in public domain. This clause would not be applicable for the projects where legal protection of the know-how generated is felt necessary.

16. Investigators wishing to publish technical/ scientific papers based on the research work done under the project should acknowledge the assistance received from the DST, indicating the scheme. Investigators are expected to publish some of the research papers emerging out of the Project work in leading Indian Journals.

17. If the results of research are to be legally protected, the results should not be published without securing legal protection for the research results. For projects identified to have a distinct potential for generating know-how, in the form of product/ process, that could be protected through patenting, copyrights etc., the PI should carefully follow the “**Guidelines/ Instructions for Technology Transfer and Intellectual Property Rights**” provided in the **Guidelines for Implementing Research Projects** booklet issued by the DST. [ <http://www.tifac.org.in> ] For further information/ clarification on this subject- The Director, Technology Information, Forecasting and Assessment Centre (TIFAC), Patent Facilitating Cell, Vishwakarma Bhawan, Shaheed Jeet Singh Marg, New Mehrauli Road, New Delhi- 110016, E-mail: [tifac@nda.vsnl.net.in](mailto:tifac@nda.vsnl.net.in), may be contacted.

## Annexure- II

### REQUEST FOR ANNUAL INSTALMENT WITH UP—TO—DATE STATEMENT OF EXPENDITURE

(Year Means Financial Year i.e. 1<sup>st</sup> April \_\_\_\_ to 31<sup>st</sup> March \_\_\_\_)

1. Sanction Letter No. \_\_\_\_\_
2. Total Project Cost Rs. \_\_\_\_\_
3. Sanctioned/Revised Project cost (if applicable) Rs. \_\_\_\_\_
4. Date of Commencement of Project \_\_\_\_\_
5. Duration \_\_\_\_\_ months
6. Grant Received in each year
  - a. I Year Rs \_\_\_\_\_
  - b. II Year Rs \_\_\_\_\_
  - c. III Year Rs. \_\_\_\_\_
  - d. Bank Interest received on grant (if any) Rs. \_\_\_\_\_
  - e. Total Rs. \_\_\_\_\_
7. Total expenditure Rs. \_\_\_\_\_
8. Funds required for next year Rs. \_\_\_\_\_

Contd./-

**STATEMENT OF EXPENDITURE**

*(Period \_\_\_\_\_ to \_\_\_\_\_)*

Sl No	Sanctioned Heads	Funds Allocated (*)	Expenditure Incurred				Balance as on date	Requirement of funds upto 31 March _	Remarks (if any)
			I Yr	II Yr	III Yr	Total			
1	II	III	IV			V	III – V		
1	Manpower								
2	Permanent Equipments								
3	Other Costs								
4	Consumables								
5	Travel								
6	Contingencies								
7	Overhead Charges								
9	<b>Total</b>								

Name & Signature

Principal Investigator : .....

Signature of Competent  
Financial authority .....

Date: .....

\* Indicate sanctioned /revised allocation as applicable.

a)Expenditure under the sanctioned heads , at –any point of time , should not exceed funds allocated under that head , without prior approval of DST i.e. Figures in Column (V) should not exceed corresponding figure in Column (III).

b)Utilisation Certificate for each financial year ending 31<sup>st</sup> March has to be enclosed , along with request for carry-forward permission to next year.

**UTILISATION CERTIFICATE (TWO COPIES)**  
**FOR THE FINANCIAL YEAR (ENDING 31ST MARCH)**

1	Title of the Project/Scheme		
2	Name of the Institution		
3	Principal Investigator		
4	Deptt of Science & Technology letter No & date of sanctioning the project		
5	Head of account as given in the original Sanction letter		
6	Amount brought forward from the Previous financial year quoting DST letter No and date in which the authority to carry forward the said amount was given	i	Amount
		ii	Letter No
		iii	Date
7	Amount received during the financial year ( <i>Please give No &amp; Date of DST's sanction letter for the amount</i> )	i	Amount
		ii	Letter No
		iii	Date
8	Total amount that was available for Expenditure ( <i>excluding commitments</i> ) during the financial year (S No 6+7)		Rs.
9	Bank Interest received on grant		Rs.
10	Actual expenditure ( <i>excluding commitments</i> ) Incurred during the financial year (upto 31 <sup>st</sup> March)		Rs.
11	Balance amount available at the end of the financial year		Rs.
12	Unspent balance refunded if any ( <i>Please give details of cheque No etc</i> )		Rs.
13	Amount to be carried toward to the next financial year ( <i>if applicable</i> )		Rs.

contd.

**UTILISATION CERTIFICATE**

Certified that out of Rs -----of grants-in-aid sanctioned during  
the year -----in favour of -----  
under this Ministry/Department Letter No-----and Rs. ----- on  
account of unspent balance of the previous year a sum of Rs -----has been  
utilised for the purpose of -----for which it was  
sanctioned and that the balance of Rs----- remaining unutilized at the end of the year has been  
surrendered to Government (vide Challan No ----- dated -----) will be adjusted  
towards the grants-in-aid payable during the next year i.e. -----

Signature of Principal  
Investigator  
Date

Signature of Registrar  
Accounts Officer  
with date and seal

Signature of Head  
of the Institute  
with date and seal

(TO BE FILLED IN BY DST)

2 Certified that I have satisfied myself that the conditions on which the grants-in –aid was sanctioned have been fulfilled / are being fulfilled and that I have exercised the following checks to see that the money was actually utilised for the purpose for which it was sanctioned :-

Kinds of checks exercised

- i)
- ii)

Signature  
Designation  
Date

**COST DETAILS OF PERMANENT EQUIPMENT/ ASSESTS**

Sl. No	Name of Equipment Asset with model Name, etc and data of procurement	Sanctioned amount Rs.	Actual Expenditure (*) FE Rs.	Other Expenses (**) <i>If any</i>	Utilisation Rate (%)

(\*) This should include only the cost of equipment, insurance and freight charges.

(\*\*) Other expenses such as bank charges agency commission etc should be avoided through appropriate negotiations. If unavoidable expenses incurred, the same may be indicated.

**Water Technology Initiative**  
**SIX MONTHLY PROJECT PROGRESS REPORT**

*(Five copies to be submitted)*

1. **DST File No. :**
2. **Project Title:**
3. **Principal Investigator:**
4. **Date of Commencement:**
5. **Approved Date of Completion:**
6. **Progress Report Serial No:**
7. **Reporting Period:**
8. **Approved objectives:**
9. **Accomplishments in Terms of Activities for the Review Period:**

Activity	Progress	Responsible Organisation

10. **Accomplishment in Terms of Milestone for the Review Period:**

Milestone	Target month	Progress

11. **A brief Description of Technical/Scientific Achievement for the period:**

*( Give 200 word Summary in bulleted format)*

12. **Shortfalls in Achievements of Activities for the Period:**

Activity	Shortfall <i>(if any)</i> in Specific Terms	Responsible Organisation



**13. Journal publication during the period:**

Title of the paper	Journal, Issue, etc.	Authors

**14. Presentations in Symposia/ Conferences during the period**

Title of the paper presented	Symposium/ Conference	Dates of the Symp/Conf.	Authors

**15. Patents Filed during the period :**

15.1 : Title :

15.2 Inventors:

15.3 Filed on:

15.4 Granted on :

**16. Other Achievements during the period:**

*(New Facilities created, HRD, Demonstrations, Social Benefits,  
Notable Service Rendered)*

**17. Any other comment of Significance:**

**18. Financial Status on the Day of Reporting:**

18.1 Amount Sanctioned:

18.2 Amount Received:

18.3 Manpower Sanctioned:

18.4 Manpower in position:

**19. Action taken on the observation of the Project Review Committee in its preceding Meeting**

Observation	Action Taken

**21. Status of Shortfalls of all the preceding Reviews:**

**Signature of the PI:**

**Name of the PI :**

**Place :**

**Date :**

PROJECT COMPLETION REPORT

Ten bound copies of the Project Completion Report be submitted. Each copy should consist of part A- Summary Report and Part- B Comprehensive Report. Also submit one soft copy of the completion report and a poster of approx. size (4 feet X 6 feet) of the salient features of the achievements made in the project.

The Cover page should have following details:

DST File No.

1. Project Title:

2. Duration of Project: From \_\_\_\_\_ To \_\_\_\_\_

3. Principal Investigator:

Name :

Institute :

4. Co- Principal Investigator:

Name :

Institute :

5. Collaborating Organizations :

Organisation	Team members	Activities/Tasks Assigned

Part A- Summary Report

1. Project Objectives:

Objectives as per the approved Project	Fully/Achieved/Partially Achieved ( <i>indicated shortfall</i> )	Reason for partial Achievement

2. Deliverables:

Objectives as per the approved Project	Fully/Partially/ Not Achieved	Reason for partial Non Achievement

3. Specific Benefits/Outcome :

- i). Patent, if any
- ii). Product/Process developed
- iii). List of Publications arising from the project  
*(Indicate Impact Factors of the Journals: attach Copies of the Papers)*
- iv). Linkages developed
- v). Manpower trained, give details.

4. Summary of significant S&T Achievements  
*(Provided in bullet form)*

5. Project Budget *(Final)*

6. Suggestions for Utilization of Project Outcome, *(Give tangible road map, name specific Industrial Units)*

Date

( Signature of PI )

**PROJECT COMPLETION REPORT**  
**Part B- Comprehensive Report**

(The Comprehensive Report should be precise in details and self contained)

1. Project Title :
2. Product/Process as an outcome of the project, identify Beneficiaries.
3. Scientific Description of the Product/Process. Give Specifications/Standards for the same.
4. Methodology adopted for Development of the product/process (State briefly in 300 words).
5. Scientific/Technological Formulation giving underlying Basis (Provide sufficient details)
6. Further Work required, if any to get full Benefits or enhance Utilization.
7. Recommendations for Utilization of the product/process. Give Concrete Steps.

**Signature of the PI .....**

**Date .....**

**Name of the PI .....**

**Email :**

**Telephone no.**

**Place .....**

**REQUEST FOR EXTENSION**

*(5 Copies to be Sent Six Months Prior to the Date of Expiry of the Project)*

- 1 DST Reference No : \_\_\_\_\_
- 2 Name of the Investigator : \_\_\_\_\_
- 3 Title of the Project \_\_\_\_\_
- 4 Approved duration of the Project from -----to-----
- 5 Requested extension from -----to-----
- 6 Original objectives (quoted from project proposal)
  - a \_\_\_\_\_
  - b \_\_\_\_\_
  - c \_\_\_\_\_
- 7 Results achieved so far (in relation to attainment of objectives)
- 8 Clear statement of objectives that have not been achieved so far but will be achieved during the extended period with Milestones.
- 9 Financial implications:
  - A Total Sanctioned Amount: \_\_\_\_\_
  - B Total Expenditure upto last month: \_\_\_\_\_
  - C Expected Expenditure during extended period:
    - C.1 Salaries (at the existing level)  
Existing level means average of last 6 to12 months expenditure
    - C.2 Consumables (at the existing level)
    - C.3 Travel (if absolutely necessary)
    - C.4 Contingencies
  - D Expected amount to be refunded to DST  
OR  
Expected amount in addition to sanctioned amount

Name & Signature of the PI

Date:

*( \*Please refer to DST website for latest updates on manpower emoluments and rest.)*

