Guidelines for filling the Sanction
and Post Sanction details for
NCSTC Programmes

National Council for Science & Technology Communication (NCSTC)
Department of Science & Technology
Ministry of Science & Technology
Government of India
Technology Bhawan,
New Mehrauli Road, New Delhi-110016
This part of the NCSTC guidelines consists of the following parts:

**Part I** A CPSMS formality compliance certificate as per the guidelines of NCSTC.

**Part II** E-payment facilitation details as per the guidelines of NCSTC.

**Part III** Security bond to be submitted on a non judicial stamp paper, in case the project is sanctioned.

**Part IV** Please see that all General Terms & Conditions for receiving grants may be strictly adhered to as they have been mentioned in the guidelines of the NCSTC.

**Part V** Performa for submission of Utilization Certificate, Statement of Expenditure

**Part VI** Project Completion Report

All the above may be submitted to either the concerned scientist or the Head(NCSTC)

**Contact Address:**

**National Council for Science & Technology Communication, Government of India, Technology Bhawan,**

Department of science and technology
New Mehrauli Road
New Delhi - 110016
Telephone : 011-26567373
Fax : 011-26521865
Website : [www.dst.gov.in](http://www.dst.gov.in)
PART I

Instructions for registration under Central Plan Scheme Monitoring System (CPSMS):

As per latest instruction by CGA, the proposer agency/institute/organization has to register in CGA website, at http://164.100.12.147/164.100.12.147/CPSMS, as per the instructions given below:-

1. Visit the Central Plan Scheme Monitoring Portal at http://164.100.12.147/CPSMS
2. Click on Agency: Register
3. Fill the Form completely
4. Take a print of the filled-in form by right clicking on the form
5. Sign it, put the official stamp and send it to the Dy. Controller of Accounts, DST and the undersigned at the earliest by post as well as by e-mail.

Agencies have to select SCIENCE & TECHNOLOGY PROGRAMME FOR SOCIO ECONOMIC DEVELOPMENT [1011] in the Scheme for NCSTC programmes. [In case of any doubt or any clarifications, you may please contact Controller of Accounts, DST.]

Part II

Besides this as per the latest directive form the finance department of the Department of Science & technology (DST) for electronic transfer of funds-RTGS. The proposing agencies/grantee organizations have to submit the following details along with the proposal for facilitating e-payments:

- Account Holders name/designation
- Name of the Bank
- Bank Account number
- IFSC Code
PART III

Security bond to be submitted on a non-judicial stamp paper (at least for Rs. 50/- or higher), in case the project is sanctioned.

KNOW ALL MEN BY these present that we the ________________ a society registered under the __________ and having its office at ____________ (hereinafter called the obligers which term shall unless excluded by or repugnant to the context be deemed to includes its successors, permitted assigns all persons entitled to and capable of disposing off the assets and properties of the obligers) are held and firmly bound to the president of India (hereinafter called the government which term shall excluded by or repugnant to the context be deemed to include his successors and assigns) in the sum of Rs. ________________ we and truly to be paid to the government on demand and without demur for which payment we firmly bind ourselves by these presents.

SIGNED this ________ day of ___________ in the year two thousand ___________.

WHEREAS in the obligers request the govt. has been per Dept. of science and technology’s letter No.__________ dated ____________ (hereinafter referred to as the letter of sanction which forms an integral part of these presents and a copy whereof is annexed hereto ad marked with the letter ‘A’) agreed to make in favour of the obliger for the purpose of a grant of Rs. ____________ (rupees ________________________ ) out of which Rs. ____________ (Rupees ________ have on _______ ___ been paid to the obligers (the receipt of which sum the obligers do hereby admit and acknowledgement ) on condition of the obligers executing a bond in the terms and manner contained hereinafter which the obligers have agreed to do.

Now the condition of the above-written obligation in such that if the obligers
duly fulfill and comply with all the terms and conditions mentioned in the letter of sanction, than the above written bond or obligation shall be void and of no effect but otherwise it shall remain in full force effect and virtue. And these presents further witness as under:

i) The decision of the secretary to thee Govt. of India in the department of the Science & technology on the question whether there has been break or violation of any of the terms and condition mentioned in the letter of sanction shall be final and binding on the obligers.

ii) The govt. has agreed to bear the stamp duty, if any chargeable on these presents.

In witness whereof these presents have been executes on behalf of the obligers pursuant to the resolution No. ___________________________ dated _________________ passed by the Board of the Management of the Society (Governing Body) of the Obligers, on the end year herein above written.

Signed for and on behalf of Obligers in presence of Witness with name and address

1. 

2. Signature of the 
   Grantee Institution

(FOR OFFICE USE ONLY)

Accepted for and 
On behalf of the 
President of India

Witness __________________________ Name and Designation

Name and Address:
PART V

Performa for submission of Utilization Certificate, Statement of Expenditure

Annexure – I

UTILISATION CERTIFICATE

Certificate that out of Rs ......................... of grants-in-aid sanctioned during the year ......................... in favour of ..............................
Under the ministry/Department Letter No............. and Rs ................. .......................... On account of unspent balance of the previous year, a sum of Rs ......................... has been utilized for the propose of .............................. for which it was sanctioned and the balance of Rs.............................. Remaining unutilized at the end of the year has been surrendered to the Govt. (Vide Challan No ................. Dated..................) / will be adjusted toward the grants-in-aid payable during the next year i.e. ............................................

Signature of Principal
Investigator
Date

Signature of Registrar/
Accounts Officer
with date

Signature of Head of the Institute
with date

(TO BE FILLED IN BY DST)

1. Certified that I have satisfied my self that the conditions on which the Grant-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 utilized for the purpose for which it was sanctioned:-

Kinds of checks exercised.

1.
2.
3.

Signature
Designation
Date
Annexure-I Continued

UTILISATION CERTIFICATE (TWO COPIES)
FOR THE FINANCIAL YEAR 20 (ENDING 31ST MARCH)

1. Title of the project/Scheme

2. Name of the institution

3. Principle Investigator

4. Dept. of Science & Technology letter No. and date 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 (please give No. & Date of DST's Sanction letter for amount)
   i. Amount
   ii. Letter No.
   iii. Date

8. Total amount that was available for expenditure (excluding commitments) During the financial year (S.No. 6+7) Rs.

9. Actual expenditure (excluding commitments) incurred during the financial year (upto 31st March) Rs.

10. Balance amount available at the End of the financial year Rs.

11. Unsent balance refunded if any (please give details of cheque No. etc.) Rs.

12. Amount to be carried forward to the next Financial year (if applicable) Rs.
Annexure –II

REQUEST FOR ANNUAL INSTALMENT WITH
UP-TO-DATE STATEMENT OF EXPENDITURE

(Year Means Financial Year i.e. 1st April to 31st of Next Year)

1. Sanction letter no. ____________

2. Total Project cost Rs.__________  a. I year Rs.______________

& Date  b. II year Rs. _____________

3. Sanctioned/Revised  c. III year Rs. _____________

Project cost  d. Interest (accrued total per year wise on the received grants, in case there is no interest on the grant please indicate NIL as interest), Rs. ____________

4 Date of commencement  e. Total Rs.

Of Project _________________

5. Statement of expenditure  6. Grant received in each year:

Month_____ Year

Note:

1. Expenditure under the sanctioned heads, at any point of time , should not exceed funds allocated under the head, without prior approval of DST i.e. Figures in column (vii) should not exceed corresponding figures in column (iii)

2. Utilization Certificate for each financial year ending 31st march has to be enclosed , along with request for carry forward permission to next year (see Annexure – V)

3. A bank statement certifying the interest accrued may be furnished for the settlement of accounts at the end of each financial year/ a NIL interest case may also be certified and submitted.
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Sanctioned Heads* (if any)</th>
<th>Remarks</th>
<th>Funds Allocated</th>
<th>Expenditure incurred</th>
<th>Balance As on (Date) (Col. iii-vii)</th>
<th>Required of funds up to 31st March</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Salaries/ Travel Allowance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Equipment/ Boarding &amp; lodging expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Supplies &amp; materials/ Honorarium to Resource Persons</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Training Training Fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5. Expenses on kits & manuals

6. Overhead/contingency

7. Others (if any)

8. Expenses/Overheads

9. Total

Name & Signature
Principal Investigator: ___________________________

Signature of Competent Financial authority:

Date: _______________

- Indicate sanctioned/revised allocation as per sanction order
PART VI

GOVERNMENT OF INDIA
DEPARTMENT OF SCIENCE & TECHNOLOGY (DST)
NATIONAL COUNCIL FOR SCIENCE AND TECHNOLOGY COMMUNICATION (NCSTC)

FORMAT FOR PROJECT COMPLETION REPORT

❖ IMPORTANT:-

I. This report should be submitted within one month after completion of the actual work approved to be done in the Project, as per the letter of sanction unless approved by NCSTC otherwise.

II. As a matter of routine, non-receipt of this report from any agency in respect of the project(s) approved by NCSTC will be intimated to all the Divisions of DST as well as to other official funding agencies like the scientific/technical Ministries/Departments of the Central/State/UT Government(s).

III. Any second or subsequent Project proposal from an agency for NCSTC's support would not be considered till this report is received and found satisfactory in respect of the project(s) approved by NCSTC to be carried out by the agency and scheduled to have been completed earlier.

IV. This is a general format and hence only portions relevant and appropriate to the project may be answered. However, the queries not relevant or appropriate to the project should not be left un-responded to and must be answered with negatives/neutrals like ‘Nil’, ‘N.A.’ (for ‘not applicable’) etc. as the case may be.

V. Six copies of the completed report, properly bound if the matter spans more than 20 typed A-4 size papers, should be sent to the Scientist G & HEAD, NCSTC, DST, Technology Bhawan, New Mehrauli Road, New Delhi-110 016.
VI. Types of feedback received its analysis and outcome of the project

VII. Photographs of actual field events and the programme

VIII. Graphical depiction

IX. Sample feedback sheets

X. Ten Copies of the software generated

❖ FORMAT FOR SUBMISSION OF THE PROJECT COMPLETION REPORT:

1. Title of the Project (please print in BLOCK CAPITALS):

2. Financial Aspects of the Projects:

Reference to NCSTC sanctions (s)

2.1.1.1.1. No:
2.1.1.1.2. Date:
2.1.1.1.3. Total Amount sanctioned:
2.1.1.1.4. Dated on which the bond was signed:
2.1.1.1.5. Amount for which the bond was signed:
2.1.1.1.6. Amount(s) received (date wise):
2.1.1.1.7. Whether the original sanction was received: YES/NO
2.1.1.1.8. If 2.1.7 is YES then
2.1.8.1 Give details sought under 2.1.1, 2.1.2, 2.1.3, 2.1.4, 2.1.5, and 2.1.6 in respect of the revised sanction(s)

2.1.8.2 State briefly major reasons for the revision(s) sought

2.1.2. Interest accrued on funds provided, if any
2.1.3. Unspent balance including interest (to be refunded immediately)
2.1.4. Date of refund of unspent balance (please indicate DD/Cheque No., Its date and bank)

Finalization of Project Accounts:

2.2.1.1.1.1. Date on which the audited statement of Project accounts were submitted to NCSTC:
2.2.1.1.1.2. Date on which the Expenditure/Utilization Certificate(s) was (were) submitted to NCSTC
2.2.1.1.3. Whether the Expenditure, Utilizations Certificate(s) submitted to NCSTC was (were)
Only provisional: YES/NO (in any case attach a copy of each of the documents to this report)

2.2.4. If 2.2.3 is YES please indicate

2.2.4.1.1.1. Whether it was, or should be, Accepted by NCSTC : YES/NO
2.2.4.1.1.2. If 2.2.4.1 is YES then please give the reasons why it was, or should be Accepted by NCSTC
2.2.4.1.1.3. If a date has been agreed to for the submission of the Final Expenditure/Utilization Certificate(s) to NCSTC

3. Name(s) of Investigator(s)/Proposer(s) of the Project with their full address(s) and telephone number(s), if any,

4. Brief outlines of the thematic genesis of the project and the over-all approach followed for its implementation as approved by the NCSTC.
5. **Objectives of the Project:**

   Original objectives
   Subsequent objectives, if there was any change
   Whether the deviations in 5.1 and 5.2 were substantial; if so, please indicate whether approval(s) was (were) obtained for the same from NCSTC and state briefly what necessitated them.

6. **Time schedule of the Project:**

   Proposed duration/date(s)
   Approved duration/date(s)
   Actual duration/date(s)
   Reasons for substantial difference in 6.2 and 6.3, if any
   Approved time schedule of the Project
   Actual time schedule followed
   Reasons for any substantial change in 6.5 and 6.6

7. **Collaboration/Co-sponsorship:**

   7.1.1. List of collaborating organization(s) with address(es)
   7.1.2. Nature of collaboration
   7.1.3. Memorandum of understanding (MOU), if any
           (Enclose a copy if in a documentary form)

   7.2.1. List of cosponsoring organization(s) with address(es)
   7.2.2. Nature of co-sponsorship
   7.2.3. Terms and conditions of co-sponsorship
           (Enclose a copy if in a documentary form)

8. **Organizational and functional set up for the implementation of the Project:**
8.1. Organizational structure
8.2. Role/function and responsibilities of persons at various levels of the organizational set up
8.3. List of names of persons in the organizational set up with their complete addresses, telephone numbers (if any), and the nature (temporary or permanent) and duration of their service in the organization.
8.4. Enclose copies of the minutes of the meetings of the committee(s), if any, set up for guiding the implementation of the project.

9. Give brief details (supported by audio/video records such as photographs, cassettes, slides, publications such as circulars, invitations, publicity pamphlets, press cuttings, etc) of

9.1. The Project
9.2. Outcome of the Project, and
9.3. Utility and scope of the Project

10. Infrastructural facilities (assets procured) acquired under the Project (please tabulate relevant item wise details of their description and costs):

10.1. Hardware (equipment, instruments, etc)
10.2. Software (audio-visual material, publications, etc.)

11. Scientific/technological/social/commercial utility/benefits developed/accrued/expected:

11.1. List of software/hardware published/produced under the project with description of details such as their costs, names of their authors/producers, copyright/patent holders, title(s)/product name(s), date/month/year of their publication/production, reference (volume/serial number, issue/part, page-span/length, national/international accession number, if any, etc.

11.2. Manpower:
11.2.1. Names and addresses of resource persons involved in the project

11.2.2 Names of persons, with their present addresses, who obtained degree(s)/diploma(s) as a result of their work in the Project, if any

11.2.2 Names of S&T communicators trained, with their present addresses

11.3. Target population at which the Project was aimed

11.3.1 Description

11.3.2 Size

11.3.3 Criteria/modes of selection of the target group adopted, if selection was involved

11.3.4 Brief description of their initial status (before the Project was aimed at them)

11.3.5 Major changes observed, or expected to be observed, in the target population after the completion of the Project

11.3.6 Method of analysis of the change observed, or expected to be observed, in the target population

11.3.7 Brief outlines of the outcomes of the actual analysis of the 'effects' of the Project on the target population

11.3.8 Economical effectiveness/justification of the completed project (e.g., par capita expenditure versus utility/scope)

12. Suggested plan of action on the completed Project, particularly on its aspects which could result in future utilization of the outcomes:
This is to certify that the information provided above is complete and true to the best of my/our knowledge.

SIGNATURE(S) WITH DATE AND SEAL:

Project In-charge

NAME AS SIGNED

( )

Head of the implementing agency

NAME AS SIGNED

( )

FOR OFFICIAL USE ONLY: