

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



सत्यमेव जयते

Government of India

**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 organization has to register in CGA website, at <http://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

- ❖ A photocopy of the cancelled cheque which has all the requisite details. All the bank details should be pertaining to the BCST Bank Account where the money can be directly released.

### **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 he 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 the 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 executives 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

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**(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 31<sup>st</sup> 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. |
|-----|

**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 31<sup>st</sup> 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.



## Annexure – II (contd....)

| Sl. No. | Sanctioned Remarks<br>Heads*<br>(if any)                                 | Funds     |    | <u>Expenditure incurred</u> |        |         | Balance                           | Required                                 |   |
|---------|--|-----------|----|-----------------------------|--------|---------|-----------------------------------|--|---|
|         |  | Allocated |    | I Yr                        | II Yr. | III Yr. | As on<br>(Date)<br>(Col. iii-vii) | of funds up to<br>31 <sup>st</sup> March |   |
| i.      | ii   | iii       | iv | v                           | vi     | vii     | viii                              | ix                                       | x |
| 1.      | Salaries/<br>Travel Allowance  |           |    |                             |        |         |                                   |  |   |
| 2.      | Equipment/<br><u>Boarding &amp; lodging</u><br>expenses                  |           |    |                             |        |         |                                   |  |   |
| 3.      | Supplies & materials/<br><u>Honorarium to Resource</u><br><u>Persons</u> |           |    |                             |        |         |                                   |  |   |
| 4.      | <u>Training</u><br>Fee   |           |    |                             |        |         |                                   |  |   |

5. Expenses on kits &

manuals

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6. Overhead/contingency

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7. Others (if any)

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8. Expenses/Overheads

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s

9. Total

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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**

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❖ **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 feed back 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:
- 2.1.1.1.1.2. Date:
- 2.1.1.1.1.3. Total Amount sanctioned:
- 2.1.1.1.1.4. Dated on which the bond was signed:
- 2.1.1.1.1.5. Amount for which the bond was signed:
- 2.1.1.1.1.6. Amount(s) received (date wise):
- 2.1.1.1.1.7. Whether the original sanction was received:  
YES/NO
- 2.1.1.1.1.8. 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

2.2.1.1.1.3. 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

2.2.4.1.1.1.1.1 Whether it was, or should be, Accepted by NCSTC : YES/NO

2.2.4.1.1.1.1.2 If 2.2.4.1 is YES then please give the reasons why it was, or should be Accepted by NCSTC

2.2.4.1.1.1.1.3 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. Out-come 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: