

ANNEXURE-I

GENERAL GUIDELINES FOR OPERATION OF SCHEME

To facilitate day to day working of the research schemes funded by CSIR the following powers may be exercised by the PIs of the schemes.

1. Sanctioning of leave to the research fellow/associate working in the scheme in accordance with the provisions under clause 3.14.
2. Approving of tour to be undertaken by self and associated investigator(s) or by the research fellow/associate working in his scheme for (i) attending of seminars/symposia/conferences within the country provided the PI himself or the fellow/associate, is presenting a research paper which has been accepted (either PI or the fellow and not both, will attend the same seminar/symposium etc.), (ii) taking up of field work/travel connected with the research work of the project, (iii) computation work, (iv) consultation of rare reference books/volumes in the nearest university/research institution library in connection with the research work, and (v) attending Project Monitoring Session of PIs organised by CSIR .
3. Utilisation of contingent grant:

The contingent grant may be utilised for the following purposes:

- (i) Acquisition of books and documents of relevance to the research topic in case these are not available in the library of the University/College/Institution;
- (ii) Chemicals/consumable items required for the research work;
- (iii) Reprints/off-prints of research papers published as an outcome of research;
- (iv) Computation charges;
- (v) Stationery and postal charges;
- (vi) Charges for analysis work got done through RSIC, etc.;

Typing of research papers;

Expenses in connection with the preparation of final technical report (FTR) for the entire period;

Payment towards part-time help, utilized under the scheme.

To meet TA/DA expenses regarding tours undertaken by the PI or the research fellow/associate for the purpose mentioned above. TA/DA of the PI will be payable as per his entitlement under the rules of the concerned University/Institution. The research fellow/associate will be entitled to TA/DA as permissible in case of Government officer drawing basic pay Rs 12000/-pm However, DA will be limited to 50 days in a year to research fellow/associate, and debited against the contingency grant provided for the research scheme.

A woman PI may travel by air within the country not more than twice in a financial year for her research work or for attending seminars/symposia etc provided she is entitled to travel by air under the rules of the institution where she is working or under the rules applicable to the Central Government employees.

Any other purpose specifically authorised by CSIR.

 REMARKS

Contingent grant cannot be utilised for: (a) Foreign travel or other expenses for visits abroad and (b) Purchase of furniture items/office equipment:

The books purchased out of the contingent grant will become the property of the University/Institution library and after purchase may be issued to the Department/Scientist after accession till they are needed.