

GUIDELINES

(As Amended on 09.01.2009)

**for the Scheme of
RESEARCH & DEVELOPMENT
DURING 11th PLAN PERIOD**

**Government of India
Ministry of Food Processing Industries
Panchsheel Bhawan, August Kranti Marg,
New Delhi - 110 049**

Mohal
2/1/09

Index

Sr. No.	Subject	Page No.
1	Introduction	1
2	Objectives	1
3	Eligible Institutions	1
4	Purposes Eligible	1
5	Funding Pattern	1
6	How to Apply	2
7	Procedure for approval of Proposals	3
8	Procedure for release of funds	3
9	Final Project Completion Report (FPCR)	5
10	Tenure, Progress Report	6
11	Results of Research and Intellectual Property Rights	6
12	Operation of Funds	6
13	Obligation of Principal Investigator	9
14	Independent Annual Evaluation	10
15	Annexure-A	10-15
16	Annexure-B	16-17
17	Annexure-C	18-19
18	Annexure-D	20
19	Annexure-E	21
20	Annexure-F	22-23
21	Annexure-G	24
22	Annexure-H	25
23	Annexure-I	26
24	Annexure-J	27

M. K. Meena
9/11/09

1. INTRODUCTION

Ministry of Food Processing Industries (MFPI) extends financial assistance as Grant-in-Aid to various Institutions/Universities, Public funded organisations and recognized R&D laboratories both in public and private sectors, to promote and undertake demand driven R&D work in the field of Food Processing Sector for product and process development and improved packaging.

2. OBJECTIVES

Objective of the scheme is that end product / outcome / findings of R&D work to benefit Food Processing Industries in terms of product and process development, improved packaging, value addition and leading to innovative products and processes, with commercial value.

3. ELIGIBLE INSTITUTIONS

All Universities, IITs, Central/State Government Institutions, Public Funded Organisations, R&D laboratories and CSIR recognized R&D units in private sector.

4. PURPOSES ELIGIBLE

- 4.1. Ministry supports research proposals of applied nature of commercial need, resulting in development of innovative products, processes, manufacturing practices, which leads to enhancement of food processing industries in the country.
- 4.2. MFPI provides essential financial grants for viable research proposals so as to obtain definite advancements in specific fields and areas.

5. FUNDING PATTERN

- 5.1 For the Government organizations, grant to the tune of 100% of equipment cost plus cost of consumables and expenditure related to JRF/SRF/RA specific to the project of specified duration for maximum two years. Funds will also be provided towards TA for attending the TSC meeting (one time) and subsequently for the project review presentation (one time) to the Principal Investigator only in the case of approved projects. No assistance will be provided for already existing equipments.

(As amended vide O.M.No. 10/MFPI/R&D/2007, dated 9.01.2009)

Mohyal
2/1/09

- 5.2 For Private organizations, grant to the tune of 50% of equipment cost in general areas and 70% in the difficult areas.
- 5.3 100% Grant will be provided for the Ministry's sponsored projects, restricted only to public funded organizations of repute, in cases of cutting edge areas of research leading to development of innovative products, processes and manufacturing practices.
- 5.4 Difficult areas include J&K, Himachal Pradesh, Uttaranchal, Sikkim, North-Eastern States, Andaman & Niicobar Islands, Lakshadweep, and Integrated Tribal Development Projects (ITDP) area.

6. HOW TO APPLY

- 6.1. The Principle Investigator (P.I.) may submit research proposal (Ten copies alongwith a soft version) in prescribed standard proforma (ANNEXURE-A) to Joint Secretary, MFPI, Panchsheel Bhawan, August Kranti Marg, New Delhi-110049. Applications for research grants can be submitted at any time during the year.
- 6.2. The application should be forwarded, through the Head of the concerned institution duly certified that (i) the required facilities (viz: land, buildings, laboratory, manpower and other infrastructure etc) are available and will be provided to the investigator(s) to work on the proposed scheme, and (ii) the department/institute will discharge all its obligations, particularly in respect of management of the grants given and patenting as well as commercialisation of the end product. In case of private Universities and institutions, project proposals will need to be forwarded through State Nodal Agencies (SNA).
- 6.3. A checklist as per ANNEXURE-G must be submitted with each of ten copies of the project proposal.
- 6.4. Depending on the magnitude and nature of research involved a research project may have more than one investigator and, in such a case, the first investigator shall be known as "Principal Investigator" (PI). In the event of a collaborative project involving two or more institutions, the consent of each such institution must be furnished with the proposal. However, funds will be released only to the executing institution/University where PI is working.
- 6.5. Research proposals must be prepared after extensive and exhaustive

M. K. Mehta
2/11/09

consultation of available literature and references to ensure that there is no duplication of work. Proposals will be considered only when the end product is new, innovative, and has commercial value.

7. PROCEDURE FOR APPROVAL OF PROPOSAL

- 7.1. The research proposals (Ten copies alongwith a soft version) on receipt in MFPI will be sent to experts for their evaluation. As per the Expert comments the proposal will be sent to the P.I. for necessary correction (as required) or otherwise if the proposal is found relevant, with the approval of Competent Authority, it will then be considered for presentation and discussion before TSC. TSC members will evaluate the proposal on the basis of the details as per ANNEXURE-H. After TSC presentation, if the proposal is approved technically by TSC, the applicant will be asked to submit the point-wise confirmation (at ANNEXURE-F) signed by the P.I. and the Head of the Institution/Organisation, alongwith confirmation for any other condition as prescribed by TSC and to submit supportive documents (as necessary) immediately.
- 7.2. After submission of confirmation for TSC standard conditions along with the supportive documents (viz: 1. An affidavit / undertaking duly notarized/verified by Competent Authority / Chief Administrator of the organization in compliance with GFR 209 [I], (ANNEXURE-E), 2. A consent letter from industrial partner confirming that, (a) The outcome of the research will be taken up/purchased and commercialized by that industrial partner. This proposal will be put before Project Approval Committee, (PAC), Chaired by Secretary (FPI).
- 7.3. After PAC approval, sanction of project proposal for the approved grant amount will be conveyed to the applicant University/Institute/organisation and after fulfillment of all the required criteria, first/second/third installment of grant will be released.

8. PROCEDURE FOR RELEASE OF FUNDS

- 8.1. After fulfillment of all the required criteria by TSC/PAC, i.e. as per Check list-IV Annexure-I, first installment of 50% of total grant approved will be released. However, to meet the expenditure on the purchase of some essential equipments, this limit may be enhanced by the Competent Authority, specifically only for Government organisations. For the release of the first instalment, the applicant

Abhishek
9/1/09

University/Institute/Organisation must submit (a) a copy of the quotation for the equipments to be procured in the case of Government organization, (b) a copy of the purchase order alongwith the copies of the quotation & comparative statement in case of private organization. However, the Government organization shall submit the copies of the purchase order alongwith the comparative statement to the Ministry not later than 4 month of release of 1st instalment of Grant-in-aid, (c) Intimate the probable date of the commencement of the project; and (d) Consent of the industrial partner confirming that, the outcome of the research will be taken up/purchased and commercialized by that industrial partner.

(As amended vide O.M.No. 10/MFPI/R&D/2007, dated 9.01.2009)

- 8.2. As per the TSC standard condition a progress report in the prescribed format must be submitted to the Ministry every Six-month. After commencement of the project the applicant organisation need to make Progress Review Presentation every year before the TSC.
- 8.3. After utilization of the grant (Maximum within 12 months), the applicant University/Institute/organisation must submit the Utilisation Certificate (UC) as per Form GFR19-A (**ANNEXURE-D**) alongwith the statement of expenditure (issued by the Competent Authority/C.A) clearly bringing out the expenditure incurred by the applicant University/Institute/organisation from their own internal resources and the assistance (first instalment) provided by MFPI, with detailed breakup.
- 8.4. Alongwith the request for release of Second instalment (40% of the total grant sanctioned) and fulfilling the criteria as per Check List-V at **Annexure-J**, the applicant University/Institute/organisation must submit the quotation, detailed specification alongwith the copy of Purchase Order for the equipments to be procured out of Second instalment. The release of second instalment will be after deducting the contribution made by the industrial partner, if any, and subject to assessment of progress through progress reports, onsite inspection of the project (if required) or certification from the Head of institution or SNA, as applicable. TSC, if required, may also ask for presentation of progress of the project.
- 8.5. The Ministry will release 3rd instalment i.e. 10% of the approved grant only after ensuring the completion of the project, submission of the final report as per standard format, evaluation of the project outcome by TSC Experts and submission of U.C. for 2nd instalment.

Mouval
a/1/09

8.6. The findings of the project will be made available (preferably with the demonstration) before the appraising team as and when required.

9. FINAL PROJECT COMPLETION REPORT (FPCR)

- 9.1. The applicant University/Institute/organisation must submit the Final Project Completion Report (FPCR) in prescribed format alongwith the UC of 2nd installment, as per Form GFR19-A (ANNEXURE-D) and the statement of expenditure (issued by the Competent Authority / C.A.) clearly bringing out the expenditure incurred by the applicant University / Institute / organisation from their own internal resources and the assistance (second instalment) provided by MFPI, with detailed breakup.
- 9.2. The Final Project Completion report (FPCR) may be submitted as per standard proforma (ANNEXURE-C) and shall also discuss how the technology is going to be commercialized, patenting and its future potential for technological advancement. The details of scientists/scholars trained expertise developed, their qualification alongwith the permanent address shall also be mentioned in the FPCR.
- 9.3. The PI is required to submit FPCR (Ten copies) for the entire duration, within three months from the date of completion of the project. The report must be in detail and should include information about (a) the original objective(s) of the scheme, (b) how far these objective(s) have been achieved, and (c) how the results have benefited the country's technological development or enriched the existing knowledge pool on the subject. The actual research achievements made under the scheme may be summarized in about 200 words and mentioned in the FPCR to facilitate publication of the same by MFPI and for making available on the Ministry's website.
- 9.4. Copies of manuscripts, preprints and reprints of papers arising from the work completed under the scheme should be attached to the FPCR. Failure to submit the FPCR on completion of the scheme will disqualify the investigator from seeking further assistance from MFPI. The names of defaulting Principal Investigators (P.Is.)/Institute will be circulated to all the funding agencies and this may lead to the concerned Investigators/Institute, not getting any assistance for his/her new projects in future.

M. K. Singh
9/11/09

10. TENURE, PROGRESS REPORT

- 10.1 The tenure of a project would normally be 2 years or less as proposed by the investigator. Techno Scrutiny Committee (TSC) of MFPI will evaluate the progress of schemes to ensure that the funds are effectively utilized for, as per the intended objectives. For this purpose Principle Investigators (PIs) are required to submit to MFPI every six-month a comprehensive progress report as per the standard format, (at ANNEXURE- B). In case of some deserving cases depending upon the satisfactory progress and the recommendation of the TSC the project tenure may be extended to three years on a case-to-case basis.

(As amended vide O.M.No. 10/MFPI/R&D/2007, dated 9.01.2009)

- 10.2. Progress of the project will be monitored through progress report submitted or onsite inspection (if required) of the project or presentation before the review committee.

11. RESULTS OF RESEARCH AND INTELLECTUAL PROPERTY RIGHTS

- 11.1. Investigators are encouraged to seek legal/patent protection for the outcome of research. Results of research are to be legally protected. The results should not be published without action being taken to secure legal protection for the said results. Reference must be made to MFPI in such an eventuality.
- 11.2. Investigators are encouraged to publish the results of research after duly observing the procedure as at 11.1 above. While doing so, acknowledgement to the effect that financial assistance was received from MFPI should be made in the research paper(s) published. MFPI should be acknowledged in similar type of other published work/press reports.
- 11.3. While PI is recognized as inventor, the title to the patent, or other legal protection accorded to the results of research, shall vest with University/Institute.

12. OPERATION OF FUNDS

Financial assistance / grant-in-aid will be released in three installments ~~depending on~~ the need & progress of the project. MFPI will release the first ~~instalment~~ of the grant after acceptance of all relevant TSC conditions, submission of essential documents along with the copy of quotation / Purchase order (wherever required) with the specification for the equipments

M. S. Wad
2/1/09 6

to be purchased from the funds to be released as 1st instalment by the applicant organisation. The investigator, while claiming second instalment of grant should certify that the expenditure claimed under different heads has actually been incurred and utilized properly during the period for which the payment was claimed and further that the grant has been exclusively utilized for the purpose for which it was sanctioned and a copy of Purchase Order alongwith the delivery schedule for the equipments to be purchased out of 2nd instalment is submitted to MFPI. Ministry will release 3rd instalment i.e. 10% of the approved grant only after ensuring the completion of the project, acceptance of the final report as per the standard format, by the TSC Expert and UC for 2nd instalment.

(As amended vide O.M.No. 10/MFPI/R&D/2007, dated 9.01.2009)

The standard conditions to be complied for operation of the funds are as follows:

- i). The applicant organisation must submit Utilization Certificates for the amount released as 1st, 2nd, 3rd installment as per Form GFR19-A alongwith the detailed statement of the expenditure certified by the Accounts Officer and countersigned by the Finance Officer/ Registrar / Administrator of the University / Institute / Head of the Department or Chartered Accountant (as required) should be submitted to MFPI as indicated in **ANNEXURE-D**.
- ii). Any unspent balance from earlier payment lying with the Institution at any time due to termination/resignation of the Fellow, etc. must be refunded to MFPI immediately by means of demand draft in favour of Pay & Accounts Officer, MFPI. In case the unspent balance is not returned within three month, it will attract interest as per the existing General Financial Rules (GFR 2005).
- iii). University / Institution / Organisation receiving grants from MFPI will have to maintain separate accounts for each research project on ledger type system.
- iv). The released grant shall not be diverted or spent other than for what it has been approved.
- v). All equipment(s) purchased out of the grant will be the property of the Government of India and have to be entered into the Stock Register

Kawal
9/1/09

maintained by the University/Institution and also in a separate Register maintained by the project Investigator and certified by the Head of the Department.

- vi). The University/Institution /organisation will be responsible for the safe custody of the equipment purchased out of the grant.
- vii) Items of equipment(s) should be purchased following a transparent, fair and competitive tender system.
- viii) A list of equipment purchased is to be appended with the application for 2nd instalment. The name, description of the equipment, cost in rupees, date of purchase, and the name of the supplier, may be given in the list. The main purpose/function of the equipment may also be mentioned against each item. Equipment should be purchased within 3 months from the date of receipt of the sanction letter of respective installments, otherwise the grant shall stand cancelled and will be called back.
- ix) After the termination of project, the Institution may retain all the equipment purchased for the purpose of the project out of MFPI grant. A label with the legend "MFPI FUNDED" shall be stuck prominently on the equipment.
- x) The research carried out with the financial assistance of MFPI shall be in public domain. The facilities created thereof may be utilized as Business/R&D Incubation Centre after the research is completed for testing/Research/Product Development etc by other Institutes/organizations on payment basis.
- xi) The books of accounts of the grantee institution shall be open to inspection by the sanctioning authority/audit and by any other authority specified by the Ministry, whenever the institution is called upon to do so.
- xii) Before the grant is released, the grantee should execute a bond (on a non- judicial stamp of Rs. 100/-) as per GFR-209 (6) (ix).
- xiii) As per ~~GFR-209 (6) (x)~~, execution of bond will not apply to quasi-Government Institutions, Central Autonomous Organisations and Institutions whose budget is approved by Government.

Naval
2/1/09

13. OBLIGATIONS OF PRINCIPAL INVESTIGATOR

The following are the obligations of the PI of a research scheme:

- (i) The sanctioned research scheme must commence within 3 months from the date of receipt of the sanction letter of first instalment, unless otherwise authorized by MFPI, failing which the grant will be treated as cancelled and will be called back.
- (ii) It is mandatory for the PI/Co-PI to come to the Progress Review Presentation, once in Six month or when invited to present the progress of the work done on the scheme.
- (iii) Acknowledgement of the support given by MFPI in all the publications arising from the work done under the scheme. MFPI should be acknowledged in similar type of other published work/press reports etc.
- (iv) Submission of the final project completion report (**ANNEXURE-C**) within 3 months of completion of the project, describing original objective(s), how far these objective(s) have been achieved and how the results have benefited the technological development or enriched the existing knowledge on the subject and enclosing manuscripts, preprints and reprints of the papers arising from the scheme.
- (v) Claim for any dues must be made immediately. Submission of the Utilisation Certificate and audited statement of accounts for the grants paid by the MFPI and to arrange refund of unspent amount of the grant to MFPI must be made immediately on completion of the project. Claim of bills in any case will not be entertained after Six months of the completion of project.
- (vi) Sending of one reprint of each research paper(s) published as a result of the work done under the MFPI grant to R&D Division as and when published. (Please ensure that in case you desire to file a patent, it must be done before publishing the results).
- (vii) In the event of a PI proceeding on leave or takes up an assignment, alternative arrangements shall be made by the organisation, so that project will not suffer.

Neelam
21/1/09

14. INDEPENDENT ANNUAL EVALUATION

Ministry will subject the whole scheme for annual evaluation by appointing an independent Agency.

Note: These terms and conditions supersede all previous instructions issued in regard to R&D schemes. In all matters, decision taken by Secretary, MFPI will be final.

Manual
9/1/09

ANNEXURE-A

**APPLICATION FORM
FOR
MFPI RESEARCH & DEVELOPMENT SCHEME**

Title of the Project proposal:

A. General:

1. (a) Name and address of the Institution/Industrial firm including telephone, telex, fax Nos. (Give address of the registered office, head office and local office in Delhi, if any) Name and address of the collaborating agencies, if any (including) Telephone, E-Mail, Fax Nos.):

(b) Brief history of the Institution/Industrial firm including products being made, capacities, related collaborations, achievements, R&D capabilities, etc. (latest annual report and company brochure may be given):

2. (a) Whether Institution is a CSIR/ICAR/ICMR organization
(b) Whether In-house R&D unit of the firm is recognized by DSIR, Ministry of Science & Technology
(c) Please indicate recent major achievements of In-house R&D unit of the Industrial firm in development of new products/processes, indigenous development of capital goods, absorption, adaptation and up gradation of the imported technology, if any.

3. **Details of the manpower available (Give separate details for Executive and Collaborating Agencies).**
 - a) Ph. D's -
 - Engineers/technicians -
 - Scientists -
 - Post/graduates -
 - Total S&T Manpower in the -
 - R&D Unit
 - b) Number of other staff in R&D unit -
 - (Technical/non-technical)

4. **Financial capabilities of the Executing Agency:**
Please provide Memorandum & Articles of Association of the company, Annual Reports for the last 3 years, sources of financing the proposed project, Board Resolution indicating the support of management for undertaking the proposed project:

5. **Details of submission of the proposed project to other agencies, if any:**
~~Please provide details~~ of the application for financial support submitted to any Government/Financial Institutions.

Approved
9/1/09

B. Project Proposal Details:

(Details specific to the project proposal may be furnished)

1. Name of the Project proposal:

(A brief description may be given)

2. Details of the Project:

a) The details should include the following/as relevant:

- Objectives of the project
- Process/Technology/design of any new machinery and Products to be developed including co-products, if any
- Uses of products and by-products
- How demand is being met-indigenous Imported
- Salient features of existing technology/manufacturing problems and technological gaps
- Details of new or improved technology to be developed.
- Demand assessment for both domestic and export markets.
- Action plan for implementation of the proposed project including (i) **literature survey** (specifying work done in India & work done abroad), (ii) **IPR potential & patent search**, (iii) **lab-work**, (iv) **pilot plant/prototype development**, (v) **design and engineering**, (vi) **field trails and pre-production activities**, etc.
- Time schedule for the above activities
- Consultancy arrangements etc., if any, with other consulting engineering organizations/labs and institutions and assistance from research labs/institution etc.
- Status of research/development by the firm or at the collaborating research laboratory, if any, their scope of work and role in the present project.
- Industry partner who has shown interest in R&D and its results and their financial contribution.

b) Expected output:

This may include broad details of relevant aspects such as:

- Expected number of prototypes/pilot plant.
- Expected optimization/improvements in products/process design/performance, etc.
- Expected turnover of the resultant product/process per annum for five years after start of commercial production.

c) This may include aspects such as:

- Improvements in productivity, yields, efficiencies/quality, value added etc/ (to be quantified)
- Annual foreign exchange savings/earning (to be quantified) giving quantities and values per annum including details of current annual imports and requirements abroad (if any).
- Any other benefits

d) Expected capabilities and linkages:

- S & T Expertise (discipline Wise)
- R & D Facilities (the details of available equipments with their specification should also be furnished)

Howay
9/1/09

- If applicant is an R&D institution/Research laboratory/University kindly give name and address of the industrial unit who are interested in this Research work along with their consent letter and willingness to **contribute 10% of the project cost.**
- If applicant is an industrial unit linked with an R&D institution that may provide technical input (Please furnish MoU signed).

e) **Techno-economic Assessment:**

1. Please give a comparison of technical parameters and details of the technology (both in product/process) which is proposed to be implemented as a result of the project, vis-à-vis the international technological trends, in this area.
2. Please indicate if a market survey has been undertaken covering demand profile over next 5 years, likely markets/applications domestically and abroad, competing products, realizable prices etc. If so please give highlights of the survey has been undertaken, please indicate the above details quoting sources.
3. Lab works, design and engineering/Software

3. **Financial outlay and time schedule:**

Sr. No.	Expenditure Head	Amount (Rs. in lakh)	
		1 st Year	2 nd Year
1	Equipments		
2	JRF/SRF/RA		
3	Consumable		
4	Travel*		
5	Others		
6	Total		

*This is for the project investigator to present the project during the meeting of TSC (one time) and subsequently for the project review presentation (one time) in case of approved project only.

(As amended vide O.M.No. 10/MFPI/R&D/2007, dated 9.01.2009)

Mewal
9/1/09

Details of Equipment to be purchased:			
Name of Equipment	Cost	Supplier	Justification / Purpose

Note: The equipment grant once fixed cannot be enhanced. PIs are advised to give authenticated estimates of the cost of equipment. Equipment should invariably be purchased within 3 months from the date of receipt of the grant and/or sanction letter and there shall not be the duplication of the equipments either with the same institute/department.

Note: In case collaborating agency (ies) is/are involved, the resource allocation against each of above items should show a break-up of outlay at both executing agency and collaborating agency (ies), as well as respective totals.

3.2. Time schedule and Bar Chart.

- i) Activity sequence and time schedule for each activity (bar chart)
- ii) Phasing of expenditure on a three monthly basis
- iii) Stages of activities in the project

Activity	Time in months from Commencement of project	
	Start	Finish
a. Literature Survey (Specifying work done in India & work done abroad) & Patent search		
b. Design and engineering		
c. Procurement and installation of pilot plant/test equipment etc.		
d. Prototype development/pilot plant activities		
e. Testing, Performance/field trials		
f. Modifications and scaling up, if required		
g. Final Report		

3.3. Justification for the proposed project.

Mohyal
9/1/09

4. **Bio data of the project Coordinators and other personnel.**

5. **Please indicate steps proposed:**

- a) To ensure timely completion of the project such as setting up of a project execution group, internal monitoring group etc.
- b) For technology demonstration and commercialisation of the project.

Signature of the Principle Investigator

Head of Institute/Organization

- Note:
- a) The above format is only for guidance and individual project proposal may be prepared flexibly taking the above points into accounts.
 - b) The project proposal should be submitted in 10 copies
 - c) Annual Report/Balance Sheet of the Institution/company for the last 3 years along with a copy of Memorandum & Articles of Associations of the Company may be enclosed.
 - d) In case of joint proposals with other agencies, the proposals should be jointly forwarded by leading institutions/agencies duly signed by Chief Executives/Directors of the respective organizations. For this leading institution shall obtain the above from collaborating institutions and submit alongwith the proposal.

Mansal
9/11/09

ANNEXURE-B

PROJECT PROGRESS REPORT (PPR)

Date of Application:

The period of the Project progress report:

1. Title of the Scheme:		
2. Name & Address of PI:		
3. Date of Commencement of the project: dd/mm/yy		
4. Approved tenure of the project (with ending date)		
5. Name of Collaborating University/Institute/Organisation/Industrial Partner and their comments on progress of the project period (As applicable).		
6. JRF/SRF/RA associated with the project:		
Name & Designation	Date of joining	Date of relieving

7. Grants received, and expenditure made in Rupees.

Sr. No.	Expenditure Head	Amount (Rs. in lakh)	
		1 st Year	2 nd Year
1	Equipments		
2	JRF/SRF/RA		
3	Consumable		
4	Travel*		
5	Others		
6	Total		

*This is for the project investigator to present the project during the meeting of TSC (one time) and subsequently for the project review presentation (one time) in case of approved project only.

(As amended vide O.M.No. 10/MFPI/R&D/2007, dated 9.01.2009)

Kanwal
9/1/09

8. Details of Equipment Purchased:			
Name of Equipment	Cost	Supplier	Date of purchase/placing order for each item of equipment

- 9. Work completed and the objectives fulfilled:
- 10. Work remaining and the objectives to be fulfilled:
- 11. Innovation (if any):
- 12. Remaining plan of action with the PERT Chart:

Signature of PI
Date

Signature of Head of Institute/Organization

Note: No column should be left blank, in such cases write Not applicable (NA) wherever applicable. Additional sheets may attach wherever needed.

Mohsal

2/1/09

ANNEXURE-C

**APPLICATION FORM
FOR
FINAL PROJECT COMPLETION REPORT (FPCR)**

(Ten copies are to be submitted to the Joint Secretary, Ministry of Food Processing Industries, Panchsheel Bhawan, August Kranti Marg, New Delhi-110049).

1. Title of the project:

2. Date of
Commencement: dd/mm/yy
Date of termination: dd/mm/yy

3. Name and address of Principal Investigator:

4. Total grant sanctioned and expenditure during the entire tenure

Sr. No.	Expenditure Head	Amount (Rs. in lakh)	
		1 st Year	2 nd Year
1	Equipments		
2	JRF/SRF/RA		
3	Consumable		
4	Travel*		
5	Others		
6	Total		

*This is for the project investigator to present the project during the meeting of TSC (one time) and subsequently for the project review presentation (one time) in case of approved project only.

(As amended vide O.M.No. 10/MFPI/R&D/2007, dated 9.01.2009)

5. Equipment(s) purchased out of MFPI grant

Name	Cost (Rs. in lakh)

Manoj
9/1/09

6. Research fellows associated with scheme

Name & Designation	Date of Joining	Date of Leaving

7. List of research papers published/communicated, based on the research work done under the scheme (Name(s) of author(s), Title, Journal, Volume number, Year and Pages should be given for each paper published and a copy of each of them should be enclosed; reprints/copies of papers appearing after submission of FPCR should also be sent to MFPI):
8. Details of new products developed/apparatus or equipment designed or constructed/ test developed etc during the investigation:
9. The likely impact of the completed work on the scientific/technological potential in the country (this may be attached as Enclosure-I):
10. Whether work for patenting has been initiated? Yes/No; if yes, what action has been taken and if not, its reason thereof:
11. Detailed account of the work carried out in terms of the objective(s) of the project and how for they have been achieved; results and discussion should be presented in the manner of a scientific paper/project report in about 5000 words; and this should be submitted as Enclosure-II to this report.
12. An abstract of research achievements in about 200-500 words, suitable for publication.
13. Mention here whether or not the unspent grant has been refunded to MFPI:
14. UC as per Annexure-D submitted? Yes/No:

Signature of PI

Head of Institute/Organization

Date:

Note: Final project Completion Report (FPCR) is expected to be self-contained complete report of the work done. Please do not leave any column unanswered.

K. K. K. K.
9/1/09

ANNEXURE-D

PROFORMA FOR GFR 19-A
(See Rule 212(1) of GFR 2005 form of Utilization Certificate).

S. No.	Letter No. & Date	Amount

1. Certified that out of Rs. _____ of grant-in-aid sanctioned during the year _____ in favour of _____ under this Ministry/ Department letter No _____ given in the margin and Rs. _____ on account of unspent balance of the previous year, a sum of Rs. _____ has been utilized for the purpose of _____

for which it was sanctioned, that the balance of Rs. _____ remaining un-utilized at the end of the year _____ has been

surrendered to Government (vide No. _____ dated _____) will be adjusted towards the grants-in-aid payable during the next year _____.

2. Certified that I have satisfied myself that conditions on which the grant-in-aid was sanctioned have been dully 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.
- 4.

Signature- (C.A/ Competent Authority in case of Govt. organization) _____

Designation _____

Date _____

Counter signature of the Head of the Institution

Muswal
9/1/09

ANNEXURE-E

PROFORMA FOR RULE 209 (1) OF GFR 2005

UNDERTAKING

I, _____ s/o _____ R/o _____ (Address) _____, the deponent do hereby solemnly affirm and declare on oath as under: -

1. That the deponent is the P.I./Proprietor of _____ *Name of firm/institutions/University and address*).
2. That the University/institution/the organization/organization's sister concern(s)/interconnected company has not availed any financial assistance for a food processing project from Ministry of Food Processing Industries in the past.
3. That the deponent do hereby affirm that the firm/company will not apply/ has not applied for/ obtained any grant/ subsidy from any Ministry/ Central Government Department/ GOI organizations/ any agency of State / Central Government for the same purpose/ activity.
4. That all the documents, explanations/ information's etc. submitted by the company from time to time are true, correct and complete to the best of the company's knowledge and belief.

Deponent

Verification:

Verified that the content of this affidavit are true and correct to the best of the knowledge and belief of the deponent and no part of this affidavit is kept concealed therein, If anything is found false in this Affidavit subsequently deponent and organization shall alone be liable jointly and severally for action under the laws, hence verified at _____ (Place) _____ on _____ (Date) _____.

Deponent



Nowal
9/1/09

ANNEXURE-F

TSC STANDARD CONDITIONS

1. I confirm that extensive literature search have been done, and also confirm that nowhere this R&D work have been undertaken or under progress.
 2. I shall from time to time disclose fully to MFPI the progress of any other investigations undertaken by me while in receipt of such assistance as aforesaid.
 3. I confirm that, at any time during the course of such assistance or within a period of three years after the completion of the project, if I shall make any invention arising out of or in connection with the said Investigation, I shall hold the same in trust on behalf of MFPI and I shall forthwith disclose to MFPI.
 4. I confirm that the Applicant organization (Private organization) accepts that the remaining expenditure will be borne by, from their budget.
 5. Confirmation that,
 - (a) Necessary provision for housing the equipments procured out of MFPI grant and other infrastructure facilities have been created,
 - (b) These equipments (or any one equipment) will not be shifted to any other place of work/laboratory/Department for whatsoever reason, as the set is for specialized research work and,
 - (c) The University/organisation will bear the cost of maintenance and repair of the equipment procured out of MFPI grant.
 6. Confirmation that the project period will not exceed 2 years.
 7. I confirm that an industrial partner has been identified and a consent letter confirming that the outcome of the research will be taken up by the Industry for commercialization.
 8. Financial assistance / grant-in-aid will be released in three installments depending on the needs & progress and evaluation of the project progress by TSC Experts.
 9. I confirm that the equipments will be procured through competitive bidding directly from manufacturers or their authorized agent(s), (A) For the release of the first instalment, (a) a copy of the quotation (minimum from three sources) for the equipments to be procured in case of Government organization and (b) a copy of the purchase order alongwith the copies of the quotation (minimum from three sources) & comparative statement in case of private organization for the equipments to be purchased out of 1st instalment will be sent to the Ministry. For the Government organization, the copies of the purchase order alongwith the comparative statement will be submitted to the Ministry not later than 4 month of release of 1st instalment of Grants-in-aid. (B) The quotation, detailed specification alongwith the copy of Purchase Order for the equipments to be procured out of Second instalment will be submitted to the Ministry before release of second instalment.
- (As amended vide O.M.No. 10/MFPI/R&D/2007, dated 9.01.2009)*
10. The result of the project shall be shared with MFPI within the stipulated time and half yearly progress report will be sent (as per standard Proforma). 1st review of the project will be after 6 month of the start of the project or before release of 2nd instalment which ever is earlier. Next review will be after 6-month.
 11. I Confirm that, (a) the research carried out with the financial assistance of MFPI shall be in public domain, (b) the equipment(s) procured out of MFPI grant will be property of MFPI/GOI and may be utilized as Business/R&D Incubation Centre after the research is completed for testing / Research / Product Development etc by other Institute / organizations on payment basis.
 12. I confirm that employing any research or other staff for the instant project does not imply any assurance or

Approved
9/1/09

guarantee for subsequent employment by MFPI. The Ministry will not be concerned / answerable for any legal issues related to further employment / payment of salary / wages etc and it will be solely at the stake of the University / Institution where he/she is working.

13. I confirm that any financial assistance for the proposed project shall not be obtained / taken from other sources (except industrial partner).
14. As per the current guidelines, an affidavit/undertaking duly notarized / verified by competent authority / chief administrator of the organization in compliance with rule 209 [I] of GFR 2005 , (Annexure-E) shall be submitted.
15. Confirmation that the proposed equipments to be procured out of MFPI fund are not already available with any division/section of the institute/ organization.
16. TSC approval is subject to scrutiny and approval of the Project Approval Committee, chaired by Secretary (FPI). The eligibility and pattern of assistance is that the Government organizations will be considered for financial assistance to the tune of 100% of equipment cost plus cost of consumables and expenditure related to **JRF/SRF/RA**, specific to the project of specified duration up to two years only. No assistance will be provided for already existing equipments. Private organizations will be eligible for financial assistance towards the cost of equipments to the tune of 50% in General Areas and 70% in the Difficult Areas. 100% grant will be provided for the Ministry sponsored project to the reputed public funded organization only in cases of cutting edge areas of research leading to development of innovative products, processes and manufacturing practices.

(As amended vide O.M.No. 10/MFPI/R&D/2007, dated 9.01.2009)

17. Undertake to refund unspent balance within 3 month of completion of project, else interest may be levied on that unspent amount as per existing GFR(s).
18. I hereby undertake to abide by the current Terms and Conditions for R&D Schemes.

Signature of P.I.

Head of the Institution/Organisation

Date:

Nowal
9/1/09

ANNEXURE-G

CHECK LIST-I

At the stage of approval for sending to TSC Experts for Technical Comments

S.No.	Particulars	Remarks
1.	Name of the Institute	
2.	Topic of Research	
3.	Name of Principle Investigator (P.I.)	
4.	Application form duly filled in (proforma issued by the Ministry)	Yes/No
5.	Detailed Project Report	Yes/No
6.	Whether In-house R&D unit of the firm/industry is recognized by DSIR, Ministry of Science & Technology.	Yes/No
7.	Patent Search/IPR Potential	Yes/No
8.	PERT Chart	Yes/No
9.	Quotations for list of Equipment required for project from the reputed suppliers/ manufacturers.	Yes/No
10.	R&D Process Manufacturing process Flow Chart	Yes/No
11.	Consent letter of Industrial partner for commercialisation	Yes/No
12.	Period of the project	2-Yrs
13.	Total Cost of the Project	
14.	Assistance requested	
15.	Eligible Assistance	a) Equipments
		b) Consumables
		c) Travel*
		c) JRF/SRF/RA
16.	Remark/Recommendation	

*This is for the project investigator to present the project during the meeting of TSC (one time) and subsequently for the project review presentation (one time).

Manica
9/1/09

ANNEXURE-H

CHECK LIST-II

TSC- Evaluation Sheet

S.No.	Particulars	Remarks
1.	Topic of Research	
2.	Name of the Organization/Institute	
3.	Type of the Organization/Institute	Govt/Private
4.	Location of the Organization / Institute	Difficult/General Areas
5.	Are objectives of the proposal are achievable?	YES/NOT
6.	Is Methodology inline as per the objectives?	YES/NOT
7.	Is literature cited is relevant and thorough pertaining to the instant R&D?	YES/NOT
8.	Equipments requested are essential for the instant R&D	YES/NOT
9.	Instant R&D is relevant for the Food Processing Sector	YES/NOT
10.	Is applicant/organization fulfills the Standard criteria for undertaking R&D	
	Recommendation:	

Mohyal
9/1/09

ANNEXURE-I

CHECK LIST-III

For the release of First instalment

S.No.	Particulars		Remarks
1.	Name of the		
2.	Nature of Organisation/ Institute		Govt/Private
3.	Topic of Research		
4.	Name of Principle Investigator (P.I.)		
5.	Project Proposal (as per proforma issued by the Ministry)		Yes/No
6.	TSC Approval (Date:)		Yes/No
7.	PAC Approval (Date:)		Yes/No
8.	Consent of industrial partner		Yes/No
9.	A copy of Quotation with detailed specification for the equipments to be procured from First instalment submitted.		Yes/No
10.	A copy of quotation/Purchase Order (as required) along with the delivery schedule for the equipments to be procured from First instalment submitted.		Yes/No
11.	Status of contribution of Industrial partner (This as per the TSC advice)		Received/not received
12.	Affidavit/Undertaking as per GFR 209(1) submitted		Yes/No
13.	Confirmation for TSC standard conditions		Yes/Not
14.	Confirmation for PAC conditions		Yes/Not
15.	Period of the project		
16.	Total Cost of the Project		
17.	Any UC for any other project pending with the University/organization.		
18.	Status of the previous R&D project (if any)		Satisfactory/unsatisfactory
19.	Whether In-house R&D unit of the firm is recognized by DSIR, Ministry of Science & Technology		Yes/Not
20.	Assistance requested	a) Equipments	
		b) Consumables	
		c) Travel*	
		d) JRF/SRF/RA	
21.	Assistance Approved	a) Equipments	
		b) Consumables	
		c) Travel*	
		d) JRF/SRF/RA	
22.	Remarks		

*This is for the project investigator to present the project during the meeting of TSC (one time) and subsequently for the project review presentation (one time).

Koushal
9/1/09

ANNEXURE-J

CHECK LIST-IV

For the release of Second instalment

S.No.	Particulars	Remarks
1.	Name of the Institute	
2.	Topic of Research	
3.	Name of Principle Investigator (P.I.)	
4.	Progress Report (as per proforma issued by the Ministry)	Yes/No
5.	Detailed Inspection Report	Yes/No
6.	Objectives fulfilled	To be detailed
7.	Objectives remaining to be fulfilled	To be detailed
8.	Equipments approved are as per PAC / TSC approval	Yes/No
9.	Equipments to be approved are as per PAC / TSC approval	Yes/No
10.	PERT Chart for the remaining work	Yes/No
11.	A copy of quotation and purchase Order with detailed specification for the equipments to be procured from second instalment submitted.	Yes/No
12.	Comment of industrial partner on progress included.	Yes/No
13.	Status of contribution of Industrial partner	Received/not received
14.	UC as per Form GFR19 (A) submitted	Yes/No
15.	Statement of expenditure is as per PAC/TSC approval	Yes/No
16.	Confirmation for TSC standard conditions	Yes/Not
17.	Period of the project	
18.	Total Cost of the Project	
19.	Assistance requested	a) Equipments
		b) Consumables
		c) Travel*
		JRF/SRF/RA
20.	Assistance released	a) Equipments
		b) Consumables
		c) Travel*
		d) JRF/SRF/RA
21.	Assistance Utilized	a) Equipments
		b) Consumables
		c) Travel*
		d) JRF/SRF/RA

*This is for the project investigator to present the project during the meeting of TSC (one time) and subsequently for the project review presentation (one time) in case of approved project only.

Mohamed
9/11/09 27