

PROJECT MANAGEMENT GUIDELINES
2020-21
NCCS, PUNE

NATIONAL CENTRE FOR CELL SCIENCE, PUNE
PROJECT MANAGEMENT GUIDELINES-2019-2020

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1.0 Introduction

The Project Management Cell (PMC) provides administrative support towards Pre-award and Post-award management of extramural and intramural projects. The Cell coordinates closely with the faculty and project staffs, other institutional departments, funding agencies and external stakeholders to accomplish its set goals within the organisational mandate. It serves as a nodal point to provide operational and financial administrative support for already funded programmes, access and disseminate any information related to external funding opportunities, thereby ensuring smooth management of the project such that, the proposed work progress and conclude in a timely fashion.

2.0 Scope

- Sound Governance and facilitation of Research management
- Recruitment and induction of manpower as per project sanction order
- To formulate, launch and monitor intramural research grants
- To forge national and international collaborations
- Administration of contractual projects (Collaborations, Consultancies etc.)
- To collate the User charges (centralised facilities) for submission to DBT-SAHAJ portal
- To coordinate the conduction of Research Advisory Panel-Scientific Advisory Committee (RAP-SAC) and Governing Body (GB) meetings
- To convene and assist activities related to Intellectual Property Rights
- To convene IP licensing, commercialization and Technology transfer meetings
- To supervise, train and mentor Under graduates and Post graduates in Scientific administration
- To educate students on Grants writing and impart awareness on research ethics.
- To prepare institutional reports for the GOI as and when required

3.0 Objectives

The Project Management cell facilitates the management of intra and extramural projects through close-knit internal processes and policies coordinated through different stakeholders. The Cell strongly upholds ethical values towards the management and the conduct of research and constantly strives to improve its core values to develop the best human resource by training, valuing and challenging them. It provides critical input to strengthen research proposals, advices on the public engagement of research work, suggests potential collaborators/mentors on bilateral grants and moderates scientific discussions with industrial/academic organisations. This creates a competitive scientific culture wherein a PI can spare more focused time for research activities which aids project completion in a timely and successful manner.

4.0 Code of Conduct Policy:

All project employees should note the below-mentioned points while performing duties at the Institute- Any violation in this regard will lead to disciplinary action and decision taken by the Competent Authority will be final and binding.

Medical insurance is mandatory for manpower hired under sanctioned projects and no project related activities shall be undertaken by any staff without an active medical insurance coverage in place.

- Any lapse in performing his/her duties including punctuality, othersafety norms while working in the laboratory area with hazardous chemical/Instruments emittingradiation.
- Indulging in communal activities, criminal activities, and anti-national activities.
- Making inappropriate remarks on caste, creed, sex, race or religion of junior/fellow/senior employees of the Institute.
- Offending the dignity and honesty of employees by way of overtures, gestures, remarks, physical contacts and physical intimidation within the campus premises of the institute.
- Offending/demeaning anybody's religious belief and cultural habits of persons coming from a particular region or segment of the society,
- Refusal to carry out orders of administrative or academic functionaries without assigning any reason.
- Habitual cases of insolvency, intoxication, etc.
- Convicted by a court of law for any criminal offences under the relevant act.
- Spending 3 days in judicial custody or more than 6 days in police custody.
- Disclosure of incorrect/false information so as to get employment in the institute
- Use of any kind of political influence to advance one's career prospects in the institute.
- Indulging in trade union activities.
- Unauthorized assembly during duty hours of more than 10 employees.
- Disclosure of confidential information/data to outsiders/press without necessary approvals
- Any other act/activity not covered under this code which is unbecoming of an employee of theInstitute and is in violation of contract terms and conditions and not in the interest of the Institute/State

5.0 Pre-award Support:

a) *Extra mural funding opportunities/Grants writing support.*

PMC collates and disseminates information on extramural funding opportunities to the PI's through emails and media. The information is updated on the institutional website regularly and can be accessed at <https://www.nccs.res.in/index.php/Academics/GrantsFellowship>

NCCS has zero-tolerance policy when it comes to the accuracy and authenticity of information presented in the application for extramural funding. Upon PI's request, PMC reviews the proposal and budget requirements proposed in the application before submission to the funding agencies with an aim to strengthen the application. PMC invites funding agencies to share information about the Grants or fellowships they offer to Scientists and Students. The Cell shares Grants writing tips and discusses case histories on Research Ethics with the Staffs andPhD students.

b) *Preparation of official documents towards extramural grants/fellowships*

PMC helps in the preparation and collation of documents including recommendation letters, endorsement letters, Institutional Declaration/Undertaking, etc. from **competent authorities**, which forms a mandatory requirement while submitting extramural funding applications. A hard copy of the completed application, including the proposal which has passed the plagiarism checks and found suitable for submission, should be submitted to PMC at least 5 days before the actual deadline for submission along with the request for processing any official document. Director NCCS, is the administrative sponsor on all Grants and Fellowships awarded to NCCS. Therefore all official documents pertaining to extramural projects should be signed by the Director of the institution or by the authorised person as the case may be.

For statutory purposes ,PMC would invariably document the signed endorsements by the leadership while forwarding the applications to the funding agencies. Further, a hard copy of all documents submitted towards extra mural project grant application should be submitted to PMC for records within one week of receipt of the approval letter/sanction order.

PMC has its confidentiality policy when dealing with Project proposals and complete transparency while communicating with funding agencies on behalf of the PI's. Funding agencies and PMC coordinates mutually to facilitate timely online submission of application. The PIs should keep PMC in the loop on all email communications to funding agencies in order to track the safe receipt of the documents and to address any follow-up queries. They are strongly encouraged to add pmc@nccs.res.in as an alternate email in e-portal while submitting applications online to funding agencies.

c) Policy to apply for extramural funding

NCCS does not have any restrictions on the number of applications a PI could submit for extramural funding to various funding agencies during their tenure at NCCS. However, all PI's must propose a Co-PI who has a permanent tenure in NCCS beyond the period of the completion of the project in the proposal, when applying for extramural funding in (**Annexure I**) as per funding agencies guidelines.

Some Fellowships does not allow PI's to keep two extramurally funded projects active at the same time. The PI's are advised to share any guidelines/policy on Dual Fellowships or Dual Grants issued by funding agencies before applying for new extramural funding.

d) PI's tenure completion before the end of the project grant

If the PI superannuates before the completion of the Grant, the Co-PI will take over as the PI and he/she should ensure that, the work is taken forward to a meaningful conclusion as per the objectives proposed and all administrative formalities are completed including submission of all the documents requested by the funding agency.

In rare situations where there is no provision to add a Co-PI on the grant application, and if the PI is aware that he/she will superannuate before the project completion date or the PI leaves for some reason, the PI must submit a work plan to PMC on all their pending extra mural projects. Relevant communications should have taken place with the funding agency well in advance of his/her leaving and all necessary approvals from the funding agency regarding the proposed work plan should be in place. PMC will be able to give its consent on the No-Dues-Certificate of the PI superannuating from the institute, subjected to availability of a work plan which is duly vetted and approved by the respective funding agencies.

On other hand, a No Objection Certificate from NCCS, towards the transfer of ongoing fellowship/grant to a new institution would follow due administrative procedures upon approval from the funding agency, which invariably should be completed before the PI is relieved from the Institution.

6.0 Post-award Support

6.1 Administration and monitoring extra-/intra-mural projects

The PI is expected to share a copy of the extramural project sanction order with PMC within one week of receiving the same. The project will become operative with effect from the date of sanction order or date of release of the first installment as the case may be. For utilising the sanctioned funds upon receipt, PMC would coordinate to release a Office Memorandum (O.M) for allotment as per sanction order through competent authorities within one week from the date of intimation on receipt of funds. For projects wherein funds are transferable between budget heads, the PI's should provide the bifurcation of funds under different budget heads as per the approval letter. (**Annexure II**). This would allow timely utilisation of funds (committed expenditures are not considered as utilised as per GFR, 2017) before every financial year-end.

The project expenditures are tracked using a master excel which is updated on a daily basis at <http://intranet.nccs.res.in/index.php/welcome/PurchasemainF>.

6.2 Policy for Procurement of Goods

Rules and Regulations for Procurement of Goods and Services should be strictly adhered to the General Financial Rules (GFR) 2017.

Public procurement should be done as per the guidelines/rule provisions mentioned in the General Financial Rule (GFR) 2017 to have maximum transparency and efficiency in the system. The uninterrupted and timely supply of material to the users is foremost important in material management which would ensure the research work to progress at a genuine pace. To attain this goal, institute has formulated certain additional SOPs/Policies which would streamline the internal administrative processes.

6.2.1 Policy:

- Procurement of goods under project should be well planned in advance by the Project Investigator considering the internal and external lead time taken to get the material at site, installation and commissioning of the same as per established procedures.
- Purchase of any material should be strictly within the allotted funds under the respective head and as mentioned in the Project Sanction Order/Letter issued by the Funding Agency.
- PI's should finalise the specifications of equipment costing 25 lakhs or more within 15 days from the date of pre-indent meeting.
- PI's should coordinate with the Committee comprising of the In-Charge IT, Instrument, Maintenance and Civil department to finalise all pre-requisites like space, electric connection, civil works and any other electronic related support required to host the equipment at the time of submission of intend or at the latest before release of P.O.
- P.O release, procurement and payment to the party should happen within the approved time period after activation of the project, failing which the unspent funds may have to be returned as per funding agency policies.
- All Project related indents would be processed separately, project wise, PI wise only.
- No transfer of P.O's from purchase department as well as expenditure amount from accounts department across various projects or core funds would be possible due to implementation of EAT Module of PFMS.
- Enough time should also be accounted for the payment to the supplier in order to consider the funds as utilised when preparing and submitting the Utilization Certificate/Statement of Expenditure (UC/SE) to the funding agency concerned.

6.2.2 Process:

- Purchase requisition indent by the indenter/Project Investigator (PI), for procurement of equipment, consumables, software etc. would be processed by the Purchase Section and the proposal file will be placed before the Purchase Committee (PC/Technical and Purchase Committee (T&PC) as the case may be for scrutiny and recommendation.
- The PI/Indenter shall raise requisitions for procurement of equipment after performing sufficient exercise on the required technical specifications/configurations. If the commodity is to be procured as a Single/Proprietary article, the indent should be accompanied by a strong scientific justification which would facilitate Committees' decision on the procurement of the commodity.
- While preparing a requisition for procurement of equipment, the PI should avoid lock-in specifications, focus on import substitutions etc., unless in-avoidable.
- Pre-Indent meeting shall be conducted as per the requirement involving the representatives from Purchase, Accounts, Civil & Maintenance and Instrumentation. External Expert Members for suggestions/advises shall also be included at appropriate stages, as required with the approval of the Competent Authority (CA).
- For timely procurement and utilization of funds, purchase requisitions from Projects shall be processed separately.
- The mode of tendering, finalization of the qualified bidder to award the purchase order/s should be strictly done as per the rule provisions/guidelines as mentioned in the GFR 2017.
- Purchase Order/s for imported or indigenous supplies shall be released with all the terms and conditions/provisions to safe guard the interest of the buyer and to avoid financial loss to the exchequer.
- Procurement through GeM should be promoted as much as possible. Procurement through other sources shall only be done where there is no provision in GeM for such procurement.
- Any unforeseen hikes in costs may be met through contingency funds if available or from other heads if approved by the funding agency.

All the assets acquired from the grant will be the property of Govt. of India and should not without the prior sanction of the Dept. of Biotechnology, be disposed of, or encumbered or utilised for purpose other than those for which the grant has been sanctioned.

6.2.3 Modes of Procurement:

a) Certificate A Purchase:-

If the required material is not available at Stock in the Central Stores it shall be bought directly from the market without obtaining quotations using this provision. The maximum purchase cap is Rs 25,000 in this mode including all taxes.

In such cases, the indenter should complete Certificate A, mention the list of item or services to be bought/availed from the market.

The next step, is confirmation of availability of funds to meet the expenditure from the Budget Excel under Purchase/Budget Status in the intranet (<http://intranet.nccs.res.in/index.php/welcome/PurchasemainF#>)/Accounts Dept. as the case may be.

The material purchased from the market shall be submitted to the Stores Section for verification and endorsement of bills by authorised officials in the Stores.

The Indentor shall submit the bill(s) to the Drawing and Disbursement Officer (DDO)/Section along with a Fully Contingent Voucher (FVC) duly filled-up and signed for further processing.

Within the prescribed time limit internally these bills will be scrutinized and processed for payment by the DDO Section and forwarded to Accounts Dept. Eventually, the payment will be either made to the supplier or credited to the Indenter's account, as applicable.

a) Certificate B Purchase OR Purchase through Local Purchase Committee (LCP).

This is another facility/provision available as per the GFR, 2017 to procure the material urgently required for the research work or other activities. The maximum purchase cap is Rs 2,50,000 in this mode including all taxes.

In this method, the Indentor/Representative along with the representatives from Stores and Purchase and Accounts Department will survey the market, obtain minimum 3 quotations. LCP members will sign on the quotations obtained, scrutinize all the quotations and jointly will recommend to release purchase order on the technically accepted lowest quotation. Accordingly, the purchase department will release a purchase order to the supplier for supply of the items as per the rate and other terms and conditions mentioned in their quotation.

b) Limited Tender/Enquiry Method:

This method of tendering is suggested where the material value is not more than 25 Lakhs Rupees. Here, sourcing should be to the maximum number of suppliers giving 21 days' time to submit their quotation. The quotation opening committee will open these quotations and inward these quotations in the register. The quotation opening committee should put their signature on all the pages of the quotation including the envelope.

Two Bid System should be adopted for purchase of equipments, preferably if the cost of the item to be procured is more than 5 lakhs and also where technical specifications are subject to scrutiny/examination and confirmation.

A technical compliance sheet/chart should be prepared by the Indentor and after thorough scrutiny of the same, the technically qualified bids are to be recommended for the opening its corresponding price/commercial bid. The technically accepted lowest bid will be considered for the release of the purchase order to, after completion of other purchase formalities. A formal purchase order with detailed terms and conditions of supply of the items will be issued by the Purchase Section.

c) Press Tender/Advertised Tender:

As and when the procurement values (material cost) exceeds or else warranted, this method of tendering system should be adopted for procurement. The purpose of this method of tendering is for wide publicity and maximum participation of bidders in this process. Normally, 30 days' time is given to the bidders

to submit their quotations under Two Bid system. Pre-Bid Meeting shall be conducted for open interaction with the prospective bidders for more clarity on the tender advertised.

d) Global Tender

This mode is used where overseas suppliers are expected to participate in the tender. Tender notice should be forwarded to Embassy Offices for wide publicity other than routine media advertisements.

All the tenders should invariably put on the institutional website and Central Procurement Portal (CPP) as per rules and regulations of ministry of expenditure, Government of India.

e) Single Tender:

This method of tendering system is adopted for procurement of 'Proprietary Article' items and also procurement from only a Single Source due standardization of the existing system/method/emergency situations (using the prescribed Emergency Certification with appropriate justification by the indenter approved by the competent authority/committee as the case may be.

Proprietary Article Purchase should be done only when the material purchased are only manufactured by a sole manufacturer/Original Equipment Manufacturer. Substantiating documents like Patent Certificate/Proprietary Certificate highlighting unique features of the proprietary product unique with the sole manufacturer is mandatory for the procurement of the material on proprietary nature.

Purchase Orders issued for indigenous/local supply of material should be on free on road (F.O.R) basis i.e. Delivery at our site/Store, as the case may be. Institute shall provide GST exemption Certificate to the supplier as the payable GST has been agreed upon/mentioned in the purchase order as payable @ 5% only.

f) Purchase of animals:

Under the provisions of the Committee for the purpose of Control and Supervision of Experiments on Animals (CPCSEA), organisations involved in Biomedical research are required to get themselves registered with CPCSEA and constitute Institutional Animal Ethics Committee (IAEC) and Institutional Biosafety Committee (IBSC). The procurement of animals including import of live stocks is a tedious process involving getting approvals/clearances/NOC's/statutory permits etc. from authorised bodies. In order to deal with the timely procurement of animals as per Government norms, it is strongly advised that while submitting the grant proposal which involves experimentation on animals, the PI should discuss the requirements of animals with Scientist In-Charge, Experimental Animal Facility, NCCS, Pune so that all issues with respect to the feasibility and logistics of sourcing, housing, breeding and supply are sorted out well in advance.

6.2.4 Custom Clearance:

Custom Clearance of material is essential when the item/s are imported either through Air/Ocean Freight. Either the institute appointed Custom House Agent (CHA) or the supplier himself will initiate the procedure to get the material released/cleared from the custom authorities of the port against submission of relevant documents and payment of Custom Duty. If the purchaser (institute) is having Custom Duty Concession Certificate called **CDE/Essential Certificate**, the same should be handed over to the authorised CHA/Supplier for timely clearance of the shipment from the custom authorities.

Institute having the CDE Certificate is liable to pay Custom Duty only @ 5.5% on the Assessable Value mentioned in the Bill of Entry prepared at Customs House.

In normal circumstances, payment of Custom Duty, Clearing Charges and Transportation charges up to the institute's premises shall be borne by the purchaser unless agreed upon with the Supplier otherwise at the time of releasing the purchase order and the same is mentioned in the Order Acceptance from the supplier.

Payment of Penalty and Demurrage Charges to Custom House should be avoided by taking timely action to clear the consignment/s. In case of payment of any such penalties the same shall be recovered either from the Supplier or CHA as applicable. No loss of revenue shall be made to the institution unless it is unavoidable and justifiable.

6.2.5 Payment Conditions:

Payment to the suppliers should be made only after receipt and acceptance of material at the institute site as mentioned in the purchase order. Generally, all payment should be on 30 days credit.

Advance Payment to the supplier shall not be encouraged except in unavoidable situations. Adequate precautions for the amount paid as advance and also approval from the competent authority to make advance payment should be taken.

All payments should be processed through Public Financial Management System (PFMS). Indigenous payment to the suppliers shall be made through RTGS/NEFT only.

Payment to overseas suppliers shall be through Wire Transfer or Letter of Credit (LC). Normally, Irrevocable Letter of Credit is operated for payment to overseas suppliers.

Commercial Invoice, Bill of Entry Copy (Exchange Control Copy), A1 Form and other prescribed forms by the Banker concerned are to be forwarded to the bank for release of payment to the overseas supplier.

A Debit Memo/Statement from the Bankers shall be obtained and placed in the proposal file for closure of the case.

6.3 Recruitment of manpower on projects

The recruitment procedure for manpower sanctioned in the project is initiated after activation of a project as per the funding agencies' guidelines. The timelines for the interview for the recruitment of manpower in the projects would be displayed on the institutional website in the month of January for the next financial year.

The recruitment should be conducted through due interview processes by appropriately constituted Committee in General/Walk-in mode/Virtual mode once every quarter. Special recruitment drives to enhance opportunities for SC/ST/OBC candidates should be conducted as and when required so as to abide by the GOI Guidelines.

All advertisements should be published in at least one National daily all editions and one local newspaper, Pune edition and the same to be uploaded on Facebook, Twitter and institutional website at least for a period of 21 days.

The PI's should submit a request for advertising the manpower sanctioned in the project against the call for advertisement email from PMC in (**Annexure III**). Any request for up-gradation or down gradation of project positions to be advertised must be accompanied by an approval from the respective funding agency. The guidelines mentioned in the O.M released by different funding agencies should be followed for deciding the age and essential qualifications for respective Project positions to be advertised. Any relaxation/amendment in essential qualifications for advertising the sanctioned manpower must be approved by the funding agency.

The fellowships and essential qualifications recently revised for manpower recruitment are as follows,

DST

http://dst.gov.in/sites/default/files/OM-Scientific_Technical%20Manpower-Guidelines%20and%20emoluments.pdf

<http://dst.gov.in/sites/default/files/OM%20Fellowship%20Revision-2019.pdf>

SERB

<http://www.serb.gov.in/pdfs/Order/OM-Research%20Fellowship-JRF-SRF-RA.pdf>

CSIR-EMR I

http://csirhrdg.res.in/old_website/FellowshipRevision_OM.pdf

PMC will publish addendums to the advertisement for manpower recruitment for newly sanctioned projects provided the sanction order is received within first 20 days of the advertisement period. Below is a process flow of manpower recruitment.

6.4 Ad-hoc appointments

The PI could request for an Ad-hoc appointment in a project which has less than 6 months duration left for completion and the manpower already recruited abruptly resigns. In the interest of time for winding up the project, preparing reports and performing last set of experiments, it would be difficult to recruit a manpower rfor such a short period through interviews which itself would take two month period. In such cases, the PI could identify a candidate and recruit the staff in the project subjected to fund availability, staff meeting essential qualifications and eligibility for the said post and upon Directors approval.

In projects which has more than 6 months, but less than 1 year for completion, wherein,

- a) PI misses the advertisement cycle due to delay in receiving the sanction order and has to wait for more than 3 months for the next recruitment to happen.
- b) manpower abruptly resigns from a project wherein a PI has to wait for more than 3 months for the next recruitment to happen.

An Ad-hoc appointment will not be encouraged. However, to expedite the recruitment process, the following mechanism will be utilised.

An expedited interview process would be conducted. In such circumstances, the PI will coordinate and conduct the interviews in consultation with PMC so as to ensure that, all processes are followed as per Govt. rules. The PI is required to follow the below step wise plan, keeping PMC in loop in all communications. Any templates required for communication will be shared by PMC on request.

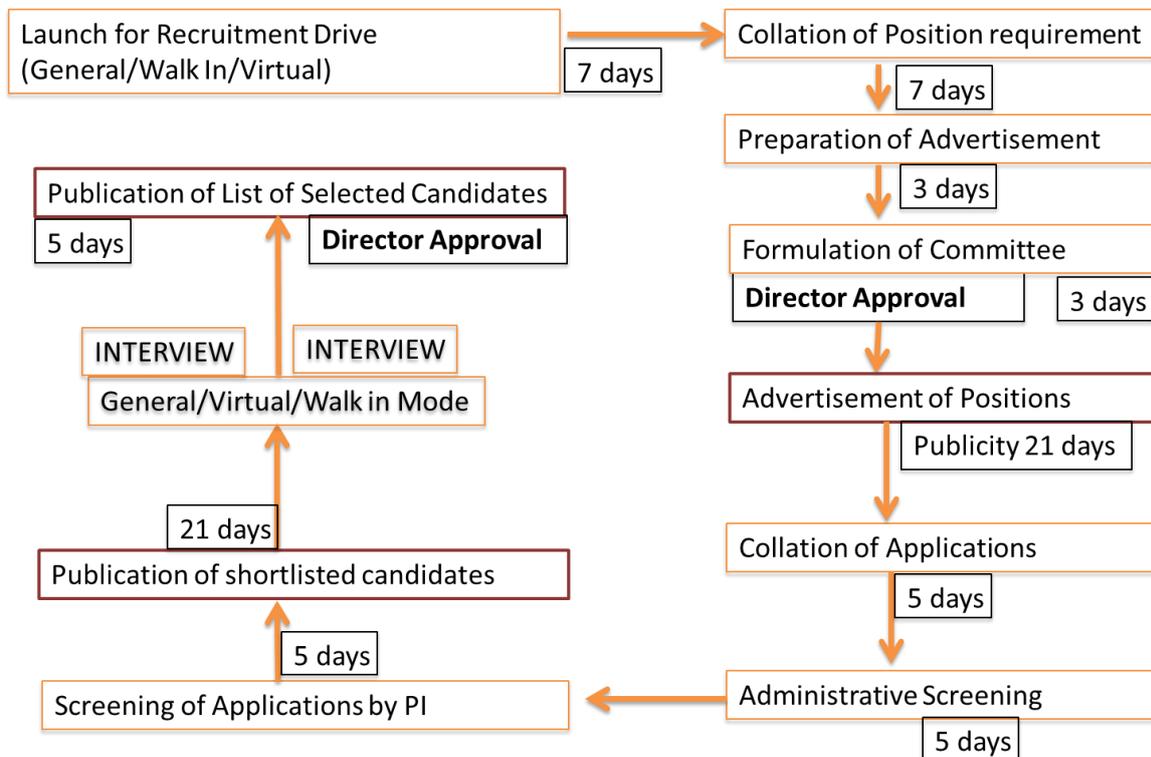
- a) the advertisement is uploaded on the website for 15 days
- b) advertisement is shared with other research institutions in India through email

- c) The applications so received after 15 days would be administratively evaluated for the eligibility criteria and scientific merit by the concerned PI.
- d) Selected candidate list would be uploaded by PMC on institutional website.
- e) The interviews would be conducted by PMC on behalf of the PI.

The whole process should not take more than a month from the date of uploading the advertisement to declaration of final results.

The Committee specifically for this purpose would be constituted for a term of one year and should be ready to convene with one weeks’ notice towards conducting the interview. The Committee would be constituted with 5 members (minimum) to meet the quorum namely the PI, Senior Administrator, one representative from SC/ST/Minority, an external member and the Director or nominated member. Among five members one women member should be included.

Recruitment Process flow



Points to remember:

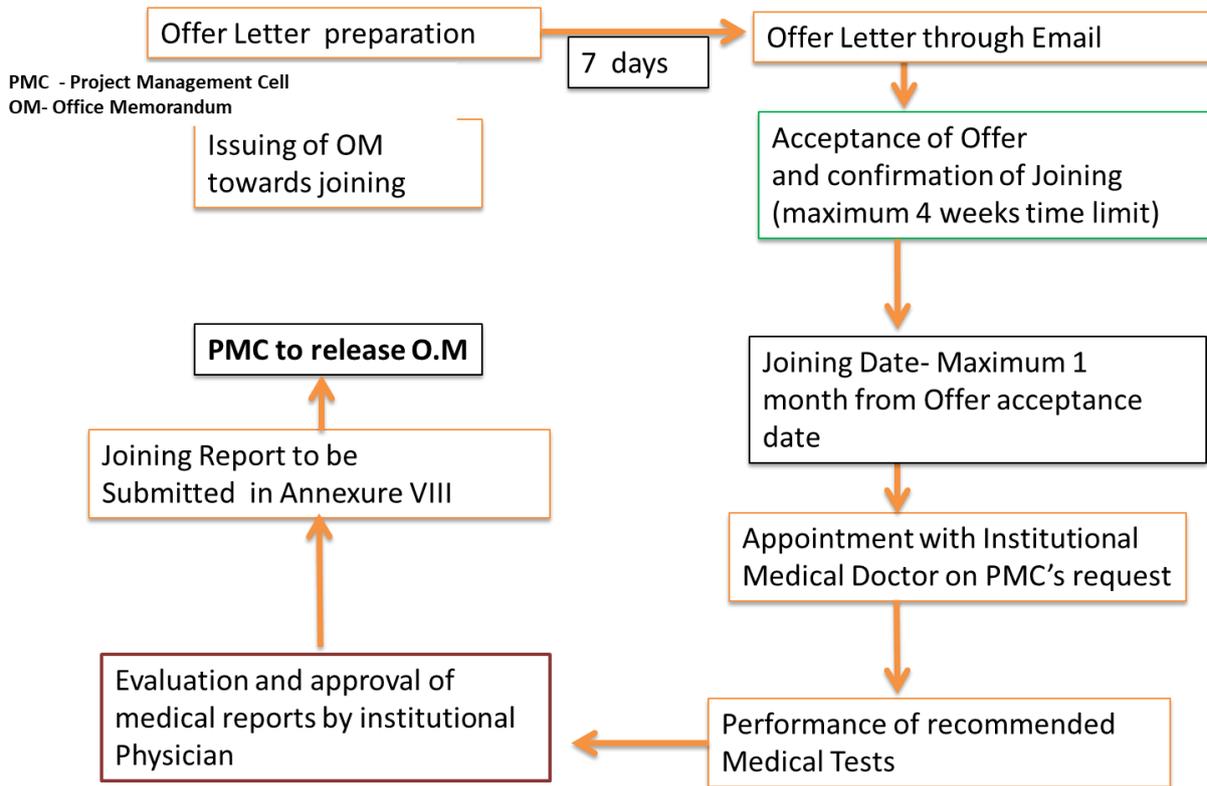
- The candidate must meet the age and essential qualification criteria prescribed by the funding agency for the said position.
- The *Ad-hoc* appointment can be maximum upto six months or till the completion of the project which ever is earlier and will not be extended under any circumstances.

As per NCCS project manpower recruitment guidelines, PI’s are allowed to retain the manpower during project extension period (no-cost-extension/cost extension) subjected to fund availability and approval from the funding agency.

6.5 Joining Formalities for Project Positions:

The selected list of candidates would be valid for a maximum of six months from the date of signing the interview proceedings. Any offers of appointment will be issued subjected to fund availability and would be valid for a period of one month for its acceptance by the potential employee. Any justification for delay in joining (not more than 6 months from the date of signing of the interview proceedings) should be reviewed and approved by the PI and communicated to PMC. The process flow from the issue of offer of appointment to joining is shown in the below flow chart.

Joining Process Flow



The Project Staff should submit his Personal Data in (**Annexure V**) while completing the joining formalities.

The candidate's statement and declaration is submitted in (**Annexure VI**) prior to taking an appointment with the Medical Doctor.

The Undertaking on Insurance coverage is provided in (**Annexure VII**)

The Joining Report is submitted in (**Annexure VIII**)

Project staffs are not entitled for Hostel accommodation and would be provided HRA as approved by the competent authority (funding agency) as per Project sanction order. In rare and exceptional circumstance, a Project student may be allowed to stay in the Hostel for a limited period subjected to room availability confirmed by the Hostel In-Charge. Upon confirmation by the Hostel In-Charge, the request from the student is forwarded by the PI with a justification, for Director's approval through PMC. (**Annexure IX**).

6.6 Stipend to Project students

As per [Section 10(16)] of the income tax act, any amount received as educational scholarship i.e., scholarship to meet the cost of education is exempt from tax in the hands of recipient. The fellowships for education and towards procuring a Ph.D. degree are not tax-deductible.

However, the Project staff recruited in intra/extramural projects are recruited on a contractual agreement which leads to an employer & employee relationship and the emoluments are not meant for education; it is for a contractual work. Hence that emolument is called salary. Therefore, the salary income is taxable based on Govt. prescribed slabs. However, one may submit the savings documents which are acceptable as per income tax rules, which will reduce the tax deducted at source.

The stipend for Project students would be processed based on a signed Attendance Report from the PI and fund availability in the Project. The stipend is calculated from the attendance submitted by the PI from 15 to 15th of the preceding and succeeding months. The stipend should be released at the latest by first week of every month.

6.7 Tenure Completion/Extension in a Project

The initial offer of appointment of a project staff would generally be for one year or less, based on fund availability in the project. PMC would require a satisfactory performance report on the work, for the first quarter after the student join.

The students should be relieved from Official duties after his/her tenure completion mentioned in the offer letter. In case of his/her tenure extension, PI should submit a request to extend the tenure of the student “for a specified period” in the project, at least a month before the students’ original tenure completion date. The request for extension would be processed subjected to submission of a satisfactory review report at the end of one year by the PI. The tenure extension would be subjected to fund availability. If the funds are not available, the student should submit an undertaking forwarded by the PI, mentioning the project staff’s willingness to work with the PI and agreeing to receive the stipend whenever the funds come in.

If the Project staff decides to resign from his/her position, the request of resignation should be formally accepted by PI in (Annexure X) at least a month before the tenure completion date for processing the relieving formalities.

In either case, the PI and the student should ensure that all laboratory assets including raw data, lab notebooks, pen drives, external hard drives, laptops, etc. are handed over to NCCS.

It is PI’s responsibility that he/she should not process any financial advance request from Projects funds through the student once the student resigns from the Project or after his/her project tenure completion.

The stipend for the preceding month after the student’s resignation/tenure completion should be released upon submission of the No-Dues form signed by all concerned authorities. The No-Dues-formalities must be completed within one month from the day of student’s tenure completion or before the end of the grant period, whichever is earlier failing which, the pending stipend will not be released from the project. PI should relieve the student after signing the No-Dues-Certificate immediately after his/her tenure is over. The experience certificate would also be issued only upon successful submission of completed No-Dues-formalities.

If a student wishes to voluntarily contribute to work in a project for training purposes, they may do so, provided a Undertaking is submitted to this end along with a copy of medical insurance policy document, forwarded by the PI to PMC. PI should define the time frame of the work.

6.8 Leave Policy

Leave is a privilege and not one's right.

The leave policy would be as per the rules of funding agency if available. Where ever there is no explicit policy on leave rules as per funding agency, the institutional leave policy will come into effect as follows.

- All project students should be given 30 days “Leave with Emoluments (stipend)” on a pro-rata basis (means, 2.5 days for every month).
- The leave (not more than 15 days) would be credited every six months on 1 January and 1 July of every calendar year.
- The leaves cannot be encashed or carried forward to the next financial year.
- A maximum of 6 months' maternity leave and 15 days of paternity leave can be availed apart from 30 days “Leave with Emoluments” during the project staffs tenure, provided the tenure extends beyond the maternity/paternity leave period. (**Annexure XI**)
- All leaves should only be considered after submission of leave letter approved by PI (email approval if PI is travelling) to PMC before 15th of every month failing which, the day of absence should be treated as loss of pay.
- Half day leaves are permitted.
- **Child care leave is not permissible.**

6.9 Travel Policy

The PI's should check the sanction orders for the provisions for national and international travel for themselves and students recruited in the project at all times. International travel will be restricted to the jurisdictions specifically mentioned in sanction order as per the terms and conditions.

Any allied charges for national/international travel will be only undertaken, subjected to sanction by the funding agency, eligibility to travel and availability of funds, failing which, reimbursement claims will not be processed.

PI and Project staffs before travelling, should submit the tour form to PMC atleast before seven working days of the actual travel date, to check for fund availability after accounting for all previously committed travel by the PI or Project staffs as the case may be. In case of PI, the form would be forwarded to Admin for marking “On duty” and further approval from Director.

The project staffs recruited in a project must get tour approval from the PI as per their eligibility to undertake travel as per sanction order failing which TA/DA will not be processed.

In circumstances wherein the project students recruited in a project need to undertake unanticipated research related field visits, sample collection, visit to other laboratories etc. associated with the project, contingency funds may be utilised to support the project staffs recruited in that project .

Projects funds should be utilised to support the travel of a student recruited in the project. In rare cases, wherein a requirement to support other student is felt, the PI should provide a scientific justification to PMC documenting his/her involvement in the project related activities. An exceptional approval from the competent authority is required to initiate the travel. In a given financial year, only one such request per PI would be encouraged, only for domestic travels subjected to availability of project contingency funds .

In situations wherein a student not recruited in the project has been directly contributing to the project, and the student wishes to attend a national conference/meeting/workshop using project funds, he/she would only be permitted to use the contingency funds subjected to availability and an exceptional approval from the Director based on the justification submitted by the PI along with students request.

TA/DA claim forms should be submitted within 30 days after the tour is completed or before the completion of one's project tenure, whichever is earlier. The requests would be only processed if accompanied with the prior travel approval from the reporting Officer and subjected to fund availability

at that point of time. The following provisions should be kept in mind by all personnel's travelling using extramural project funds.

- For Junior Research Fellows and above - only Rail travel is claimable upto 2nd Class AC
- For Project Assistants and Technical Assistants – only Rail travel is claimable on 3rd Class AC.
- Premium, Duronto express trains & Tatkal charges not allowed.
- Air Travel is not allowed for domestic travel.
- Tickets should be booked from the Government of India approved sites. Third-party booking agents such as MakeMyTrip, Go ibibo, Yatara, cleartrip, etc are not allowed.
- Original bills and boarding tickets must be submitted for honouring of the claims.

In case Government transport is not available, private transport could be availed subjected to submitting a proof of non-availability of Government transport (screen shot from the Government authorised website) for the date of travel in advance. In situation, wherein samples which are perishable or sensitive needs to be collected, a PI may avail private transport for timely procurement and storage of perishable/sensitive samples, subjected to submitting a justification and upon approval by the Director.

6.10 Preparation of financial documents

Irrespective of when a project is sanctioned, all audited UC/SE's for the preceding financial year should be prepared in the month of May-June of the succeeding financial year and shared with the PI's for their final checks and submission to funding agencies.

If the projects are sanctioned closer to end of a financial period (say 15.03.2018 in the financial year 2017-18),

- 1) an audited UC-SE for the period of (15.03.2018 to 31.03.2018) should be submitted to the funding agency before May-June 2018.
- 2) a provisional UC/SE should be submitted for the utilisation of funds for the period of 1.04.2018 to 14.03.2019, one year period.
- 3) an audited UC/SE shall be shared with the funding agency in the month of May-June of the succeeding financial year (2020-21) for the period of (1.04.2019 to 31.03.2020).

The PMC should be kept in the loop on all email communications to funding agencies in order to track the safe receipt of the documents and to address any follow-up queries.

The PMC upon receipt of hardcopies of the following documents should process the UC/SE request for each financial year.

- Annual progress report for the financial year towards which UC/SE is requested.
- Overall Scientific completion report for preparation of consolidated UC/ SE.

PMC should also coordinate the preparation of UC/SE's for multi-institutional projects along with any institutional undertakings required for the Ministry including MoU, MoA, CDA etc. at the time of preparation of UC/SE's.

As per Rule GFR, 2017, all interests or other earnings against Grants in aid/externally funded projects or advances (other than reimbursement) released to any Grantee institution should be mandatorily remitted to the Consolidated Fund of India (Bharath Khosh) immediately after finalisation of the accounts. Such interests or advances would not be allowed to be adjusted against future releases without prior approval from the funding agency.

Please note that at no point of time should the expenditure be in excess to allotted funds under the specified budget heads.

6.11 Overhead charges from extramural Projects

The project overheads would be utilised as and when required at the discretion of the Institute/Director.

6.12 Utilisation of Contingency in extramural Projects

Unless otherwise specified by the funding agency guidelines, the contingency grant can be utilized for purposes it was sanctioned for but not limited to:

- a. Acquisition of books and documents of relevance to the research topic in case these are not available in the library, these should become the property of the Institution's library and after purchase and accession may be issued to the Department / Scientist till they are needed.
- b. Unanticipated purchase of chemicals/consumable items required for research work
- c. Charges for specialized investigations for which facilities do not exist in the host institute
- d. Publication Charges/reprints/ off-prints of research papers published as an outcome of the research.
- e. Data-entry Charges
- f. Printing of questionnaire
- g. Preparing software for data management or Apps for data entry
- h. Computer utilities, charges for analysis of data (computer charges)
- i. Typing of research reports
- j. Expenses in connection with the preparation of the final report d. POL - Taking up field work/travel connected with the research work (TA/DA should be as per the entitlement).
- k. Communication Charges
- l. Grant cannot be used for purchase of furniture items/office equipment unless explicitly sanctioned as per funding agency guidelines.
- m. Any other miscellaneous expenditure deemed fit by PI's and approved by the Director.

6.13 Grievance Committee

Any Grievances should be routed through the Grievance Committee constituted for the purpose.

6.14 Closure of the Grant/Fellowship

The PI should start the process of closure of a Grant at least 3 months before the actual project completion date. The following documents are to be submitted to funding agencies within 3 months of the closure of Grant. Except for the scientific reports and reprints of publications, all other documents would be collated and submitted to the PI by PMC within two months of completion of the Grant tenure upon PI's request.

- 1) The Scientific reports for the final year of the project along with consolidated reports for the entire duration of the Grant.
- 2) Reprints of publications
- 3) Asset Certificate
- 4) Due-drawn certificate
- 5) Consolidated Manpower Statement
- 6) Consolidated UC/SE

All the assets acquired from the grant will be the property of Govt. of India and should not without the prior sanction of the funding agency, be disposed of, or encumbered or utilised for a purpose other than those for which the grant has been sanctioned.

A consolidated UC/SE would be only issued upon receipt of an undertaking from the PI to the effect that, “no payment from the project under any budget head is pending and if payment is to be made after issuance of consolidated UC/SE, PI would be personally responsible to meet the expenditure”

7.0 Intellectual Property Rights (IPR) Policy for extramural projects

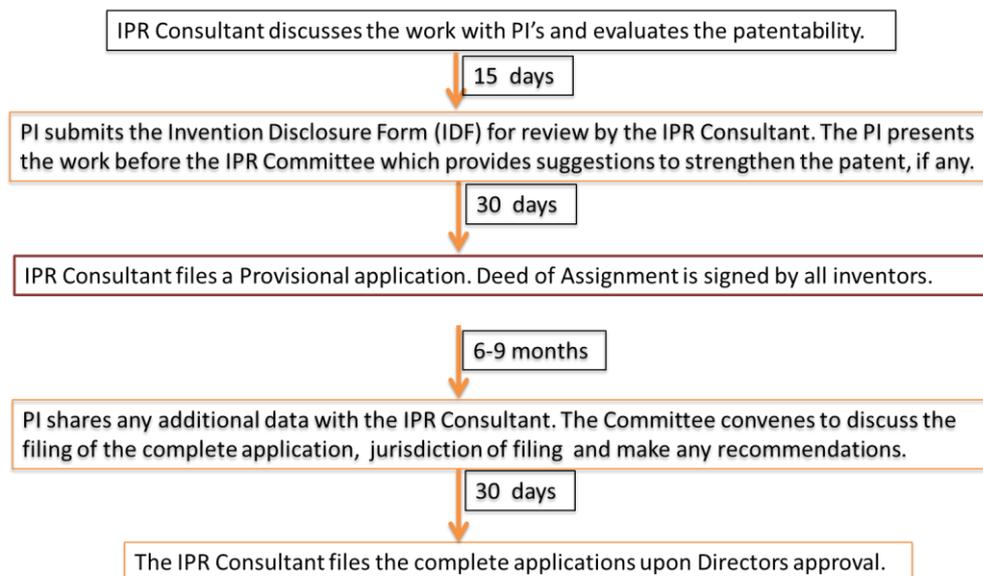
The PMC coordinates the NCCS IPR activities through the IPR Consultant and the IPR Committee and provides pre and post grant administrative support for all patents. PMC should be kept in loop on all communications to the IPR consultant.

The IP generated from the research work performed by regular staffs is protected as per the NCCS IP Policy. The decision and funding required to protect the intellectual property generated from the grant/fellowship awarded to contractual staffs would be arrived at, on a case-to-case basis, after reviewing the funding agency guidelines and recommendations from IPR Committee. Other staffs and students supported through independent grants/fellowships are strongly advised to share the IPR policy of funding agencies with PMC as soon as they activate their Grant/Fellowship.

The NCCS IPR policy could be found at <https://www.nccs.res.in/index.php/Academics/IPCommerce>

Invention Disclosure Form- **Annexure XII**

Process Flow for Patent Filing



8.0 Policy for Consultancies/Collaborative Grants

As per GFR, 2017, Rule 228. (iv), all autonomous organisations, new or already in existence should be encouraged to maximise generation of internal resources and eventually attain self-sufficiency. In this regard, NCCS encourages PI's to perform Consultancies and Collaborative projects. All such requests should be routed through PMC for Committee's evaluation in format (**Annexure XIII**). The requests

would be processed based on recommendations of the Committee and at the discretion of the Director. The PI's are requested to go through the Contract Research Policy approved in our Bye-Laws at <https://www.nccs.res.in/uploads//Bye-lawsOfNCCS-041219.pdf> for more information on provisions and processes..

The following points should be kept in mind by PI's before engaging into any mode of contract research.

- As per NCCS Contract research Policy, a PI can allocate a maximum of 52 working days for contract research including but not limited to consultancy, technical services and collaborative projects.
- A Non-Disclosure Agreement must be in place for all formal Collaborations.
- MoU/MoA must be in place before the start of these activities.
- PI should coordinate with PMC to prepare, review, finalise and ensure the timely dissemination of MoA/MoU/NDA any associated agreements.
- NCCS would provide administrative support in the filing of those intellectual properties emanating from formal contractual agreements, subjected to the availability of formally signed MoU's incorporating relevant IPR clauses, recommendation of the Committee and approval from Director.

9.0 Entrepreneurship Policy

The NCCS has implemented the DBT Entrepreneurship Policy. The request for entrepreneurship activities should be first formally submitted to NCCS. The other Annexures can be found in the Entrepreneurship Policy approved by DBT uploaded on NCCS website. You may contact PMC for any clarification in this regard.

ANNEXURES

- Annexure I- Application For Extra Mural Grant
- Annexure II- Bifurcation Of Funds/Reappropriation Of Funds
- Annexure III- Project Position Recruitment Requisition Form
- Annexure IV- Application For *Ad-Hoc* Appointment In Extra Mural Grant
- Annexure V- Personal Data Form
- Annexure VI- Candidate's Statement And Declaration
- Annexure VII- Undertaking
- Annexure VIII- Joining Report
- Annexure IX- Request For Project Staffs To Stay In Hostel
- Annexure X- Letter Of Resignation/Project Tenure Completion
- Annexure XI- Maternity Leave Application
- Annexure XII- Invention Disclosure Form
- Annexure XIII- Application For Contract Research (Consultancies/Collaborative Research)

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Annexure I - Application for Extra Mural Grant

Name of the Funding Agency:

Name of the Specific Call:

Date of Joining NCCS:

Date of Superannuation:

Title of the Project:

Name of Equipments >25 lakhs proposed:

Names, Designation, and Institution of the Collaborator/Collaborators:

Name of the Co-PI/Co-PI's in NCCS:

Signature of the PI:

Signature of the Co-PI (NCCS)

Date:

Date:

Note: If the PI superannuates before the completion of the Grant, the Co-PI will take over as the PI with intimation to the funding agency, and ensures that, the proposal is taken forward to a meaningful conclusion as per the objectives proposed and all administrative formalities are completed with the funding agency.

Office Use Only

Approved

Not Approved with Reason

Signature of Section Officer/In-Charge
(PMC)

Place:

Date

DIRECTOR

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Annexure II - Bifurcation of funds/Reappropriation of funds

Name of the Funding Agency:

Title of the Project:

Sanctioned Research Grant	Sanctioned Amount	Allotted/Released amount as per Release order	Budget Bifurcation
Total Research Grant			
Fellowship			
Manpower			
Equipment			
Consumables			
Travel			
Contingency			
Overheads			

*Utilisation of Overheads is at the discretion of the Director

Note: Unless approved by the funding agency, reappropriation of funds is not permitted between budget heads. PI's are requested to submit any updates they receive from the funding agency on revision of guidelines or policy decisions to PMC at the earliest.

Signature of the PI:

Signature of the Co-PI (NCCS)

Date:

Date:

Office Use Only

Approved

Not Approved with Reason

Place:

Date:

Signature of Section Officer/In-Charge PMC

Signature of Accounts Officer

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Annexure III - Project Position Advertisement Requisition Form

Name of the project:						
Project Sanction Number & Date:						
Sanction Project Tenure (In Years): FromTo..... (In Years.....)						
Sr. No	Post	No. of post(s) to be advertised	Monthly Fellowship/Emoluments as per project sanction			
			For 1 st year (In Rs.)*	For 2 nd year (In Rs.)*	For 3 rd year (In Rs.)*	Duration (for.....Year(s) /.....Month(s))
A)	RS/RAsst/RAs /PDF					
Essential qualification will be mentioned in the advertisement as per the Funding Agency guidelines.						
Desirable Experience: (PI to provide any specific instructions regarding experience in specified field required to be advertised)						

Sr. No	Post	No. of post(s) to be advertised	Monthly Fellowship/Emoluments as per project sanction			
			For 1 st year (In Rs.)*	For 2 nd year (In Rs.)*	For 3 rd year (In Rs.)*	Duration (for.....Year(s) /.....Month(s))
B)	JRF					
Essential qualification will be mentioned in the advertisement as per the Funding Agency guidelines.						
Desirable Experience: (PI to provide any specific instructions regarding experience in specified field required to be advertised)						

Sr. No	Post	No. of post(s) to be advertised	Monthly Fellowship/Emoluments as per project sanction			
			For 1 st year (In Rs.)*	For 2 nd year (In Rs.)*	For 3 rd year (In Rs.)*	Duration (for.....Year(s) /.....Month(s))
B)	SRF					
Essential qualification will be mentioned in the advertisement as per the Funding Agency guidelines.						

Desirable Experience: (PI to provide any specific instructions regarding experience in specified field required to be advertised)

Sr. No	Post	No. of post(s) to be advertised	Monthly Fellowship/Emoluments as per project sanction			
			For 1 st year (In Rs.)*	For 2 nd year (In Rs.)*	For 3 rd year (In Rs.)*	Duration (for.....Year(s) /.....Month(s))
B)	PA/PAs/AA//PF					

Essential qualification will be mentioned in the advertisement as per the Funding Agency guidelines.

Desirable Experience: (PI to provide any specific instructions regarding experience in specified field required to be advertised)

<u>Sr. No</u>	<u>Post</u>	<u>No. of post(s) to be advertised</u>	<u>Monthly Fellowship/Emoluments as per project sanction</u>			
			<u>For 1st year (In Rs.)*</u>	<u>For 2nd year (In Rs.)*</u>	<u>For 3rd year (In Rs.)*</u>	<u>Duration (for.....Year(s) /.....Month(s))</u>
<u>B)</u>	<u>Others</u>					

Essential qualification will be mentioned in the advertisement as per the Funding Agency guidelines.

Desirable Experience: (PI to provide any specific instructions regarding experience in specified field required to be advertised)

Tentative date(s) of interview	Available during				Remarks, if any
	from	to	from	to	

Important Note

*Emoluments to the research personnel engaged under project will be made in accordance with the funding agency guidelines or depending on the project sanction order.

Some useful links:

The fellowships and essential qualifications recently revised for manpower recruitment are as follows,

DST

http://dst.gov.in/sites/default/files/OM-Scientific_Technical%20Manpower-Guidelines%20and%20emoluments.pdf

<http://dst.gov.in/sites/default/files/OM%20Fellowship%20Revision-2019.pdf>

SERB

<http://www.serb.gov.in/pdfs/Order/OM-Research%20Fellowship-JRF-SRF-RA.pdf>

CSIR-EMR I

http://csirhrdg.res.in/old_website/FellowshipRevision_OM.pdf

RS-Research Scientist, RAs-Research Associate, RAsst-Research Assistant, PDF-Post Doctoral Fellow, SRF-Senior Research Fellow, JRF-Junior Research Fellow, AA-Admin Assistant, PA-Project Assistant, PAs- Project Associate & PF-Project Fellow.

Name of the Supervisor:

Signature:

.....

Designation:

Date:.....

OFFICE USE ONLY

**Officer 'A' (Administration)
PMC**

**In – Charge
PMC**

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Annexure IV- Application for Ad-hoc appointment in Intra/Extra Mural Grant

Name of the Funding Agency:

Title of the Project:

Start Date of the Project:

End Date of the Project:

Are you planning to apply for a No-Cost-Extension?

When did you last advertise the position?

Current Project Staff Start date:

Current Project Staff resignation date:

Justification for Ad-hoc appointment:

Signature of the PI:

Signature of the Co-PI (NCCS)

Date:

Date:

Points to remember:

- PI may identify a candidate/select from the previous interview waitlist (completed within previous six months) upon mutual consent from the PI who have originally waitlisted the candidate.
- The candidate must meet the age and essential qualification criteria prescribed by the funding agency for the said position.
- The *Ad-hoc* appointment can be maximum upto six months or till the completion of the project which ever is earlier and will not be extended under any circumstances.

Office Use Only

Approved

PMC Recommendation:

Signature of Section Officer/In-Charge
(PMC)

Place:

Date

DIRECTOR

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Annexure V - व्यक्तिगतडेटाप्रपत्र /Personal Data Form

सूचना/ NOTE: - जानकारीकेसभीब्यौरैअंग्रेजीब्लोकअक्षरोंमेंस्वयंभरें/

FILL UP ALL DETAILS IN BLOCK LETTERS IN OWN HANDWRITING.

1. संपूर्णनाम (कुलनामपहलेलिखें) Name in full (write surname first) : _____

2. पदनाम/ Designation : _____

3. जन्मदिनांक/ Date of Birth : _____

4. गृहनगर (मूलस्थान)/Home Town (Native Place) : _____

5. राष्ट्रीयता/ Nationality : _____

6. परिलब्धियाँ/ अधेतावृत्ति/ एवार्ड/ Emoluments/Fellowship/Award : ₹/ Rs.

7. मकानकिरायाभत्ता, यदिहैतो/House Rent Allowance, if any : @ _____

8. कार्यग्रहणकीतिथि/ Date of Joining : _____ 9. रक्तग्रुप/ Blood Group _____

10. लिंग/Gender (पुरूष-Male/ स्त्री-Female) : _____ 11. वैवाहिकस्थिति/ Marital Status _____

12. क्याएससी/एसटी/ओबीसीहै/Whether SC/ST/OBC : _____

13. नॉनक्रिमीलेयरप्रमाणपत्र -तकवैध/Non creamy layer Certificate valid upto _____

14. वैधईमेलआईडी/ Valid Email ID: _____

15. महाराष्ट्रमेंवास्तव्यकाअवधि/ In Maharashtra duration of stay : वर्ष/ Year _____ महीने/ Months_

16. पत्राचारकापता/ Correspondence Address : _____

राज्य/ State, जिला/ District औरशहर/गाँव& City/Village: _____

टेलिफोननं और एसटीडीकोड/ Telephone No & STD Code : _____

17. स्थायीपता/ Permanent Address : _____

राज्य/ State, जिला/ District और शहर/गाँव & City/Village: _____

टेलिफोननं और एसटीडीकोड/ Telephone No & STD Code : _____

18. योग्यता/ Qualification (एसएससीसे आगे/ SSC onwards) :

उत्तीर्णपरीक्षा/ डिग्री/ Degree/ Examination passed	बोर्ड/ विश्वविद्यालयकानाम/ Name of the Board/NCCS	विषय/ Subjects/Special ization	कुलप्राप्तांक/ Total Marks Obtained/Out of	प्रतिशत/ श्रेणी/ Percentage / Grade	उत्तीर्णहोनेकामहीनाए वंवर्ष/ Month & Year of passing

19. परिवारके सदस्योंके नाम (केवल जानकारी हेतु)/ Family member names (For Information purpose

only): 1. _____ 2. _____

3. _____

दिनांक/ Date: -

हस्ताक्षर/ Signature:-

Annexure V - व्यक्तिगतडेटाप्रपत्र /Personal Data Form (Continuation)

केवलकार्यालयकेउपयोगहेतु/ For Office Use Only	
स्टाफसं/ Staff No:	अनुभाग/ Section:
पदनाम/ Designation:	रिपोर्टिंगअधिकारी/ Reporting Officer:
नियुक्तिकाप्रकार/Nature Of Appointment : नियमित-Regular/ परियोजना-Project	क्यासीजीएचएससदस्यहै/ Whether CGHS Member : हां-Yes/ नहीं-No
क्याजीएसएलआईएससदस्यहै/Whether GSLIS Member:हां- Yes/नहीं-No	भविष्यनिर्वाहनिधिखातासं/ Provident Fund A/c No :

अधिकारी'क' (प्रशासन)/Officer 'A' (Admin)

परियोजनाप्रबंधनकक्ष/ Project Management cell

राष्ट्रीयकोशिकाविज्ञानकेन्द्र ,पुणे

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Annexure VI - अभ्यर्थीकाव्यक्तव्यएवंघोषणा/Candidate's Statement and Declaration

अभ्यर्थीकोअपनेचिकित्सापरीक्षणसेपूर्वनिम्नलिखितव्यक्तव्यदेनाहोगाऔरउसकेसाथसंलग्नघोषणापत्रमेंहस्ताक्षरकरनेहोंगे।आपकाध्यानविशेषरूपसेनीचेदिएगएनोटमेंनिहितचेतावनीकेलिएनिर्देशितहै/ The candidate must make the statement required below prior to his/her medical examination and must sign the declaration appended thereto. His/her attention is specially directed to the warning contained in the Note below –

1	आपकासंपूर्णनाम (अंग्रेजीब्लोकअक्षरोंमें) State your name in full (in block letters)	
2	आपकीआयुएवंजन्मस्थानदर्जकरें State your age and place of birth	A. B.
3	A. क्याआपकोकभीस्मॉलपोक्सहुआथायाअन्यकिसीप्रकारकाबुखार, गठियायाथूंकतेहुएखूननिकलना, अस्थमा, हृदयरोग, फेफड़ोंकेरोग, बेहोशहोनाआदिसेआपग्रस्तहै? Have you ever had smallpox Intermittent or any other fever Enlargement or suppuration glands, Spitting of blood, asthma, heart disease, Lung disease, fainting attacks, Rheumatism, appendicitis? या/ OR B. कोईअन्यबीमारायादुर्घटनाजिसकेकारणयाचिकित्साएवंअन्यसर्जिकलईलाजकेकारणआपकोबिस्तरग्रस्तहोनापडा? Any other disease or accident requiring confident to bed and medical or surgical treatment?	
4	आपकाअंतिमबारकबटीकाकरणकियागयाथा/ When you were last vaccinated	
5	आपयाआपकेकोईनजदीकीरिश्तेदारगठिया, दमा,फिट्सआदिसेग्रस्तहै?/ Have you or any of your near relations been afflicted with consumption. Scrofula, gout, asthma, fits epilepsy or insanity?	
6	अतिकामकेवजहसेक्याकभीआपकोकिसीभीप्रकारकेघबराहटयाचिंताकासामनाकरनापडाहै?/ Have you suffered from any form of nervousness due to overwork or any other cause?	

7	पिछलेतीनवर्षोंमेंचिकित्साअधिकारी/ चिकित्साबोर्डद्वारासरकारीसेवाकेलिएक्याआपकापरीक्षणकियागयाऔरउसकेलिएआपकोफिटघोषितकियागयाहै?/ Have you been examined and declared fit for Government service by a medical Officer / Medical Board within the last three years?	
8	आपकेपरिवारसेसंबंधितजानकारीप्रस्तुतकरें/ Furnish the following particulars concerning your family :-	

पिताजीकीआयु (यदिजीवितहैतो) एवंउनकीस्वास्थ्यस्थिति/ Father's age if living and state of health	मृत्युकेसमयपिताजीकीआयुएवंमृत्युकाकारण/ Fathers age at death and cause of death	जीवितभाईयोंकीसंख्या, उनकीआयुएवंउनकीस्वास्थ्यस्थिति/ Number of brothers living their ages and state of health	मृतभाईयोंकीसंख्या उनकीआयुएवंउनकीस्वास्थ्यस्थिति/ Number of brothers death and their ages and state of health

माताजीकीआयु (यदिजीवितहैतो) एवंउनकीस्वास्थ्यस्थिति/ Mother's age if living and state of health	मृत्युकेसमयमाताजीकीआयुएवंमृत्युकाकारण/ Mother's age at death and cause of death	जीवितबहनोंकीसंख्या, उनकीआयुएवंउनकीस्वास्थ्यस्थिति/ Number of Sisters living their ages and state of health	मृतबहनोंकीसंख्या उनकीआयुएवंउनकीस्वास्थ्यस्थिति/ Number of Sisters of death

मैंघोषणाकरता/ करतीहूँकिउपरदिएहुएसारीजानकारीसचएवंसहीहै/ I declare all the above answers to be the best of my belief true and correct.

मैंसत्यनिष्ठासेवचनदेता/ देतीहूँकिबीमारीयाअन्यकिसीस्थितिमेंमुझेकोईविकलांगताप्रमाणपत्रपेन्शनप्राप्तनहींहुईहै/ I also solemnly affirm that I have not received disability certificate pension on account of ant disease or other condition.

अभ्यर्थकिकिहस्ताक्षर/ Candidate's Signature _____

मेरीउपस्थितिमेंहस्ताक्षरकिंएगएहै/ Singed in my presence

चिकित्साअधिकारीकेहस्ताक्षर/ Signature of Medical Officer_____

सूचना/

NOTE

अभ्यर्थीकोजानबूझकरउपरोक्तकथनकीकिसीभीजानकारीकोदबानेसेसटीकताकेलिएजिंमेदारठहरायाजाएगाकिवहनियुक्तिखोनेकाजोखिमउठाएगाऔर, यदिनियुक्तकियाजाताहैतोपेंशनयाग्रेच्युटीकेदावेकावहहकदारनहींहोगा/ होगी/ The candidate shall be held responsible for the accuracy of the above statement by willfully suppressing any information he will incur the risk of losing the appointment.

राष्ट्रीयकोशिकाविज्ञानकेन्द्र ,पुणे
NATIONAL CENTRE FOR CELL SCIENCE, PUNE

Annexure VII - वचनबंध //Undertaking

दिनांक/ Date:-

मैं वचनबद्ध हूँ कि ग्रुप मेडीकल इन्शुरन्स पॉलिसी के प्रीमियम के रूप में दिनांक से मेरी मासिक अध्येतावृद्धि / परिलब्धियों से रू. _____) रू. _____) की कटौती करेँ / I hereby undertake that Rs. _____ (Rupees _____) may be deducted from my monthly fellowship / emoluments w.e.f. / / 201 towards premium against Group Medical Insurance Policy.

विद्यार्थी के हस्ताक्षर
(Signature of Student)

मार्गदर्शक / पीआय के हस्ताक्षर
(Signature of Guide/ PI)

विद्यार्थी का नाम / Student Name:- _____ पदनाम / Designation:- _____

मार्गदर्शक / पीआय का नाम / Guide/PI. Name:- _____ पदनाम / Designation :- _____

राष्ट्रीयकोशिकाविज्ञानकेन्द्र ,पुणे
NATIONAL CENTRE FOR CELL SCIENCE

राष्ट्रीयकोशिकाविज्ञानकेन्द्र ,पुणे
NATIONAL CENTRE FOR CELL SCIENCE

Annexure VIII - कार्यग्रहणरिपोर्ट/ Joining Report -Part I

प्रेषक/ From: _____

दिनांक/ Date:-

निदेशकमहोदय/ The Director,
राष्ट्रीयकोशिकाविज्ञानकेन्द्र/ National Centre for Cell Science,
पुणे/ Pune – 411 007.

महोदय/ Sir,

मैंश्री/ श्रीमती/ डॉ/ _____
एतदद्वाराघोषणाकरता/ करतीहूँकिदिनांक _____ केनियुक्तिपत्रसं _____
मेंदर्जकिएगएनियमऔरशर्तोंसेमैंसहमतहूँऔरदि. _____ (अपराहन) सेड्युटीजकेलिएरिपोर्टकरता/ करतीहूँ।।
Shri/Smt/Dr. _____ hereby state that the
terms and conditions mentioned in the appointment letter No. _____
Dated _____ as
_____ at this Centre are acceptable to me and I am reporting for duties w.e.f.
_____ (FN).

धन्यवाद/ Thanking you,

भवदीय/ भवदीया/ Yours faithfully,

(_____)

Annexure VIII - कार्यग्रहणरिपोर्ट/ Joining Report -Part II

दिनांक/ Date: _____

निदेशकमहोदय/ The Director,
 राष्ट्रीयकोशिकाविज्ञानकेन्द्र/ National Centre for Cell Science,
 पुणे/ Pune – 411 007.

मार्गदर्शकद्वाराअप्रेषित/

भवदीय/ भवदीया/ Yours faithfully,

Forwarded through guide

()

()

केवलकार्यालयीनउपयोगहेतु/ For Office Use

श्री/ _____ सुश्री/ _____ नेश्री/ डॉ.
 _____ केपास _____

-

नामकपरियोजनामें _____ केरूपमेंरिपोर्टकियाहै।

Mr. / Ms. _____ is reporting as
 _____ to Shri./ Dr. _____ on the project entitled

“

_____”

प्रभारी/ In-Charge

परियोजनाप्रबंधनकक्ष

Project Management Cell

अधिकारीक/ Officer 'A'

परियोजनाप्रबंधनकक्ष

Project Management cell

राष्ट्रीयकोशिकाविज्ञानकेन्द्र ,पुणे
NATIONAL CENTRE FOR CELL SCIENCE

Annexure IX- Request Form to stay in Hostel

I am Dr/Mr/Ms/ -----joined as a Project
Scientist/RA/SRF/JRF/PA/Technician/Others (please specify) -----
since -----(date/month/year) in the project sanction order number -----
-----with Dr. -----.

I kindly request you to consider my request to use the Hostel Facilities w.e.f.....
I am aware that I am liable to pay the hostel charges as applicable from time to time and will not claim
the HRA. I hereby undertake that Rs. _____(Rupees _____)
may be deducted from my monthly fellowship/emoluments w.e.f.- ---/---/20----- towards the hostel
charges.

Project Staff Name: _____ Designation: _____
(Signature)

Designation & Name of PI
PI's Justification as to why the student be provided a hostel accommodation.

(Signature of PI)

Office Use Only

Hostel In-charge Comments:

Signature of Section Officer/In-Charge
(PMC)

Place:

Date

DIRECTOR

राष्ट्रीयकोशिकाविज्ञानकेन्द्र ,पुणे
NATIONAL CENTRE FOR CELL SCIENCE

Annexure X-Letter of Resignation/Project Tenure Completion letter to be approved by the PI
(Resignation requires one month notice period)

I am Dr/Mr/Ms/ -----working as a Project
Scientist/RA/SRF/JRF/PA/Technician/Others (please specify) -----
since -----(date/month/year) in the project sanction order number -----
-----with Dr. -----.

Tick the appropriate situation.

- a) I hereby resign from my position on(date/month/year).
b) My tenure has been completed on (date/month/year)as per my offer letter.

Please issue me the No Dues and Experience Certificate along with relieving letter as per rules.I understand that, issue of any withheld stipend, experience certificate and relieving letter will only be processed upon submission of completed No-Dues-Form within one month from the date of resignation or tenure completion, as the case may be. The stipend would be released subjected to fund availability.

Place:

Date:

Name &Signature of the Project Staff

This is to confirm that (Tick which ever is appropriate)

I have accepted the resignation letter submitted by Mr/Ms...../The tenure of the Project staff has completed on

I confirm that, all research related data has been submitted to me and I recommend relieving the Staff upon completing pending administrative Formalities.

Place:

Date:

Name &Signature of the Guide

Office Use Only

Approved

Not Approved with Reason
(PMC)

Signature of Section Officer/In-Charge

Place:

Date

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NATIONAL CENTRE FOR CELL SCIENCE

Annexure XI- Maternity Leave Application

(To be submitted 2 weeks before commencement of the leave)

I am Dr/Mrs/Ms/ -----joined as a Project
Scientist/RA/SRF/JRF/PA/Technician/Others (please specify) -----
since -----(date/month/year) in the project sanction order number -----
-----with Dr. -----.

I wish to go on maternity leave fromday of.....20 for
a period ofmonths.

Please find attached the medical certificate from the registered medical practitioner.

Date of Joining after Maternity Break:

Signature of the Project Staff

Signature of the Guide

Place:

Place:

Date:

Date:

Office Use Only

Approved

Not Approved with Reason

Signature of Section Officer/In-Charge
(PMC)

Place:

Date

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NATIONAL CENTRE FOR CELL SCIENCE

Annexure XII- Invention Disclosure Form

Date of submission: _____

The inventor is requested to fill up the following form while submitting a disclosure to NCCS. Please read the NCCS IP Policy.

1. Name of the PI:

Fathers Name _____
 Designation _____
 Department _____
 Joining Date: _____
 Superannuation Date: _____
 Nationality _____
 Phone/Fax/e-mail _____
 Full Residential Home Address _____

CLAUSE I: The PI should identify a Co-PI who will continue to assist NCCS with the work proposed here for protection, in case the PI superannuates within 3 years from the date of filing of the provisional application.

2. Name of the Co-PI:

Fathers Name _____
 Designation _____
 Department _____
 Joining Date: _____
 Superannuation Date: _____
 Nationality _____
 Phone/Fax/e-mail _____
 Full Residential Home Address _____

3. Proposed tentative title of the invention:

4. Name of the contributors:

[Note: Please include the names of all co-contributors, i.e. any individual who has conceived or contributed to an essential element of the invention, either independently or jointly with others, during the evolution of the technology or reduction to practice]

Name _____
 Fathers Name _____
 Designation _____
 Department _____
 Tenure Start Date: _____
 Tenure End Date: _____
 Nationality _____
 Phone/Fax/e-mail _____
 Full Residential Home Address _____

Name _____
 Fathers Name _____
 Designation _____
 Department _____
 Tenure Start Date: _____
 Tenure End Date: _____
 Nationality _____
 Phone/Fax/e-mail _____
 Full Residential Home Address _____

(Please include additional names and details of contributors below. Use the format as above.)

5. Source of funding (for the project) for development of the intellectual property.

6. Is the work bound by any agreement / contract / MOU? If yes please attach as copy and provide details. (Title, Signing date, Expiry date, Name of the parties who signed the agreement)

7. Description of the disclosure (not more than 500 words):

[Note: In describing the technology, please provide all information covering the following points:

- a. the general purpose;
- b. a technical description;
- c. the advantages and improvements over the existing methods, devices or materials; and,
- d. the economic potential or commercial applications for the technology.
- e. The problem for which solution was researched
- f. The invention namely the solution to the problem

8. Origin of the idea / invention: who and when?

7. Any help received from others in conception of the idea? (Within and Outside NCCS)

8. Date of commencement of the work if applicable) _____;

9. Other applicants (Complete correspondence address of collaborating partner along with the name of their affiliated organizations in case of collaborative projects):

10. Background Research and Prior Art [Please describe the information obtained through literature search details on existing public knowledge in the concerned field. Include complete citation of journals and other publications and relevant patent databases]:

11. Has the work been displayed anywhere? (In Public forums for example)

12. Has the work been reported / published / presented anywhere? (Poster, Conference talk, Abstract in symposium, Media, Students talk etc), If not, please share the approximate timelines of the work to be communicated. (The PI including all other Co-Inventors would refrain from communicating the work filed in a patent application in any form (including media (written and oral), Posters, Abstracts, articles, TED talks etc, from the day of work disclosure with the NCCS, authorized person and would only do so after taking explicit approval from the person authorized by NCCS, Pune.

13. Has any related patents been filed by the inventor earlier? If Yes, please provide details like the title, name of inventors and co-inventors, filing date, and current status.

14. Unique features about the work done with respect to prior art that satisfy patentability criteria.

- Describe the Innovation from the prior art?
- Has the work filled a major gap in prior art? If yes, a brief description of this gap.
- Does it address any environmental issues?

15. Has the work been systematically and chronologically documented? How? Please share the file names and location where the data corresponding to this invention is saved. Please specify if a backup of the data is restored and the location.

16. Is the invention/ technology developed capable of commercial exploitation? Please explain briefly.

17. Has any costing of the product / process / invention been done? Please provide details, if not, calculate the expenditure towards consumables, manpower, intellectual time, and overheads towards achieving this invention in Indian Rupees.

Item	Cost Incurred
Raw Materials	
Manpower	

Consumables	
Equipment Usage	
IP Protection & Maintenance	To be filled in by PMC
Outsourcing Services	
Contingency	

18. Is the innovation capable of alternative applications beyond the current project? If so how?

CLAUSE-2: The PI’s should include copies of Ethical approval from NCCS Ethics Committee and from Hospital Ethics Committee/Institutional Ethics Committee from where the sample is procured along with the Invention disclosure form if the work which seeks protection under the patent application involve patient samples.

I hereby assign all right, title and interest, including but not limited to copyright and copyright rights, patent rights and property rights in the invention disclosed herein to the National Centre for Cell Science, Pune, India.

I hereby agree to Clause I stated in the Invention Disclosure – Yes / NA (Please tick appropriately)

I hereby agree to Clause II stated in the Invention Disclosure – Yes / NA (Please tick appropriately)

I/We hereby declare that all statements made herein of my/our own knowledge are true and that all statements are believed to be true [to be signed by all inventors].

Name (PI)	Signature	Date
Name (CO-PI)	Signature	Date
Name (CO-INVENTORS)	Signature	Date

PI will be requested to present the work before the IPR Committee in next 4 weeks.

Name and Signature of
Scientist In-Charge (PMC)

Name and Signature of
Authorized Signatory

Date

Office Use Only

Approved

Not Approved with Reason

Signature of IPR Consultant/Competent authority

Signature of Section Officer/In-Charge
(PMC)

Place:

Date

DIRECTOR

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NATIONAL CENTRE FOR CELL SCIENCE

Annexure XIII- Application for Contract Research (Consultancies/Collaborative Research)

(Approximate processing time – 4 weeks from the day of submission)

Name of the PI with Designation: -----

Day/month/year of Superannuation of the PI: -----

Mode of Contract Research: (In not less than 50 words) (The total man-days a staff can devote per year for contractual research/services shall not exceed 52 working days and this period will be treated as on duty)

Name and Address of the Collaborator/or to whom Consultancy is provided:

1.NDA template received: (Yes/No), If No, please get a template from PMC/Other Party.
If Yes, please share the template with PMC.

2.MoU/MoA template received: (Yes/No), If No, please get a template from PMC/Party.
If Yes, please share the template with PMC.

3.Number of working days per year required to complete the work: -----

4.Details of other contractual work in progress and the proposed time to complete the work in number of working days per year when the request was submitted: -----

Name:

Signature:

Place:

Date:

Office Use Only

Approved

Not Approved with Reason

Signature of Section Officer/In-Charge
(PMC)

Place:

Date

DIRECTOR