

**GUIDELINES  
&  
FORMAT  
FOR  
SUBMISSION OF  
PROJECT PROPOSALS**

**UNDER THE SCHEME**

**“ASSISTANCE FOR DEVELOPMENT OF  
STATE S&T COUNCILS”**

**GOVERNMENT OF INDIA  
MINISTRY OF SCIENCE AND TECHNOLOGY  
DEPARTMENT OF SCIENCE AND TECHNOLOGY  
TECHNOLOGY BHAVAN, NEW MEHRAULI ROAD  
NEW DELHI-110016**

# **Programme on “Assistance for Development of State S&T Councils”**

## **1. IN RETROSPECT:**

The initiative to establish State Councils for Science & Technology was first taken in 1971 when the then Minister for S&T and Chairman, National Council for Science & Technology (NCST), Shri C Subramaniam wrote to Chief Ministers of all the States stressing that irrespective of large investments of the Central Government in S&T in various sectors and institutional infrastructure, the Central S&T Agencies must take the States along if the development goals are to be attained. By the end of Fifth Five Year Plan, Karnataka, Kerala, Uttar Pradesh and West Bengal were the four States, who had established their State S&T Councils. While these few States responded to the idea of State S&T planning & promotion, it became clear that a sustained effort was needed to establish and develop the State Councils for Science & Technology.

As a result, the process of impetus for State level planning and Promotion of Science & Technology began in the Sixth Five Year Plan (1980-85) and continued through the subsequent Five Year Plans.

## **2. CURRENT STATUS:**

As a result of catalytic role played by DST and support received from the Planning Commission and States/UTs, a stage has reached when State Councils have been set-up in all the States and UTs. Several States have also formed a separate Department of Science & Technology and /or S&T Secretariat. These State Councils are normally chaired by Chief Ministers of respective States or by an eminent scientist. All States and Union Territories by now have established their State level S&T structures and formulated their Five Year and Annual S&T plans.

## **3. DST'S ROLE:**

The Department of Science & Technology (DST), GOI, played a catalytic role by facilitating the State Governments in establishing and developing the State Councils on S&T and by providing support for their technical secretariats. Concurrently DST (GOI), in collaboration with respective State Councils, organized all India thematic seminars/workshops whose recommendations helped identify some activity-areas for promotion by the State Councils. DST also organised periodic review meetings to discuss the status of various S&T programmes and to plan the strategy for future. Regional Meetings organised by DST facilitated review of state S&T structures and identification of areas of mutual cooperation between States.

On completion of 10 years (1981-91) of this programme, a Decennial Review was held (July 1992) to assess the strengths and weakness of this programme vis-à-vis DST's performance. This review had desired a phase change geared towards programmatic support and strengthening linkages

between State S&T Councils and Central S&T Agencies by suitably dovetailing various programmes as State S&T Councils with those of Central S&T Agencies.

It was also realised that these State Councils, since their formation have now come of age to initiate a phase where resources in terms of expertise and technology promoted and generated by the Central and State S&T Agencies be pooled together to undertake joint S&T programmes.

#### **4. RECENT INITIATIVES**

The beginning of Programmatic Support under the scheme in the Ninth Plan addressed itself to the need felt during Eighth Plan to accelerate S&T activities at the State level so as to ensure integration of S&T for overall socio-economic development with special emphasis on Location Specific Research & Technology Development, Adaptation and Transfer, S&T studies/surveys and information exchange & experience sharing on specific S&T programmes.

#### **5. NATURE OF PROJECT SUPPORT UNDER STATE S&T COUNCILS' PROGRAMME**

##### **(i) S&T Studies & Surveys :**

This includes support for carrying out S&T studies / surveys including techno-economic analysis, simulation modeling and studies etc; and development of State S&T database, S&T resources; State S&T policy issues; specific status reports etc: The activities under this head should lead to specific action plan for project generation.

##### **(ii) Location specific research & technology development :**

Support for identifying/ projectising S&T programmes and for development oriented location specific research and technology development.

##### **(iii) Pilot scale demonstration projects:**

Pilot scale demonstration projects including field trials etc based on technologies developed by Central S&T Agencies/ Labs/ Institutions etc. relevant to the State needs.

##### **(iv) Replication of success models:**

Replication of successful projects/programmes in other interested States based on successful experiences of a State S&T Council/ State S&T Institute/ NGOs etc.

##### **(v) Joint Programming:**

To evolve and support certain joint programmes focussing on multi-sectoral area based approach to rural/ regional development in cooperation with multiple State & Central Institutions, NGO's and State S&T Councils. These areas should be so identified where S&T intervention could significantly improve the existing socio-economic conditions.

**(vi) Information exchange & experience sharing :**

This would include meetings/ workshops and other means of information exchange and interaction of S&T experts and / or of S&T field activists etc: Workshops on dissemination of specific technology, Project/programme formulation workshops.

**(vii) Awareness & Training:**

Awareness and Training on specific innovative technologies/packages developed/ propagated by State S&T department/ Council requiring special S&T inputs and also on specific S&T topics/themes and management of State S&T programmes.

**6. GUIDELINES FOR FORMULATING PROPOSALS**

1. The proposal should clearly establish linkage of S&T to overall development of State. The area identified should have potential to contribute in socio-economic upliftment of the people of State.
2. DST encourages formulation of proposals through consultative process. Preliminary proposals giving brief information on concept, idea, proposed activity etc may also be submitted. These preliminary proposals could be further refined through mutual discussions, expert advice etc.
3. Please orient your proposal objective to a few specific outputs, which could be possible in a duration of 18 months to 36 months (max).
4. While writing the proposal, please ensure that scientific and technical details are clearly spelt out.
5. Proposals should have specific, concrete, quantifiable objectives.
6. The proposals should be based on innovative technologies/ ideas. Major programmes of extension based on proven technologies are also not considered.
7. The training programmes should be on specific technologies/ themes. Routine training programmes are not entertained.
8. Results of ongoing and completed projects of the organization must be reflected in the formulation of new proposals.

All correspondence, including proposals may be sent to the following address:

**Dr. Neeraj Sharma**  
**Advisor & Head**  
**( Technology Development & Transfer Division**  
**and Policy Cell)**  
**Department of Science & Technology**  
**Ministry of Science & Technology**  
**Room No. 1-B , Main Building**  
**Technology Bhawan ,New Mehrauli Road**  
**New Delhi – 110 016**  
**Telefax : 011 -26862512**  
**Email: [neerajs@nic.in](mailto:neerajs@nic.in)**

**Er Ravinder Gaur**  
**Scientist and Member Secretary**  
**State S&T Programme**  
**Department of Science & Technology**  
**Ministry of Science & Technology**  
**Room No. 13 S&T Block-II**  
**Technology Bhawan ,New Mehrauli Road**  
**New Delhi – 110 016**  
**Telefax : 011 -26590373**  
**Email: [rgaur@nic.in](mailto:rgaur@nic.in)**

## **7. GENERAL TERMS AND CONDITIONS**

1. The Principal Institution assumes financial and other administrative responsibilities of the project.
2. In case of multi-institutional project, formal agreement from the collaborating institutions/scientists should support the proposal.
3. International travel is not permissible under the project.
4. The manpower recruited for the project should be paid as per the rules of the Institute and guidelines of the Government of India.
5. The proposals are considered for approval/rejection by Project Evaluation Group (PEG) in DST. The group may seek expert opinion, wherever required.
6. It is the policy of DST to maximise the use of an equipment. In this light, Investigator shall permit the use of spare or idle capacities of equipment procured under the project by bonafide users (research workers in other DST funded projects or other projects of the institute)
7. PI should follow the GFR 2017 while implementing the project

## **8. DOCUMENTS/ENCLOSURES REQUIRED WITH THE PROPOSAL:**

- (a) Endorsement from the Head of the Institutions (on letter head)
- (b) Certificate from Investigator(s)
- (c) Details of the proposals (15 copies)
- (d) Name and address of experts/Institutions who may be interested in the subject/outcome of the project (circulation list).
- (e) Registration Certificate, Memorandum of Association and Rules and Regulation of the Institution.
- (f) Balance sheet, Audited Statement of accounts and the annual report (pertaining to the last two financial years).
- (g) Endorsement from the State S&T Council/ Departments. (where the proposal is proposed to be routed through concerned State S&T Council)

## **9. INSTRUCTION FOR FILLING UP THE PROFORMA**

1. Please use papers of A-4 size (21 cms x 29 cms).
2. Please type as per the layout given in the format on both sides.
3. Please do not skip reproduction of any section even if the answer is “nil” or given elsewhere.
4. Project title should be precise and should not exceed normally 20 words within two lines.
5. Expected total duration of the project should normally be 18 months and in no case should exceed 36 months.
6. If project is to be executed by more than one institution /States (which is welcomed) and /or requires regular inputs from other scientists, names of collaborating institutions/scientists/ State S&T Councils may be listed.
7. Use telegraphic language to the maximum extent possible for objectives, work plan, methodology, expected outcome etc.

# FORMAT FOR SUBMISSION OF PROPOSALS UNDER “ASSISTANCE FOR DEVELOPMENT OF STATE S&T COUNCILS” PROGRAMME OF DST (GOI)

(TO BE FILLED BY APPLICANT)

## A. IDENTIFICATION

1. Project title

.....  
.....

Key Words .....

2. State :.....

3. Broad Area

- (i) S&T Studies/Surveys. (St)
- (ii) Location Specific Research & Technology Development. (LSR)
- (iii) S&T Demonstration Projects. (DP)
- (iv) Replication of Successful Models. (RP)
- (v) Joint S&T Programmes on specific theme.(please specify) (JP)
- (vi) Information Exchange & Experience Sharing. (IE)
- (vii) Awareness & Training on specific topic. (Please specify) (TRG)

4. Duration: (number of months)

5. Total Cost:

6. Principal Investigator :

6.1 Name :

6.2 Department:

6.3 Designation:

6.4 Organisation/Institution Name:

6.5 Address (Including Telephone (official & residence), mobile no E-mail, Fax) Pin

6.6 Date of Birth :

6.7 Sex ( M/F):

7. Co-Investigator :

7.1 Name :

7.2 Designation:

7.3 Department:

7.4 Organisation/Inst. Name:

7.5 Address (Including Telephone (official & residence), mobile no E-mail, Fax) Pin

7.6 Date of Birth:

7.7 Sex (M/F):

8. Nodal Coordinator from State S&T Council/Department:

8.1 Name :

8.2 Designation:

8.3 Division :

8.4 State S&T Department/Council :

8.5 Address (Including Telephone (official & residence), mobile no E-mail, Fax) Pin

8.6 Date of Birth:

8.7 Sex (M/F) :

9. Capability of the Organisation:

(a) Expertise available

(b) List of on-going and completed projects giving the following details.

<b>Project Title</b>	<b>Start date</b>	<b>Completion date</b>	<b>Project cost</b>	<b>Sponsoring organisation</b>



## **B.**

## **TECHNICAL DETAILS**

### **1. Background**

- 1.1 Description of problem
- 1.2 Review of work already done
- 1.3 Rationale for taking up the project
- 1.4 Relevance to State priorities
- 1.5 Financial resources committed at State level

### **2. Challenge & Constraints**

Please identify strengths and weaknesses of the implementers vis-à-vis current project in terms of technical expertise, team building, past record etc. Also list the perceived opportunities and threats and describe how PI/Organisation proposes to capitalise on them or avert them.

### **3. Description of Proposal**

- 3.1 Objectives of the project. ( Brief and to the point)
- 3.2 Preliminary Investigations done by organisation. ( if any )
- 3.3 S&T component in the project.
- 3.4 Linkage with S&T Instts./NGO,s/resource persons/ R&D organisation/ Industry for technical backup.
- 3.5 Other organisations working in this area
- 3.6 Methodology detailing stepwise activities and sub-activities.

### **4. Work Plan**

Phase-wise plan of action upto post project activities detailing time schedule Milestones may clearly be indicated . PERT/GANTT chart may be attached .

### **5. Output of the Project**

Attempt may be made to quantify output in measurable parameters.

### **6. Likely Impact ( Please attempt to quantify)**

### **7. Parameters for monitoring effectiveness of project**

### **8. Suggested Post Project Activities**

**C. BUDGET ESTIMATES : SUMMARY**

(In Rupees)

Item	BUDGET			
	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	Total
A. Recurring				
1. Salaries/ Wages				
2. Consumables				
3. Travel				
4. Other Costs				
5. contingency				
B. Non-Recurring				
Permanent Equipment				
Grand Total ( A+B)				

- Financial Year : April to March.
- Count six months from submission of the proposal to arrive at expected time point for commencement of the project.
- Please provide brief justification for each head of expenditure ( 100 words for each).

**BUDGET FOR SALARIES/WAGES**

( In Rupees)

Designation (number of persons)	Monthly Emoluments	BUDGET			
		1 <sup>st</sup> yr. (m.m.)	2 <sup>nd</sup> yr. (m.m.)	3 <sup>rd</sup> yr. (m.m.)	Total (m.m.)*
Full time					
i)					
ii)					
Part time					
i)					
ii)					
Total					

- m.m. man months to be given within brackets before the budget amount.

**BUDGET FOR CONSUMABLES with Cost Estimates**

(In Rupees)

Items	BUDGET			
	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	Total
Total				

**BUDGET FOR TRAVEL**

(In Rupees)

Items	BUDGET			
	1 <sup>st</sup> yr.	2 <sup>nd</sup> yr.	3 <sup>rd</sup> yr.	Total
Travel 1. Local *				
2. Out Station *				
Total				

\* Please specify.

**BUDGET FOR OTHER COSTS**

(In Rupees)

Items	BUDGET			
	1 <sup>st</sup> yr.	2 <sup>nd</sup> yr.	3 <sup>rd</sup> yr.	Total
a. Contingencies				
b. Others				
Total				

**BUDGET FOR PERMANENT EQUIPMENT**

(In Rupees)

Sl. No.	Name of equipment *	Estimated cost
1.		
2.		
Total		

- Please give justification for each head.

**D. PROFORMA FOR BIODATA OF INVESTIGATORS**

A. Name:

B. Date of Birth:

C. Institution:

D. Whether belongs to SC/ST:

E. Academic career:  
Professional career:

F. Award/prize/ certificate etc won by the investigator:

G. Publication ( Numbers only):

Books	Research Paper, report	General articles
Patents	Others ( please specify)	

H. List of completed and on going projects

Sl. No.	Title of project	Duration	Total cost	Funding Agency
		-----		
		From	To	

I. Projects submitted

Sl. No.	Title of project	Name of Organisation	Status
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(Name & Signature)

Date.....

Place.....

**Annexure-I**

**ENDORSEMENT FROM THE HEAD OF INSTITUTION**  
(TO BE GIVEN ON LETTER HEAD)

PROJECT TITLE:

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1. Certified that the Institute welcomes participation of Dr./Shri/Smt/Km.-----  
-----as the Principal Investigator and Dr./Shri/Smt/Km.-----  
-----as the Co-Investigator for the project and that in the unforeseen event of discontinuance by the Principal Investigator, the Co-Investigator will assume the responsibility of the fruitful completion of the project ( with due intimation to DST (GOI).
2. Certified that the equipment, other basic facilities and such other administrative facilities as per terms and conditions of the grant, will be extended to investigator(s) throughout the duration of the project.
3. Institute assumes to undertake the financial and other management responsibilities of the project.
4. Institute will provide the infrastructure facility for the installation of the Plasma pyrolysis system for Plastic / Biomedical waste management and over take responsibility of maintaining the system after installation .

Name and Signature of Head of Institutions

Date : .....

Place : .....

**REMARKS**

In regard to research proposals emanating from scientific institutions/ laboratories under various scientific departments the Head of the institution is required to provide a justification indicating clearly whether the research proposal falls in line with the normal research activities of the institution or not and if not, the scientific reasons which merit its consideration by Department of Science & Technology.

**CERTIFICATE FROM THE INVESTIGATOR**

PROJECT TITLE:

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1. I/We agree to abide by the terms and conditions of the DST grant.
2. I/We did not submit this or a similar project proposal elsewhere for financial support.
3. I/We have explored and ensured that equipment and basic facilities will actually be available as and when required for the purpose of the project. I/We shall not required financial support under this project, for procurement of these items.
4. I/We undertake that spare time on permanent equipment will be made available to other users.
5. I/We have enclosed the following materials.

ITEMS

NUMBER OF COPIES

- |   |     |
|---|-----|
| (a) Endorsement from the Head of the Institution ( on letter head)  | One |
| (b) Details of the proposals  | 15  |
| (c) Registration certificate, Memorandum of Association, rules and regulations of the Institution, audited Balance sheet and Annual report of previous two years. (applicable only for NGOs, field groups registered societies) |     |

Name & Signature of Investigator

Date :.....

Place:.....

**Annexure - III**

**ENDORSEMENT FROM THE STATE S&T COUNCILS /DEPARTMENT**

(To be given on letter head)

PROJECT TITLE:

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1. The State S&T Council/Department nominates Shri/Smt ..... functioning as .....(designation) in .....(Name of State Council/ Department) as the Nodal Coordinator.
2. Other administrative facilities as per terms and conditions of the grant, will be extended to the investigator(s) through out the duration of the project.
3. State S&T Council/Department assumes to undertake the monitoring of the project as a member of Project Advisory Committee constituted by DST (GOI).
4. State S&T Council/Department would provide all State level support required for implementation of the project.
5. It is felt that the project is relevant to State needs.
6. The organisation / institution has necessary technical capability and has .....(satisfactory/good/very good/don't know ) track record.

Name and Signature of  
Head of State S&T Department or  
Member Secretary, State S&T Council

Date :.....

Place :.....

**Note : Please submit the two hard copies and one soft copy on email ids : [rgaur@nic.in](mailto:rgaur@nic.in),  
[sstp\\_most@nic.in](mailto:sstp_most@nic.in)**