

### CSIR Bhatnagar Fellowship Scheme: General Advisory

1. On receipt of offer letter from CSIR, the awardee has to submit:
  - a) Acceptance letter indicating the date when he/she wants to start the fellowship and name of the institution where he/she would like to avail the fellowship [In a prescribed format: Annexure I]
  - b) Research project proposal which shall be appraised by the Search-cum-Selection Committee for the budget and other resource requirements. [In a prescribed format]
2. Based on above, the CSIR HRDG will issue formal award letter indicating terms and conditions of the fellowship.
3. Operation of funds
  - i) The CSIR HRDG releases the first instalment of the fellowship grant on receipt of duly filled Acceptance Certificate from the Bhatnagar Fellow and NEFT details of the host institution [In a prescribed format: Annexure III]
  - ii) The Bhatnagar Fellow while claiming second/subsequent instalment of grant should certify that the expenditure claimed under different heads has actually been incurred and utilised during the period for which the payment was claimed and further that the grant has been exclusively utilised for the purpose for which it was sanctioned.
  - iii) The Statement of Accounts and Utilization Certificate should be certified by the Bhatnagar Fellows, Finance Officer/Accounts Officer counter signed by Registrar/ Administrative Officer of the University / Institute and submitted to CSIR [Prescribed Formats: Annexure IV and Annexure V]. For example, if the fellowship grant starts on October 14, 2016, the scientist will submit statement of expenditure (SE) and utilisation certificate (UC) for financial year 2016-2017 i.e. for the period October 14, 2016 to March 31, 2017. Subsequent years, the SE and UC should be given financial year wise (i.e April 1, 2017 to 31 March 2018 and so on). The SE should reflect expenditures only under two heads namely, Fellowship and Research Project Grant. If the accounts are sent in the middle of the financial year, it is required to send updated SE till the time of submission of the financial paper
  - iv) An Audited Statement of Accounts and Utilisation Certificate duly certified by the statutory audit authority of the Institution should also be sent on completion of the scheme.
  - v) Any unspent balance from earlier payment lying with the Institution at any time due to termination/resignation of the Fellow, etc. should be adjusted before claiming the subsequent grants or else refunded to CSIR immediately

- vi) All equipment, books, etc. purchased out of the grant will have to be entered into the Stock Register maintained by the University/Institution.
  - vii) The University/Institution will be responsible for the safe custody of the equipment purchased out of the grant.
  - viii) Items of equipment should be purchased as per norms.
  - ix) A list of equipment purchased may be appended with the renewal application. The name, description of the equipment, cost in rupees, date of purchase, and the name of the supplier, may be given in the list. The main purpose/function of the equipment may also be mentioned against each item.
  - x) The Stock Register should be checked by the Auditor of the Host Institution.
  - xi) After the termination of a scheme, the Institution may retain the equipment, costing upto Rs 3 lakhs purchased for the purpose of the scheme. A label with the legend "CSIR FUNDED" shall be stuck prominently on the equipment. As regards any single equipment costing more than Rs 3 lakh, CSIR reserves the right for its retention after the conclusion of the scheme. In case the Institution is interested in retaining the equipment, DG, CSIR may be approached for approval for retention of the equipment. However, all other equipment, books, etc. purchased out of the grant would normally become the property of the University/Institution on the condition that the Investigator/Fellows/Associates shall enjoy free and unfettered use of these until the completion of the scheme.
  - xii) A Bhatnagar Fellows can change the host institute during implementation of Bhatnagar Fellowship. She/He has to forward NOCs to CSIR from both the Institutes along with final financial papers indicating balance unspent grant from the old institute, undertaking certificate and endorsement from the new Institute indicating the joining date.
4. Leave and working hours: The regulations for leave / working hours shall be governed by the norms of the host institute.
  5. It is strongly advised to have one host institution for fund transfer & account management.
  6. Termination: The CSIR reserves the right to terminate the engagement, by serving fifteen days written notice on the Bhatnagar Fellow. Termination shall be effected on the day after completion of fifteen days of delivery of such notice.
  7. Conflict of Interest: The Bhatnagar Fellow shall in no case represent or give opinion or advice to others which is in any matter which neither is adverse to the interest of CSIR nor will indulge in any activity outside the terms Bhatnagar Fellowship.

8. The CSIR Guidelines for Ethics in Research and in Governance shall be applicable to Bhatnagar Fellows.
9. The rules and regulations of Bhatnagar Fellowship Scheme may be reviewed or amended as and when found necessary with the approval of DG, CSIR in capacity of Chairman, Governing Body, CSIR.
10. All existing instructions on the subject will stand amended/superseded. The revised guidelines will be effective from 1<sup>st</sup> April 2021 and shall be applicable to all Bhatnagar Fellows.

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