



**Government of Karnataka**  
**Department of Electronics, Information Technology, Biotechnology and**  
**Science & Technology**

**Karnataka Science and Technology Promotion Society**

Vision Group on Science and Technology (VGST)

5<sup>th</sup> Floor, 5<sup>th</sup> Gate, M.S. Building, Dr. B.R. Ambedkar Veedhi, Bengaluru - 560 001.

Ph: 080-2203 2013 E-mail: [visiongroup.st@gmail.com](mailto:visiongroup.st@gmail.com)

No. DST/KSTePS/VGST/2021-22/

Date: 24.01.2022

## **NOTIFICATION**

### **CALL FOR PROPOSALS UNDER VGST FOR THE FY 2021-22**

Department of Electronics, Information Technology, Biotechnology and Science & Technology, Government of Karnataka invites online applications under the following VGST schemes during the FY 2021-22:

- 1) Centre of Excellence in Science, Engineering and Medicine (CESEM).
- 2) Centre of Innovative Science, Engineering and Education (CISEE).
- 3) Karnataka Fund for Infrastructure Strengthening in Science & Technology (K-FIST L1 & L2).
- 4) Research Grants for Scientist /Faculty (RGS/F).
- 5) Award for Research Publications (ARP).
- 6) Faculty Development Programme for Engineering College (FDP-Engineering).

Interested higher educational institutions and research centres from Karnataka shall submit online applications through the link <https://vgst.karnataka.gov.in/PPMS> on or before **24th February 2022 (5:00 PM)**. Visit [www.vgst.in](http://www.vgst.in) for detailed guidelines for submission of application and other information.

Sd/-  
Managing Director  
KSTePS



## ಕರ್ನಾಟಕ ಸರ್ಕಾರ

ವಿದ್ಯುನ್ಮಾನ, ಮಾಹಿತಿ ತಂತ್ರಜ್ಞಾನ, ಜೈವಿಕ ತಂತ್ರಜ್ಞಾನ ಹಾಗೂ ವಿಜ್ಞಾನ ಮತ್ತು ತಂತ್ರಜ್ಞಾನ ಇಲಾಖೆ  
ಕರ್ನಾಟಕ ವಿಜ್ಞಾನ ಮತ್ತು ತಂತ್ರಜ್ಞಾನ ಪ್ರೋತ್ಸಾಹಕ ಸೊಸೈಟಿ  
ವಿಜ್ಞಾನ ಮತ್ತು ತಂತ್ರಜ್ಞಾನ ದಾರ್ಶನಿಕ ಸಮೂಹ (ವಿತಂದಾಸ)

5ನೇ ಮಹಡಿ, 5ನೇ ಗೇಟ್, ಬಹು ಮಹಡಿ ಕಟ್ಟಡ, ಡಾ|| ಬಿ.ಆರ್. ಅಂಬೇಡ್ಕರ್ ವೀದಿ, ಬೆಂಗಳೂರು- 560 001.

ದೂರವಾಣಿ: 080-2203 2013 ಇ-ಮೇಲ್: [visiongroup.st@gmail.com](mailto:visiongroup.st@gmail.com)

ಸಂಖ್ಯೆ: ಡಿ.ಎಸ್.ಟಿ/ಕೆಸ್ವಿಪ್/ವಿತಂದಾಸ/2021-22

ದಿನಾಂಕ: 24.01.2022

### ಪ್ರಕಟಣೆ

#### 2021-22 ನೇ ಸಾಲಿನಲ್ಲಿ ವಿತಂದಾಸ ಯೋಜನೆಗಳಡಿ ಪ್ರಸ್ತಾವನೆಗಳ ಆಹ್ವಾನ

ವಿದ್ಯುನ್ಮಾನ, ಮಾಹಿತಿ ತಂತ್ರಜ್ಞಾನ, ಜೈವಿಕ ತಂತ್ರಜ್ಞಾನ ಹಾಗೂ ವಿಜ್ಞಾನ ಮತ್ತು ತಂತ್ರಜ್ಞಾನ ಇಲಾಖೆಯು 2021-22 ನೇ ಸಾಲಿನಲ್ಲಿ ಈ ಕೆಳಕಂಡ ವಿತಂದಾಸ ಯೋಜನೆಗಳಡಿ ಆನ್‌ಲೈನ್ ಮೂಲಕ ಪ್ರಸ್ತಾವನೆಗಳನ್ನು ಆಹ್ವಾನಿಸಿದೆ:

- 1) ವಿಜ್ಞಾನ, ಇಂಜಿನಿಯರಿಂಗ್ ಮತ್ತು ವೈದ್ಯಕೀಯದ ಶ್ರೇಷ್ಠ ಕೇಂದ್ರಗಳ ಸ್ಥಾಪನೆ (CESEM).
- 2) ವಿಜ್ಞಾನ ಮತ್ತು ಇಂಜಿನಿಯರಿಂಗ್ ಶಿಕ್ಷಣದ ಸೃಜನಶೀಲ ಕೇಂದ್ರಗಳ ಸ್ಥಾಪನೆ (CISEE).
- 3) ಕರ್ನಾಟಕದ ಉನ್ನತ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಗಳಲ್ಲಿ ವಿಜ್ಞಾನ ಮತ್ತು ತಂತ್ರಜ್ಞಾನದ ಮೂಲ ಸೌಕರ್ಯಾಭಿವೃದ್ಧಿಗೆ ನಿಧಿ (K-FIST L1 and K-FIST L2).
- 4) ವಿಜ್ಞಾನಿ/ಬೋಧಕರಿಗೆ ಸಂಶೋಧನೆಗಾಗಿ ಅನುದಾನ (RGS/F).
- 5) ಶ್ರೇಷ್ಠ ಸಂಶೋಧನಾ ಪ್ರಕಟಣೆಗಳಿಗೆ ಪ್ರಶಸ್ತಿ (ARP).
- 6) ಇಂಜಿನಿಯರಿಂಗ್ ಕಾಲೇಜುಗಳ ಬೋಧಕರಿಗೆ ತರಬೇತಿ ಕಾರ್ಯಾಗಾರ (FDP-Engineering).

ವಿತಂದಾಸದ ಕಾರ್ಯಕ್ರಮಗಳಿಗೆ ಕರ್ನಾಟಕದಲ್ಲರುವ ಆಸಕ್ತ ಉನ್ನತ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಗಳು ಮತ್ತು ಸಂಶೋಧನಾ ಕೇಂದ್ರಗಳು ಆನ್‌ಲೈನ್ ಮೂಲಕ ಪ್ರಸ್ತಾವನೆಗಳನ್ನು <https://vgst.karnataka.gov.in/PPMS> ಅಂಕ ನ ಮುಖಾಂತರ ಫೆಬ್ರವರಿ 24, 2022 ರ ಸಂಜೆ 5.00 ಗಂಟೆಯ ಒಳಗಾಗಿ ಸಲ್ಲಿಸಬಹುದಾಗಿದೆ. ಅರ್ಜಿ ಸಲ್ಲಿಕೆಗೆ ಮಾರ್ಗಸೂಚಿ ಹಾಗೂ ಹೆಚ್ಚಿನ ವಿವರಗಳಿಗೆ [www.vgst.in](http://www.vgst.in) ಯನ್ನು ಸಂಪರ್ಕಿಸಬಹುದು.

ಸಹಿ/-

ವ್ಯವಸ್ಥಾಪಕ ನಿರ್ದೇಶಕರು  
ಕೆಸ್ವಿಪ್



**GOVERNMENT OF KARNATAKA**

**VISION GROUP ON SCIENCE AND TECHNOLOGY**

Karnataka Science and Technology Promotion Society

Department of Electronics, Information Technology,  
Biotechnology and Science & Technology

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Email: [visiongroup.st@gmail.com](mailto:visiongroup.st@gmail.com) Website: [www.vgst.in](http://www.vgst.in)

**Call for proposals under VGST for FY 2021-22**

Application start date	24.01.2022
Last date of application	24.02.2022
Link for applying proposal online	<a href="https://vgst.karnataka.gov.in/PPMS">https://vgst.karnataka.gov.in/PPMS</a>
VGST website (Detailed guidelines for application and other information)	<a href="http://www.vgst.in">www.vgst.in</a>

## **GENERAL GUIDELINES AND TERMS & CONDITIONS**

The Govt. of Karnataka has constituted Vision Group on Science & Technology (VGST) under the chairmanship of Bharat Ratna Prof. C. N. R. Rao, FRS, Linus Pauling Professor and Honorary President, JNCASR in the year 2008. The main objective of VGST is to support research & developmental activities and strengthen Science & Technology infrastructure in higher educational institutions (HEIs), research centres and R&D organizations of the State. Towards this, the Department invites applications for funding under different schemes of VGST.

The details of the different schemes under VGST are given below:

### **1) Centre of Excellence in Science, Engineering and Medicine (CESEM).**

Under this scheme, grant will be provided to encourage a theme-based research and developmental activities in the field of Science, Engineering and Medicine.

### **2) Centre of Innovative Science, Engineering and Education (CISEE).**

This scheme aims at providing funding for improving facilities needed for conducting innovative research and to increase the quality of teaching in Science & Engineering.

### **3) Karnataka Fund grants for Infrastructure Strengthening in Science & Technology (K-FIST L1 & L2).**

The programme aims at providing financial support to higher educational institutions or research centres in the State towards creating the S&T based infrastructure or upgrading the existing infrastructure facilities to uplift the level of education and research.

### **4) Research Grants for Scientist / Faculty (RGS/F)**

The scheme aims to encourage young researchers to initiate their research career in their respective institutions by providing a one-time research grant as a seed money.

## **5) Award for Research Publications (ARP)**

The scheme aims at encouraging and rewarding outstanding researchers and faculty members, who have published their research work in reputed and peer-reviewed scientific journals through a cash award.

## **6) Faculty Development Programme for Engineering College (FDP-Engg.)**

Under this scheme, a grant will be provided for conducting workshop for faculty members to increase their knowledge and skill about the recent technologies needed for industries, which will in turn enable them to transmit the same to the students.

### **I. GENERAL GUIDELINES**

#### **A. SUBMISSION OF APPLICATION**

A notification will be issued in the newspaper for calling of applications and also announced in the VGST website. Application shall be submitted only through online mode. The link for the submission of application is available in VGST website <https://vgst.in>.

Applications received in hard copies through post will not be accepted and any communication will not be made regarding the same.

**Approximately one month time is given for the submission of duly filled application along with required documents.**

Please read the instruction given in **Annexure-1 (PI user manual)** carefully before filling the online application.

#### **A. ELIGIBILITY**

Applicants shall be a full-time faculty of Science/Engineering/Medicine disciplines in HEI's, Research centres or R&D's organization of the State (Government/Private). Visiting faculties or Guest faculties or research students (doctoral/postdoc) are not eligible to apply. Scientists/Faculties of institutions outside Karnataka are not eligible.

Ph.D. degree is not mandatory to apply. However, due weightage will be given for candidates with Ph.D. degree.

Due weightage will be given for Government institution, SC/ST institution, Minority institution, Institution from KKRDB and Backward talukas. Applicants are advised to fill the information correctly while applying.

## **B. AGE LIMIT**

Upper age limit for applying to VGST schemes as on last date of application (for both PI and Co-PI) is given below:

- For CESEM, CISEE, K-FIST (L1 & L2), ARP and FDP-Engg.: 56 years
- For RGS/F: 40 years.

## **C. GRANT DETAILS**

Budget allocation is made every year depending upon the budget allotted to the Department. Scheme wise grant details is enclosed as **Annexure-2.**

## **D. SELECTION PROCEDURE**

Selection of beneficiaries are made based on the following criteria:

- After receipt of applications in PPMS, shortlist will be prepared.
- Shortlisted Principal Investigators will be called for online review before the Sub-Committee for selecting final beneficiaries.
- Based on relevance and quality of proposal, the Committee will select beneficiaries for release of grants.

## **E. IMPORTANT INSTRUCTIONS AND REQUIRED DOCUMENTS FOR SUBMITTING APPLICATION**

**Please read all the instructions carefully before filling out the application online.**

- Faculty member who applies for VGST grant will be considered as the "Principal Investigator" for the CESEM/ CISEE/ K-FIST L1 & L2/ RGS/F programme and FDP. Co-Principal Investigator (Co-PI) is mandatory and he/she shall be from the same institution.

- Principal Investigators are advised to go through the detailed information guidelines, user manual and other relevant documents before submitting the application along with attachments. **SUBMITTED APPLICATIONS CANNOT BE REVOKED.** While filling the application, Principal Investigators are advised to enter all the information correctly, especially name, email ID (please avoid Rediff mail ID), mobile number and title of the project, as further correspondence will be made using these details.
- Incomplete applications/plagiarised proposals will be rejected. No communications regarding the same will be made.
- Applicant shall submit proposal to only one of the four major VGST schemes such as CESEM, CISEE, K-FIST (L1 & L2) or RGS/F. However, Principal Investigator (PI) or Co-Principal Investigator (Co-PI) can apply for ARP or FDP along with major schemes.
- The Principal Investigator (PI) who are already having any of the ongoing major schemes (CESEM, CISEE, K-FIST (L1 & L2) and RGS/F) are not eligible to apply again until the project is completed. However, they may apply for ARP/FDP schemes.
- The earlier ARP awardees are not eligible to apply once again for ARP scheme.
- To avoid last minute rush, Principal Investigators are advised to submit applications well in advance.
- **PI shall strictly limit their proposal within the allocated budget of the scheme they are applying for.** There is no provision to change the equipment/other details mentioned in the proposal after the selection. Any such request will not be entertained.
- In any matter related to the selection of beneficiary or release of further instalments or continuation of the project, the decision of the VGST Committee is final.
- For any clarifications, please contact **VGST Office** either through e-mail: (visiongroup.st@gmail.com) or Phone: (080-2203 2013).

- Checklist of documents for submitting the applications:

<b>Documents</b>	<b>CESEM</b>	<b>CISEE</b>	<b>K-FIST L1</b>	<b>K-FIST L2</b>	<b>RGS/F</b>	<b>ARP</b>	<b>FDP</b>
Duly signed copy of the PPMS filled application	√	√	√	√	√	√	√
Undertaking from PI and Co-PI	√	√	√	√	√		
Endorsement from the Head of the College/Institution	√	√	√	√	√		√
Letter of Collaboration (Dropdown option – Yes/No. If yes, he/she should attach and it should be on the collaborator letterhead)	√	√	√	√	√		√
Part-A form	√	√	√	√	√		
CV, Experience certificate, Ph.D. certificate	√	√	√	√	√	√	√
List of Publications (See note for format)	√	√	√	√	√	√	√

Note: The list of publication shall be provided in the format: Miller PE, Vasey JJ, Short PF, Hartman TJ. Dietary supplement use in adult cancer survivors. *Oncol Nurs Forum*. 2009; 36: 61- 68. doi: 10.1188/09.ONF

## **II. TERMS AND CONDITIONS**

### **A. GENERAL**

1. The grant is of fixed tenure as mentioned in the budget allocation. The release of subsequent instalment will be based on the recommendation of the review committee.

### **B. AWARD AND RELEASE OF GRANTS**

1. Intimation letter will be sent to all grantees.
2. The Grant Related Document Number (GRD) will be given by VGST and PI has to mention GRD No. for future follow up.
3. PI has to submit the documents to VGST office as mentioned above if he/she is selected (Note: 2 sets of original duly signed PPMS application form and 1 original copy of other documents including bank details (bank account of institution shall be provided) on the institutional letterhead. For ARP scheme, awardees have to give personal bank account details).
4. VGST grant will be released only after the submission of "Affidavit" duly signed by the Head of the Institution, Principal Investigator and Co-Principal Investigator in the given format enclosed as **Annexure-3**.
5. VGST project grantees have to submit PART-A of Grant Related Document (GRD) to VGST for approval of the Budget Estimate (both Non-Recurring & Recurring) only once in a financial year in the given format enclosed as **Annexure-4**.
6. The Principal Investigator shall commence his / her research work soon after receiving the cheque and approval of Part-A by VGST. The PI shall complete the proposed objective of each phase within one year from the date of grant release.
7. VGST grant released under various schemes are primarily for strengthening Science and Technology infrastructure facilities to

enhance quality of teaching and research in higher educational institutions/research centres. Approval of the Research proposal and the grant released would be for the specific project proposal and grant should be exclusively spent on the project for which it has been sanctioned within the stipulated time.

- 8.** Grantee Institution shall procure only those equipment/ items for which VGST's approval is accorded in the Budget Estimate (both Non-Recurring & Recurring) (PART-A of Grant Related Document). Any deviation from this will lead to withdrawal of VGST Grant and further grant will not be released.
- 9.** Unless approved by the VGST/Committee, the grant shall not be utilized for the purposes such as, a) Construction of buildings, b) Procurement & services of any vehicle, and c) procuring computers, printers, scanners, UPS.
- 10.** Grantee institution has to constitute a "Purchase Committee" which includes Head of the Institution as Chairman with other 5 members as indicated in Grant Related Document/Part-A. The Purchase Committee is authorized to procure only VGST approved equipment/ items as indicated in the Budget Estimate as per the KTPP Act.
- 11.** All issues, matters & procedures related to the procurement of equipment/ items etc. shall be recorded in the "Proceedings of the Purchase Committee" duly signed by all the 6 members of the purchase committee & there shall not be any deviation in procurement of Equipment's/ items of Cost and as per technical Specification as approved by VGST.
- 12.** Principal Investigator/ Grantee Institution is strictly prohibited from utilizing/re-appropriating recurring grants for procuring items indicated under non-Recurring grants.
- 13.** Grantee institution shall abide to follow the percentage of expenditure sanctioned and approved by VGST - Non-Recurring expenditures such as Equipment's, Software's etc. (90%) and Recurring expenditures (10%) such as Contingency, Books, Journals etc.

- 14.** To facilitate hassle free procurement of equipment by the Grantee Institution, VGST desires to be flexible by permitting "Package Approval" instead of "Item-wise Approval" in procurement procedure under non-Recurring grants. Yet, the total Non-Recurring Expenditure shall not exceed specified percentage (90%) of the VGST annual grant. The re-appropriation of the cost/ price of single item shall not exceed 15% of the approved cost.
- 15.** VGST grant shall not be utilized for organizing and attending Workshops/ Seminars/ Conferences/ Orientation & Training programmes, etc. However, grants sanctioned under FDP-Engg., is the only approved scheme for organizing faculty development program.
- 16.** It is mandatory for the grantee Institution to purchase all the equipment as indicated under non-recurring grant. The Head of the Institution shall take the responsibility of handling and maintenance of finance/accounts as per the prevailing Government norms within the approved budget.
- 17.** Grants released under the VGST schemes need to be maintained properly. There has to be provision to calculate actual accrued interest on the VGST grant, which needs to be reflected in Financial Status Proforma annually in Grant Related Document/Part-A.
- 18.** Any payment towards Non-recurring and Recurring shall be paid only through A/c payee cheque / Demand Draft (DD) / online Money Transfer (RTGS)/NEFT.
- 19.** Interest amount earned from the VGST grants at the end of each instalment shall not be utilized for any purpose and same shall be returned to VGST through cheque or DD in favour of 'Managing Director, KSTePS'.
- 20.** All the assets acquired from the VGST grants will be the property of VGST/KSTePS/DST. A register of the permanent/semi-permanent assets acquired wholly or partly out of this grant shall be maintained and the copy of the same shall be furnished to VGST while submitting the consolidated project report.

- 21.** In order to give visibility to VGST schemes, the respective bonafide Department should acknowledge and display the name board as: Catalyzed and Supported by Vision Group on Science and Technology (VGST), Karnataka Science and Technology Promotion Society (KSTePS), Department of Science and Technology, Govt. of Karnataka, Name of the Scheme and Sanctioned Year.
- 22.** After VGST grant utilization, the Grantee Institution shall furnish PART-B & PART-C of Grant Related Documents accompanied with **Annexure-5 and 6** to VGST, DST, GoK.
- 23.** Unutilized grant at the end of First phase will be deducted from the next installment grant or shall be refunded back to KSTePS. However, based on the request of the PI, the review Committee may accord approval for utilizing the unspent amount along with the next installment grant.
- 24.** The next instalment grants shall be released only after the submission of Utilization Certificate, Statement of Expenditure, updated Bank Statement related to project and progress report in prescribed format to VGST and will be completely based on the recommendation of the review committee.
- 25.** The institution shall submit audited utilization certificate and Statement of Expenditure for each instalment issued by the AG empaneled Chartered Accountant and counter signed by both the Principal Investigator and Head of the Institution to VGST.
- 26.** DST/VGST/KSTePS auditors and Auditor General of Karnataka, at their discretion shall have the right to access to the book of accounts and ledgers of the VGST Schemes. DST, GoK may also nominate a CAG empaneled Auditor for the Audit of account of the VGST programme.
- 27.** After the completion of the VGST programme/project, the unspent grant with accrued interest amount (if any) shall be returned to VGST by Cheque or DD (payable at Bengaluru) in favour of "Managing Director, KSTePS".

28. Any enquiries / clarifications by the Principal Investigator/ Grantee institution with respect to implementation of VGST scheme shall be sought through email (visiongroup.st@gmail.com) and letters.

29. In all matters related to project, the decision of DST/KSTePS/VGST/VGST Committee is final.

### **C. PROGRESS REPORT**

1. The Progress of the project will be monitored at regular intervals by Expert Committee of VGST. The Programme Progress Evaluation Committee (PPEC) may visit the institution/ Department for interim/final review & inspection of the completed project supported by VGST.
2. The Institution shall fulfil the timely formalities of VGST and submit the progress report once in a year to VGST. The PI's should satisfactorily respond to their queries and also take all the necessary steps to complete the project by fulfilling all the formalities.

### **D. TERMINATION OF GRANTS**

VGST review committee reserves the right to cancel the subsequent instalment of grant or recovery of grants in instances such as:

- 1) Deviation in amount.
- 2) Deviation from the objectives of the proposal.
- 3) Violation in the procurement of equipment.
- 4) No progress or delay in the implementation of the project.
- 5) Absence to review meetings or non-responsiveness

### **E. PUBLICATION**

It should be ensured that the assistance provided by '**VGST/KSTEPS, DST, GOVT. OF KARNATAKA**' is always acknowledged in all publications made by using the VGST grant. One copy of the published research papers should be sent to VGST along with the report.

## **F. OBLIGATIONS OF GRANTEES**

The Grantee institution, PI and Co-PI undertakes the responsibility of implementing the sanctioned VGST-programme completely within the duration fixed by VGST. If the project is not successfully completed, the institution shall refund/ return the left-over grant to VGST through crossed cheque or DD in favour of "Managing Director, KSTePS (Payable at Bengaluru)".

## **G. TRANSFER OF PROJECT**

In case the Principal Investigator (PI) of the project leaves the institution for any reason, Co-PI will automatically be the PI of the project and it is his responsibility to complete it. If Co-PI is not willing to take over the project from outgoing PI, the institution has to return and surrender the project along with accrued interest. The institution shall inform VGST office regarding the same. Transfer of project from one institution to another institution will not be entertained and no provision of any change in institution is accorded. However, the decision of the committee is final in this regard.

## **CONTACT DETAILS**

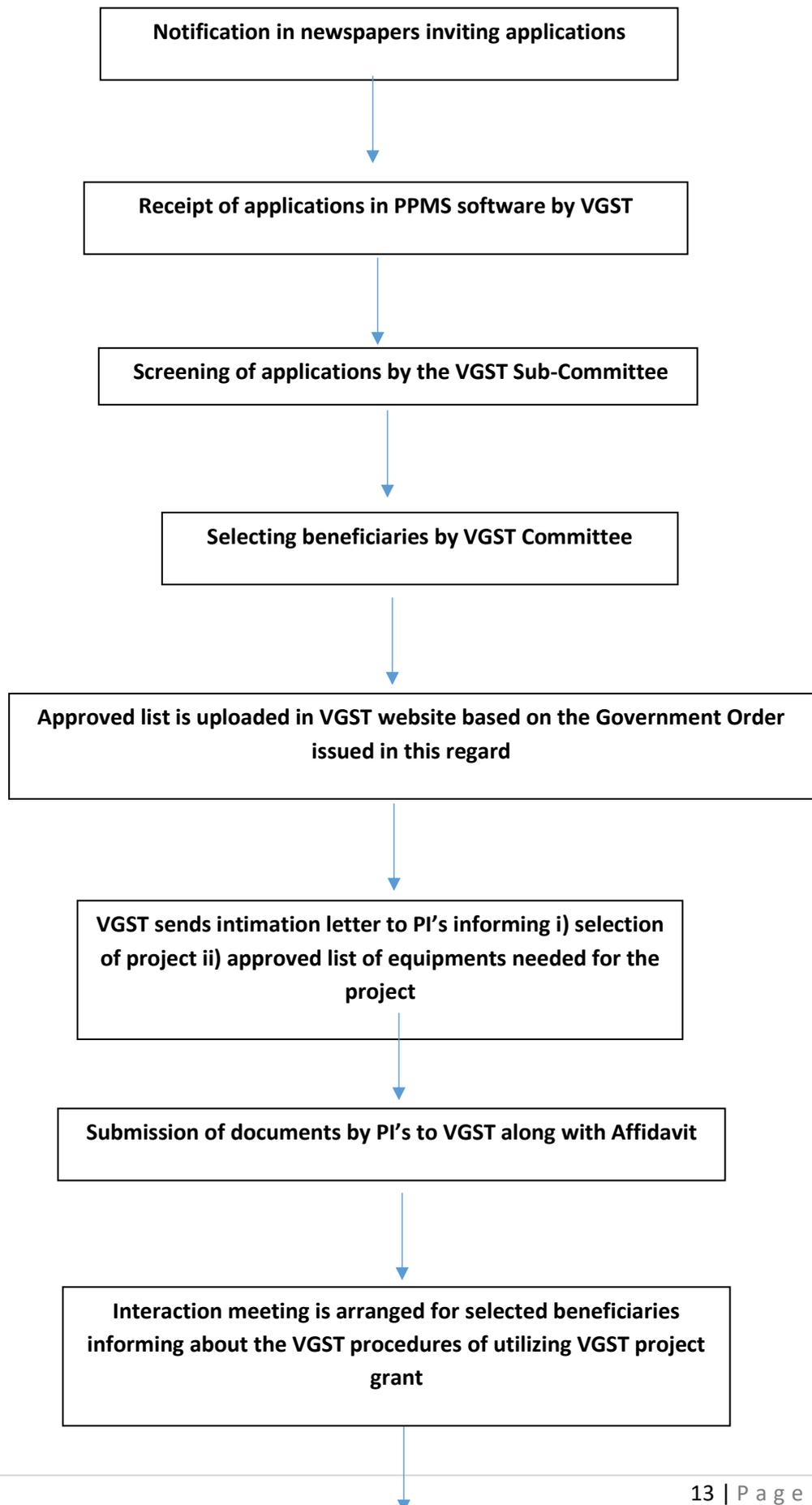
### **VISION GROUP ON SCIENCE AND TECHNOLOGY**

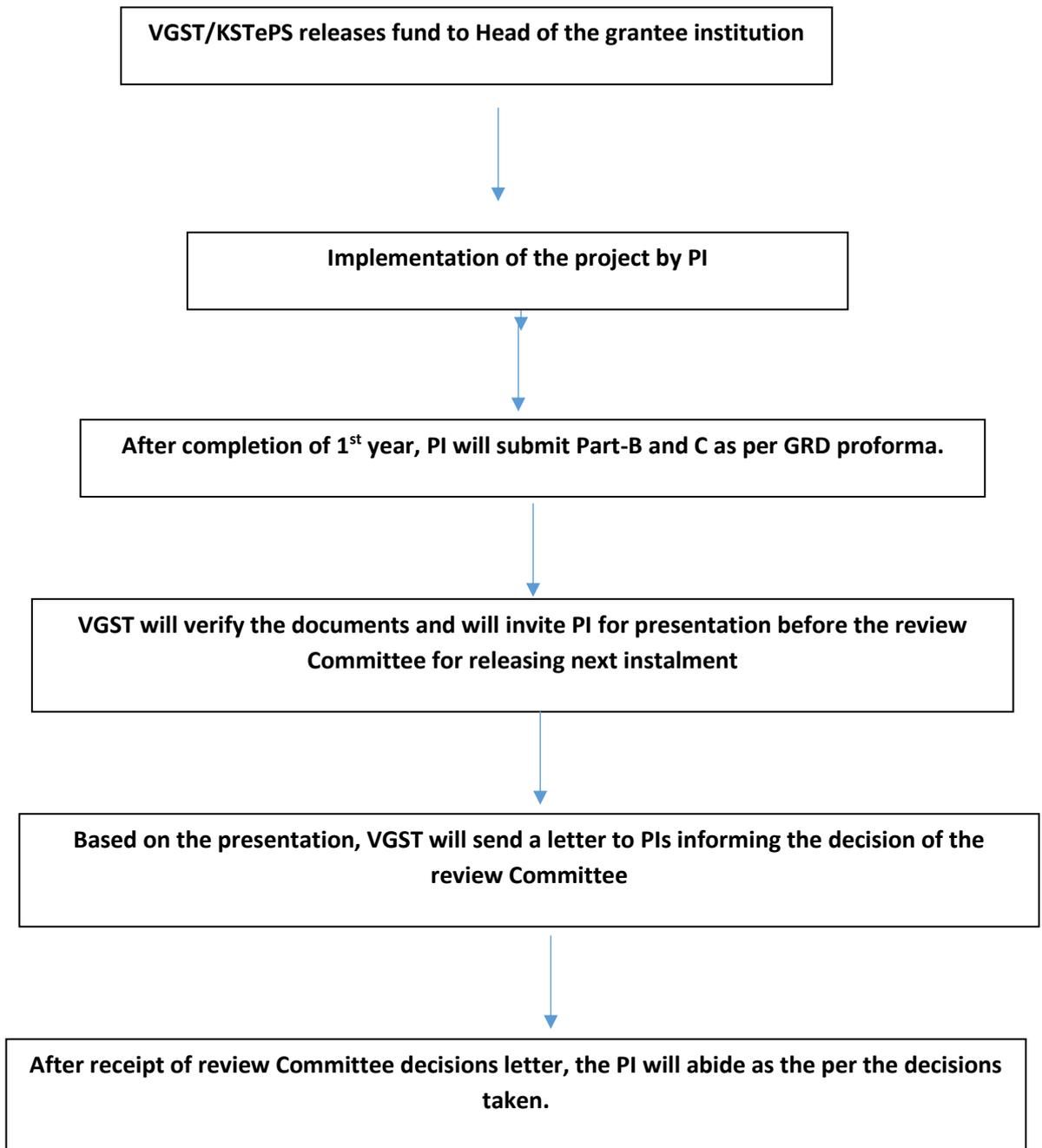
#702, 4th Gate, 7th Floor, M.S. Building, Dr. Ambedkar Veedhi,  
Bengaluru 560 001.

Ph: 080-2203-2013 Email: [visiongroup.st@gmail.com](mailto:visiongroup.st@gmail.com)

Website: [www.vgst.in](http://www.vgst.in)

## **FUND FLOW OF VGST GRANT**





**GRANT RELATED DOCUMENT (GRD) - An overview**  
**Guidelines to PI and CO-PI to utilize VGST grants**

ANNEXURE No.	ANNEXURE TITLE
1 a	<b>PPMS – PI Self Registration manual</b>
1 b	<b>PPMS PI User manual</b>
2	<b>Grant Details</b>
3	<b>Affidavit (To be submitted after release of grants)</b>
4	<b>PART – A</b> (Before Procurement)
5	<p><b>PART – B (After Completion of Programme)</b>  Download from VGST website</p> <ul style="list-style-type: none"> <li>• Financial status proforma * (to be Authenticated by Principal &amp; PI)</li> <li>• Passbook photocopy attested by the Principal and Programme -Investigator</li> <li>• 2 Original copies -Utilization Certificate (UC) *issued by AG empanelled Auditor (as per the format)</li> </ul>
6	<p><b>PART – C</b>  Annual Progress Report / Final Progress Report *  (After Completion of Programme)  Download from VGST website</p> <p>2 Original copies - Progress Report should be submitted to VGST in a separate Soft Bound Book with Publications and Photographs of the procured equipment.</p>



# 1. Self-Registration of PI (Principal Investigator):

- **STEP 1:** Click on the Link <https://vgst.karnataka.gov.in/PPMS>

PPMS

**Log in**

User name or email \*

Password \*

Remember me

**Principal Investigator Registration**

For any queries, you may contact VGST office.  
Phone : 080 - 2203 2013  
Email : visiongroup.st@gmail.com

CLICK on the above link for NEW PI Self-Registration

## NOTE:

1. **Principal Investigator (PI)** once registered with an eMail ID and PAN **cannot** register once again using the same eMail ID or PAN either collectively or separately;
2. **EVALUATORS** are **NOT REQUIRED** to Register through this Link;



- **STEP 2:** Once you click on the Principal Investigator Registration, a new page will open to fill up all the mandatory details. Please refer the below screen shot:

PPMS

Principal Investigator Registration

Name \*

Surname \*

Email Address \*

PAN \*

Login User name \*

Password \*

Back Submit

Enter:

1. Name : Enter the First Name of the PI
2. Surname : Enter the Surname of the PI
3. eMail Address : Enter a valid eMail ID [**Note: User credentials will be mailed to this ID**]
4. PAN : Enter your Permanent Account Number
5. Login User Name : Enter your Login User Name
6. Password : Enter the Password

Click on **"SUBMIT"**

***For Any Queries Contact:***

**Vision Group of Science & Technology**

**Ph No.080 - 2203 2013**

[visiongroup.st@gmail.com](mailto:visiongroup.st@gmail.com)

# Principal Investigator User Manual

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PROJECT PROPOSAL MANAGEMENT SYSTEM

Vision Group of Science and Technology  
VGST | PH NO.080-2203 2013



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# 1. Self-Registration of PI (Principal Investigator):

- **STEP 1:** Click on the Link <https://vgst.karnataka.gov.in/PPMS>

PPMS

Log in

User name or email \*

Password \*

Remember me

[Project Co-ordinator Registration](#)

Click On the above link for PI User Registration

## NOTE:

1. Principal Investigator (PI) already registered with an eMail ID and PAN cannot register once again using the same eMail ID or PAN either collectively or separately;



- **STEP 2:** Once you click on the Principal Investigator Registration, a new page will be open to fill up all the mandatory details. Please refer the below image.

PPMS

Project Co-ordinator Registration

Name \*

Surname \*

Email Address \*

PAN \*

Login User name \*

Password \*

Back Submit

Enter:

1. Name : Enter the First Name of the PI
2. Surname : Enter the Surname of the PI
3. eMail Address : Enter a valid eMail ID [Note: User credentials will be mailed to this ID]
4. PAN : Enter your Permanent Account Number
5. Login User Name : Enter your Login User Name
6. Password : Enter the Password

Click on **"SUBMIT"**



## 2. Filling application form / project proposal:

- Login with your Principal Investigator login credentials;
- **STEP 1:** CLICK the appropriate “Scheme Type” under which you wish to apply

PPMS

PROJECT PROPOSAL MANAGEMENT SYSTEM

[APPLICANT]

visl...

Home page

Application For CESEM/CISEE/K-FIST-L1/K-FIST-L2/RGS-F → Scheme Type: CESEM; CISEE: K-FIST L1, L2: RGS-F

Application For Faculty Development Programme (FDP) → Scheme Type: FDP

Application For Award for Research Publications (ARP) → Scheme Type: ARP

- **STEP 2:** CLICK on the Image 

PPMS

Registrations  
FDP-E : Faculty Development Programme For Engineering College Teachers (FDP-ENG)

Year \*  
2020-21

Filter

Search

+

CLICK the Image to Add new Application

Submitted  Open

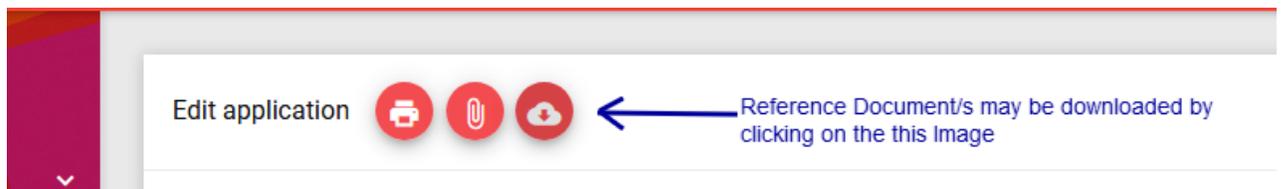
VGST Ref. No.	Name	Title of the Programme	Name of the Institution	Status	Actions
---------------	------	------------------------	-------------------------	--------	---------

- **STEP 3:** Fill all the templates of the application and Click on “SAVE”
- **STEP 4:** After all the templates of the application form is filled and completion of attachment of the necessary documents, click on “SIBMIT”



### 3. Downloading the reference documents / forms:

- Based on the “scheme type” some forms are available for references is available for download, like:
  - Guidelines, Terms & Conditions
  - Endorsement by Head of the Institution
  - Part A format
- You may download them by clicking on the image  on top of the application page



### 4. Uploading the documents

- An application is complete only when all the mandatory documents as duly signed and uploaded before submitting the documents for further administrative operations;
- For uploading signed and scanned documents please click on image 
- Select the appropriate document type which is being uploaded, give a name and document description, accordingly;
- Then Click on “UPLOAD”



Name \*  
Part A

Document Type \*  
Part-A

Document Description  
Budget Estimation for Recurring and Non Recurring

Browse... No file selected.

Upload

Click on the Image "UPLOAD" after browsing the file location for upload

Sl. No.	Document Type	Document Name	Document Description	Actions
---------	---------------	---------------	----------------------	---------

## 5. Taking Print of Duly filled Project Proposal / Application form for Signature.

- After the application form / project proposal is duly filled you need to print, sign, scan and upload the completed document;

- For downloading the application form / project proposal click on the Image 

Edit application    Back

VGST Ref. No. \*

Click on the Image for downloading printable version of the Application form / Project Proposal

1. Scheme Applied

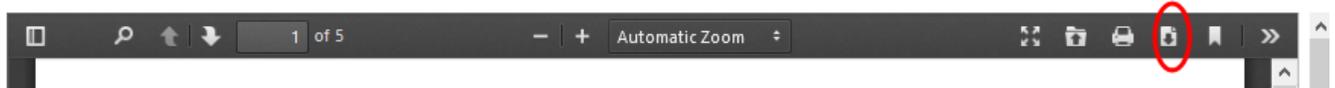
Scheme \*  
CISEE : Centers of Innovative Science, Engineering and Education (CISEE)

5. Details of the Head of the Department

Name of the Head of the Department \*

Email ID \*

- Click on the image over the PDF page for downloading



## DETAILS OF VGST GRANT ALLOCATION- 2021-22

Sl. No.	Details of the Scheme	For 1 <sup>st</sup> year (Rs. in lakhs)	For 2 <sup>nd</sup> year (Rs. in lakhs)	Total (per selected project) (Rs. in lakhs)	Allocated Number of Projects	Period of Project (In years)
1	Centre of Excellence in Science, Engineering and Medicine (CESEM)	20.00	20.00	40.00	4	2
2	Centres of Innovative Science, Engineering and Education (CISEE)	15.00	15.00	30.00	10	2
3	Karnataka Fund for Infrastructure Strengthening in Science & Technology (K-FIST L1)	7.50	7.50	15.00	25	2
4	Karnataka Fund for Infrastructure Strengthening in Science & Technology (K-FIST L2)	10.00	10.00	20.00	15	2
5	Research Grants for Scientists /Faculty (RGS/F) (One Time Grant)	3.00	---	3.00	50	1
6	Award for Research Publications (ARP): (One Time Award)	0.25	-----	0.25	20	-
7	FDP-Engineering: (One Time Grant) - 4-days workshop including 1-day industrial visit	2.00	-----		10	-
<b>TOTAL</b>					<b>134</b>	<b>----</b>



- j) It shall be the responsibility of the institution to ensure that support of VGST/KSTePS, DST, GoK is suitably acknowledged and displayed over the equipment purchased.
- k) The PI of the project has to submit quarterly report on the progress of the project to VGST without fail. A consolidated report shall also be submitted to VGST after completion of the project.
- l) The KTPP Act shall be followed while purchasing the equipment.
- m) The progress of implementation of the project and proper utilization of grant will be periodically reviewed by the Review Committee constituted by VGST.
- n) The interest amount accumulated in the bank for the sanctioned project shall not be used for any purpose and shall be returned back to KSTePS at the end of each year from the date of release.
- o) The institution shall submit audited utilization certificate and Statement of Expenditure for each instalment issued by the AG empanelled Chartered Accountant and counter signed by both the Principal Investigator and Head of the Institution to VGST.
- p) The Auditor General / Internal auditors / Officials from VGST at their discretion shall have the right of access to the books and accounts of the project for the grants received by the institution from VGST.
- q) The VGST/DST, GoK may terminate the grant at any stage, if it is not convinced about the proper utilization of grants and progress made. In such situations, DST, GoK may terminate the project and direct the institution to refund the grants partially or fully and institution shall fulfil all the compliances as directed by VGST Review Committee/KSTePS/DST, GoK. Under any circumstances, the decision of the VGST Committee/Sub-Committee is final.
- r) Duration of Affidavit shall remain in force for the duration till all the compliances of the project are met.
- s) Guidelines, Terms and Conditions is also applicable to the institution along with this Affidavit.

**Signature of the Principal Investigator**

**Signature of the Co-Principal  
Investigator**

**Signature of the Head of the Institution  
along with date & Seal**

**GRANT RELATED DOCUMENT  
(GRD)**

(PART-A proforma)

(To be submitted by Principal Investigator to VGST for an Approval)

GRD No. _____	No. of Instalments: 1/2			
VGST Scheme (CESEM/CISEE/ K-FIST (L1)/K-FIST (L2)/RGS-F)				
Title of the project				
Duration of VGST Scheme				
	PI Details		Co-PI Details	
Name				
Phone Number				
Mobile Number				
Email ID				
Department				
Name and Address of the Head of the Institution (including Phone Nos. & Email)				
Total VGST Grant Sanctioned (in lakhs)				
Status of VGST grant release (Rs. in lakhs)	Year/Phase	Cheque No./RTGS	Date of cheque	Grant (Rs.in lakhs)
	I:			
	II:			

**(FOR -1st Phase/Year)**

**BUDGET ESTIMATE - NON - RECURRING EXPENDITURE (NRE):**

NRE UNDER Scheme \_\_\_\_\_

**Procurement through E-Tendering Process - ETP**

(Restricted to Maximum 90%)

*(Equipment/Items above Rs.1.00 lakh have to be procured through E-tendering process, which shall have to be entered in NRE - ETP)*

Sl. No.	Items permitted to be procured only through E-tender process	Technical Specification of Equipment	Unit Price (Rs.)	Total Unit/Quantity required	Total Estimated Cost (Rs. in lakhs) (to be approved by VGST)
NRE 1		<b>Provide this information in the concerned page</b>			
NRE 2					
NRE 3					
NRE 4					
NRE 5					
NRE 6					
<b>NRE - Total Amount</b>					<b>Rs.</b>

**(FOR -1st Phase/Year)**

**BUDGET ESTIMATE - NON - RECURRING EXPENDITURE (NRE):**

**NRE UNDER Scheme \_\_\_\_\_**

**Procurement through Manual Tendering Process – MTP**

(Restricted to Maximum 90%)

*(Procurement of Equipment's/ Items below Rs.1.00 lakh only. This is also has to be entered in NRE - MTP)*

<b>Sl. No.</b>	<b>Items permitted to be procured only through Manual Tender process (Internal Procedure)</b>	<b>Technical Specification of Equipment</b>	<b>Unit Price (Rs.)</b>	<b>Total Unit/ Quantity required</b>	<b>Total Estimated Cost (Rs. in lakhs) (to be approved by VGST)</b>
NRE 1		<b>Provide this information in the concerned page</b>			
NRE 2					
NRE 3					
NRE 4					
NRE 5					
NRE 6					
<b>NRE - Total Amount</b>					<b>Rs.</b>

**BUDGET ESTIMATE - RECURRING EXPENDITURE (RE)****(FOR -1st Phase/Year)**

(Minimum 10% shall be allocated)

Sl. No.	Items	Percentage of Recurring Expenditure allowed by VGST (Item Wise)	Total Estimated Cost (Rs. in lakhs) (to be approved by VGST)
RE 1	Chemicals	Upto 60%	
RE 2	Glassware		
RE 3	Plastic Ware		
RE 4	Biological Specimen		
RE 5	Electrical & Electronics spare parts/any other related items	Upto 7.5%	
RE 6	Mechanical Spare parts / any other related items	Upto 7.5%	
RE 7	Contingency	Upto 20.0%	
RE 8	Books & Journal	Upto 5%	
<b>TOTAL RECURRING EXPENDITURE</b>		<b>100.0%</b>	

If items RE 1 to RE 4 are not applicable for the scheme/project, the grant can be utilized for item no. RE 6, RE 7 and RE 8 or for item which are specific to the project.

# TECHNICAL SPECIFICATION OF EQUIPMENT

(For Non-Recurring Expenditure only)

Sl. No.	Name of Equipment & Accessories	Quantity	Details of Technical Specification as indicated/proposed in the e-procurement document
1			
2			
3			

4			
5			
6			

# JUSTIFICATION FOR THE PURCHASE

(Applicable only for Non-Recurring Expenditure/ Equipment etc.)

<b>VGST Programme Title</b>		*			
<b>VGST Grant Amount</b>		<b>Year</b>		<b>Instalment No.</b>	

Sl. No.	List of the Equipment/ Item * (relevant to carry out the proposed project)	Justification for the Purchase (in brief)
1		
2		
3		
4		
5		

**(FOR -2<sup>nd</sup> Phase/Year)**

**BUDGET ESTIMATE - NON - RECURRING EXPENDITURE (NRE)**

**NRE UNDER Scheme \_\_\_\_\_**

**Procurement through E-Tendering Process - ETP**

(Restricted to Maximum 90%)

*(Equipment/Items above Rs.1.00 lakh have to be procured through E-tendering process, which shall have to be entered in NRE - ETP)*

Sl. No.	Items permitted to be procured only through E-tender process	Technical Specification of Equipment	Unit Price (Rs.)	Total Unit/Quantity required	Total Estimated Cost (Rs. in lakhs) (to be approved by VGST)
NRE 1		<b>Provide this information in the concerned page</b>			
NRE 2					
NRE 3					
NRE 4					
NRE 5					
NRE 6					
<b>NRE - Total Amount</b>					<b>Rs.</b>

**(FOR -2<sup>nd</sup> Phase/Year)**

**BUDGET ESTIMATE - NON - RECURRING EXPENDITURE (NRE)**

**NRE UNDER Scheme \_\_\_\_\_**

**Procurement through Manual Tendering Process – MTP**

(Restricted to Maximum 90%)

*(Procurement of Equipment's/ Items below Rs.1.00 lakh only. This is also has to be entered in NRE - MTP)*

<b>Sl. No.</b>	<b>Items permitted to be procured only through Manual Tender process (Internal Procedure)</b>	<b>Technical Specification of Equipment</b>	<b>Unit Price (Rs.)</b>	<b>Total Unit/ Quantity required</b>	<b>Total Estimated Cost (Rs. in lakhs) (to be approved by VGST)</b>
<b>NRE 1</b>		<b>Provide this information in the concerned page</b>			
<b>NRE 2</b>					
<b>NRE 3</b>					
<b>NRE 4</b>					
<b>NRE 5</b>					
<b>NRE 6</b>					
<b>NRE - Total Amount</b>					<b>Rs.</b>

**BUDGET ESTIMATE - RECURRING EXPENDITURE (RE)****(FOR -2<sup>nd</sup> Phase/Year)**

(Minimum of 10% shall be allocated)

Sl. No.	Items	Percentage of Recurring Expenditure allowed by VGST (Item Wise)	Total Estimated Cost (Rs. In lakhs) (to be approved by VGST)
RE 1	Chemicals	Upto 60%	
RE 2	Glassware		
RE 3	Plastic Ware		
RE 4	Biological Specimen		
RE 5	Electrical & Electronics spare parts /any other related items	Upto 7.5%	
RE 6	Mechanical Spare parts/ any other related items	Upto 7.5%	
RE 7	Contingency	Upto 20.0%	
RE 8	Books & Journal	Upto 5%	
<b>TOTAL RECURRING EXPENDITURE</b>		<b>100.0%</b>	

If items RE 1 to RE 4 are not applicable for the scheme/project, the grant can be utilized for item no. RE 6, RE 7 and RE 8 or for item which are specific to the project.

# TECHNICAL SPECIFICATION OF EQUIPMENT

(For Non-Recurring Expenditure only)

Sl. No.	Name of Equipment & Accessories	Quantity	Details of Technical Specification as indicated/proposed in the e-procurement document
1			
2			
3			

4			
5			
6			

# JUSTIFICATION FOR THE PURCHASE

(Applicable only for Non-Recurring Expenditure/ Equipment etc.)

<b>VGST Programme Title</b>		*			
<b>VGST Grant Amount</b>		<b>Year</b>		<b>Instalment No.</b>	

Sl. No.	List of the Equipment/ Item * (relevant to carry out the proposed project)	Justification for the Purchase (in brief)
1		
2		
3		
4		
5		

**Summary of Part-A**

<b>1<sup>st</sup> year</b>		
	<b>List of Non-recurring expenditure</b>	<b>Amount (Rs. in lakhs)</b>
1.		
2.		
3.		
4.		
	<b>Total</b>	
	<b>List of Recurring expenditure</b>	<b>Amount (Rs. in lakhs)</b>
1.		
2.		
3.		
4.		
<b>2<sup>nd</sup> year</b>		
	<b>List of Non-recurring expenditure</b>	<b>Amount (Rs. in lakhs)</b>
1.		
2.		
3.		
4.		
	<b>List of Recurring expenditure</b>	<b>Amount (Rs. in lakhs)</b>
1.		
2.		
3.		
4.		
	<b>GRAND TOTAL (1<sup>st</sup> year + 2<sup>nd</sup> year)</b>	

**Institution/ Principal Investigator and Co- Principal Investigator shall abide by the following VGST Terms & Conditions:**

- ❖ Procurement for items Rs. 1.00 lakh and above shall be made strictly through E-tendering process using GoK E-portal as per KTTP Act.
- ❖ To facilitate hassle free procurement of equipment by the Grantee Institution, VGST desires to be flexible by permitting “Package Approval” instead of “Item-wise Approval” in procurement procedure under non-Recurring grants. Yet, the total Non-Recurring Expenditure shall not exceed specified percentage (90%) of the VGST annual grant. The re-appropriation of the cost/ price of single item shall not exceed 15% of the approved cost.
- ❖ Further change in the Budget Estimate (Both Non-Recurring & Recurring) will not be entertained.
- ❖ For purchase of Items less than Rs.1.00 lakh, minimum 3 quotations have to be taken and to be purchased for the lowest quote.
- ❖ The proposal shall include Technical Specification of the Equipment (TSE) and Justification of the Purchase (JPE). This supportive information is most essential for Non-Recurring Budget Estimate (Proposals without TSE & JPE will not be considered for selection).
- ❖ Any deviation from the allocated 15% in Budget Estimate is strictly not allowed.
- ❖ The total expenditure towards Sl. No. RE 1 to RE 8 shall not exceed the fixed percentage indicated against each item head.

If items RE 1 to RE 4 are not applicable for the scheme/project, the grant can be utilized for item no. RE 6, RE 7 and RE 8 or for item which are specific to the project.

<hr/> <b>Signature of Principal/Head of Institution (With Seal)</b>	<hr/> <b>Signature of Principal Investigator</b>  <hr/> <b>Signature of Co-PI</b>
---	---

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

# PURCHASE COMMITTEE

(APPLICABLE FOR PROCURING ITEMS INDICATED UNDER NON-RECURRING & RECURRING EXPENDITURES OF VGST APPROVED BUDGET ESTIMATE)

Sl. No.	Designation	Name	Signature
1	<b>Principal/Registrar/Dean/Director/Comptroller</b>		
2	Principal Investigator		
3	Co- Principal Investigator		
4	<b>Head of the Department</b> (In case, if the PI is also functioning as HOD, HOD of any other dept. can be the member of Purchase Committee)		
5	<b>Manager/ Finance Officer/ Accounts Officer</b>		
6	<b>Head of the Department</b> (Any other than grantee Dept.)		
<ul style="list-style-type: none"> <li>❖ The Constitution/Structure of the Purchase Committee shall be as indicated above.</li> <li>❖ The purchase committee undertakes the responsibility of procuring only those Equipment/ Items indicated in the “VGST approved Budget Estimate” (both Non-Recurring &amp; Recurring) by strictly adhering to the Guidelines, Terms &amp; Conditions of VGST. (VGST-GTC).</li> <li>❖ The decision, methodology in procurement of the items shall be recorded in the “Proceedings of the Purchase Committee” &amp; shall obtain the signatures of all the members of the purchase committee.</li> <li>❖ THE PURCHASE COMMITTEE TAKES THE COMPLETE RESPONSIBILITY IN CASE OF ANY ANOMALY/ VIOLATION IS FOUND IN THE PROCUREMENT PROCEDURE.</li> <li>❖ ANY AUDIT QUERY REGARDING PURCHASE PROCEDURE WILL BE RESPONDED BY THE PURCHASE COMMITTEE.</li> <li>❖ Change in the members in the Purchase Committee is allowed only if there are any changes in the person holding the respective designations. In such cases, grantee institution should intimate to VGST.</li> </ul>			

GRD NO

**PART – B AND PART -C**  
**(After Procurement)**

**To be submitted by Grantee Institution to VGST After Procurement**

1	Financial Status Proforma (To be Authenticated by the Principal & PC)	<b>ANNEXURE – 5</b>
2	Photocopy of Bank pass book (To be Authenticated by the Principal & PC)	
3	Utilization Certificate (UC) (To be Authenticated by the Local or College Auditors) <b>(2 Original copies should be submitted separately to VGST)</b>	
4.	<b><u>PART -C</u></b> <b>Progress Report</b>  <b>(ANNUAL / INTERIM / FINAL)</b>  Two Copies of the report in soft bound format [with signatures of the Head of the institution and Principal Investigator]  to be submitted for the office purpose of the project.	<b>ANNEXURE – 6</b>

**Note:**

- Grantee Institutions are hereby requested to submit PART-B and PART – C of GRD in soft copy (CD) to VGST.
- As per the Government Instructions, interest amount cannot be utilised for the project to be shown in the UC.
- In the Utilisation Certificate, each equipment name and amount to be shown under the non-recurring and recurring expenditure. Kindly check the UC total and amount before submitting to the VGST.

**FINANCIAL STATUS PROFORMA (FSP)**

<b>Name of Educational Institution</b>	
<b>Name of the Department</b>	
<b>Name of the Principal Investigator (PI)</b>	
<b>Project Title</b>	
<b>VGST Grant Allocation Year</b>	
<b>Date of Completion of Project Work</b>	
<b>Allocation (Rs. in lakh)</b>	

**BANK DETAILS**

<b>NAME OF THE BANK &amp; ADDRESS</b>	
<b>NAME OF THE A/C HOLDER</b>	
<b>BRANCH &amp; PLACE</b>	
<b>ACCOUNT NUMBER</b>	

**EXPENDITURE DETAILS**

<b>NON-RECURRING</b>	
<b>RECURRING</b>	
<b>TOTAL SPENT</b>	
<b>UNSPENT</b>	
<b>INTEREST EARNED</b>	
<b>BALANCE</b>	

# It is mandatory to open a separate SB A/c for the VGST grants to facilitate & to ascertain the interest accrued and to ease the Audit process.

---

**Signature**  
**Principal/ HOD/ Registrar/ Dean**  
**(With seal)**

---

**Signature**  
**Principal Investigator**  
**(With seal)**

**KINDLY ATTACH THE PHOTOCOPY OF ATTESTED BANK PASS BOOK WHICH SHOWS ALL THE BANK TRANSACTION DETAILS FROM THE RELEASE OF THE GRANT TO TILL THE SUBMISSION OF THE DOCUMENTS.**

**ATTESTED BY THE**

- 1) PRINCIPAL**
- 2) PRINCIPAL INVESTIGATOR**
- 3) ACCOUNTANT OF THE INSTITUTION**

**IF THE COLLEGE IS MAINTAINING THE INSTITUTION ACCOUNT OR THE MULTIPLE PROJECTS IN ONE ACCOUNT, THEY CAN SUBMIT THE SUB-LEDGER DETAILS WHICH CAN BE SHOWN THE EACH TRANSACTIONS AND INTEREST GENERATED OF THE PROJECT.**

**Letterhead of Chartered Accountant (2 Original copies has to be submitted)**

**UTILIZATION CERTIFICATE**

**GRD NO :**

**SCHEME AND INSTALMENT:**

**PROJECT TITLE:**

<b>Sl. No.</b>	<b>Details</b>	<b>Amount</b>
1	Previous year Balance (Opening Balance (OB), If any)	
2	Grants Received (chq no:    chq dt:    )	
3	Bank Interest (If any)	
4	Total Available Grants (1+2+3)	
5	Actual Grants Utilized (Statement of Expenditure Enclosed)	
6	Unspent Balance (4-5)	

Certified that Rs. \_\_\_\_\_ of grant-in-aid under (Program Name) was released by Karnataka Science and Technology Promotion Society (KSTePS) in favour of \_\_\_\_\_ **vide** letter No. \_\_\_\_\_ as stated above during the year 20...-..... The above grant was sanctioned towards Project Title "\_\_\_\_\_ ". Out of sanctioned grants, a sum of Rs. \_\_\_\_\_ has been utilized for the purpose of which it was sanctioned and Rs. \_\_\_\_\_ remained unutilized at end of the financial year 20...-..., to be carried forward (if the program is continued) or to be refunded (if the program is completed) whichever the case is applicable. Expenditure incurred for the purpose for which the grant was sanctioned is verified with the vouchers produced before me.

Certified that I have satisfied myself that the conditions on which the grant-in-aid was sanctioned have been fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

**Signature with Seal  
Chartered Accountant  
(FRN: &M.No)**

**Signature and Address of  
the Principal Investigator**

**Signature of the Head of Institution  
and Seal**

**Statement of Expenditure for the Project Title " \_\_\_\_\_ "**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Total Expenses (Rs.)</b>
1	Total Grants Received (Including Opening Balance & Bank Interest)	
<b>➤ Expenditure Break Up (Each Item wise as approved and sanctioned of Non-Recurring and Recurring Equipment)</b>		
	<b>Non-Recurring (NRE)</b>	<b>Amount</b>
NR1		
NR2		
NR3		
A	<b>Total of Non-Recurring Expenditure</b>	
	<b>Recurring (RE)</b>	<b>Amount</b>
RE1		
RE2		
B	<b>Total of Recurring Expenditure</b>	
2	Total Expenditure (A +B)	
3	Unspent Balance (1-2)	

**Kind of checks exercised:**

1. Vouching
2. Bank Reconciliation
3. Supporting Bills

**CERTIFICATE**

Certified that we have verified the disbursement of Rs. \_\_\_\_\_ (in words) towards \_\_\_\_\_ as mentioned above.

We have exercised the verification of vouchers and supporting documents to see that the money was actually utilized for the purpose for which it was sanctioned.

Place:

Date:

**Signature with Seal  
Chartered Accountant  
(FRN: &M.No)**

**Signature and Address of  
the Principal Investigator**

**Signature of the Head of Institution  
and Seal**

## **GFR-19A**

[See Rule 212(1)]

**(Period: ..... to .....)**

### **Form of Utilization Certificate**

Sl.No	Letter No. and date	Amount Rs.
	Letter no. _____ Date : _____  Interest	
	Total	

Certified that out of Rs. \_\_\_\_\_ of grants-in-aid sanctioned during the year \_\_\_ in favor of (Institution Name) under this Ministry/Department Letter No. given in the margin and Rs. **Amount left** \_\_\_\_\_ on account of unspent balance of the previous year, a sum of Rs. \_\_\_\_\_ (Utilized Amount) has been utilized for the purpose of \_\_\_\_\_ for which it was sanctioned and that the balance of Rs. \_\_\_\_\_ remaining unutilized at the end of the year will be adjusted towards the grants-in-aid payable during this year.

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised

- 1.
- 2.
- 3.
- 4.

**Signature**.....

**Designation**.....

**Date**.....

(Registered Chartered Accountant Sign & Seal)

**PART - C****Progress Report****(ANNUAL / INTERIM / FINAL)**

(Two Copies of the report in soft bound format and CD of the soft copy in PDF format [with signatures of the Head of the institution and Principal Investigator] to be submitted for the office purpose of the project.)

<b>SL</b>	<b>PARTICULARS</b>	<b>DETAILS</b>	
1	GRD - NO		
2	Scheme (Please tick)	CESEM/ CISEE/ K-FIST-L1/ K-FIST L2/ RGSF	
3	<ul style="list-style-type: none"> <li>Name of the Principal Investigator</li> </ul>		
4	<ul style="list-style-type: none"> <li>Name and Address of the Institution.</li> <li>Name of the Department</li> </ul>		
5	Instalment Received (tick)	I / II / III / RGSF	
6	Total Amount Released for the Project to date.	Rs.....	
7	Details of collaborating Institution (if any) Please furnish the Details		
8	Time schedule of the VGST Programme	1 <sup>st</sup> Year	
		2 <sup>nd</sup> Year	
		3 <sup>rd</sup> Year	

9	A Brief summary of the project sanctioned under VGST scheme (Annual /Interim/Final) experimental setup, methodology, results and applications /IPR if any, of the project? Scope for the further work.		
10	Research Publication in connection for the Project. (enclosures)		
11	Related Photographs related to the experimental set-up, analysis results.		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <p style="text-align: center;">Signature of the Principal Investigator (with Seal and date)</p> </td> <td style="width: 50%; border: none; vertical-align: top;"> <p style="text-align: center;">Signature of Head of the Institution (with Seal and date)</p> </td> </tr> </table>		<p style="text-align: center;">Signature of the Principal Investigator (with Seal and date)</p>	<p style="text-align: center;">Signature of Head of the Institution (with Seal and date)</p>
<p style="text-align: center;">Signature of the Principal Investigator (with Seal and date)</p>	<p style="text-align: center;">Signature of Head of the Institution (with Seal and date)</p>		

- Project report should not be more than 50 pages. Please follow the above format for preparation of report.
- Progress Report should be in soft bound 2 copies.