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|  | <u>Format for Sanction Letter</u> | Doc. No. : R&D/QAF/10 |
| | | Rev. No. : 00 |
| | | Eff. Date: 12.06.2018 |

TERMS & CONDITIONS

1. Periodic progress reports and expenditure statements in respect of above project against PCRA share shall be submitted to PCRA on quarterly basis without fail. Please note that these documents must reach PCRA office within 30 days on completion of each quarter. The progress report should clearly indicate targets mentioned in Annexure – C as completed / in progress / yet to take off.
2. In addition, details of institution contribution, if any, for the project, to be mentioned in the periodic expenditure statements separately.
3. Subsequent payments of instalments will be released as per Annexure – C attached on receipt of progress report & expenditure statements. However, the last 10% of the PCRA grant shall be released on submission and acceptance of final report. Tax deduction at source will be made as per the provisions of the Income Tax Act. If your organization is exempted from TDS, please submit valid certificate from IT authorities before or at the time of raising invoice. The institution has to return back the amount left unutilized out of total released amount, if any, after completion of project. TDS amount deducted, if any, will be considered as released amount to the institution. Institution may claim for the TDS deduction certificate, if any TDS is deducted.
4. Please note that the interest earned by your institute / organization on the funds sanctioned and paid by PCRA will be treated as amount paid by PCRA and must be shown as such in the accounts of the project. Also the interest earned on such amount should be reported regularly to PCRA.
5. The institute will prepare one film of about 10-15 minutes and a brochure within the above PCRA grant for dissemination of project findings for the benefit of masses.
6. PCRA reserves the right to seek any information/visit the actual site/laboratory at any point of time. A team of PCRA / member of screening committee and the institute officials may review the status of the project from time to time. One of our officials may also associate with the project as co-investigator at the discretion of PCRA. Nomination, if any, may be indicated later on.
7. You will submit draft technical completion report regarding the project to PCRA (one hard copy and one soft copy) within one month of completion of the project. The report should contain all relevant data, designs, detailed drawings, bills of materials, vendors for each item, approximate cost of each item, operation and maintenance procedures etc. as applicable.

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8. Also you will be required to make a presentation about the project work to the Screening Committee of PCRA for its review, comments and approval of the project, upon completion of project and submission of draft completion report. After incorporating comments of the Screening Committee of PCRA, if any, in the draft report, final technical report (both hard and soft copy) will be submitted to PCRA within one month of the date of Screening Committee meeting.

9. For commercialization / popularization of the technology, you may organize a meeting of manufacturers and other agencies with the help of PCRA and make a detailed presentation to them/hold discussions with them about the new technology. Agencies/consultants developed in the area may also be invited to such seminars.

10. You will send the report to relevant agencies who can take corrective actions based on finding of the report along with your recommendation, under intimation to PCRA.

11. On completion of the project, R&D institute & PCRA would pass on the technology and assist in implementing the project to the industry members who may desire to use the technology in their institutions at their own cost. However, in case any revenues are generated this should be shared equally with PCRA. Technology transfer fee, license fee and royalty if any shall be equally shared between PCRA & the institute. Quantum of such fee to be approved by PCRA.

12. In the draft technical completion report, following shall be indicated by the research institute:

- i. Energy already saved at the time of writing the report & value thereof in MTOE.
- ii. Average Energy being saved per day at the time of writing report & value thereof.
- iii. Estimate of energy saving in next one year & futuristic view

13. If any research paper/article is published in national or international magazine or journal etc, it shall be in the joint name with PCRA & only after obtaining written consent of PCRA.

14. If any application is to be made for receiving any award or any award is to be received based on this work, it shall be in joint name with PCRA & with the written consent of PCRA.

15. CA audited head wise expenses for annual expenditure statement (clearly indicating actual expenses incurred against PCRA grant issued / to be issued and also clearly indicating any advance paid for future job / future material supply for the project against PCRA grant issued / to be issued) and CA audited annual utilisation certificate incurred up to 31st March of each financial year shall be submitted by 30th April to PCRA. CA

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audited accounts means the accounts audited by authorized chartered accountant / statutory auditors and not by internal auditors or accounts heads. Audited statement should accompany copies of documentary evidence of any work order issued and

Invoice / bill specially for capital & high value items. Because expenses statement also shall be submitted to PCRA immediately after completion of the project followed by audited accounts. In addition, proof of beneficiary contribution for the project, if any, duly audited by Chartered Accounts and verified by Research Institutes are required to be provided to PCRA in respect of each beneficiary.

16. The Institute will maintain separate audited accounts for the project. The accounts of the grantee institution will be open to inspection by the sanctioning authority / audit whenever the institution is called upon to do so.

17. If expenditure statement and utilization certificate against the project is not audited by CA because of audit by CAG, then documentary proof of audit by CAG to be submitted to PCRA by 30th April for previous financial year up to 31st March and internal audited statement as per clause 14 above to be submitted.

18. For individual capital items procured from PCRA grant-in-aid for above Rs. five lakhs, if the Research Institute sells the items before 5 years after completion of the project, the realization value (sale proceeds) will be paid back to PCRA.