No. OSDD/HCP0001/12FYP/2012-13/Fin/2101   **Date: 20th June 2012**
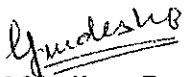
OFFICE MEMORANDUM

Sub.:- OSDD Unit - Process for financial approvals

I.   The financial approvals of projects which involve funding from the OSDD project head quarters were governed by the following 3 OMs
   - No.41/3/IAP-08/11FYP/2007-08/RDPD dated 30th July 2008
   - No.41/3/IAP-08/11FYP/2007-08/RDPD dated 17th February 2009
   - No.41/3/IAP-08/11FYP/2007-08/RDPD dated 14th September 2009

II.   The above OMs were issued at the beginning of the project. Since then, the number of activities of the project has increased manifold. The OSDD Unit has been set up with a Distinguished Scientist as its Head. It has a Project Director and has Scientists who are closely coordinating the projects. With the benefit of experience gathered, the existing process of fund release has been reviewed and instead of the process outlined in the above OMs, the following process is now put in place –

III. Funding of the Projects:-
   There are two kinds of projects that OSDD might have to fund –
   a. Scientific projects carried out by Principal Investigators' (PI) in institutions across the country.
   b. Projects which are required to be commissioned by the project headquarters with central monitoring and coordination by the OSDD Unit.

IV.   Approval of Projects
   a. In the case of (a), i.e. scientific projects undertaken by PI's the following procedure will be followed –
      1. All such projects should be put up on Sysborg portal by the PI with its scientific justifications.
      2. The project should be open for peer review for a period of 3 weeks on the Sysborg Portal.
      3. During these 3 weeks of Open Peer Review, in addition to the open review, a Science Support Group (SSG) comprising of Dr T S Balganesh; Dr Sarala Balachandran; Dr Geetha Vani Rayasam; Dr Haridas B Rode and Dr Anshu Bhardwaj will consider the open review comments, offer further comments, on the project, if any, and obtain any additional clarifications that may be

required. SSG may co-opt relevant external experts for review during this period. SSG should give a final recommendation of whether to support or not to support the project, within two weeks of completion of open peer review. The recommendations should be posted in Sysborg.

4. After SSG gives the final recommendation to support the project, the following Budget Committee should review the budget proposal. The Budget Committee would comprise of Dr Sarala Balachandran (Chair); Dr Geetha Vani Rayasam, Dr Andrew M. Lynn. This committee shall approve the release of the funds for the project.

5. If the Budget Committee approves the project, the Project will be submitted for approval to the following authorities:
   - For outlay upto 50 lakhs : - Project Director
   - For outlay above 50 lakhs : - Distinguished Scientist
     provided that for outlay above Rs. 1 crores to a non-CSIR lab a committee comprising of Chief Mentor, Distinguished Scientist and Project Director will make a final recommendation. Once recommended, OSDD Project Director will communicate approval and take steps to release funds.

6. Dr. Geetha Vani Rayasam will coordinate the budget committee meetings, interact with SSG where necessary and will finalize the minutes. The Committee may co-opt other experts in case required. The Budget committee should complete the review within 2 weeks of completion of scientific review.

b. In case of (b) i.e. Projects Commissioned by OSDD Unit, the following procedures will be followed:

1. Often direct purchases have to be made within CSIR_OSDD Unit. The Distinguished Scientist heading the Unit shall have the financial powers concurrent to that of the Director of a lab and the Project Director that of a Scientist G.

2. In the case of Commissioned Projects in the OSDD Unit, it will follow CSIR Purchase Procedure and the payment will be made accordingly. The approval for projects will be given as per CSIR Purchase Procedure. Once approved the project will be posted on Sysborg Portal.

3. There may be projects that OSDD Unit requires to execute at collaborating partner's location outside CSIR. Such projects will be approved by SSG and the Budget Committee. Proposals so approved will be placed on Sysborg Portal. Once approved, the Project Director shall release funds up to Rs. 50 Lakhs and beyond 50 lakhs, shall take up the approval of the Head, OSDD Unit. Once approved the project shall be posted on Sysborg Portal.

4. Procurement of IT infrastructure / services / softwares related to the projects has to be funded upon the recommendation of Committee comprising of Dr. G. P. S. Raghava (Chairman), Dr. Anshu Bhardwaj (Co-coordinator), Dr. Andrew Lynn. This Committee shall examine the technical feasibility and appropriateness of the Budget. Once the Committee examines the budgetary aspect, the Project shall be placed on Sysborg Portal along with the

recommendations of the Committee. Upon the recommendation of the Committee, the Project Director shall approve such projects to be executed within the OSDD Unit, in CSIR labs or at the collaborating institutions. If the amount exceeds Rs. 50 lakhs, the Project Director shall take the approval of the Head, OSDD Unit. Once approved, the Project shall be uploaded on Sysborg Portal.

5. It is the effort of OSDD to complete projects within approved time and cost. If a request is made to condone any time overrun or cost overrun of the projects, it will be placed before the SSG and the Budget Committee. Upon the recommendation of the Committee, Project Director shall accord necessary approval.

(Gauri Madhav Deshpande)
Section Officer, OSDD Unit

Copy To:
1. DG, CSIR & Chief Mentor, OSDD
2. Head, OSDD Unit
3. Heads of all Divisions in CSIR Headquarters
4. Directors of all CSIR Labs
5. Ms. Geetha Sugumaran: for uploading on Sysborg Portal
6. IT Division: for uploading on CSIR Website
7. Office Copy