

No. 33/M/Guidelines/2020-21-CPD

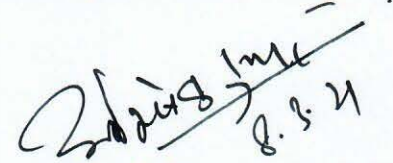
March 08, 2021

कार्यालय ज्ञापन

Sub: SOP/ Guidelines for selection, implementation and monitoring of project proposals submitted FY 2021-22 (15th Financial Commission) onwards for consideration for implementation and funding (Facility Creation Projects (FCP) and project proposals submitted by CSIR-Units) – Reg.

Ref: OM No. 33/M/Guidelines/2020-CPD dated June, 2020.

1. Competent authority has accorded approval to the following:
 - I. SOP/Guideline for selection, implementation and monitoring of Facility Creation Project (FCP) proposal submitted for consideration for implementation and funding to CSIR FY 2021-22 onwards (Annexure A); and
 - II. SOP/Guideline for selection, implementation and monitoring of project proposals submitted by CSIR-Units for consideration for implementation and funding to CSIR FY 2021-22 onwards (Annexure B)
2. The instructions issued time to time for financial and expenditure management would be applicable to these projects also.


(डॉ. अभिषेक कुमार)
वैज्ञानिक

Copy to:

1. Directors of all CSIR labs
2. Heads of all CSIR Units/ Directorates/ Divisions/ Sections
3. US to DG, CSIR
4. PS to FA, CSIR
5. PS to JS, CSIR
6. CSIR website through Head, IT
7. Office Copy

ANNEXURE A

SOP/Guidelines for selection, implementation and monitoring of Facility Creation Projects (FCP) submitted for consideration for implementation and funding to CSIR FY 2021-22 onwards

- I. The Facility Creation Project (FCP) proposal should be discussed and approved in the Research Council (RC) of laboratories and/or Advisory Committee (AC) of the CSIR-Unit to be submitted to CSIR for implementation and funding consideration;
- II. Screening Cum Expert committees will be formulated at CSIR HQ by CPD to examine, evaluate, shortlist, grade and recommend the proposals for funding by CSIR. The committee will also recommend the quantum of funding and tenure of implementation for considered project proposals;
- III. The recommended project/s (with the approval of the Competent Authorities) will be implemented as Major Lab Projects (MLP) and accordingly MLP number and respective OM will be issued by the implementing laboratory/ unit.
- IV. The implementation of the recommended FCP will be monitored through Task Force (TF) specifically constituted for each approved projects separately. The Director/ Head of the nodal/implementing laboratory/ unit will be the Chairperson and Nodal PI of the nodal/implementing laboratory/ unit will be the convener of the TF. The TF will have following composition:
 - a) Chairperson;
 - b) External experts on the subject area/s as member (minimum 3);
 - c) CSIR expert on the subject area/s as member (minimum 1);
 - d) COFA/F&AO (Finance) of the nodal/ implementing laboratory/unit as member;
 - e) HoD, CPD, CSIR HQ or his nominee as permanent invitee; and
 - f) Nodal PI of the nodal/ implementing laboratory/ unit as the member convener.
- V. The Terms of References (**TOR**) of the Task Force (TF) will be following:
 - a) Ensure the implementation of the project in a time bound and cost bound manner;
 - b) Periodically monitor and review the progress of the project including progressive expenditure vis-à-vis deliverables/output;
 - c) Ensure submission of half yearly performance report to CPD, CSIR HQ by 15th September and 15th April of every year; and
 - d) Any other activities assigned by DG, CSIR to the TF from time to time.

The tenure of the Task Force will be co-terminus with the project.

- VI. The Monitoring Methodology (**MM**) will be as follow:
 - a) Task Force (TF) shall periodically meet to review the progress of the project. Though the periodicity of the meeting is left to the discretion of Chairperson, but it shall not less than 2 times a year (once in six months);
 - b) TF shall monitor the micro details of project in terms of outputs, activities, yearly/ half yearly targets, quantifiable deliverables, costs etc. PERT and bar

chart is required to be prepared in this regards for controlling the various activities of the project. TF may evolve suitable and monitorable parameters to effectively review the progress of the project. Further, TF may assess and advise the mid course changes/corrections in the project to achieve the desired objectives;

- c) Examining the periodic progress of project in terms of outputs, activities, yearly/ half yearly targets, quantifiable deliverables, costs etc., the TF may recommend the foreclosure of the project in deplorable progress situation; and
- d) The proceedings of the TF meeting shall be recorded and maintained by the member convener and communicated to the CPD, CSIR HQ for information and record.

ANNEXURE B

SOP/Guidelines for selection, implementation and monitoring of Project Proposals submitted by CSIR-Units for consideration for implementation and funding to CSIR FY 2021-22 onwards

- I. The projects proposals should be discussed and approved in the Advisory Committee (AC) of the CSIR-Unit to be submitted to CSIR for implementation and funding consideration;
- II. Screening Cum Expert committees will be formulated at CSIR HQ by CPD to examine, evaluate, shortlist, grade and recommend the proposals for funding by CSIR. The committee will also recommend the quantum of funding and tenure of implementation for considered project proposals;
- III. The recommended project/s (with the approval of the Competent Authorities) will be implemented as Major Lab Projects (MLP) and accordingly MLP number and respective OM will be issued by the implementing unit.
- IV. The implementation of the recommended project proposals will be monitored through Task Force (TF) specifically constituted for each approved projects separately. The Head of the nodal/implementing unit will be the Chairperson and Nodal PI of the nodal/implementing unit will be the convener of the TF. The TF will have following composition:
 - a) Chairperson;
 - b) External experts on the subject area/s as member (minimum 3);
 - c) CSIR expert on the subject area/s as member (minimum 1);
 - d) COFA/F&AO (Finance) of the nodal/ implementing unit as member;
 - e) HoD, CPD, CSIR HQ or his nominee as permanent invitee; and
 - f) Nodal PI of the nodal/ implementing unit as the member convener.
- V. The Terms of References (**TOR**) of the Task Force (TF) will be following:
 - a) Ensure the implementation of the project in a time bound and cost bound manner;
 - b) Periodically monitor and review the progress of the project including progressive expenditure vis-à-vis deliverables/output;
 - c) Ensure submission of half yearly performance report to CPD, CSIR HQ by 15th September and 15th April of every year; and
 - d) Any other activities assigned by DG, CSIR to the TF from time to time.

The tenure of the Task Force will be co-terminus with the project.
- VI. The Monitoring Methodology (**MM**) will be as follow:
 - a) Task Force (TF) shall periodically meet to review the progress of the project. Though the periodicity of the meeting is left to the discretion of Chairperson, but it shall not less than 2 times a year (once in six months);
 - b) TF shall monitor the micro details of project in terms of outputs, activities, yearly/ half yearly targets, quantifiable deliverables, costs etc. PERT and bar chart is required to be prepared in this regards for controlling the various activities of the project. TF may evolve suitable and monitorable parameters to effectively review the progress of the project. Further, TF may assess and advise the mid course changes/corrections in the project to achieve the

desired objectives;

- c) Examining the periodic progress of project in terms of outputs, activities, yearly/ half yearly targets, quantifiable deliverables, costs etc., the TF may recommend the foreclosure of the project in deplorable progress situation; and
- d) The proceedings of the TF meeting shall be recorded and maintained by the member convener and communicated to the CPD, CSIR HQ for information and record.