

वैज्ञानिक और औद्योगिक अनुसंधान परिषद (सीएसआईआर)
Council of Scientific & Industrial Research (CSIR)
केंद्रीय योजना निदेशालय/ Central Planning Directorate
अनुसन्धान भवन, रफी मार्ग, नई दिल्ली-110 00141
Anusandhan Bhawan, 2, Rafi Marg, New Delhi – 110001

No.33/M/Guidelines/2024-25-CPD

22nd October, 2024

OFFICE MEMORANDUM/ कार्यालय ज्ञापन

Sub: SOP/Guidelines for selection, implementation and monitoring of Facility Creation Projects 2.0 (FCP 2.0) under CSIR Special Projects Scheme (CSPS-2024)-reg.

Ref: 1) CSIR OM No.33/M/Guidelines/2020-21-CPD dated 8th March,2021.

2) CSIR OM No.6/10/ReorientCSIR/2021/2 dated 9th October,2024.

1. The Competent Authority has accorded approval to the following:

- I. The SOP/Guidelines for selection, implementation and monitoring of Facility Creation Projects 2.0 under CSIR Special Projects Scheme (CSPS-2024) (Enclosed).
- II. The SOP/Guidelines for selection, implementation and monitoring of Facility Creation Projects issued vide CSIR OM No.33/M/Guidelines/2020-21-CPD dated March 08,2021 will continue to be applicable for Facility Creation Projects initiated from FY 2021-22 and before FY 2024-25.

2. The instructions issued time to time for financial and expenditure management would be applicable to these projects also.

राजेश पारप्यानी
22.10.2024
(राजेश पारप्यानी)
इंजीनियर 'डी'


प्रतिलिपि :

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

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SOP/Guidelines for selection, implementation and monitoring of Facility Creation Projects
2.0 (FCP 2.0) under CSIR Special Projects Scheme (CSPS-2024)

- I. The Facility Creation Project 2.0 (FCP 2.0) proposal should be discussed and approved in the Research Council (RC) of laboratories to be submitted to CSIR for implementation and funding consideration;
- II. Screening Cum Expert committees will be formulated at CSIR HQ by concern directorate to examine, evaluate, shortlist, grade and recommend the proposals for funding by CSIR. The committee will also recommend the quantum of funding for considered project proposals;
- III. The project/s (approved by the Competent Authority) will be implemented by the implementing laboratory. The OM for the approved project/s will be issued by the concerned or the coordinating directorate in CSIR HQs. The implementing laboratory will also issue project OM and information of the same shall be provided to CSIR HQ, Lab PME and lab Finance.
- IV. The implementation of the recommended FCP will be monitored at CSIR Lab level through Task Force (TF) specifically constituted for each approved projects separately and by External Monitoring Committee at CSIR HQ level. The Mission Director/ Nodal Lab Director will be the Chairperson and Head PME of the Nodal lab will be the convener of the TF. The TF will have following composition (as per OM No.6/10/Reorient CSIR/2021/2 dated 9 October,2024):
 - a) Mission Director/Nodal Lab Director – Chairperson
 - b) Participating Labs' Directors, if any
 - c) PIs & Co-PIs of the Project/VVPs in the Mission mode projects
 - d) CSIR HQ Project Coordinator
 - e) Head, PME of the Nodal lab (convenor)
- VI. 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 quarterly progress in the format enclosed at Annexure I to the concerned directorate in CSIR HQ 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.
- VII. The Monitoring Methodology (MM) will be as follow:
 - 1) Task Force (TF) shall meet once in every quarter to review the progress of the project;
 - 2) 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 monitor able parameters to effectively review the progress of the project. Further, TF may


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assess and advise the mid- course changes/corrections in the project to achieve the desired objectives;

- 3) 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
- 4) The proceedings of the TF meeting shall be recorded and maintained by the member convener and communicated to CSIR HQ for information and record.
- 5) External Monitoring Committee at CSIR HQ will also monitor the progress of the project twice every year.


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Facility Creation Project 2.0

Annexure I

Template/ Format for Reporting Progress/Status of Project by CSIR Lab to CSIR HQ/ EMC-FCP2.0
As on _____

A. Project Details:

1.	Nodal Lab (Participating Labs/ Agencies, if any)	
2.	i. Project Title	
	ii. Project Number	
	iii. Project start date	
	iv. Scheduled date of completion	
	v. Extended date of completion (if applicable)	
3.	Principal Investigator (PI) & Co-PI (pl. provide email and mobile number also)	
4.	Project Objective (As per DPR/Proposal)	
5.	Status of the Project with reference to DPR Activity/Bar chart (As on _____)- cumulative	
	i. Accomplishments in Terms of Activities, procurement of equipments, progress in works & services etc. (Planned in DPR vs Actual)	
	ii. Shortfalls in achievement of Milestones	
	iii. Whether above shortfalls reported to Task Force & CSIR HQ External Monitoring Committee (pl. provide a copy of minutes)	
6.	Progress during the current quarter (period----- To -----)	


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