Guidelines for Pitambar Pant National Environment Fellowship Award

Ministry of Environment and Forests
Government of India
Guidelines For
Pitambar Pant National Environment Fellowship Award

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Government of India
FOREWORD

An environment in which humankind and its activities are in perfect harmony with nature is the most precious asset of a country. However, demographic pressures and unsustainable development threaten the life-support systems, and the basic resources like air, water, land, flora and fauna. Conservation of such resources is a primary concern of the human race. Development programs to be sustainable must ensure that they cause no environmental destruction. To accomplish this, it is essential to provide a strong scientific and technological support in the whole area of environment, which is inherently multidisciplinary in character, encompassing not only a number of branches of the natural sciences, engineering, agriculture and medicine, but also education, socio-economics and law.

Recognizing this inter-dependence, the Government of India, on the recommendation of the National Committee on Environmental Planning and Coordination, instituted the Pitambar Pant National Environment Fellowship Award in 1978 to encourage and recognize excellence in any branch of Research related to Environmental Sciences. The fellowship is in recognition of significantly important research/development contributions and is also intended to encourage talented individuals to devote themselves to R&D pursuits in the field of environmental sciences.

The Ministry is very concerned about the non-receipt of sufficient and suitable applications for this prestigious fellowship, especially during last 2-3 years. This could be either due to stringent eligibility criteria regarding age or due to lack of proper publicity for this fellowship. The Guidelines for the Pitambar Pant National Environment Fellowship Award were formulated long
back. Over the years, new areas of research relevant to present-day requirements have emerged. Recently the Ministry has also redefined and prioritized the areas of research. In order to make the Award more competitive and relevant to the present research requirements, the guidelines have been revised.

The present brochure sets forth the specific objectives, type of research to be supported, procedure for submission of application, norms for funding the proposals, terms and conditions for sanctioning of the research project, proforma for submission of the research proposals, statement of expenditure and utilization certificate. Besides this the age limit has been raised from 55 to 60 years for eligibility of applicants.

I sincerely hope that the "Guidelines for Pitambar Pant National Environment Fellowship Award" would serve as a means to attract talented and dedicated researchers to this prestigious fellowship.

Date: 25th June, 2008  
Place: New Delhi  

(MEENA GUPTA)
1. Introduction:

Ensuring a balanced environment in which humankind and its activities are in perfect harmony with nature is the utmost responsibility of both the society and the government. The environmental concerns need to be integrated at the planning stage of the developmental activities so as to attain sustainable development. The National Environment Policy is intended to mainstream environmental concerns in all development activities. To achieve the same, it is essential to provide a strong scientific and technical input in the area of environment protection.

The Ministry of Environment and Forests, Government of India attaches importance to environmental research for formulating strategies, solutions for environmental problems and conservation & management of natural resources.

Recognizing the need and to encourage excellence in research related to the environmental sciences, Govt. of India in 1987, on the recommendation of the then National Committee on Environmental Planning and Coordination, constituted the Pitambar Pant National Environment Fellowship Award. The Fellowship award is intended to encourage talented individuals to devote themselves in research and development in Environmental Sciences.

Eminent scientists such as Dr. A.K. Ganguly, Bhabha Atomic Research Centre, Mumbai, Prof. Madhav Gadgil, Indian Institute of Science, Bangalore, Dr. S.K. Jain, Botanical Survey of India, Kolkata, were earlier awarded this prestigious fellowship.
2. Objectives:

The objectives of the Pitambar Pant National Environment Fellowship Award are as follows:

- To encourage and recognize excellence in any branch of research related to environmental sciences.
- To generate information and knowledge required for developing strategies, techniques and methodologies for better environmental management.
- To strengthen scientific manpower in the multidisciplinary and emerging areas of environment conservation.
3. **Procedure for Inviting Applications:**

Applications will be invited each year as per following:

i. Through press advertisement in one national newspaper.

ii. Advertisement in 4 to 5 selected scientific journals periodically.

iii. Through website of Ministry of Environment & Forests, as well as the websites of the other Scientific Ministries and UGC.

iv. Through letters from Secretary, Environment & Forests to the Secretaries of the other scientific Ministries.

v. Through letters from Advisor (RE) to Heads of Research and Scientific organizations.
4. Procedure for Submitting Applications:

Following is the procedure for submission of applications:

The applications complete in all respects should be sent on the lines of the pro-forma as given in the ANNEXURE I by Registered A.D. Post in 10 copies and one set of reprints and other documentary evidence of achievements in a confidential sealed cover, addressed to the Adviser (RE) to the Government of India, Ministry of Environment and Forests, Paryavaran Bhavan, CGO Complex, Lodi Road, New Delhi-110003, by 31st March every year.

An institutional certificate is required to be furnished by nominee as per ANNEXURE I (E) regarding other concurrent fellowships/projects held by him/her along with a non-availability certificate with respect to permanent equipment proposed (within the ambit of the fellowship provisions).

Recommendation for Research Award

The application should be supported by at least two Fellows of the National Academy of Science / Engineering / Agriculture.

Validity of Application

Fresh applications will be invited every year. The nominations received will be valid for a period of 3 years. While fresh applications would be invited every year, the applications from previous years would also be considered (upto a total of three times), in case they fulfill the eligibility criteria for that particular year and were not awarded fellowship in the previous year.

Conditions of Award

The awardee would submit the results of his/her research work to the Ministry of Environment & Forests who would be free to utilize the material in any manner they deem fit. The awardees will make a presentation to the award committee after first and second years and take their suggestions/advice for corrections, if any. The awardee will submit annual progress report as well as Final Technical Report (as per Ministry’s format) and render accounts financial year-wise in the format prescribed by the Ministry [ANNEXURE II-III]. The Final Technical Report submitted by the awardee will be placed before the award committee for their perusal, comments (if any), suitable modification of the report by the awardee and final acceptance of the report (complete in all respects) by the Committee.

The fellowship award and the grants sanctioned thereto will be subject to terms and conditions mentioned in the Guidelines.
5. Procedure for Selection of Awardees:

Following is the procedure for selection of Awardees:

1. An award committee for Fellowships consisting of environment scientists / environmentalists, specially constituted for this purpose will examine the proposals.

2. The significance of the contributions already made and impact in the field of ecology and environment and biodiversity conservation will be important criteria for recommendations by the Award committee.

3. The Committee will examine the merits of the proposed research work and may suggest some amendments if felt necessary to improve the outcome of the project.

4. The Govt. at its own and in consultation with the Award committees may nominate a renowned scientist for the award.

5. The Govt. reserves the right to withhold the Award for any particular year if a suitable nominee is not found
6. Duration, Emoluments and Facilities under the Award:

1. The fellowship would be for a period of two years. No extension would be granted beyond 2 years of normal tenure.

2. The selected Fellow may opt for full-time research work or on part-time basis for the duration of the Award.

3. The Fellow will receive an award of Rs. 26,000/- per month plus usual allowance or last pay drawn plus allowances whichever is higher for in-service candidates, in case of full-time research. In other option of the part-time research the fellowship amount will be Rs. 10,000/- per month over and above the retirement benefits / pension / normal salary as the case may be.

4. In both the options the fellowship amount is exempted from income tax as per existing income tax rules and guidelines during the period of fellowship.

5. An Amount of Rs. 1 lakh per annum will be given to the Fellow for meeting contingent expenditure including secretarial expenditure and domestic travel under the Fellowship.

6. The Fellow may engage one Research Associate or one Senior Research Fellow as per existing Govt. of India rules.

7. Age Limit for the Applicants:

   The maximum age for eligibility of applicants will be 60 years on the date of application or the last date fixed for submission of application.
8. Terms and Conditions for Sanction of Research Projects:

A. The Project would be sanctioned for a maximum of two years. The grant will be payable in two installments each year on submission of Utilization Certificate, Expenditure Statement and Progress Report. The authorities of the institution(s) where the research activities are to be carried out would receive the grants and be responsible for their disbursement, administration, and maintenance of accounts.

B. All accounts in respect of the project will be subject to audit by institution auditors. On termination of the project, the duly audited accounts shall be submitted and the unspent balance, if any shall be refunded to the MoEF within six calendar months of completion of the project. Full and final payment will be made after the acceptance of all the financial certificates, audit reports and final technical reports of the project. Ten (10) per cent of the sanctioned amount will be released only on completion of all closure formalities.

C. During the course of implementation of the project, the MoEF may depute its staff or scientists from other institutions to visit the research institution(s) concerned to review progress.

D. The selection and appointment of Research Support Staff for the project may be made by the Principal/Lead Investigator in terms of the procedures of the concerned Institutions for periods not exceeding the sanctioned duration of the project. The qualification and experience should be followed as per the CSIR guidelines.

E. Staff appointed for the research project will be subject to the administrative control and service rules as applicable at the institute where they are appointed.

F. In respect of particular research project, at the time of sanction, the Ministry may prescribe requirements of prior approval by the Ministry before submitting for publication or conference presentation, papers or articles based on the Project.

G. In the event, after due enquiry, the Ministry concludes that the progress of a research Project is highly unsatisfactory and cannot be improved, it may
terminate the Project. Upon such termination, full audited accounts and refund of all unspent balances will have to be made promptly to the Ministry.

H. All equipment and stores purchased out of the grant would remain with the institution concerned unless otherwise specified in the sanction. However, the grantee organization will submit the list of assets acquired under the project as per the prescribed proforma (Annexure IV). The terms “Assets” here means (a) immovable property and (b) movable property of a capital nature where the value exceeds Rs. 10,000/-.

I. The Research Fellow and Investigator may pursue a research degree while working on the project. They may utilize the research outputs of the project towards their degree requirements, except in cases where the sanction would provide that research results are classified.

J. The project will become operative with effect from the date of receipt of the first Demand Draft by the grantee organization. The date of receipts of the Demand Draft will be intimated by the Principal Investigator to the Ministry of Environment & Forests.

K. The project will be sanctioned normally for specified period (maximum two years). Extension will not be granted.

L. Sharing of Intellectual Property Rights between the Government of India and Institution(s) and research staff participating in the project would be specified in the sanction order based on guidelines of the CSIR.

M. The Principal Investigator shall submit three hard copies and one soft copy of the progress report of the project at the end of the year to the Contact Person for Annual Review of the project.

N. The grantee organization(s) will furnish 5 copies of the Final Technical Report, including Executive Summary, along with a soft copy to the Ministry. The FTR will be subject to review by the Advisory Committee.

O. Non-Governmental Organizations seeking financial assistance for research projects shall execute a Bond in the prescribed format (Annexure-V).

P. All correspondence for the Research Programme are to be addressed to Advisor (RE).
9. Dissemination of Research Findings:

Unless restricted, wide dissemination of research findings would be encouraged. Apart from professional journals/books, final technical reports of completed projects may be disseminated through one or more of the following channels, as appropriate:

- Web site of the Ministry.
- Enviro News
- Website of ENVIS Centres/Nodes through EI Division
- Websites of Major Universities (through UGC)
- Websites of State Pollution Control Boards
- Professional and Policy-makers’ Workshops
ANNEXURE-I

Application for Grant for Research Project
(To be completed by the Principal Investigator)

1. Title of the Project:

2. Name, Designation and Addresses of Principal and Lead Investigator:

3. Date of superannuation of PI:

4. Name(s), Designation and Address(es) of Co-Investigators:

5. Institution where the project will be implemented:
   (Lead Institution in case of a network):

6. Names of Network Partners (if project is to be carried out by a network):

7. Duration of the project (years, months):

8. Total amount of Grant required:

9. Annexures:

Annexure I (A): Project Brief:
A brief summary of the project (not exceeding one page):

Annexure I (B): Project Investigators:
(a) CVs of all research staff, covering academic qualifications (Degrees, Year, University, Thesis Title for research degrees). Peer Reviewed research publication, and Institution where previously located:

(b) Details of project grant proposals submitted by all participating Institutions to Ministry/all other funding organizations which are currently under consideration:

Annexure I (C): Technical Proposal:
(a) Specification of research question(s):
(b) Survey of literature relating to the project:

- Existing relevant literature on the subject (2 pages note on key findings, gaps in knowledge):

(c) Justification for the proposed project in relation to the Thematic Priorities:

(d) Outline of research methodology:

(e) Data sources:

(f) Surveys to be conducted:

(g) Equipments and Infrastructure available:

(h) Equipments and Infrastructure required:

(i) Support staff available (Technical/Non-Technical):

(j) Additional Support staff required (Technical/Non-Technical):

(k) Time Schedule of the project (PERT-Chart): giving annual monitorable targets:

(l) Envisaged deliverables from the project/Professional Publications:

(m) Modalities for dissemination of Research Outputs:
Annexure I (D): Project Budget:

A. Person-months to be spent on the project:

<table>
<thead>
<tr>
<th>Name of Investigator/ Emeritus Scientist Research Associate SRF</th>
<th>Person months Year 1</th>
<th>Person months Year 2</th>
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<td>Totals:</td>
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</table>

B. Salaries\(^3\) and Benefits\(^4\) (scaled to person-months to be spent on the project by each):

<table>
<thead>
<tr>
<th>Name of Investigator/ Emeritus Scientist Research Associate SRF</th>
<th>Salary For Year 1</th>
<th>Benefits For Year 1</th>
<th>Total Year 1</th>
<th>Salary For Year 2</th>
<th>Benefits For Year 2</th>
<th>Total Year 2</th>
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\(^3\) Salary: Includes Pay and Dearness Allowance  
\(^4\) Benefits includes all other Allowances and estimated reimbursements (except travel-related)

C. Capital costs Equipment/Infrastructure:

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<tr>
<th>Equipment/ Infrastructure</th>
<th>No. required</th>
<th>Unit costs</th>
<th>Cost in Year 1</th>
<th>Cost in Year 2</th>
<th>Total Cost</th>
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<tr>
<td>Totals</td>
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</table>
D. Consumables (Chemicals, Glassware):

Year 1:

Year 2:

Total:

<table>
<thead>
<tr>
<th>Name of Investigator/JRF SRF/Emeritus Scientist</th>
<th>Travel Year 1</th>
<th>Per-Diem Year 1</th>
<th>Total Year 1</th>
<th>Travel Year 2</th>
<th>Per-Diem Year 2</th>
<th>Total Year 2</th>
<th>Travel Year 3</th>
<th>Per-Diem Year 3</th>
<th>Total Year 3</th>
<th>Project total</th>
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E. Contingencies

F. Grand Total for Project:
Annexure I (E): CERTIFICATE

To:
Contact Person of the Programme
Ministry of Environment & Forests
Paryavaran Bhawan
CGO Complex, Lodhi Road
New Delhi- 110003.

Str,

1. A research project entitled, "…………………………………………………………
………………………………………………………………………………." is forwarded herewith
for consideration of grant funding by the Ministry.

2. It is certified that the same project or another project with similar objectives
has not been submitted to any other funding agency by the Investigator(s).

3. We have carefully read the terms and conditions of sanctioning the project
and agree to abide by them.

4. The organization will provide all necessary infrastructural facilities (both
laboratory and administrative) if the project is sanctioned.

5. The organization is fully responsible in regard to matters pertaining to the
project.

6. Certified that the equipment/instruments proposed in the project are not at
all available in the Department / institution, or are available in the
Department / Institution but are not available for dedicated project use.

Place: Yours faithfully,
Date: (Registrar/Director/Head of the Organization)
ANNEXURE-II

Utilization Certificate

(TO BE SENT IN DUPLICATE TO MINISTRY OF ENVIRONMENT AND FORESTS)

For Annual period (from 1st April to 31st March of the next calendar year).

1. Title of the Project:

2. Name of the organization/Network Partners

3. Principal and Lead Investigators:

4. Ministry of Environment and Forests letter No. and date of sanctioning of the Project:

5. Amount brought forward from the previous six monthly period:

6. Amount released in respect of the six month period which this Utilization Certificate relates (Please give No. and dates of sanction showing the amount):

7. Total amount available for expenditure for the period to which this Utilization Certificate relates:

8. Actual expenditure (excluding commitments) incurred in the period to which this Utilization Certificate relates:

9. Unspent balance:

   Certified that the expenditure of Rs. ..........................
   (Rupees.........................................................) was actually incurred on the Project for the purpose for which it was sanctioned.

Date:

Signature of Principal Investigator  Signature of Registrar/ Accounts Officer  Signature of Head of the organization

Our Ref. No.:

Accepted

COMPETENT AUTHORITY

Date:

MINISTRY OF ENVIRONMENT AND FORESTS
ANNEXURE-III

Expenditure Statement

(TO BE SENT IN DUPLICATE TO MINISTRY OF ENVIRONMENT AND FORESTS)

Statement showing the expenditure for six monthly period from 1st April to 31st March of the next calendar year.............

1. Total outlay of the project Rs.: 

2. Date of start of the project:

3. Duration.................................. Date of completion..................................

a. Amount released in respect of the six month period to which the Utilization Certificate relates (Please give number and dates of sanctions showing the amount):

b. Amount brought forward from previous six monthly period:

c. Total amount available for expenditure (a+b) Rs.:

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>Amount + amount carried forward</th>
<th>Amount spent</th>
<th>Balance / excess</th>
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<tbody>
<tr>
<td>I. Salaries/wages of staff:</td>
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<tr>
<td>Research Associate</td>
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<td>Sr. Research Fellow</td>
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<tr>
<td>Lab. Assistant/Technician etc.</td>
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<tr>
<td>Total</td>
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<tr>
<td>II. Permanent Equipment</td>
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<td>Purchased (item wise)</td>
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<td>Total</td>
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<tr>
<td>III. Expendable items</td>
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<td>Total</td>
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<td>IV. Travel and POL (Vehicle expenses)</td>
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<td>V. Contingencies</td>
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<td>Total</td>
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<td>Grand Total from I to V</td>
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4. a. State the amount and the item in which excess expenditure incurred with reasons:

b. State the amount and the item in which less expenditure incurred:

c. Balance in hand as on:

d. Further requirement of funds from.................. to............. Rs............. as per the breakup given below:

   A. Salary : Rs.:  
   B. Permanent Equipment : Rs.:  
   C. Expendables : Rs.:  
   D. Travel : Rs.:  
   E. Other Project Cost : Rs.:  
   F. Contingencies : Rs.:  
   G. Institution Charges : Rs.:  

   Total : Rs.:  

Counter Signature of Signature of Signature of Head of  
Accounts Officer/ Registrar Principal Investigator Dept./Institute
ANNEXURE-IV

Proforma for Maintaining Assets

Assets acquired totally or substantially out of Government Grants

Register to be maintained by grantee institution:

Name of the sanctioning authority:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of grantee institute</th>
<th>No. and date of sanction</th>
<th>Amount sanctioned</th>
<th>Brief Purpose of grant</th>
<th>Whether any condition regarding the right of ownership of Govt. of the property or other assets acquired, out of the grant was incorporated in the grant- in-aid sanction</th>
<th>Particulars of assets actually created or acquired</th>
<th>Value of the assets as on</th>
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Amount released on disposal | Reasons and authority for disposal | Disposed of or not | Reasons if encumbered | Encumbered or not | Purpose for which utilized at present | Remarks |
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Certified that above items are entered in Stock Register No. .........................

Page No.........................on  .........................

..............................................................................................................

Signature of Registrar/ Director

..............................................................................................................

Signature of Principal Investigator
ANNEXURE-V

Proforma for BOND to be furnished by Non-Government Organization

KNOW ALL MEN BY THESE PRESENTS THAT we, signed for and on behalf of the Society (Name of the Organization.................) registered under the.............and having its office at...............(hereinafter called the 'Obligors' which term shall unless excluded by or, repugnant to the context be deemed to include its successors, permitted assigns and all persons entitled to and capable of disposing of the assets and properties of the obligors) are held and firmly bound to the President of India (hereinafter called the 'Government' which term shall unless excluded by or repugnant to the context be deemed to include his successors and assigns) in the sum of Rs.................. (Rupees..................only) well and truly to be paid to the Government on demand and without a demur for which payment we firmly bind ourselves by these presents,

1. SIGNED this..........................day of .....................in the year Two thousand ...........................

2. WHEREAS on the obligors’ request the Government has as per Union Ministry of Environment’s Mo....................dated....................(herein after referred to as the 'Letter of Sanction) agreed to make in favor of the obligors for the purpose of grant of Rs...................... (Rupees......................only) out of which Rs..............................(Rupees......................only) have on......................been paid to the obligors (the receipt of sum the ......................do hereby admit and acknowledge) on condition of the obligors have agreed to do.

3. NOW the condition of the above-written obligation is such that if the obligors duly fulfil and comply with all the terms and conditions mentioned in the Letter of Sanction then the above written bond or obligation shall be void and of no effect; but otherwise it shall remain in full force, effect and virtue.

4. And these presents further witness as under:

i) The decision of the Secretary to the Government of India in the Ministry of Environment and Forests on the question whether there has been breach or violation of any of the terms and conditions mentioned in the letter of sanction shall be final and binding on the obligors, and
ii) The Government have agreed to bear the stamp duty, if any, chargeable on the presents.

5. In witness whereof those Presents have been executed on behalf of the obligors pursuant to the Resolution No..........................dated ..................<br>passed by the Society [Governing Body] of the obligors, on the date and year herein above-written.

With name and address

In the presence of

1. Signature of the grantee institution.

2. (for office use only)

Accepted for and on behalf of the President of India

(Name and Designation)