

Annexure-A

**APPLICATION FORM
FOR
RESEARCH & DEVELOPMENT IN FOOD SAFETY**

Title of the Project proposal:

A. General:

1. (a) Name and address of the Institution/Industrial Unit / the collaborating agencies, if any with their telephone, telex, fax nos. (Give address of the registered office, Head Office and local office, if any in Delhi.)

(b) Brief history of the Institution/Industrial firm indicating related collaborations, achievements, R&D capabilities, etc. (latest annual report and company brochure may be given):
2. (a) Whether Institution is a CSIR/ICAR/ICMR organization:
(b) Whether In-house R&D unit of the firm is recognized by Department of Scientific and Industrial Research (DSIR), Ministry of Science & Technology:
(c) Please indicate recent major achievements of In-house R&D unit of the Industrial firm:
3. **Details of the manpower available (Give separate details for executing and collaborating agencies).**
 - a) Technical manpower:

Ph. D's	-
Scientists/	-
Post-graduates	-
Total technical Manpower in the R&D Unit	-
 - b) Non technical manpower in R&D unit
4. **Financial capabilities of the Executing Agency:**

Please provide Memorandum & Articles of Association of the company, Annual Reports for the last 3 years, source of funding of the proposed project, copy of the Board Resolution for undertaking the proposed project:
5. **1. Details of submission of the proposed project to other agencies, if any:**
 2. Please provide details of the projects proposal submitted to any Government/Financial Institutions.

B. Project Proposal Details:

(Details specific to the project proposal may be furnished)

1. **Broad Subject:** (As assigned by the Authority)

2. **Project Title:** (As assigned by the Authority)

a) Details of the Project:

A) Objectives of the project

B) Literature survey (specifying work done in India & work done abroad)

C) Process/Technology/methods pertaining to food safety to be developed

- Application of the research output
- Salient features of existing technology/methods/procedures and the technological gaps
- Details of new or improved technology/method to be developed.
- Demand assessment for both domestic and international front.
- Action plan for implementation of the proposed project including,
 - (i) Lab-work,
 - (ii) Pilot project development,
 - (iii) Field trails and pre-production activities, etc.
- Time schedule for the above activities
 - Consultancy arrangements etc., if any, with other consulting engineering organizations/labs and institutions and assistance from research labs/institution etc.
- Status of research/development by the firm or at the collaborating research laboratory, if any, their scope of work and role in the present project.

b) Expected output:

This may include broad details of relevant aspects such as:

- Expected optimization/improvements in products/process design/performance related to food safety etc.

- Improvements in efficiencies/quality/value added/ reduction in food spoilage etc
- Any other benefits

c) Expected capabilities and linkages:

- S & T expertise (discipline wise)
- R & D facilities (the details of available equipments with their specification should also be furnished)

- If applicant is an industrial unit linked with an R&D institution which may provide technical input (Please furnish MoU signed).

3. 3.1 Financial outlay and time schedule:

Sr. No.	Expenditure Head	Amount (Rs. in lakh)	
		1 st Year	2 nd Year
1	Equipments		
2	JRF/SRF/RA		
3	Consumables		
4	TA (for inland travel only)		
5	Others		
6	Overheads @5%		
	Total		

Details of Equipment to be purchased:			
Name of Equipment	Cost	Supplier	Justification / Purpose
<p>Note: The equipment grant once fixed cannot be enhanced. PIs are advised to give authenticated estimates of the cost of equipment. Equipment should invariably be purchased within 3 months from the date of release of assistance. There shall not be the duplication of the equipments either with the same institute or department.</p>			
Details of Equipment already available with the department:			
Name of Equipment		Purpose	

3.2. Time schedule and Bar Chart.

- i) Activity sequence and time schedule for each activity (bar chart)
- ii) Phasing of expenditure on a three monthly basis
- iii) Stages of activities in the project

Activity	Time in months from Commencement of project	
	Start	Finish

3.3. Justification for the proposed project.

4. Bio data of the project Investigator other personnel involved in the R&D.

5. Please indicate steps proposed to ensure timely completion of the project:

- a) Setting up of a project execution group,
- b) Internal monitoring group etc.

Signature of the Principle Investigator

Head of Institute/Organization

- Note:
- a) The above format is only for guidance and individual project proposal may be prepared flexibly taking the above points into accounts.
 - b) Annual Report/Balance Sheet of the Institution/company for the last 3 years along with a copy of Memorandum & Articles of Associations of the Company may be enclosed.
 - c) In case of joint proposals with other agencies, the proposals should be forwarded by Head of the institution/Chief Executives/Directors of the executing institution along with the MOU with the collaborating agencies.

Annexure-B

PROJECT PROGRESS REPORT (PPR)

Date of Application:

The period of the Project progress report:

1. Title of the project:		
2. Name & Address of PI:		
3. Date of Commencement of the project: dd/mm/yy		
4. Approved tenure of the project (with ending date)		
5. Name of Collaborating University/Institute/Organization/Industrial Partner and their comments on progress of the project period (As applicable).		
6. JRF/SRF/RA associated with the project:		
Name & Designation	Date of joining	Date of relieving

7. Grants received, and expenditure made in Rupees.

Sr. No.	Expenditure Head	Amount (Rs. in lakh)	
		1 st Year	
1	Equipments		1
2	JRF/SRF/RA		2
3	Consumable		3
4	Travel		4
5	Others		5
6	Overheads @5%		6

8. Details of Equipment Purchased:			
Name of Equipment	Cost	Supplier	Date of purchase/placing order for each item of equipment

9. Work completed and the objectives fulfilled:
10. Work remaining and the objectives to be fulfilled:
11. Innovation (if any):
12. Remaining plan of action with the PERT Chart:

Signature of PI

Signature of Head of Institute/Organization

Date

Note: The progress report shall be prepared with all details as per the Clause. 11. of the guidelines.
No column should be left blank, in such cases write Not applicable (NA) wherever applicable. Additional sheets may attach wherever needed.

Annexure -C

PROJECT COMPLETION REPORT (PCR)

(To be submitted to the Chief Executive Officer, Food Safety and Standard Authority of India, FDA Bhawan, Kotla Road, New Delhi-110 002).
1. Title of the project:
2. Date of Commencement: dd/mm/yy Date of termination: dd/mm/yy
3. Name and address of Principal Investigator:

4. Total grant sanctioned and expenditure during the entire tenure

Sr. No.	Expenditure Head	Amount (Rs. in lakh)	
		1 st Year	
1	Equipments		1
2	JRF/SRF/RA		2
3	Consumable		3
4	Travel		4
5	Others		5
6	Overheads @5%		6

5. Equipment(s) purchased out of FSSAI assistance

Name	Cost (Rs. in lakh)

6. Research fellows associated with project

Name & Designation	Date of Joining	Date of Leaving

7. List of research papers published/communicated, based on the research work done under the project (Name(s) of author(s), Title, Journal, Volume number, Year and Pages should be given for each paper published and a copy of each of them should be enclosed; reprints/copies of papers appearing after submission of PCR should also be sent to Authority):
8. Details of new products developed/apparatus or equipment designed or constructed/ test developed etc during the investigation:

9. **The likely impact of the completed work on the scientific/technological potential in the country (this may be attached as Enclosure-I):**
10. **Detailed account of the work carried out in terms of the objective(s) of the project and how for they have been achieved; results and discussion should be presented in the manner of a scientific paper/project report in about 5000 words; and this should be submitted as Enclosure-II to this report.**
11. **An abstract of research achievements in about 200-500 words, suitable for publication.**
12. **Mention here whether or not the unspent grant has been refunded to Authority:**
13. **UC as per Annexure-D submitted? Yes/No:**

Signature of PI

Head of Institute/O rganization

Date:

Note: Final project Completion Report (PCR) is expected to be self-contained complete report of the work done. Please do not leave any column unanswered.

Annexure -D

PROFORMA FOR UTILISATION CERTIFICATE

S. No.	Letter No. & Date	Amount
	Total	

1. Certified that out of Rs. _____ on financial assistance sanctioned during the year _____ in favour of _____ under this Ministry/ Department / Authority letter No. given in the margin and Rs. _____ on account of unspent balance of the previous year, a sum of Rs. _____ has been utilized for the purpose of _____, for which it was sanctioned and that the balance of Rs. _____ remaining unutilized at the end of the year has been surrendered to Government/Authority (vide No. _____, dated _____) / will be adjusted towards the assistance payable during the next year _____

2. Certified that I have satisfied myself that conditions on which the assistance was sanctioned have been dully fulfilled / are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised.

- 1.
- 2.
- 3.
- 4.

Signature of the Competent Authority _____
Designation _____
Date _____

Counter signature of the Head of the Institution

Signature and Seal of Chartered Accountant
(This is in case of private organization)

Annexure -E

TAC STANDARD CONDITIONS

1. I confirm that extensive literature search has been done.
2. I confirm that, I shall disclose to FSSAI, from time to time about the progress of any other investigation undertaken by me while in receipt of such assistance.
3. I confirm that any invention arising out of or in connection with the said R&D work, up to a period of three years after the completion of the project will be disclosed to FSSAI, further. I confirm that, I shall hold the same in trust on behalf of FSSAI.
4. I confirm that, the Applicant organization accepts that the remaining expenditure (as required) will be borne by them from their budget.
5. I Confirm that,
 - (a) necessary provision for housing the equipments to be procured out of FSSAI funds and other infrastructure facilities required have been created,
 - (b) these equipments (or any one equipment) will not be shifted to any other place of work/laboratory/Department for whatsoever reason, as the set is for specialized research work and,
 - (c) The University/organisation/agency will bear the cost of maintenance and repairs of the equipment procured out of FSSAI funds.
6. I confirm that, the project period will not exceed one year/the period approved..
7. We agree that, financial assistance will be released in the installment(s) depending on the needs & progress and evaluation of the project progress by the Authority.
8. I confirm that,
 - (a) the equipments will be procured through competitive bidding directly from the manufacturers or their authorized agent(s).
 - (b) a copy of the quotation for the equipments to be procured will be sent to the Authority.
 - (c) the copies of the purchase order will be submitted to the Authority within 4 month of the release of the installment.
9. I confirm that, the result of the project shall be shared with FSSAI within the stipulated time. Time to time progress report (as approved by the Authority) will be sent in the standard Proforma and that organization will offer presentation of the project progress before Authority as and when required.
10. I Confirm that, (a) the research carried out with the financial assistance of FSSAI shall be in public domain, (b) the equipment(s) procured out of FSSAI assistance will be the property of Authority/GOI and may be utilized as R&D Incubation Centre after the research is completed for testing / Research / etc by other Institute / organizations/Agency on payment basis.
11. I confirm that employing any research or other staff for the instant project does not confer any right or guarantee for subsequent employment by FSSAI. The Authority will not be responsible for any legal implication for any further employment / payment of salary / wages etc and it will solely responsibility of the concerned University / Institution where he/she is working or employed.
12. I confirm that, the proposed equipments to be procured out of FSSAI funds are not already available with any division/section of the institute/ organization.
14. A Surety Bond on non- judicial stamp paper of Rs. 100/- or above as per the standard Proforma shall be submitted.
15. The Memorandum of Understanding on a non- judicial stamp paper of Rs. 100/- or above between the Authority and the applicant organization/Agency shall be signed and submitted.
17. I undertake to refund the unspent balance within 3 months of the completion of project, else penal interest may be levied on that unspent amount as per existing GFR(s).

19. I hereby undertake to abide and comply the current Terms and Conditions for R&D scheme

Note: TAEC approval is subject to scrutiny and approval of the Chief Executive Officer, FSSAI, The eligibility and pattern of assistance is that the institutions, Government Departments, Private Sector Agencies, Universities, both private and public, for the purchase of essential equipments, equipment accessories, consumables, TA for the purpose of research, expenditure related to JRF/SRF/RA and the auxiliary staff like research assistance specific to the project of specified duration for maximum two years, related books, journal/periodicals and reference materials and 5% of the project cost as overhead expenditure. No assistance will be provided for already existing equipments, furniture, construction of the facilities, computer, stationeries and foreign travel (this may be approved on special ground if required and applied accordingly with necessary approval of Chairperson, FSSAI).

Signature of P.I.

Head of the Institution/Organization

Date:

Annexure- F

SURETY BOND

(For private organisations only. It shall be prepared on Non judicial Stamp paper of Rs. 100/-)

KNOW ALL MEN BY THESE PRESENTS that we, _____, a _____(Type of organization) incorporated / registered under the _____(Name of the Act) and having its registered office at _____ (hereinafter called the “Obligors”) are held fully and firmly bound to the President of India (hereinafter called the “Government”) for 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 and our successors and assignees by these presents.

SIGNED on the _____ day of _____ in the year Two Thousand _____.

WHEREAS on the Obligors’ request, the Government as per Food Safety and Standards Authority’s Sanction Order No. _____ Dated _____ (hereinafter referred to as the “Letter of Sanction”) which forms an integral part of these presents, and a copy whereof is annexed hereto and marked as Annexure-I, agreed to make in favour of the Obligors grants-in-aids-in-aid of Rs. _____ (Rupees _____ only) for the purpose of _____(description of the project) at _____ out of which the sum of Rs. _____ (Rupees _____ only) have been paid to the Obligors (the receipt of which the Obligors do hereby admit and acknowledge) on condition of the Obligors executing a bond in the terms and manner contained hereinafter which the Obligors have agreed to do.

NOW the conditions of the above written obligation is such that if the Obligors duly fulfil and comply with all the conditions mentioned in the letter of sanction, the above written Bond or obligation shall be void and of no effect. But otherwise, it shall remain in full force and virtue. The Obligors will abide by the terms & conditions of the grants-in-aid by the target dates, if any specified therein.

THAT the Obligors shall not divert the grants-in-aids and entrust execution of the Scheme or work concerned to another institution(s) or organization(s).

THAT the Obligors shall abide by any other conditions specified in this agreement and in the event of their failing to comply with the conditions or committing breach of the bond, the Obligors individually and jointly will be liable to refund to the President of India, the entire amount of the grants-in-aid with interest of 10% per annum thereon. If a part of the grants-in-aid is left unspent after the expiry of the period within which it is required to be spent, interest @10% per annum shall be charged up to the date of its refund to the Government, unless it is agreed to be carried over.

The Obligors agree and undertake to surrender / pay the Government the monetary value of all such pecuniary or other benefits which it may receive or derive / have received or derived through / upon unauthorized use of (such as letting out the premises on adequate or less than adequate consideration or use of the premises for any purpose other than that for which the grants-in-aid was intended of the property) buildings created / acquired constructed largely from out of the grants-in-aid sanctioned by the Government of India, Ministry of Food Processing Industries or the administrative Head of the Department concerned. As regards the monetary value aforementioned to be surrendered / paid to the Government, the decision of the Government will be final and binding on the Obligors.

AND THESE PRESENTS ALSO WITNESS THAT the decision of the Secretary to the Government of India in the Ministry of Food Processing Industries on the question whether there has been breach or violation of any of the terms or conditions mentioned in the sanction letter shall be final and binding upon the Obligers and

IN WITNESS WHEREOF these presents have been executed as under on behalf of the Obligers the day herein above written in pursuance of the Resolution No. _____ Dated _____ passed by the governing body of the Obligers, a copy whereof is annexed hereto as Annexure-II and by _____ for and on behalf of the president on the date appearing below:-

Signature of the AUTHORISED SIGNATORY

Signed for and on behalf of
(Name of the Obliger in block letters)
(Seal / Stamp of Organization)

1. Signature of witness 2. Signature of witness
Name & Address Name & Address

TO BE FILLED UP BY THE MINISTRY OF FOOD PROCESSING INDUSTRIES
(ACCEPTED)

For and on behalf of the President of India

Name: _____

Designation: _____

Dated: _____

Notary Seal & Signature