

**DEPARTMENT OF SCIENCE AND TECHNOLOGY
INSPIRE PROGRAMME DIVISION**

Subject: Fund Flow under Umbrella Scheme 1817 (STIHCB): Issue of OM by DST on CNA Flow of Funds, CNA TDB Work Flow and Template for Undertaking from IAs.

In continuation to **Revised procedure for flow of funds for INSPIRE Fellowship and INSPIRE Faculty Fellowship components of INSPIRE under umbrella scheme (1817)**, posted on Notice Board of INSPIRE Portal on 7.10.2022, DST has issued an OM No. DST/PRAO/TSA/01/2022/498 dated 21st September, 2022 (see **pages 3-6**), indicating the process that needs to be undertaken by your Institute/organization as given below:

1. As mentioned in Para 3 of the attached DST OM, a Zero-balance A/c [Preferable Name of A/c: Organization Name-STIHCB (1817) Scheme] is required to be opened to operate as a Sub Agency A/c at an institutional level (i.e. your institute/organization) in Bank of Maharashtra.

In case, an account has already been opened in the Bank of Maharashtra, then the currently available unspent balance in the said A/c need to be ensured to have zero-balance by returning back the entire unspent amount to the Central Nodal Agency (CNA) A/c and the same to be intimated to us. In addition, the Organization also needs to return back the entire unspent balance against all projects under implementation w.r.t. the **Scheme "S&T Institutional and Human Capacity Building" having Scheme Code 1817 (see pages 7-8)** to the CNA A/c with intimation to the concerned Program Division. The entire amount would be forthwith assigned back immediately to the CNA A/c by the Program Division and a Reassignment Order to this effect would be issued to indicate about the reassignment of the entire unspent amount as deposited by your organization. The details of CNA A/c where the unspent balance needs to be deposited back is mentioned at Point No. 3.

It may be kindly noted that this process is a one-time requirement that is needed to align your organization with the CNA system.

2. Mapping of the Bank A/c at PFMS:

While mapping of the new Bank A/c opened with the Bank of Maharashtra at PFMS you need to select 3rd option in PFMS which is **'I will receive funds from this agency'** in place of Central Government. There you need to mention the Unique Code 'TDBDST' and select TDB as the organization. While mapping, your organization also needs to select account type as zbsa /czba. Following the same, send your PFMS mapping request for approval to us at project-consultant1@tdb.gov.in with cc to accountofficer@tdb.gov.in after completing the necessary formality in PFMS portal. Specifically, you need to provide the below details to us for approval:

Name of Account:

Account No.:

IFSC:

Institution Name:

Screen shot of the PMFS portal from My Schemes:

The above details should be vetted by the competent authority of the beneficiary institution.

3. An undertaking having the project-wise details of the unspent balance available under the Scheme "S&T Institutional and Human Capacity Building (STIHCB) [Scheme Code 1817]" needs to be submitted while depositing back the entire said amount into the CNA account (see pages 9-10 for Format for Undertaking).

4. Document needed to submit to DST/ TDB:

After transferring the entire unspent balance amount from your current Bank A/c to the CNA A/c (as mentioned at Point No. 3 above) to achieve zero balance, the necessary undertaking as mentioned at Point 3 above needs to be sent to email of INSPIRE division's concerned Program Officer.

5. Details of Checker and Maker at PFMS:

After you have opened a zero balance **subsidiary** account with Bank of Maharashtra for receipt of funds, it may be kindly noted that instead of any physical fund transfer in your account, there will be only a limit assignment as per sanction order, issued to you.

To utilize the assigned limit, institution / PI would require **Maker and Checker ID**. Maker and Checker are two persons preferably from finance / accounts office of the institution who will operate the virtual platform <https://mahacnatdb.in> for utilization / transaction of the assigned limit. The Maker and Checker will be created by CNA (TDB) based on the details provided by the respective organizations. The details required to create maker and checker are:

Maker details (Duly verified by the Competent Authority of the respective Institute)	
Name	
Email Id	
Mobile no.	
Institution Name	
Account no.	
IFSC Code	

and

Checker details (Duly verified by the Competent Authority of the respective Institute)	
Name	
Email Id	
Mobile no.	
Institution Name	
Account no.	
IFSC Code	

The above details will be required separately for maker and checker.

Once the details are received by TDB, they will create the user credentials of Maker and Checker following which Maker and Checker of your organization would receive an email with a link to complete one-time registration process. After the registration is done at respective Institution end by the respective designated Maker and Checker, CNA TDB would approve the same. Once approval by CNA TDB, the Maker and Checker of your organization may login and start transacting as per attached work flow (see Page11).

Most Immediate

No.DST/PRAO/TSA/01/2022/498
Government of India
Ministry of Science and Technology
Department of Science and Technology
(Office of the Chief Controller of Accounts)

Technology Bhawan,
New Building,
New Mehrauli Road,
New Delhi - 110016.
Dated 21 September, 2022

Office Memorandum

Subject: Revised procedure for flow of funds under Central Sector Schemes, being implemented by Department of Science and Technology.

The undersigned is directed to state that Ministry of Finance (Department of Expenditure) *vide* their Office Memorandum No. 1(18)/PFMS/FCD/2021 dated 9th March, 2022, have put in place, with effect from 1st April, 2022 revised procedure for flow of funds under the Central Sector Schemes of the Union Government. Subsequently, certain clarifications were issued by Ministry of Finance (Department of Expenditure) *vide* their Office Memorandum No. 1/ (18)/PFMS/2021 dated 14th September, 2022 and two OMs numbered 1/ (12)/PFMS/2022, both dated 16th September, 2022.

2. Accordingly, with a view to streamline the procedure for flow of funds under the Central Sector Schemes being implemented by this Department and for clarity of all stakeholders, a new procedure for flow of funds is being put in place in partial modification of the earlier Office Memoranda issued by this Department.

3. The new process will work on the following basic premise:

- i) There will be only two layers in the fund flow- Central Nodal Agency (CNA) and Sub-Agency.
- ii) Sub-Agency will be at the level of the institution and the ZBS account will be opened at the Institution level.
- iii) Entire unspent balance against projects under implementation in respect of a scheme will be returned to the CNA account by the Sub-Agency under

intimation to the Program Division. Thereafter, fresh release will be made under that scheme. The returned unspent balance will be re-assigned by the CNA to the sub-agency on the directions of the Program Division without further reference to IFD.

- iv) If any agency has any issue with returning the entire unspent balance immediately, then the same will be dealt with on a case to case basis in the light of the Department of Expenditure Office Memorandum No. 1/ (12)/PFMS/2022 dated 16th September, 2022, which authorises the Financial Adviser to allow relaxation subject to fulfilment of certain conditions to the extent of 15% of the budget estimate of the Central Sector Scheme under consideration. The relaxation permitted is till 31st December, 2022.

4. New Process Flow:

The new process flow under the Central Sector Schemes will be as under:

- i) All the unspent balances at the Institute level will be returned to the CNA under intimation to the Program Division, who will forthwith assign the returned balance immediately to the CNA account of the scheme on the directions of the Program Division without further reference to IFD.
- ii) CNA will keep record of all the unspent balance received, fresh assignments made and of reassignment against unspent balance received. Designated banks may also be asked to develop such utility for the use of CNA and the department.
- iii) Programme Division of the department will share the sanction order with CNA and SAs. This will be done for both: fresh assignment and reassignment of the unspent balance received in CNA account. It will be the responsibility of the Programme Divisions and Sub-Agency to monitor the progress and expenditure of projects.
- iv) At no given point of time more than 25% of the scheme budget earmarked for the financial year is to be put in the CNA account of the scheme. However, Programme Divisions are free to obtain approval of competent authority and concurrence of the Financial Adviser for more than 25% at a time for administrative convenience and efficiency.
- v) Additional funds will be released only upon utilization of at least 75% of the funds released earlier and in compliance with the conditions of previous sanction.
- vi) CNAs/SAs will comply with all the instructions issued by Ministry of Finance and concerned departments from time to time on the revised procedure of flow funds under Central Sector Scheme.

5. **Action Points:**

- i) Nodal Officers, Programme Divisions, CNAs and the Banks are required to open ZBS account of Sub-agencies at the Institution level.
 - ii) Banks need not insist on opening ZBS account at the project level, unless so desired by the institution as clarified by Department of Expenditure Office Memorandum dated 16th September, 2022. Therefore, if the IAs at the Institution level, opt for only one Sub-agency account then banks shall treat the first ZBS account or the ZBS account in which transactions have happened first as the Sub-agency's ZBS account. All other ZBS account may be closed with the minimum formalities and the details of final single account of the Sub-agency may be communicated to all stakeholders viz. CNA, IA, SAs, Nodal Officers, Programme Divisions, and the Pay & Accounts Office.
 - iii) Banks may issue necessary instructions to its field units for scrupulous compliance with the new directions.
 - iv) Programme Divisions shall provide the list of IAs with the contact details to the Nodal Officer designated for their scheme where projects are under consideration for release of funds. Nodal Officers shall share the list of agencies with the Controller of Accounts and designated banks to open ZBS accounts and map them in the CNA system.
 - v) Banks shall arrange a presentation of the dashboard of the scheme they have been designated banker for, to monitor the progress made under the scheme.
6. This issues with the approval of Secretary, Department of Science & Technology.


(Manmohan B.R.)
Controller of Accounts
Tel. 011-26868154

Distribution:

- i) Head, Innovation Technology Development and Deployment, Department of Science and Technology.
- ii) Head, Research and Development, Department of Science and Technology.
- iii) Head, National Mission on Interdisciplinary Cyber Physical Systems (NM-ICPS), Department of Science and Technology.
- iv) Head, Science and Technology Institutional and Human Capacity Building, Department of Science and Technology.

- v) Shri Praveen Roy, Scientist 'F', NEB Division, Department of Science and Research Division.
- vi) Dr. Arvind Kumar, Scientist 'F', International Cooperation Division, Department of Science and Technology.
- vii) Dr. J.B.V. Reddy, Scientist 'E', Technology Mission Division, Department of Science and Research Division.
- viii) Dr. Arindam Bhattacharyya, Scientist 'F', R&D Infrastructure Division, Department of Science and Technology.
- ix) All Programme Divisions in Department of Science and Technology.
- x) Secretary, Science and Engineering Research Board (SERB), Technology Bhawan, New Delhi.

Copy for information to:

- i) PSO to Secretary, Department of Science and Technology.
- ii) PPS to Additional Secretary & FA, Departments of Science and Technology and Biotechnology.
- iii) PS to Chief Controller of Accounts, Ministry of Science and Technology.

DST Umbrella Scheme: S&T Institutional and Human Capacity Building [1817]

The key initiatives and schemes of DST initiated during last 5 years which made significant impacts along with some new initiatives that are underway are broadly categorized under three umbrella schemes of DST viz., (a) S&T Institutional and Human Capacity Building; (b) Research & Development (c) Innovation, Technology Development and Deployment and (d) National Mission - Inter-disciplinary Cyber Physical Systems (NM-ICPS).

The DST umbrella scheme 'S&T Institutional and Human Capacity Building [1817]' encompasses several sub-schemes, each of which is operating under different Program Divisions of DST. The Program Division-wise details of the sub-schemes under the aforesaid Umbrella Scheme are mentioned in the Table below:

S. No.	Program Division	Sub-scheme under umbrella scheme 'S&T Institutional and Human Capacity Building [1817]'		CNA Model
1.	R&D Infrastructure	i)	FIST: Fund for Improvement of S&T Infrastructure in Higher Educational Institutions	Yes
		ii)	PURSE: Promotion of University Research and Scientific Excellence	
		iii)	SAIF: Sophisticated Analytical Instrument Facilities	
		iv)	SATHI: Sophisticated Analytical and Technical Help Institute	
		v)	STUTI: Synergetic Training Program utilizing the Scientific and Technology Infrastructure	
2.	WISE-KIRAN (Women in Science & Engineering - Knowledge Involvement in Research Advancement through Nurturing)	i)	WoS (A,B,C): Women Scientist Scheme (A, B, C)	Yes
		ii)	Mobility Scheme: Addressing relocation issue of Women Scientists	
		iii)	Vigyan Jyoti: Empowering Girls in STEM	
		iv)	GATI: Gender Advancement for Transforming Institutions	
		v)	CURIE: Consolidation of University Research for Innovation and Excellence in Women Universities	
		vi)	Indo-U.S. Fellowship for Women in STEMM	
		vii)	CSRI: Cognitive Science Research Initiative	
		viii)	SATYAM: Science and Technology of Yoga and Meditation	
3.	SEED-SSTP Division	i)	SSTP: State S&T Programme	Yes
		ii)	PFP: Patent Facilitation Programme	
4.	PCPM (Policy Coordination & Programme Management)	i)	Policy Research Program (+NSTMIS) [Centres for Policy Research; DST-STI Policy Fellowship Programme]	Yes
5.	INSPIRE (Innovation in Science Pursuit	i)	INSPIRE Internship Science Camp	Yes
		ii)	INSPIRE Fellowship	
		iii)	INSPIRE Faculty Fellowship	

	for Inspired Research)	iv)	INSPIRE – Scholarship For Higher Education (SHE)	CNA Exempted (Fund release in DBT mode)
6.	INSPIRE - MANAK: Million Minds Augmenting National Aspiration and Knowledge	i)	INSPIRE Award Grant @Rs.10,000/student	CNA Exempted (Fund release in DBT mode)
		ii)	District, State and National Level Exhibitions grant release and Implementation grant to NIF.	CNA Model
		iii)	Inspiring India in Research Innovation and STEM Education (<i>iRISE</i>)	CNA Model
7.	Training	i)	National Program for Training of Scientist & Technologists working in Government Sector	CNA Exempted (Fund release in reimbursement mode)

To be given on Letter Head of the Organization

Format for submitting details of ZBS Account (Institutional/project specific) and Details refund of unspent grants [Scheme: S&T Institution and Human Capacity Building]

Name of the Institution/Sub Agency	
Address of the Institution	
State or UT	

1. Undertaking:

In reference to Office Memorandum No. DST/PRAO/TSA/01/2022/498 dated September 21.2022 as decided by the competent authority, the institute will operationalize the new process for flow of fund through ZBSA at Bank of Maharashtra, <Branch Details> for receiving grant under DST Scheme STIHCB-1817.

Institutional/ Project wise account details of the sub agency
(Must be submitted in alignment with the option opted above)

Sr. No	Account holder's Name	Account No.	IFSC Code of Bank	Branch Address of the Bank

**2. Details about remittance of unspent grant to the account of CNA@
(Technology Development Board (TDB), New Delhi – Account No. 60414917022)**

Name of the Institution/Sub Agency State/UT	
Bank Transaction ID (UTR)	
Date of Transaction	
**Total Amount of Unspent grant remitted (Rs.)	

@ If there is no unspent grant to refund the same should be explicitly mentioned in this undertaking

**This must be alignment with the abridge statement of project-wise refunds of UNSPENT GRANT to be submitted concurrently. Interest earned may be deposited in the Bharatkosh and receipt of same may be provided.

(FINANCE/ ACCOUNTS OFFICER)

(CONTROLLER OF ADMINISTRATION)

(HEAD OF THE INSTITUTE)

**GOVERNMENT OF INDIA
MINISTRY OF SCIENCE & TECHNOLOGY
DEPARTMENT OF SCIENCE AND TECHNOLOGY**

An Abridge Statement of UNSPENT GRANT under "Science & Technology Institutional and Human Capacity Building (STIHCB) [1817]"
[To be submitted for all the unspent grant available with the Institution]

Full Name of the Institute
Complete Address of the Institution
State or UT

S No.	Project Registration Number/File No. as per DST's Sanction Order*	Title of the Project/INSPIRE Fellowship/INSPIRE Faculty Fellowship	Name of PI/Co-PI/INSPIRE Fellow/INSPIRE Faculty Fellow	Leftover Unspent grant (Balance) available in different heads with grantee Institution (Rs. in Lakhs)			Total (A+B+C+D) = (E)
				GIA-Capital** (Non-Recurring) (A)	GIA-General (Manpower/Fellowship of INSPIRE and of INSPIRE Faculty Fellow) (B)	GIA-General (Recurring/Contingency Grant under INSPIRE Fellowship and Research Grant under INSPIRE Faculty Fellowship) (C)	

* Separate sanction orders have been issued by DST for recurring and non-recurring grants under same project. So, indicate the sanction order accordingly and unspent balance separately.

**Under INSPIRE Fellowship/Faculty Fellowship there is no provision of sanction and release of funds under GIA-Capital and GIA-Overhead, hence no inputs may be required with respect to INSPIRE program.

i) Please note that interest earned out of the total unspent grant should be remitted to the Consolidated Fund of India through Bharatkosh. It should neither be accounted-for nor reflected-here in above mentioned table. Oversight in this regard will remain unresolved. Bharatkosh receipt for remittance of interest earned amount should be separately furnished.

TDB-CNA FUND TRANSFER THROUGH PUBLIC FINANCIAL MANAGEMENT SYSTEM (PFMS)

DETAILS OF ORGANIZATION

1.	PFMS Unique Code	
2 (i)	Agency Name (Name of the University/ Institute/ College, etc)	
2 (ii)	Agency Type (Statutory Bodies/Autonomous/NGO/Society etc.)	
2 (iii)	Hierarchy of Agency (Central/State/ District/Block/Tahsil/PanchayatNillage)	
2 (iv)	Act/Registration No.	
2 (v)	Date of Registration	
2 (vi)	Registering Authority	
2 (vii)	State of Registration	
3.	TIN No. (If available)	
4.	TAN No.	
5.	Complete Contact Address of the Agency	
5 (i)	Block No./Building/Name of Premises	
5 (ii)	Road/Street/Post Office	
5 (iii)	Area/Locality	
5 (iv)	City/ District	
5 (v)	State	
5 (vi)	Pin code	
6.	Contact Person	
6 (i)	Designation	
6 (ii)	Phone Number (Land Line)	
6 (iii)	Alternate Phone No./Mobile No.	
6 (iv)	Official E-mail address	
7.	Bank Account details for TDB Schemes	
7(i)	Institution's Account Name (As per bank record)	
7 (ii)	Account No.	
7(iii)	IFSC Code	
7(iv)	Bank name (in full)	BANK OF MAHARASHTRA
7 (v)	Branch Name	
7 (vi)	Complete Branch address	
7 (vii)	MICRNo.	
7 (viii)	Account Type	

Certified that the Institute's account is an RTGS/ECS/NEFT enabled branch. I hereby declare that the particulars given above are correct and complete. The above Agency's Account No. and bank details are registered/ mapped under PFMS.

Date:

Signature of the Competent Authority
of the Agency with seal.

Certified that the particulars furnished above are correct as per our records.

Date:

Signature of the Authorized
Bank Official with seal.