



Speed Post/By Hand

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Indian Council of Social Science Research
(Ministry of Education)
Aruna Asaf Ali Marg, JNU Institutional Area
New Delhi – 110067
Website: www.icssr.org

SANCTION ORDER

F. No. 02/99/2022-23/ST/TS/RP

Dated: 01/09/2023

To

The Principal
Manohari Devi Kanoi
Girls' College
Dibrugarh-786 001
Assam

| | |
|-----------------|---|
| Subject: | Sanction of Research Project entitled "A Study on History and Cultural Life of the Singphos of North-East India" to Dr. Ashwini Machee under Special Call for the Studies on the Culture, History, and Geography of the Scheduled Tribes of India under ICSSR Research Projects |
|-----------------|---|

Dear Sir/Madam,

1. The Indian Council of Social Science Research (ICSSR) approved the award of Research Project entitled "A Study on History and Cultural Life of the Singphos of North-East India" submitted by Dr. Ashwini Machee, Assistant Professor, Department of Economics of your Institution.
2. The study, as proposed by the researcher, is to be located at and financially administered by your institution as per the guidelines of this award.
3. The ICSSR has sanctioned a grant-in-aid of Rs.1000000/- (Rupees Ten Lacs Only) for the above research project and the grant will be released as follows:

| | |
|--|---------------------|
| First instalment (40% of the awarded grant) | Rs.400000/- |
| Second instalment (30% of the awarded grant) | Rs.300000/- |
| Final instalment (25% of the awarded grant) | Rs.250000/- |
| Publication Grant (5% of the awarded grant) (ICSSR would retain this amount and publish the final accepted report subject to the recommendations by the expert / relevant committees, utilizing it from the overall budget) | Rs.50000/- |
| Total | Rs.1000000/- |
| Overhead charges over and above (5% of the awarded grant, subject to a maximum limit of Rs.1,00,000) (Released after successful completion of project) | Rs.50000/- |

(The break-up of Budget Heads approved by the ICSSR for Rs.1000000/- is enclosed.)

4. The first installment of the approved grant-in-aid will be released after receiving the grant-in-aid bill (GIB) duly filled in, stamped and signed by the Project Director as well as the affiliating organization. (Needs to submit, if not yet submitted as per the award letter instructions).
5. In case, the study involves survey research, the finalized schedules/questionnaires (2 copies) designed to elicit information should be sent to the ICSSR as per the following schedule:
 - a) If the schedule /questionnaire for eliciting information is as per standard questionnaire, these will have to be sent to ICSSR immediately;
 - b) If the schedule /questionnaire for eliciting information are to be designed afresh keeping in view of the requirements of the project, these will have to be sent to the ICSSR within a period of six months in any case;
6. The second instalment will be released after receiving a satisfactory **twelve months** progress report in a prescribed format (available at ICSSR website) and so far completed chapters (hard copy) along with GIB (pre-receipt) and a simple statement of accounts with 60% and above utilization from the already released grant.
7. The scholar needs to submit a satisfactory book length Report of the study in soft copy (if required hard copy too) and he/she may need to incorporate all corrections, suggestions made by the expert and resubmit the final report in a publishable form.
8. Once the final Report accepts by the ICSSR, the final instalment will be released on the receipt of: (a) Statement of accounts with Utilization Certificate in GFR 12A form for the entire project amount duly signed by the Finance Officer/Registrar/Principal/Director of the affiliating institution (b) A certificate of statement of assets and books purchased out of the project fund issued by the affiliating institution (c) Two published papers from the peer reviewed journal.
9. The scholar needs to acknowledge the support of ICSSR in all publications resulting from the project output (Research Paper, Books, Articles, Reports, etc.) and should submit a copy of the same to the ICSSR during its course/after completion.
10. The University/Institution of affiliation will provide office accommodation to the scholar, including furniture, library and research facilities, and messenger services. For this, the ICSSR shall pay the overhead charges at 5 % of the awarded budget of the project, subject to a maximum limit of Rs.1,00,000/- to the University/Institution of affiliation only after the successful completion of the project.
11. The Contingency Grant may be utilized for research and office assistance, books, stationary, computer cost, research assistance and the field work expenses of Project Director, Co-Project Directors and research personnel connected with the research work.
12. The accounts and the Utilization Certificate will be signed by the Finance Officer / Registrar / Principal / Director in the case of accounts of the institution are audited by CAG/AG. Otherwise, they need to be signed by the Finance Officer and the Chartered Account.
13. The Director of the research project will be **Dr. Ashwini Machey**, who will be responsible for its completion within **24 Months** from the date of commencement of the project, which is **1st September 2023**.
14. In case, the Project Director does not submit the periodic / final project report as per schedule with adequate justification, the scholar may be debarred from availing all future financial assistance from the ICSSR.
15. All grants from the ICSSR are subject to the general provision of GFR 2005 and in particular with reference to the provision contained in GFR 209, GFR 210, GFR 211 and GFR 212.



16. The Project Director will ensure that the expenditure incurred by him conforms to the approved budget heads and the grant-in-aid is subject to all the conditions laid down in the guidelines of the Research Projects.

17. The expenditure on this account is debatable to the **Budget Head-ICSSR (Scheme Code 0877); OH 31.09 Research Projects.**

18. All project instalments will be transferred through EAT Module of Public Financial Management System (PFMS) for ensuring transparency of expenditure at all levels and to ensure that there is no parking of funds with affiliating institution.

19. As per Ministry of Education, Govt. of India instructions, the amount of grant sanctioned herein is to be utilized by the end of the project duration. Any amount of the grant remaining unspent shall be refunded to the ICSSR immediately after the expiry of the duration of the project. If the grantee fails to utilize the grant for the purpose for which the same has been sanctioned/or fails to submit the audited statement of expenditure within the stipulated period, the grantee will be required to refund the amount of the grant with interest thereon @ 10% per annum.

Yours faithfully,


(Dr. S. N. Chari)

For MEMBER SECRETARY

Encl: As above.

Copy to:

- 1 ✓ **Dr. Ashwini Machey**
Assistant Professor
Department of Economics
Manohari Devi Kanoi
Girls' College
Dibrugarh-786 001
Assam
2. **Finance Branch, ICSSR, New Delhi**
3. **Record file**

PROJECT BUDGET

1. **Title:** A Study on History and Cultural Life of the Singphos of North-East India
2. **Name of the PD:** Dr. Ashwini Machey
3. **Budget Allocations**

| S. No. | Heads of Expenditure | Value |
|--------|---|---|
| 1 | Research Staff : Full time/Part-time/Hired Services | Not exceeding 45% of the total budget. |
| 2 | Fieldwork: Travel/Logistics/Boarding, etc. including Books/Journals | Not exceeding 35% |
| 3 | Equipment and other Items: Computer, Printer etc / Source Material/Software and Data Sets, etc. | Not exceeding 10% |
| 4 | Contingency | Not exceeding 5% |
| 5 | Publication of Report | 5% |
| | TOTAL | 100% |
| | Affiliating Institutional Overheads charges (<i>over and above the total cost of the project</i>) | @ 5% of the approved budget, subject to a maximum limit of Rs.1,00,000/-. |

4. **Re-appropriation** of the expenditure from one sub-head to another, subject to a maximum of 10% of a particular budget heads will be allowed with the permission of the affiliating institution. If the study necessitates re-appropriation beyond 10%, it may be done only after the approval of the ICSSR. Retrospective payment for work already done is not permissible.
5. **Project Staff Selection, Remuneration/Emoluments and Qualifications:**
 - a) Project staff could be engaged on a full/part-time basis during the research work and the employment duration may be decided by the Project Director.
 - b) Selection of Research Staff should be done through an advertisement and a selection committee consisting of (1) Project Director; (2) One outside Expert (other than the institute where the project is located); (3) a nominee of the Vice Chancellor/Head of the Institution and (4) Head of the Department/Dean of relevant faculty duly approved by the competent authority.
 - c) The consolidated monthly emoluments to the project staff may be decided by the Project Director as per the rates mentioned in the guidelines during the advertisement within the limits of the awarded budget as follows:

| Sl. No. | Staff | Revised Rates | Qualification |
|---------|--------------------|------------------|--|
| 1 | Research Associate | Rs.20,000/- p.m. | Post graduate in social science discipline (55% minimum) with NET /M.Phil./ Ph.D |
| 2 | Research Assistant | Rs.16,000/- p.m | Ph.D./M.Phil./ Post graduate in social science discipline with minimum 55%) |
| 3 | Field Investigator | Rs.15,000/- p.m | Post Graduate in social science discipline (55% minimum) |

6. **For all field work related expenses** of Project Director, Co-Director and project personnel, rules pertaining to affiliating institutes shall be followed.
7. **All equipment and books** purchased out of the project fund shall be the property of the affiliating institutions. On completion of the study, the Project Director shall submit an undertaking in this regard. The ICSSR, however, reserves the right to take charge of equipment and books, if it thinks it fit in a case.
8. **Purchase of equipment/ assets** for the research Project is permissible only if it is originally proposed and approved by the ICSSR and does not exceed the permissible amount.

