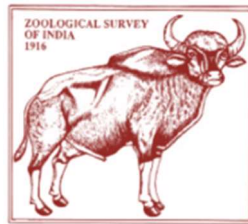




EMERITUS SCIENTIST SCHEME

General Information, Forms, & Terms & Conditions



Zoological Survey of India

Government of India
Ministry of Environment, Forest and Climate Change,

**'M' Block, New Alipore,
Kolkata -700053**

EMERITUS SCIENTIST'S SCHEME

ZOOLOGICAL SURVEY OF INDIA

1. GENERAL

1.1 The Ministry of Environment, Forest and Climate Change, Govt. of India, under the Emeritus Scientist Scheme provides financial assistance to outstanding retired scientists to pursue research, write scientific documents/monographs, etc. in Taxonomy of Animals, especially in the fields of specialization that are relevant to the programmes of Zoological Survey of India (ZSI). Only Indian citizens, normally residents of India, are eligible for appointments as Emeritus Scientists.

1.2 A Scientist who is an acknowledged expert in the field of specialisation which comes within the objectives of ZSI and has been actively engaged in scientific research during the preceding five years of his/her superannuation, will be eligible for grants under this scheme.

1.3 The quality of publications of the Scientist including those during the last 5 years prior to his/her retirement and the honours and awards received by him/her will be the important criteria for selection under the scheme.

1.4 The Ministry of Environment, Forest and Climate Change, has a high-powered Research and Advisory Monitoring Committee for ZSI to consider the research proposals under the Emeritus Scientist's Scheme and recommend the grants. The committee generally meets twice in a year for this purpose.

1.5 The grant consists of (i) Honorarium of Rs.20000/- PM to the Emeritus Scientist (ES) for the duration of his/her tenure (ii) Suitable contingency grant of Rs.50,000/- per annum.

1.6 The number of Emeritus Scientists to be appointed in ZSI shall not exceed five, at any point of time.

2. PROCEDURE FOR APPLYING

2.1 The Scientists willing to be considered for appointment under ES scheme may apply in prescribed form (Form-A) at any time during the year to the Director, ZSI. The application should be sent through Executive Authorities (Director / Head) of Institute / Department where the ES proposes to carry out the research work etc. It should be duly certified by them that the core facilities for working are available there and the Scientist will be permitted to work on the proposed scheme and the department / institution will discharge all its obligations particularly in respect of management of the given grants. The Scientist himself will have to make all these necessary arrangements with the Institute/University concerned.

2.2 The research proposals are sent to a set of referees in general area of research of the concerned superannuated scientist. The proposal along with the comments of the referees is referred to the Research Advisory and Monitoring Committee of ZSI for its consideration at its meetings. The Research Advisory and Monitoring Committee of ZSI will recommend the Name(s) to the Secretary, Ministry of Environment, Forest and Climate Change, Govt. of India.

2.3 The selected Scientists and the host institutions will be intimated immediately after the recommended candidates are approved by the competent authority in the Ministry. The quantum of the grant approved in the form of honorarium to the Scientist, contingency, and equipment, if any, will be communicated through a sanction letter along with terms and conditions governing the scheme.

2.4 The offer of Emeritus Scientists will be valid for one year from the date of issue of the sanction letter, or from the date of superannuation whichever is later, and if the related Emeritus Scientist does not join within three months, the offer will be deemed cancelled and withdrawn. No lien will be allowed. The Scientist, however can apply again, if he wishes to pursue research at a later stage.

At present, applications are being considered till end of October 2016 and shall be put up in the forthcoming meeting of Research and Monitoring Advisory Committee (RAMC) of ZSI and outcome of the RAMC of ZSI regarding Emeritus Scientists shall be communicated in due course of time.

3. OPERATION OF AN EMERITUS SCIENTIST SCHEME

The funds are placed at the disposal and control of the sponsoring Institution / Organisation / University which is entrusted with the accountability of grant. The quantum of financial assistance is mentioned in the original award letter and renewal sanction. Grants are released in one or two installment for each financial year. The grant for the first year is released by the concerned survey organisation (ZSI) along with sanctioned letter. It is stipulated that the scheme shall start from the commencement date mentioned in the letter or within 3 months from the date of issue of the letter.

3.1 Documents to be submitted to ZSI:

Following documents need to be sent to Director ZSI immediately after the receipt of the sanction letter: (i) A certificate by the Emeritus Scientist, countersigned by the Head of the Department / Institution, that no other agency is funding the work proposed to be done under the scheme sanctioned by ZSI (ii) An agreement in the prescribed Form-B on non-Judicial stamp paper of Rs.100/- (each page duly signed by the Emeritus Scientist) and (iii) Date of commencement.

3.2 Date of start: Emeritus Scientistship is considered to have commenced from the date Emeritus Scientist starts drawing honorarium.

3.3 Purchase of equipment: For the release of equipment grant, the proforma invoice of the supplier with whom the order has been placed is to be furnished along with the claim bill to the Director ZSI by Emeritus Scientist through the Director / Head / Registrar of the Institute / Organisation / University upon completion of purchase formalities, in any case, within 3 months from the date of receipt of the equipment grant.

3.4 Tenure: The scheme will initially be sanctioned for three years. On the recommendation of the Research Advisory and Monitoring Committee, it may be extended by two years, after an application is made by Emeritus Scientist, through the host institution to ZSI. It will however be applicable till a Scientist attains 65 years of age. In case the Emeritus Scientistship is awarded at a stage when the Emeritus Scientist is over 62 years of age, the exact duration of the award will be computed up to his/her attaining 65 years of age.

4. LEAVE FOR EMERITUS SCIENTIST

An Emeritus Scientist may avail 45 days of leave in a year with honorarium. Leave will be sanctioned by the Head of the host Institution.

5. CONTINGENT AND EQUIPMENT GRANT

5.1 The amount of contingent grant for Emeritus Scientist may vary depending upon the subject and the problem of research. The contingent grant may be utilized for undertaking tours as an essential part of research work, purchase of books, etc. not available in the institution, special consumables or other materials essential for research. For the latter, prior approval of the Director ZSI is essential.

5.2 The guidelines for the utilization of contingency grant are given in Annexure-I. The accounts are to be maintained in a prescribed manner as indicated in Annexure-II.

6. PROGRESS REPORT AND RENEWAL OF EMERITUS SCIENTIST SCHEME

The Research Advisory and Monitoring Committee of ZSI will monitor the progress of work to ensure that the funds are effectively utilized for maximum results. For this purpose Emeritus Scientists are required to submit to the Director, ZSI, a comprehensive report indicating the progress as on 31st of August. The Progress report along with "Renewal Application" in the prescribed proforma (Form C & D) and the list of equipment purchased, if any, should be sent in time so as to reach the Director ZSI on or before 1st October each year. In the absence of completed forms C & D, the scheme will not get renewed for the next financial year.

The detailed progress reports will be reviewed twice, once after about two and a half years, so that the decision to extend or not beyond the initial three years period up to a maximum of 65 years of age of Emeritus Scientist can be taken in time, and finally before termination. The application for extension is to be made in form C and forwarded through the host Institution. ZSI may obtain confidential recommendations about the extension from the Head of the host Institution. Emeritus Scientist should submit a detailed progress report / draft of the manuscript revision along with all reprints of publications at the time of applying for extension and termination.

7. FINAL TECHNICAL REPORT/MANUSCRIPT

The Emeritus Scientist is required to submit a 'Final Technical Report' and Manuscript of the scientific work for the entire duration in the prescribed proforma (Form E) by the date of termination of the tenure. The report must be a detailed one and should include information about the original objective of the scheme and how the same has been achieved. Copies of the manuscripts and reprints of papers arising from the work during the tenure of Emeritus Scientist should be attached. Last 3 month's Emeritus Scientist's honorarium will be released by the Institution only after the manuscripts and other indicated documents have been forwarded by the Institution to the Director ZSI. It may be noted that summary of the work done by Emeritus Scientist shall be published in Bulletin of ZSI after assessing its scientific merit.

8. OPERATION OF FUNDS

ZSI sends the first installment of the grant along with the sanction letter. The Emeritus Scientist while claiming second / subsequent instalment of grant should certify that the expenditure claimed under different heads has actually been incurred and utilized properly during the period for which the payment was claimed and that the grant has been exclusively utilised for the

purpose for which it was sanctioned. This certificate should be submitted by the Emeritus Scientist to the Director / Registrar / Principal of the Institute / University / College who maintains the accounts of ZSI grants as given below:

(i) The Statement of accounts and Utilisation certificate should be certified by the Accounts Officer and counter signed by the Administrative Officer / Registrar / Principal of the Institute / University / College, and submitted to Director, ZSI.

(ii) An audited Statement of the accounts and Utilisation certificate duly signed by the statutory audit authority of the Institution should also be sent on completion of the research scheme.

(iii) Termination / resignation of the Emeritus Scientist should be adjusted before claiming the subsequent grant or else should be refunded to the Director, ZSI immediately by means of a demand draft drawn in favour of Pay & Accounts Officer, ZSI.

(iv) Institution / University receiving grants from ZSI will have to maintain separate accounts for each research scheme on ledger type system (Annexure -II).

(v) All equipments, books etc. purchased out of the grant will have to be entered into the stock register maintained by the Institution / University, and it will have to be entered also in a separate register maintained by the Emeritus Scientist, and the same has to be certified by the Head of the Department / Institution.

(vi) The Institution / University will be responsible for the safe custody of the equipment purchased from the grant.

(vii) A list of equipments purchased may be appended with the renewal application. It should include following information viz. name, description of equipment, cost in rupees, date of purchase, name of the supplier and main purpose/function of the same. Equipment should be purchased within 3 months from the date of receipt of the first sanction letter; otherwise equipment grant shall stand withdrawn. After the termination of the tenure of Emeritus Scientist, the Institution may retain the costly equipment purchased by the Emeritus Scientist during his tenure. However, all other equipments, books, etc, purchased out of the grant would normally become the property of the Institution / University on the condition that the Emeritus Scientist shall have a free and unfettered use of these equipments until the conclusion of the tenure of Emeritus Scientistship.

9. ADMINISTRATIVE OVERHEAD EXPENSES:

9.1 For maintaining and timely submission of the accounts of ZSI grants, the beneficiary Institution / University is entitled to claim the administrative overhead charges from ZSI @ Rs.500/-per annum for each Emeritus Scientist for disbursing to the employee entrusted with the work. The upper limit of overhead charges claimed by an Institution shall not exceed Rs.10,000/-per annum depending on the number of Emeritus Scientists of ZSI working in that Institute / University.

9.2 The admissibility of the overhead charges shall be subject to the timely submission (within a year) of the following statements/documents to the Director, ZSI.

(i) Consolidated utilization certificate in respect of the financial year in question.

(ii) Abstract of receipts and payments account relating to ZSI grants for the year, along with the statement of accounts of honorarium and fellowships separately. Audited statement by Statutory Auditors or Government Auditors, as the case may be sent later on.

(iii) Details of refunds of unspent balances of terminated fellowships / schemes together with cheque / draft No. & Date etc.

(iv) Abstract of claim for administrative overhead expenses. The account of overhead charges may be retained by the Institutions while refunding the unspent balance. However, the payment of overhead expenses shall be disbursed to the employees concerned only on receipt of authorisation letter from Director, ZSI and on receipt statement / documents mentioned above.

(v) ZSI holds the right to withhold the overhead charges till all the required statements / documents are submitted.

10. OBLIGATIONS OF EMERITUS SCIENTIST

(i) The sanctioned scheme must commence within three months from the date of receipt of the sanction letter failing which the scheme will be treated as withdrawn.

(ii) The tenure of the Emeritus Scientists will stand terminated from the date Emeritus Scientists accepts similar position from some other agency or takes up some employment.

(iii) Submission of renewal application / progress report (in Form C & D) to the Director, ZSI by 1st of October each year, indicating the progress of research work done up to 31st of August.

(iv) Acknowledgement of funding by ZSI should be given in all publications.

(v) Submission of the final manuscripts, within three months of completion of the tenure, and reprints of all papers published.

11. EMERITUS SCIENTIST IN ZSI

An Emeritus Scientist working in ZSI offices may approach Director of the organisation for obtaining necessary facilities. He / she may be given a free hand to pursue his / her scientific work by the Director. The Emeritus Scientist may draw his honorarium / other expenses from the institute and the amount may subsequently be adjusted against Emeritus Scientist Scheme budget by the Institute. All general terms and conditions as applicable to the Emeritus Scientist Scheme shall apply in ZSI.

These terms and conditions supersede all previous instructions issued in regard to Emeritus Scientist schemes. In all matters decision taken by DZSI will be final.

ANNEXURE I

To facilitate day to day working of the research schemes funded by ZSI the following facilities may be exercised by the Emeritus Scientist.

1. The tour can be undertaken by the Emeritus Scientist (i) Attending of seminars / symposia / conferences within the country is also provided to the ES (ii) Field work / travel connected with the research work of the project, (iii) Computation work, and (iv) Consultation of rare reference books / volumes in the nearest University / Research Institution library in connection with the research work.

2. Utilisation of contingent grant:

The contingent grant may be utilised for the following purposes:

(i) Acquisition of book and documents of relevance to the research topic in case these are not available in the library of the University / College / Institution;

(ii) Chemicals / consumable items required for the research work;

(iii) Reprints / off-prints of research papers published as an outcome of research;

(iv) Computation charges;

(v) Stationery and postal charges;

(vi) Charges for CSIR / DST laboratories, etc.

(vii) Typing of research papers;

(viii) Expenses in connection with "the preparation of final technical report (FTR) for the entire period;

(ix) To meet TA / DA expenses regarding tours undertaken by the ES for the purpose mentioned above, TA / DA of the ES will be payable as per his entitlement under the rules of the concerned University / Institution;

(xi) Any other purpose specifically authorised by ZSI.

REMARKS: Contingent grant cannot be utilised for: (a) Foreign travel or other expenses for visits abroad and (b) Purchase of furniture items / office equipment:

The books purchased out of the contingent grant will become the property of the University / Institution library after purchase and may be issued to the department scientist after accession till they are needed.

FORM-A

ZOOLOGICAL SURVEY OF INDIA

APPLICATION FOR GRANT UNDER EMERITUS SCIENTIST SCHEME: FORMAT
(20 copies of Project Proposal should be submitted to the Director, ZSI)

SECTION A: GENERAL

1. (a) Name :

(b) Date of Birth :

(c) Address :

2. (a) Title of the Research Proposal :

(b) Broad area / field classification :

Names and addresses of five recognised research scientists actively engaged in research in the general area of your proposed research located in India.

CERTIFICATE:

I have read the conditions of Grant to 'Emeritus Scientist' and agree to abide by these.

Signature & Date

DECLARATION & ATTESTATION

I agree to provide all facilities to the applicant.

Signature of Head / Executive
Authority of Institute
(Seal & Address)

Date

3. Duration of Research Proposal:

4. Amount of grant proposed (Detailed breakup. justification may be given in Section C)

1st Yr (Amount)	2nd Yr (Amount)	3rd Yr (Amount)	Total
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Staff:

Contingencies:

Grand Total

SECTION B: BIODATA OF THE SCIENTIST (FOR PURPOSE OF RECORD)
(To start on a separate page)

1. Name: Dr./Mr./Miss/Mrs.

Address:

Designation (before superannuation):

Date of Birth:

2. Educational Qualifications:

Degree conferred (begin with Bachelor Degree)

Degree	Institution Conferring	Field(s)	Year

3. Research Experience during the last 5 years of service career:

Institution	Year	Nature of work done	No. of papers published (List of publications with reprints may be given as Annexure)

4. Research Specialisation:

(Major scientific fields of interest)

5. List of honours awards conferred.

SECTION C: DETAILED RESEARCH PROPOSAL *
(To start on a fresh page)

(a) Title of the investigation:

(b) Summary of proposed research (up to 150 words) :

(c) Detailed research plan or programme:

(d) Institutional facilities:

(Facilities in equipment, etc: already available
at the sponsoring University / Institute
for the proposed investigation)

(e) Fund requirement:

(Detailed year-wise break-up under staff,
equipment, contingencies etc.)

*The award of the research grant shall be subject to the Terms & Conditions of the Zoological Survey of India fellowships / schemes in force from time to time.

FORM-B

(For the undertaking to be given by Emeritus Scientist)*
*(To be executed on a Non-Judicial Stamp Paper of Rs.100/-)

ZSI sanction letter No

Dated

Title of the scheme

In consideration of financial and other assistance and facilities received or to be received by me, from the Zoological Survey of India (here in after called the ZSI)

I, son / daughter of Shri residing at as one of the terms on which I received or am about to receive such financial or other assistance and facilities agree and declare as follows:

1. I shall from time to time disclose fully to the ZSI, or as the ZSI may direct, the progress of any Investigations undertaken by me while in receipt of such assistance as aforesaid (here in after referred to as the said Investigation).

2. And if at any time during the course of such assistance or with in a period of three years after the receipt of such assistance as aforesaid, I shall make any invention arising out of or in connection with the said investigation, I shall hold the same in trust on behalf of the ZSI and I shall forth with disclose to the said ZSI, or as the ZSI may direct, a full and complete description of the nature of the said invention and the mode of performing the same.

3. The said investigation and all improvements thereon discovered or invented by me during the course of receipt of such assistance or within a period of three years after the termination of such assistance as aforesaid shall subject to such reservations (if any) in respect of said invention of the proceeds thereof for my benefit as the ZSI may in absolute discretion permit, be the sole and absolute property of the ZSI.

4. I shall if and whenever required by the ZSI at its expense join the ZSI and render all assistance and do other necessary acts for taking patents in India and other countries for said invention or any such improvement thereon. The patent rights and its exploitation shall rest exclusively with the ZSI.

5. And I shall on request by and at the cost of the ZSI, execute and do all such instruments and things necessary to vest the said inventions and improvements and any letters patents that may be obtained in respect thereof in the ZSI or any person appointed by the ZSI in that behalf.

6. I hereby undertake to abide the terms and conditions for ZSI Research Fellowships.

Date

.....
Signature of the Emeritus Scientist

FORM-C

ZOOLOGICAL SURVEY OF INDIA

Proforma for yearly renewal of an ongoing research scheme

(Fifteen copies must be submitted to ZSI)

1. Financial year for which renewal is requested :
2. (a) Date of Original Sanction letter :
- (b) Date of start proposed in the sanction letter :
3. Title of the Scheme :
4. Name and Address of Emeritus Scientist :
5. Date of Birth of Emeritus Scientist :
6. Date and commencement of the project
7. Grant sanctioned, amount received and expenditure made in Rs.

(a) 1st year: from to 28th Feb. 20th

(i) Contingency

(ii) Honorarium

Sanctioned
Amount

Expenditure

(iii) Equipment

Amount

Expenditure

(iv) Total

(b) 2nd year: from 1st Mar. 20th - to 28th Feb. 20th

(i) Contingency

(ii) Honorarium

Sanctioned
Amount

Expenditure

(iii) Equipment

Amount

Expenditure

(iv) Total

(c) 3rd year: from 1st March 20th to 28th Feb. 20th

(i) Contingency

(ii) Honorarium
Sanctioned Expenditure
Amount

(iii) Equipment
Amount Expenditure

(iv) Total

(d) 4th year: from 1st Mar. 20th - to 28th Feb. 20th

(i) Contingency

(ii) Honorarium
Sanctioned Expenditure
Amount

(iii) Equipment
Amount Expenditure

(iv) Total

(e) 5th year: from 1st Mar. 20th - to 28th Feb. 20th

(i) Contingency

(ii) Honorarium
Sanctioned Expenditure
Amount

(iii) Equipment
Amount Expenditure

(iv) Total

9. Details of equipment purchased (information should be given in terms of (a) Name, (b) Cost, (c) Supplier, and (d) Date of purchase / placing order for each item of equipment. It may be noted that the equipment grant once fixed can not be enhanced. Es is advised to give authenticated estimates of the cost of equipment. Equipment should invariably be purchased within 3 months from the date of receipt of the grant) and or sanction letter.

10. Amount saved (if any) from the last year's grant for staff, contingency and equipment.

11. (a) Date on which scheme will complete 3 years or ES will attain 65 years of age:

(b) Whether extension beyond three years has been requested (Request to be sent after about 2 ½ years and forwarded through the host Institution): Yes / No

(c) If yes, give the duration of requested extension in months:

(d) Justification for extension:

12. Detailed annual progress report should be given here (about 5 pages maximum).

13. Summary (give in about 200 words):

14. Any deviation from the original plan may be pointed out here along with its nature and cause:

15. List of research paper(s) published / communicated should be given here in terms of name(s) of author(s), title, journal, volume and page numbers and year and copies of the paper(s) should be enclosed.

16. Proposed programme of work for the next year should be described here in about 1000 words.

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Signature of the Emeritus Scientist

Date:

FORM-D
(Accompany with Form-C)

TO BE FILLED
BY THE ES

FOR OFFICE
USE ONLY

1. Sanction No.
2. Name and Address of ES
3. Title of the scheme
4. Date of commencement
5. Grants received during current financial year
 - (a) Contingency (CY):
 - (b) Equipment (1) Name
(ET): (2) Cost
 - (c) Any other:
6. Additional requirement for next financial year (if any)
7. Extension granted beyond 3 years, Yes/No
(Give number of months for which extension granted)
8. Number of papers published / accepted for publication during current year
 - (a) In Indian Journals
 - (b) In International Journals
 - (c) In Symposia / Seminars
9. Number of patents filed
10. Number of books published

Date

.....
Signature of the Emeritus Scientist

FORM-E

ZOOLOGICAL SURVEY OF INDIA

PROFORMA FOR PREPARING FINAL TECHNICAL REPORT

(Fifteen copies of the report must be submitted immediately after completion of the Emeritus Research Scheme)

1. Title of the Scheme:
2. Name, designation, department and institution of the ES:
3. Number and date of ZSI Sanction Letter:
4. Duration of the Scheme:
5. Date of commencement of the Scheme:
6. Date of completion/termination of the Scheme:
7. (a) Total grant sanctioned and expenditure during the entire tenure :

Amount Sanctioned

Expenditure

Equipment:

Contingencies:

Honorarium:

Total:

8. Name and cost of equipment(s) purchased out of ZSI grant
9. Names of the Research Fellows associated with the scheme along with dates of joining and leaving:
10. List of research papers published/communicated, based on the research work done under the scheme. (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 FTR should also be sent to ZSI)
11. Give details of new apparatus or equipment designed or constructed during the investigation.
12. Given there the likely impact of the completed work on the scientific / technological potential of the country (this may be attached as Enclosure-I).

13. Given detailed account of the work carried out in terms of the objectives(s) of the project and how far 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.

14. Given here an abstract of research achievement in about 200-500 words. It should be suitable for publication in the Bulletin of the ZSI.

15. Mention here whether unspent grant has been refunded to ZSI.

.....
Signature of the Emeritus Scientist

Note: Final Technical Report is expected to be self-contained complete report of the work done. Please do not leave any column unanswered. The material will be used to prepare a brief for publication in Bulletin of the ZSI.