

GOVERNMENT OF INDIA
MINISTRY OF LABOUR AND EMPLOYMENT

SUBJECT: Grant-in-aid to Research and Academic Institutions and Voluntary Organisations / Non-governmental Organisations for undertaking research in approved labour related matters.

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**BACKGROUND :**

Various reputed Research and Academic Institutions and Voluntary Organisations and autonomous bodies have been approaching the Ministry of Labour from time to time seeking financial support/assistance for carrying out research studies in labour related matters. The Ministry recognizes the role of these institutions and organisations in the developmental efforts of the Government.

**OBJECTIVE :**

2. With a view to securing policy inputs from time to time so as to keep the labour policy of the Government dynamic with changing times, to monitor implementation of various labour laws and consider amendments wherever necessary, it is essential to identify priority areas of research/studies in labour related subjects. Hitherto, there has not been any scheme/programme to provide resources to such Research and Academic Institutions and NGOs or Voluntary Organisations to undertake research/study projects. It has been felt that it would not be appropriate to provide resources to them on ad-hoc basis. Hence, it has been felt necessary to draft a plan scheme in the Central Sector to evolve norms by which financial assistance could be given to such bodies as Grant-in-aid to undertake studies/research projects including research project formulation, project implementation, on subjects identified by the Government.

**SCOPE :**

3. The Scheme is intended to provide financial assistance to deserving Research and Academic institutions and NGOs/Voluntary Organizations on the merits of each proposal so as to finance research and impact evaluation studies having a direct bearing on the management and implementation aspects of the Labour Policy. The studies to be financed under the scheme should be on subjects, which are identified by the Ministry of Labour. The scope of the scheme shall also be extended to finance seminars, workshops etc. provided they are part of a full fledged research study. However, such seminar/workshop should be functional and related to the subject of the main research study i.e. it should be used as a tool for meeting the objectives of the study. In this respect it should stress on the orientation/training aspects of functionaries to be involved in the study apart from financing the preparation of the seminar papers etc. The scheme may be reviewed periodically after every two years.

## ELIGIBILITY :

4. The following categories of Research and Academic Institutions and Voluntary Organisations/NGOs will be eligible to receive assistance under the Scheme :

i) Voluntary organisations and non-governmental agencies including Social Activist groups of repute engaged in research in labour related matters ;

ii) Universities including Deemed Universities and Institutions of National Importance ;

iii) Govt. or Govt. recognized Institutions engaged in labour research.

iv) Professional Associations including employers' and employees' organisations working in the field of labour;

v) Postgraduate Academic and Professional/Research Institutions of repute affiliated to universities or otherwise set up and recognized by the Central or State Govts.

5. The institutions to be eligible to seek assistance under this scheme, should have been set up either under a Statute of the Central/State Legislature or as a Trust or registered under the Societies Registration Act, 1860 or equivalent other laws. They should have been functioning for a period not less than three years on the date of applying for assistance. The Organization seeking assistance should have a minimum cash flow of Rs.10,000/- at any time, so that the work is not stopped in case of delay in grants by this Ministry.

## GUIDELINES FOR SUBMISSION OF PROPOSALS :

6. Assistance given by the Ministry will be institution/ organisation-based and released to the authorized functionary of the institution / organization i.e. Registrar of the University, Secretary or President of the organisation. Research and Academic Institutions and voluntary organisations/NGOs receiving financial assistance are required to submit a statement on the existing permanent staff, as also of staff being appointed for the study; their current financial position and to indicate the salary component of the total budget of the study/seminar etc. The salary component should not normally exceed 50% of the cost of the project. However, relaxation up to 15% may be considered on a case by case basis.

7. Any Research and Academic Institution and voluntary organisation /Non-governmental organisation eligible and desirous of undertaking studies under this Scheme will apply to the Ministry in the prescribed form (Appended) along with an outline of the proposed study in accordance with the following guidelines:

i) Objectives : The focus and orientation as well as the specific objectives spelt out in detail.

ii) Justification : A precise identification of the problem, the hypothesis to be tested and the question to be answered.

iii) Relevance : A brief note not exceeding 300 words explaining how the proposed activity will contribute to the work of the Ministry of Labour may also be enclosed along with the proposal.

iv) Approach and Methodology: The extent to which the study is reflective or empirical -- whether it is intended to collect primary data and if so, based on a sample survey or a case study; relevant sources or necessary data if the use of available data is envisaged.

v) Details of data collection and analysis: Concepts, definitions, important variables, sampling designs if necessary, broad contents of schedules/questionnaires if relevant, lines of analysis, tabulation programme and synopsis of chapter plan of the report, if possible.

vi) Project duration : Time required for completing the study and submission of the report, period envisaged for preparation, field study/collection of data and drafting of the report. The time span of the project could be normally between 6 to 12 months depending upon the nature and scope of the study.

vii) Staffing Pattern : The number and types of supporting staff, the period for which required and remuneration per month.

viii) Budget : Financial requirements broken down under different items of remuneration for staff, T.A. stationery/printing of forms, computation and contingencies. The project should be cost effective. The cost of research should not ordinarily exceed Rs. four lakhs. In exceptionally good cases it may go up to Rs. Five lakhs. In case of grants for seminars/workshops etc. the cost would be up to a maximum of 10% of the cost of the concerned research study.

ix) Bio-data of staff: Sufficient information about the academic qualifications, research publications and research experience of the Project Director and the senior staff to be associated with the study.

x) Screening of Fresh Proposals: All proposals received under the scheme will be considered by a Screening Committee under the Chairmanship of Addl. Secretary (Labour) for taking a decision on its approval and funding. Wherever considered necessary external advice from concerned experts would be sought (through correspondence only) against payment of honorarium up to a maximum of Rs.500/-.

### **PATTERN OF ASSOCIATION :**

8. (a) The Ministry of Labour will bear the expenses on the following approved items of expenditure connected with the study as a grant-in-aid :

Remuneration for project staff/individual researchers.

ii) Traveling and Daily Allowances for project staff/individual researcher/volunteer.

iii) Stationery and Printing of questionnaires, schedules and forms.

iv) Contingencies.

v) Printing of the final report.

vi) Overhead /service charges up to a maximum of 15% would be permitted.

(b) In case of seminars/workshops the financial support will be restricted to preparation of seminar papers and proceedings and their publication; orientation and training aspects of functionaries to be involved in the study.

(c) Financial support under the scheme, in any case, should not be extended to the acquisition of assets/infrastructure by the grantee institute.

### QUANTUM OF ASSISTANCE :

9. The scheme is a 75:25 Grants-in-aid scheme i.e. 25% of the research project would be borne by the research institute. The funds would be released in three equal instalments. The first instalment i.e. 1/3rd of the Ministry's share of the approved budget on acceptance of the project by the Ministry. The 2<sup>nd</sup> instalment(1/3rd of the Ministry's share) will be released on receipt of regular progress reports and expenditure statements from the institutes and their review thereof in the Ministry after utilization of at least 75% of the first instalment released. However, the release of the last instalment (i.e.1/3rd of the Ministry's share of the grant is conditional upon (i) the grantee institutions providing reasonable evidence of proper utilization of instalments released earlier and (ii) the approval of the final report by the Ministry subject to the condition that if the approval is not given within three months of its submission, the final report would be deemed to have been approved. Regarding condition (i) above it is absolutely essential for the institution/organisation to submit a utilization certificate (as per GFR 19A) at the end of the study (for studies completed within one financial year) and separate utilization certificates for each instalment (for studies spreading over more than one financial year) duly signed by a Chartered Accountant and countersigned by Registrar of University or Secretary of Society that runs the Institutes or by an officer of the Institution nominated for this purpose. The Institute should also furnish an audited statement of accounts for the relevant financial year(s).

### TERMS AND CONDITIONS :

10. The following general conditions will be complied with by any Research and Academic Institution and Voluntary Organisation /Non-governmental Organisation receiving assistance under the scheme :-

i) Grant-in-aid shall be used for the purpose for which sanction is given.

ii) The Research and Academic Institution and Voluntary Organisation/Non-governmental organisation will maintain the accounts of grants-in-aid received from the Ministry of Labour and get the final accounts audited by Govt. auditors(in case of institutes whose accounts are audited by Govt. auditors) or by a Chartered Accountant, as the case may be, and submit these to the Ministry, on the completion of a study. The accounting and auditing arrangements in respect of this Scheme will be the same as those prevailing in the institution/organisation. The annual statement of accounts for the year(s) during which the instalments of grants was/were given should also be furnished.

iii) The Research and Academic Institution and Voluntary Organisation/Non-governmental Organisation will not accept or apply for any financial aid from any other source towards the study approved under this Scheme except with prior approval of the Ministry.

iv) Separate account will be kept of the Project Receipts & Expenses even though some of the items of expenditure may be common with that incurred by the Research and Academic Institution and Voluntary Organisation/Non-governmental Organisation on other activities.

v) The Research and Academic Institution and voluntary Organisation, Non-governmental Organisation will be required to prepare a quarterly Progress Report on the study and submit the same to the Ministry of Labour together with an expenditure statement showing the amount actually spent under different heads during that quarter.

vi) The accounts related to the Project for which assistance is received under this Scheme will be submitted to Ministry. The accounts relating to the project shall be open to check also by the Comptroller & Auditor General of India or his nominee at his discretion.

vii) The Research and Academic Institution and Voluntary Organisation/Non-governmental Organisation will be required to complete the study and submit the final report to the Ministry within the stipulated duration of the study.

viii) The grantee shall be liable to refund the entire grant amount together with damages at the rate of 6% p.a. interest thereon for any violation of the terms & conditions mentioned in the Scheme/Govt. sanction order, from the date of encashment of the cheque/bank draft for the amount sanctioned for the project provided that the Government in its discretion may relax

the date for the purpose of calculation of interest to provide for such interest to be charged or on a subsequent date.

ix) Before a grant is released, the grantee shall execute a bond with two sureties in favour of the President of India that the grantee will abide by the conditions of the grant by the target dates, if any, specified therein, and in the event of his failing to comply with the conditions or committing breach of the bond, the grantee and the sureties individually and jointly will be liable to refund to the President of India, the entire amount with interest thereon or the sum specified under the bond. While obtaining the prescribed bond, where it is necessary, the requirement of furnishing two sureties in addition, need not be insisted on if the grantee organisation is an organisation of standing in whose case such sureties are not considered necessary by the Ministry.

x) The final report on the study will be evaluated in the following manner -- comments of the concerned Divisional Head (also a member of the Screening Committee) would be obtained, as per the guidelines issued by Secretary(L); external comments from Planning Commission etc. may be also be obtained if felt necessary; in the subsequent meeting of the Screening Committee the same may also be discussed; and Secretary(L)'s final approval to the report would be taken -- this would be treated as an acceptance of the final report by the Ministry.

xi) The decision of the Secretary to the Govt. of India in the Ministry of Labour on the question whether there has been breach or violation of any of the terms & conditions mentioned herein as well as the sanction letters shall be final and binding on the grantee.

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