

**GOVERNMENT OF INDIA**  
**MINISTRY OF LABOUR AND EMPLOYMENT**

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

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**BACKGROUND:**

Various reputed Research and Academic Institutions and Voluntary Organizations and Autonomous Bodies have been approaching the Ministry of Labour & Employment 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 Organizations in the developmental efforts and formulation of labour policies.

**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. With this and in view, it is considered necessary to have a Scheme/Programme to provide resources to such Research and Academic Institutions and NGOs or VOs to undertake research/study projects. It has also been felt that it would not be appropriate to provide resources to them on ad-hoc basis. Hence, a plan scheme in the Central Sector is in place prescribing norms by which financial assistance could be given to such bodies as Grants-in-aid to undertake studies/research projects including research project formulation, project implementation, on subjects identified by the Ministry.

**SCOPE:**

3. The Scheme is intended to provide financial assistance to deserving Research & Academic Institutions and NGOs/VOs 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 useful to the Ministry of Labour & Employment.

Two types of proposals, internal and external will be entertained for funding under the Scheme. Demand-driven Proposals as suggested by the Bureau Heads will be the internal proposals, which after scrutiny and obtaining comments of the concerned subject matter Bureau Heads, will be placed for consideration and approval of the Screening Committee to be headed by Secretary (L&E), with Bureau Heads and FA as members. Proposals submitted suo-motto by an Institution will be the external proposals, which after scrutiny and obtaining comments of the concerned subject matter Bureau Heads, will also be placed for consideration and approval of the Screening Committee to be headed by Secretary (L&E), with Bureau Heads and FA as members.

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. The scheme may be reviewed periodically after every five years.

#### **ELIGIBILITY:**

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

- i) Voluntary Organizations 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' organizations 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/ Organization-based and released to the authorized functionary of the Institution / Organization i.e. Registrar of the University, Secretary or President of the Organization. Research and Academic Institutions and NGOs/VOs 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 to case basis.

7. Any Research and Academic Institution and NGOs/VOs, eligible and desirous of undertaking studies under this Scheme will apply to the Ministry of Labour & Employment in the prescribed form along with an outline of the proposed study in accordance with the following guidelines:

i) **Objectives:** The focus and orientation as well as detailed objectives of the study.

ii) **Justification/Relevance:** A brief note not exceeding 300 words explaining how the proposed activity will contribute to the work of the Ministry of Labour & Employment to be enclosed.

iii) **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.

iv) **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).

v) **Project duration:** The time limit for completing the study and submission of the report would be normally between 4 to 6 months, which may be extended up to 12 months in exceptional cases depending upon the nature and scope of the study.

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

vii) **Budget:** Financial requirements broken down under different Heads/Items viz., salary of staff, T.A. /D.A., stationery/printing of forms & report, computation and contingencies etc. The project should be cost effective. The cost ceiling for a research study will be Rs. 6 Lakh. In case of seminars/workshops etc. in the study, its cost should not exceed 10% of the total cost of the study.

viii) **Bio-data of staff:** Information about the academic qualifications, research publications & research experience of the Project Director and other senior staff to be associated with the study.

ix) **Screening of Fresh Proposals:** The meetings of the Screening Committee are proposed to be held bi-annually to approve the study proposals. All the proposals – Internal and External, after scrutiny and obtaining comments of the concerned subject matter Bureau Heads, will be placed for consideration and approval of the Screening Committee to be headed by Secretary (L&E), with Bureau Heads and FA as members.

**PATTERN OF ASSOCIATION:**

8. (a) Ministry of Labour & Employment will bear the expenses on the following approved items related to the study as grants-in-aid :

- (i) 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 15% of the total cost of the study 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 total cost of the study will be borne by the Ministry and the Research Organization on 75:25 basis i.e. 25% of the research project cost would be borne by the Research Organization. The funds would be released in three equal installments. The first installment i.e. 1/3rd of the Ministry's share will be released on approval of the study proposal by the Ministry after fulfillment of conditions as laid down in the guidelines of the Scheme. The 2<sup>nd</sup> installment will be released on receipt of progress report, expenditure statement and Utilization Certificate (UC) from the Institute in respect of earlier releases and their review thereof in the Ministry after utilization of at least 75% of the first installment released amount. However, the release of the last installment is conditional upon (i) the grantee institutions providing reasonable evidence of proper utilization of installments released earlier. It is absolutely essential for the institution/organization 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 installment (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) and (ii) Approval of the final study report by the Competent Authority i.e., Secretary (L&E).

**TERMS AND CONDITIONS:**

10. The following general conditions will be complied with by any Research and Academic Institution and NGOs/VOs 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 NGOs/VOs will maintain the accounts of grants-in-aid received from the Ministry of Labour & Employment 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/organization. The annual statement of accounts for the year(s) during which the installments of grants was/were given should also be furnished.

iii) The Research and Academic Institution and NGOs/VOs 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 NGOs/VOs on other activities.

v) The Research and Academic Institution and NGOs/VOs will be required to prepare a quarterly Progress Report on the study and submit the same to the Ministry of Labour & Employment 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 NGOs/VOs 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 organization is an organization of standing in whose case such sureties are not considered necessary by the Ministry.

x) The final study report will be evaluated in the following manner - after the study is undertaken, the Research Organization would submit the draft Report which would be examined by the concerned subject matter Bureau Heads. The Research Organization would recast the Report keeping in view the comments received and thereafter make a presentation before Secretary (L&E) and senior officers of the Ministry. The final study Report would be submitted to Secretary (L&E) for approval as Competent Authority.

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

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**APPLICATION FORM**

**I. INSTITUTIONAL PARTICULARS**

1. (a) Name of the Institution/Organization :

(b) Mailing Address :

2. Title of the Project

3. Status of the Institution/Organization :

(Professional Institutions, Employers'  
& Employees' Organizations, Deemed  
University or any other to be stated  
Specifically)

4. Nature of function of the Institution :

(Teaching, Examining, Research  
Funding other Organizations)

5. Manner in which the Institution/  
Organization was established :

(Act of Parliament, Act of State  
Legislature, Registered under  
Societies Registration Act, 1860)

6. (a) In case established under an Act of :

Parliament/State Legislative, the  
Nature of the statute, No. of Act &  
Year.

- (b) In case established under the :  
Societies Registration Act, the  
Place, Registration No. & Date of  
Year

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7. If Semi-Govt. Organization, the :  
name of the Govt. Deptt. to which  
it is attached
8. (a) Whether Organization has a source :  
of income
- (b) Whether it runs on no profit-no loss :  
basis
9. Brief history of the Organization, its :  
objectives and activities/Academic  
pursuits in case of the individual
10. Whether the Organization has any :  
previous experience in the field  
mentioned in **Item I (2)**, if so  
details thereof

**(Portion II, III & IV of the application form should be filled in accordance  
with the details shown in para 8 of the Scheme)**

## **II. PROJECT OUTLINE**

1. Objective :
2. Justification for taking up the Study :  
mentioned in **Item I (2)**

3. Relevance to the Scheme Objectives :

4. Approach & Methodology :

5. Details of Data Collection and  
Analysis proposed :

6. Estimated time in which project  
will be completed :

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### III. STAFFING PATTERN

1. (a) Name of the Project Director :

(b) Position held by the Project Director :  
in the Organization mentioned in  
**Item I (1)** & elsewhere

(c) Major positions held by Project  
Director previously :

(d) Curriculum vitae of the Project :

Director (to be attached)

- (e) Field of Specialization of Project :  
Director
  
- (f) Projects completed by Project :  
Director previously and Organization  
for which undertaken
  
- (g) List of Publications in Last 3 years :  
(to be attached)
  
- (h) Names of other Project in hand of :  
the Project Director and name of  
their Commissioning Agencies

## **2. OTHER STAFF**

Number of persons to be employed :  
(Designation, Remuneration, Duration  
of employment to be specified) ; in  
case of senior staff, Bio-data may be  
attached

#### IV. BUDGET ESTIMATES

1. Estimate of Expenditure on :
  - (i) Remuneration for Project Director, :  
Staff/Individual Researcher etc.
  - (ii) Travelling cost
  - (iii) Stationery and Printing of :  
Questionnaires, Schedules & Forms
  - (iv) Contingencies :
  - (v) Computer & Tabulation :
  - (vi) Printing of Report
  - (vii) Overhead

**Total**

#### V. ADDITIONAL INFORMATION

1. Whether the Institution/Organization :  
is itself aware of any study having  
been done in regard to the Project  
shown in **Item I (2)**
2. Any other Remarks :

#### VI. LIST OF DOCUMENTS TO BE ATTACHED WITH EACH COPY OF

**APPLICATION FORM**

1. Memorandum of Association and Rules/Constitution :