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

SANCTION ORDER

F.No. 02/107/OBC/2021-22/ICSSR/RP/MN

Dated: 07th April 2022

To,

The Registrar,
Guru Ghasidas Vishwavidyalaya (A Central University)
Bilaspur, Chhattisgarh-495 009

Subject: Sanction of **Minor Project** entitled “**Impact of Covid-19 Pandemic on Livelihood of Labours of MSMEs In Chhattisgarh (With Special Reference To Bilaspur District)**”, **Dr. Ravindra Kumar Sharma, Assistant Professor, Guru Ghasidas Vishwavidyalaya (A Central University) Bilaspur, Chhattisgarh.**

Dear Sir,

1. The Indian Council of Social Science Research (ICSSR) considered the above Research Project (Minor) submitted by **Dr. Ravindra Kumar Sharma**. Co-Project Directors of the study are: -----**NIL**----
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.2,50,000** (Rupees Two lakh Fifty Thousand only) for the above research project and the grant will be released as follows:

1.	First Instalment	40%	Rs.1,00,000/-
2.	Second Instalment	20%	Rs.50,000/-
3.	Third Instalment	10%	Rs.25,000/-
4.	Fourth Instalment	10%	Rs.25,000/-
5.	Final Instalment	15%	Rs.37,500/-
6.	Publication Grant	5-6%	Rs.12,500/-
7.	Total		Rs.2,50,000/-
8.	Overhead charges over and above 5% or maximum Rs.1,00,000		Rs.12,500/-

(* to be retained by the ICSSR. ICSSR would publish it subject to the recommendation by the expert and relevant Committees for the purpose, from the overall budget, so to be retained by the ICSSR).

**will be released on successful completion of project after evaluation.
(The break-up budget approved by the ICSSR of **Rs.2,50,000** /- is enclosed.)

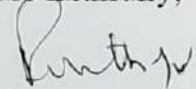
4. **The First installment** of the approved grant-in-aid will be released after receiving the grant-in-aid bill duly filled in, stamped and signed by the Project Director as well as the affiliating organization. (**GIB already received**).
6. In case, the study involves survey research, the finalized schedules/questionnaires (2 copies) designed to elicit information should be sent to the ICSSR as per the following schedule:

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- a) If the schedule /questionnaire for eliciting information is as per standard questionnaire, these will have to be sent to ICSSR immediately,
7. **The Second instalment** will be released after receiving a satisfactory six/nine/ twelve months Progress Report (depending on the duration of the programme), simple statement of account of first instalment, published peer reviewed journal, along with grant-in-aid bill towards the second instalment.
 8. **The Third instalment** will be released will be released after receiving second Progress Report (depending on the duration of the programme), simple statement of accounts of the second instalment, along with grant-in-aid bill towards the third instalment.
 9. **The Fourth Instalment** will be released after receiving book length Final Report in soft copy (both word and PDF format), Executive Summary of Final Report in soft copy (both word and PDF format), 500 words abstract of the Final Report in soft copy, research papers published in peer reviewed journals duly acknowledging ICSSR, similarity index score sheet, simple statement of accounts of third instalment along with grant-in-aid bill towards the fourth instalment. Project Director is required to submit hard copies of the Final Report only after the confirmation from the ICSSR after incorporating the suggested changes. Such data or information relating to the research project as may be asked for by the ICSSR for preservation in its Data Archives should be given by the scholar.
 10. **The Publication Grant** will be retained by the ICSSR & will be spent by the ICSSR Publication Division if the Final report is found publishable by an Expert Committee constituted by the ICSSR.
 11. The scholar shall acknowledge 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 and after completion.
 12. **Final Instalment** will be issued after receipt of recommendation of the expert for acceptance of the Final Report, Audited statement of accounts (AC) in prescribed format with utilization certificate (UC) in GFR-12A form for the entire approved project amount duly signed by the Finance Officer/Registrar /Director of the affiliating Institution, verification of all documents and decision on retaining of equipment and books etc. The institutions of which the accounts are not audited by CAG/AG, their utilisation certificate will be signed by the Finance Officer and a chartered accountant.
 13. The Overhead Charges to the affiliating institution will be released after the Final Report has been accepted and documents verified by the ICSSR. The ICSSR reserves the right to change the affiliation if it is found that the affiliating institute is not co-operating with the scholar and it is not facilitating timely completion of the study.
 14. The Project Director will ensure that the expenditure incurred by him conforms to the approved budget heads and relevant rules. Audited Statement of accounts with Utilization Certificate in GFR of 12A form is for the entire project amount approved for the project.
 15. The University/Institution of affiliation will provide to the scholar office accommodation including furniture, library and research facilities and messengerial services. For this, the ICSSR shall pay to the University/Institution of affiliation **overhead charges @5%** over and above or maximum **Rs.1,00,000** of the total expenditure incurred on the project only after successful completion of the project.
 16. 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.

17. The overhead charges to the affiliating institution over and above @ 5% or maximum Rs.1,00,000 will be released only after successful completion of the project after evaluation. 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.
18. The Director of the research project will be **Dr.Ravindra Kumar Sharma** who will be responsible for its completion within **12 Months** from the date of commencement of the project, which is **1st April 2022** as intimated by the scholar.
19. 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 ICSSR.
20. All grants from ICSSR are subject to the general provision of GFR 2017.
21. The Project Director will ensure that the expenditure incurred by him conforms to the approved budget heads. The grant-in-aid is subject to all the conditions laid down in the **Indian Council of Social Science Research (ICSSR) Research Projects available in the ICSSR website www.icssr.org**
22. The expenditure on this account is debatable to the **Budget Head-ICSSR (Scheme Code 0877); OH 31.09 Research Projects.**
23. All project instalments will be transferred through **Public Finance Management System (PFMS)** and ICSSR shall implement the EAT module for ensuring transparency of expenditure at all levels and to ensure that there is no parking of funds.
24. As per MoE (Ministry of Education) instruction, 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.
25. Any instalment release is subject to availability of grant, and satisfactory progress report of the scholar. Mere award of the study does not entitle the scholar for the release of any of the instalments.

Yours faithfully,



(Revathy Vishwanath)

For MEMBER-SECRETARY

Encl: as above.

Copy to:

1. **Dr. Ravindra Kumar Sharma**
(Assistant Professor)
Department of Economics,
Guru Ghasidas Vishwavidyalaya (A Central Unvesity)
Bilaspur, Chhattisgarh-495 009

2. **Finance Branch, ICSSR, New Delhi**

3. **Record file**



(Revathy Vishwanath)

For MEMBER-SECRETARY

Title: **Impact of Covid-19 Pandemic on Livelihood of Labours of MSMEs In Chhattisgarh (With Special Reference To Bilaspur District.**

1. By: **Dr. Ravindra Kumar Sharma**

S.No	Heads of Expenditure	Value (Rs.)
1	Project Director/Co-PD	
2	Research Staff: Full time/part time/Hired services	Not exceeding 45% of the total budget.
3	Field work	Not exceeding 35%
4	Equipment and study material	Not exceeding 12%
5	Contingency	Not exceeding 5%
6	Publication of report -	approx.5-7%
	Grand Total	ICSSR will finally make it 100%
	Affiliating Institutional overheads over and above the grand total	(Affiliating Institutional overheads @ 5% of the approved budget, subject to a maximum upper limit of Rs.1,00,000/-)

* The five percent (5-7%) publication amount will be spent by the ICSSR Publication Division if the

Final report is found publishable by an Expert Committee constituted by the ICSSR.

➤ **Remuneration and Emoluments of Project Staff**

(a) Project staff could be engaged by the Project Director on a full/ part-time basis during the research work and the duration/consolidated monthly emoluments of their employment may be decided by the project director within the limits of the sanctioned financial allocation and as per the ICSSR rules (b) Research Associate @Rs.20, 000/- p.m. (Qualification – Post graduate in any social science discipline with minimum 55% marks and NET/SLET /M.Phil/Ph.D)(c)\Research Assistant @Rs.16, 000/- p.m.(Qualification-Ph.D./M.Phil./ Post graduate in social science discipline with minimum 55% marks)(d) Field Investigator @ Rs.15, 000/-p.m. (not exceeding 6 months) (Qualification- Post graduate in any social science discipline with minimum 55% marks)(e).Retrospective payment for work already done is not permissible.

➤ **Re-appropriation:** The Project Investigator may with the permission of the Institution, re-appropriate expenditure from one sub-head to another, subject to a maximum of 5-7 % of the particular budget heads. If the study necessitates re-appropriation beyond7%, it may be done only after the approval of the ICSSR

➤ **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.

➤ **For all field work related expenses** of Project Director, Co-Director and project personnel, rules pertaining to affiliating institutes shall be followed.

➤ **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.

➤ **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.

➤ The scholar should acknowledge the support of ICSSR in all publications resulting from the programme output (Research Paper, Books, Articles, Reports, etc.) and should submit a copy of the same to the ICSSR during its course and even after completion.

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