

A Manual on

**RESEARCH
MANAGEMENT
&
TECHNOLOGY
DISSEMINATION
IN
CENTRAL SILK BOARD**



CENTRAL SILK BOARD

**Ministry of Textiles, Govt. of India
Bengaluru, India**

A Manual on Research Management and Technology Dissemination in Central Silk Board

FEBRUARY 2021



Central Silk Board
Ministry of Textiles, Govt. of India
Bengaluru-560068 Karnataka



1st Edition, February, 2021

200 copies

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Published by:

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(Ministry of Textiles – Govt. of India)
CSB Complex, BTM Layout
Bengaluru – 560 068

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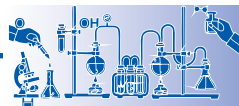
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Printed at:

M/s. Omkar Offset Printers
No. 3/3, 1st Main Road, New Tharagupet, Bengaluru – 560 002
Phone : 080 2670 8186 / 2670 9026
Email : omkaroffset@gmail.com Website : www.omkaroffset.com



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Message

It gives me immense pleasure to note that the Central Silk Board is bringing out a Manual on 'Research Management and Technology Dissemination', capturing the scientific process documentation, aiming towards effective management of seri-research.

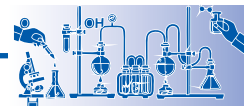
Research is a creative activity and research methodology encompasses an array of processes. The purpose of this publication is structuring and simplification of this complex process through identification of research problems, starting from prioritization & research design to conduct & monitoring. The aspects of research outlook and mindset of scientific fraternity are equally important for a successful project. This book has a balanced treatment of all these aspects and provides the necessary precursor for organizational adaptations. The publication challenges the status quo and considers approaches for effective strategies, applicable to institutions.

I have been associated with the Central Silk Board for a decade, with regard to the R&D process as well as framing the National Silk Policy. The positive scientific reforms in the Central Silk Board, also taking cognizance of the research management practices in other S&T Organizations, for creating a better ambience for the scientific community is laudable.

I would like to place on record my appreciation to the Team RCS (Research Coordination Section), CSB, for the efforts made in publishing this volume.

Place: Bengaluru
Date: 25.01.2021

(S. Ayyappan)



Rajit Ranjan Okhandiar, IFS,
Member Secretary,
Central Silk Board,
Bengaluru-560068

Foreword

Central Silk Board has been catering to the needs of the sericulture industry in the areas of R&D, Extension and Human Resource Development across the country in both Mulberry and Vanya (Non-mulberry) sectors through wide network of Research and Development Institutes and their nested units. Over period of a time with inputs from Research Coordination Committee at CSB level and Research Advisory Committee at various institutes' level, a systematic approach in various steps of research project formulation, approval and monitoring was developed. With said approach, Research & Developmental activities of the Institutes of CSB are being effectively monitored by the team of scientists working at Research Coordination Section, CSB Head Quarters since the year 1995. Besides, the outcome of the research projects was transferred to field through well knit technology transfer programmes.

A need to document the entire system of research management and technology dissemination was felt in view of absorption of young scientists in recent times, collaborative research with various national and international research institutes, reorientation of research laboratories/ divisions, research in various new and frontier areas, initiatives towards establishing incubation centres/ start-ups through industry partners etc. I believe, process documentation of the research management and technology dissemination which captures the templates/ formats for drafting various reports, agenda, MoUs with research partners, Terms of Reference (ToR) for various project implementation and monitoring committees will bring in more clarity and accountability amongst the scientific fraternity in CSB and also collaborating institutions/ industry partners.

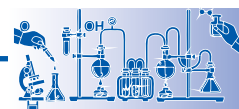
The compilation of this manual is the outcome of tireless efforts and convergence of experience of the scientists at RCS and also other experts helping the Research Management System in CSB over last three decades. I appreciate the efforts of the Team RCS and authors of the compilation of the entire information pertaining to Research Management System and Technology Dissemination practices in CSB through this publication. I strongly believe that the publication would help in better research management in CSB by serving as a reference book for all the R & D institutes and its nested units besides all the scientific fraternity.

With Best wishes to entire CSB scientific community to take research in CSB to newer heights,

Place: Bengaluru
Date: 27.01.2021

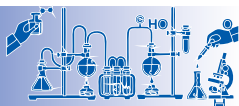
27.01.21

(Rajit Ranjan Okhandiar)



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Chapter 1

Background Note On CSB R&D Activities

1. BACKGROUND NOTE ON CSB R&D ACTIVITIES

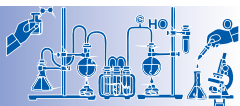
Central Silk Board was established in 1948 and has been functioning under the Ministry of Textiles, Govt. of India to cater to the needs of the sericulture industry across the country in both Mulberry and Vanya (Non-mulberry) sectors through a wide network of Research and Development Institutes and the extension mechanism. CSB supports the sericulture industry by way of extending R & D, Extension and Human Resource Development (HRD) facilities to suit to the local requirements of varied agro-climatic situations of the country prevailing tropical to temperate regions. Central Silk Board has set up the following Research Institutes and seed organizations across the country to cater to the needs of the stakeholders in the relevant areas.

1.1 Research & Development Institutes

1. Central Sericultural Research & Training Institute (CSR&TI), Mysuru, Karnataka.
2. Central Sericultural Research & Training Institute (CSR&TI), Berhampore, West Bengal
3. Central Sericultural Research & Training Institute (CSR&TI), Pampore, J & K
4. Central Tasar Research & Training Institute (CTR&TI), Ranchi, Jharkhand
5. Central Muga Eri Research & Training Institute (CMER&TI), Lahdoigarh, Assam
6. Central Sericultural Germplasm Resources Center (CSGRC), Hosur, Tamil Nadu
7. Central Silk Technological Research Institute (CSTRI), Bengaluru, Karnataka
8. Seri-Biotech Research Laboratory (SBRL), Kodathi, Bengaluru, Karnataka
9. Silkworm Seed Technology Laboratory (SSTL), Kodathi, Bengaluru, Karnataka

1.1.1 CSR&TI, Mysuru, Karnataka

Central Sericultural Research and Training Institute, Mysuru, the pioneer research institute in the field of sericulture, was established at Channapatna in 1961, under the administrative control of Central Silk Board for the overall development of silk industry in the southern part of the country. During the course, the Institute was shifted to Mysuru in the year 1963. Over the years the Institute has grown in to a full-fledged Centre of Excellence and providing commendable support to the R&D and extension needs of



Karnataka, Andhra Pradesh, Telangana, Tamil Nadu, Maharashtra, Kerala and Madhya Pradesh states, enhancing the silk productivity and quality to ensure generation of higher income for the farmers. CSR&TI, Mysuru has five Regional Sericulture Research Stations (RSRS) at Kodathi, Bengaluru (Karnataka), Salem (Tamil Nadu), Anantapur (Andhra Pradesh), Chamarajanagar (Karnataka) and Mulugu (Telangana). The Institute has a network of seventeen Research Extension Centers (REC) and three sub-RECs to provide need-based extension support to Departments of Sericulture (DOS) and to disseminate the technologies by the institute to the stakeholders.

1.1.2 CSR&TI, Berhampore, West Bengal

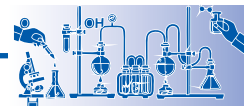
Central Sericultural Research and Training Institute, Berhampore is a premier research station established during early 1943 to provide the research and development support for promotion of silk industry in the Eastern and North-eastern region viz. West Bengal, Odisha, Jharkhand, Sikkim, Assam, Tripura, Meghalaya, Nagaland, Mizoram and Arunachal Pradesh states. The institute is located in the historic district of Murshidabad in West Bengal, where the silk industry has bloomed, flourished and reached its pinnacle. CSR&TI, Berhampore has three RSRSs located at Kalimpong (West Bengal), Koraput (Odisha) and Jorhat (Assam) with a network of nine RECs.

1.1.3 CSR&TI, Pampore, Jammu & Kashmir (Union Territory)

Central Silk Board, Government of India in the year 1958, established a Central Silkworm Seed Station at Pampore, Jammu & Kashmir for maintaining exotic as well as indigenous univoltine/ bivoltine races of silkworm. In the year 1980-81, the Seed Station was upgraded as Regional Sericultural Research Station. Owing to the increasing demand of Research and Development support to the Sericulture Industry in the state of J&K in particular and North Indian states in general. The RSRS was further upgraded as Central Sericultural Research and Training Institute. CSR&TI, Pampore has two RSRSs located at Sahaspur, Dehradun (Uttarakhand) and Miransahib, located at Jammu (Jammu & Kashmir) with a network of seven RECs. The Institute is catering to the R&D, Extension & Training needs of the states of Jammu & Kashmir, Uttarakhand, Himachal Pradesh, Uttar Pradesh and Haryana.

1.1.4 CTR&TI, Ranchi, Jharkhand

Central Tasar Research and Training Institute was established in 1964 under the aegis of Central Silk Board to provide R & D support to Tasar sector (both tropical and temperate), a tribal based rural enterprise in the country. The Institute provides the state-of-the-art technological know-how to the tasar practicing states viz. Jharkhand, Chhattisgarh, Odisha, Bihar, Telangana, Maharashtra, Uttarakhand, Himachal Pradesh, Uttar Pradesh, West Bengal and Manipur. CTR&TI, Ranchi has six RSRSs at Baripada (Odisha), Bhandara (Maharashtra), Jagdalpur (Chhattisgarh), Warangal (Andhra Pradesh), Bhimtal (Uttarakhand) and Dumka (Jharkhand) and four RECs.



1.1.5 CMER&TI, Lahdoigarh, Assam

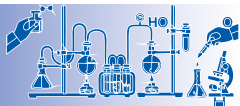
In order to provide R&D support to muga and eri silk industries in North East India (Assam, Manipur and West Bengal), CSB established Central Muga Eri Research Station at Titabar, Assam in 1972, which was later bifurcated into Regional Sericultural Research Station, Titabar for mulberry research and Regional Muga Research Station, Boko during 1982 for exclusive research on muga. Again during 1987, CSB established Central Muga Research & Training Institute at Lahdoigarh, Jorhat, which was renamed as CMER&TI in 1999, with a mandate to serve as the apex R&D institute for muga and eri. CMER&TI has two RSRSs located at Boko (Assam) and Imphal (Manipur) and a network of three RECs. With inclusion of RSRS Imphal during 2019, the institute has also initiated R&D on Oak Tasar.

1.1.6 CSGRC, Hosur, Tamil Nadu

Central Sericultural Germplasm Resources Centre (CSGRC), Hosur is the premier centre under CSB for conservation and utilization of Seri-biodiversity in the country and was established in 1991. The centre is also recognized as a National Active Germplasm Site (NAGS) for mulberry and for silkworm. Biodiversity mapping, collection, characterization and conservation of mulberry and silkworm genetic sources from different geographical regions of India as well as from abroad have been given greater emphasis by CSGRC. The major activities of CSGRC including ensuring the representation of maximum diversity in the *ex-situ* collections, pest-free conservation, characterization, evaluation, maintenance of active collections and documentation. CSGRC has been constantly conducting extensive exploration to collect seed conserve the precious genetic resources besides carrying out research and development to equip seri-genetic resources management activities employing both field plantation and biotechnological means of conservation through cryopreservation.

1.1.7 CSTRI, Bengaluru, Karnataka

Central Silk Technological Research Institute is the only research institute in the country dedicated to the Research & Developmental activities related to silk technology, established in the year 1983 at Bengaluru. The research focus at CSTRI covers all the four commercially known varieties of silks *viz.*, mulberry, tasar, muga and eri. Research on all aspects of yarn production, fabric formation, designing, wet processing, training, extension and dissemination of market information are addressed in the respective divisions. CSTRI, Bengaluru has five RSTRSs at Dharmavaram (Andhra Pradesh), Kancheepuram (Tamil Nadu), Malda (West Bengal), Varanasi (Uttar Pradesh) and Khanapara (Assam) supported with network of ten Silk Technical Service Centres (STSC).



1.1.8 SBRL, Kodathi, Bengaluru, Karnataka

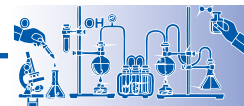
Seri Biotechnology Research Laboratory (SBRL) was established in 1993 at Bengaluru, during the National Sericulture Project. Taking cognizance of the requirement to utilize the bio-technological approaches to solve certain intricacies of silkworm and its host plant development like germplasm characterization with marker/ molecular studies, host pathogen interaction, genetic modification/ transgenic, etc, the Central Silk Board set up SBRL. The institute provides biotechnological solutions for the improvement of host plants and silkworm strains through inter-disciplinary and inter-institutional in-house and extra mural funded projects covering four major areas of research activities, Silkworm Genomics, Host plant Genomics, Proteomics and Molecular Pathology. Over the past two decades of its existence, the center has expanded its facilities, manpower, expertise including linkages and collaborations with other institutes.

1.1.9 SSTL, Kodathi, Bengaluru, Karnataka

Central Silk Board established Silkworm Seed Technology Laboratory (SSTL) at Bengaluru during the year 1989, to tackle various seed (silkworm egg) related problems and to develop suitable package/ technologies required for improving the quality of silkworm seed produced in the country. In addition to the above, this Research Institute has also been accredited to issue Quarantine Certificate for export of Silkworm Seed, for which an exclusive laboratory has been established. Presently, the Institute is functioning under the technical and administrative control of National Silkworm Seed Organization, CSB.

Mandate of the R&D Institutes

- Conduct scientific, technical and economic research to enhance production, productivity and quality of Indian silk.
- Development of package of practices for host plants, silkworm rearing, post cocoon technology and its dissemination.
- Commercialization of products, process and technologies with better industry interface.
- Efforts to reduce input cost & drudgery and by-product utilization to increase net income and productivity.
- Enhance production of international grade silk for import substitution and earning foreign exchange.
- Human Resource Development.
- Maintenance of Breeders' Stock.



- Disease & Pest Monitoring and Forecasting & Forewarning.
- Dissemination of knowledge, R&D innovations and package of practices through ICT tools.
- Undertake collaborative research programmes/ projects with reputed national and international R&D institutions.
- Strengthening institutional framework to support ongoing research, allied activities, scientific and technical services.
- Inter institutional collaboration for better synergy.
- Studies on techno-economic feasibility of sericulture technologies.
- Providing technical and consultancy services.

1.2 Seed Organizations

1. National Silkworm Seed Organization (NSSO), Bengaluru, Karnataka
2. Basic Tasar Silkworm Seed Organization (BTSSO), Bilaspur, Chhattisgarh
3. Muga Silkworm Seed Organization (MSSO), Guwahati, Assam

1.2.1 NSSO, Bengaluru, Karnataka

Established in 1975, it is a premier organization catering to the need of quality mulberry silkworm seed in the country. It helps in introduction and popularization of new silkworm hybrids and helps the other research organizations to fine tune the technologies. In recent years, NSSO is playing a role of quality leader and supporting the production of high grade silk by way of meeting substantial requirements of quality seed. It promotes production of silkworm seeds with quality tag. NSSO is functioning with 15 Basic Seed Farm (BSFs) and 16 Silkworm Seed Production Centre (SSPCs), one Seed Cocoon Procurement Centres (SCPSs), one P1 SSPC, one Chawki Rearing centre and three cold storage plants spread across Karnataka, Tamil Nadu, Andhra Pradesh, Kerala, Bihar, Uttarakhand, Jammu & Kashmir, Assam and West Bengal states. These units undertake preparation of quality mulberry silkworm disease free layings (both nucleus and basic).

1.2.2 BTSSO, Bilaspur, Chhattisgarh

Basic Tasar Silkworm Seed Organization (BTSSO), the sole seed organization of tropical Tasar (*Antheraea mylitta*) was established during 1998, executes the production and supply of nucleus and basic tasar seed in the country. It has one Central Tasar Silkworm Seed Station (CTSSS) at Kargi-Kota, 18 Basic Seed Multiplication & Training Centres (BSM&TC) and field units spread over tasar producing states viz., Chhattisgarh,



Andhra Pradesh, Telangana, Jharkhand, Madhya Pradesh, Odisha, Uttar Pradesh, West Bengal and Bihar. These units undertake preparation of quality tasar silkworm disease free layings (both nucleus and basic).

1.2.3 MSSO, Guwahati, Assam

For production of Muga and Eri Silkworm Seed, Muga Silkworm Seed Organization (MSSO) at Guwahati is functioning with 10 farms (2-P4 and 8-P3 farms), two SSPC for Muga and two SSPCs, one Eri BSF for Eri spread over muga and eri producing states at Meghalaya, Assam, Nagaland and Tamil Nadu.

Mandate of the Seed Organizations

- Maintain, multiply and supply reproductive seed true to the breeds' traits/ characteristics
- Produce/ facilitate commercial silkworm seed production meeting the prescribed quality standards.
- Introduce new systems/technology in silkworm seed production and provide quality leadership.
- Guide and bring-in excellence in silkworm seed production by imparting training and technology transfer.

Chapter 2

RESEARCH MANAGEMENT SYSTEM IN CSB

2. RESEARCH MANAGEMENT SYSTEM IN CSB

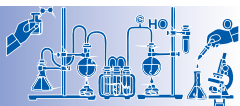
Based on the national, regional interests/ mandate of the R&D Institutes and the local requirements, the research work of basic, strategic or applied nature is being taken up. The scientific fraternity deployed at various institutes across the country is making every effort to address the problems faced by the local farmers, stakeholders; interact with them and address the issues by way of taking up research projects according to their area of expertise/specialization. The issues raised in various forums *viz.* Project Monitoring, Co-ordination and Evaluation (PMCE), State Level Sericultural Coordination Committee (SLSCC) of DOS, seminars and symposia are given due care.

Though most of the projects are funded by the Central Silk Board, externally funded projects, inter/ intra institutional, collaborative and international research projects are being encouraged besides projects involving industrial partners.

Central Silk Board is having a well-organized set up of research mechanism in place to address various local problems. Multidisciplinary laboratories have been established in all the R&D institutes to carry out research and developmental works in the field of mulberry and vanya (non-mulberry) sectors. Commendable works have been done so far by the institutes to address the local issues and to make sericulture more viable and remunerative. CSB is striving hard to bring out disease resistant and high productive host plant varieties and season & region-specific robust silkworm breeds to boost the quality raw silk production and productivity.

Developing cost-effective technologies/ packages suiting to the field requirements are also undertaken with the new ideas/ thoughts drawn from various sectors/ platforms and as per the need and requirement, the institutes propose research ideas in the form of Concept Note, which is thoroughly reviewed at Institute level by the in-house Committee, Research Council (RC), after thorough vetting by PMCE (Project Monitoring, Co-ordination and Evaluation) Section, it is sent for approval to CO, CSB.

The Concept Note, on its receipt at RCS will be allotted a code and after thorough scrutiny, either is approved or rejected or revisions may be sought based on the priority, need and merit of the same. After approval from the CO, the Concept Notes are formulated into full-fledged project proposals by the concerned PIs and sent for reviewed by at least 5 subject experts. Subsequently, they are placed before RC and RAC along with the referees comments and action taken on it, for its recommendations. The



RAC recommend project proposals are then sent to CO for approval. The full-fledged project proposals, based on the research priorities/ thrusts and the information base, the RCS of CO suggests/ recommends to the Competent Authority (Member Secretary) for consideration/ approval or otherwise. The approved projects are then allocated with a code for further use.

2.1 Monitoring Mechanism

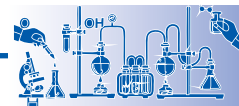
CSB has constituted various Committees *viz.*, Research Council (RC), Research Advisory Committee (RAC), and an apex research monitoring body, the Research Co-ordination Committee (RCC) in order to improve the Research Monitoring and Evaluation System. A flow chart of the research monitoring system in CSB is enclosed at Annexure-1. The brief functioning of each Committee is furnished below:

2.1.1 Research Council (RC)

Research Council is an in-house review Committee constituted by every CSB institute and is chaired by Director/ in-charge officer of the institute. It reviews and monitors the progress of all on-going research projects/ programs and acts as a body to peer review the concept note further new project proposals at the institute level. It meets once in every 3 months or more frequently as per the need/ requirement by conducting special RC meetings. The newly formulated project proposals (Concept Notes) are reviewed thoroughly by the Research Council so as to recommend/ modify or to reject the proposals. The Concept Notes that are approved by the Research Council are then submitted to CO, CSB, Bengaluru for approval. After obtaining approval from CO, CSB the Concept Notes would be made into full-fledged projects.

Terms of Research Council

1. To review the overall R&D activities of the institute and its nested units
2. To provide necessary directions to deal with specific problems of the silk industry in the mandated areas of the institute to bring desired improvement in the area specific sericulture.
3. To consider new research projects as Concept Notes with reference to the rationale behind proposal, proposed objectives, their relevance, milestones set and the possibility of achieving them; utility of the expected output; work plan, methodology, etc.
4. To review the ongoing and concluded research projects with reference to their objectives/goals and milestones
5. To review the progress of the extension communication programmes of the institute and its units against the target.



6. To review the progress of the Capacity Building and Training (CBT) programmes of the institute and its units against the target.
7. The Committee to be headed by the Director of the institute and all scientists of the institutes will be the members. In the absence of the Director, the meeting could be chaired by a senior most scientist of the institute.
8. The agenda and explanatory notes for the RC meetings should be prepared meticulously with all the relevant information like follow-up action to the decisions of the previous meeting, minutes of the previous meeting, list of concluding projects, list of ongoing projects, progress / status of the concluded and ongoing projects etc., as per the prescribed format (Annexure-2).
9. Progress of other mandated activities *viz.*, Transfer of Technology, Extension Communication Programmes (ECPs), trainings under CBT, revenue generation, pest and disease survey, research papers / popular articles/ manuscripts published etc also to be furnished in the agenda and explanatory notes.
10. The signed/ approved minutes of the RC meetings to be circulated among all concerned for comments and follow-up action to the decisions and also to be communicated to CO, CSB Bengaluru.

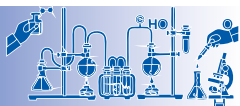
2.1.2 Research Advisory Committee (RAC)

The Research Advisory Committee (RAC) constituted under the Chairmanship of an external expert, is an advisory body. Apart from the Chairman, the Committee consists of 3 to 4 subject specialists besides the Director (Tech.) and a representative from RCS, CO, CSB and two representatives of farmer/ reeler and two to five DOS officials from the command area states as member covering under the institute to the meeting as members. Director of the respective Institute would act as a Member Convener. Based on the requirement, the Committee may invite any Director of CSB institute. The Committee meets once in six months for one day in the Institute and the tenure of the Committee would be three years.

The approved Concept Notes would be formulated as new full-fledged project proposals and will be submitted to the referees (at least five) for obtaining their comments. The project proposals with comments from at least three referees would be presented in the RAC. The RAC at its discretion would recommend, modify or reject the proposal based on the scientific quality, priority/need and relevance of the study.

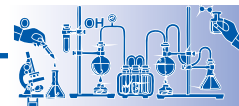
Terms of Research Advisory Committee

1. To review the overall R&D activities of the institute and its nested units and provide necessary directions to deal with specific problems of the silk industry in the mandated areas of the institute to bring desired improvement.



2. To review the ongoing and concluded research projects with reference to their objectives/ goals and milestones. The concluded projects to be reviewed thoroughly and future plan of work/ utility of the outcome to be suggested by the RACs.
3. To suggest ways and means of utilizing the outcome from the concluded projects for improving the silk production and its quality aiming at the welfare of the stake holders.
4. To evaluate the new research project proposals and recommend to CSB for approval with reference to the rationale behind proposal, proposed objectives, their relevance, milestones set and the possibility of achieving them; utility of the expected output; work plan, methodology, etc. The projects should be well within the mandates of the respective institutes and plan targets.
5. To review and provide necessary guidance for Trial of Technologies (OST/OFT) and extension programmes of the institute with reference to its techno-economic feasibility etc.
6. To review the organic linkages between main Institutes, other CSB institutes, State Departments and farmers/ stakeholders.
7. To review the progress of Human Resource Development through training.
8. The non-official members are entitled to travel by Air India in economy class or second class A/C by train and are eligible for DA and honorarium as per Central Silk Board Rules.

The agenda and explanatory notes for the RAC meetings should be prepared with all the relevant information like follow-up action to the decisions of the previous meeting, minutes of the previous meeting, list of concluded projects, list of ongoing projects, progress/ status of the concluded and ongoing projects etc. as per the prescribed format (Annexure-3). Progress of other mandated activities viz., Transfer of Technology, Extension Communication Programmes (ECPs), trainings under CBT, revenue generation, pest and disease survey, research papers/ popular articles/ manuscripts published etc also to be furnished in the agenda and explanatory notes. A copy of the Agenda and Explanatory notes must be circulated to Chairperson and members/ invitees of the concerned committee ahead of the (at least seven days in advance) scheduled meetings besides mailing a soft copy (PDF version) and additional copies of agenda and explanatory notes be kept handy during meeting. The minutes must be recorded by the personnel deputed in PMCE of the concerned Institute. The signed/ approved minutes of the RAC meetings to be circulated among all concerned for comments and follow-up action to the decisions.



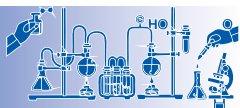
2.1.3 Research Co-ordination Committee (RCC)

Research Co-ordination Committee (RCC) is an apex research body constituted under the Chairmanship of a renowned scientist at national level to guide the detailing of research agenda and to undertake strategic planning for sericulture development. It also suggests appropriate measures to intensify sericulture research in priority areas and evaluate the R&D activities of all CSB research Institutes/ Stations besides reviewing the working of RACs. The Committee having discretionary powers to recommend for modification or discontinue the activities based on the progress made under the projects, meets once in six months and the tenure is three years.

Terms of Research Co-ordination Committee

1. To review the overall research activities of Central Silk Board with special reference to major issues requiring research intervention to tackle field problems.
2. To prioritize the areas of Research & Development and Human Resource Development and provide necessary guidance to CSB from time to time.
3. To consider reviewing of research related policy issues meant for sericulture development and make recommendations from time to time.
4. To guide the Central Silk Board in formulating necessary policy and strategic planning to promote sustainable growth of the silk industry.
5. The Committee may co-opt experts from the specialized fields in their Sub-Committees as and when necessary.
6. The Committee shall meet twice in a year.
7. In the absence of Chairman, Vice Chairman will preside over the meeting. If both are unavailable the Committee will select a senior member to preside over the meeting.
8. If a member does not attend for two consecutive meeting, he/she will cease to be the member of the Committee.
9. The tenure of the Committee shall be for a period of three years.
10. The non-official members are entitled to travel by Air India in economy class or second class A/C by train and are eligible for DA and honorarium as per Central Silk Board Rules.

The agenda and explanatory notes for the RCC meetings should be prepared with all the relevant information like follow-up action to the decisions of the previous meeting, minutes of the previous meeting, institute-wise list and progress/ status of concluding projects, ongoing projects and new project proposals as per the prescribed

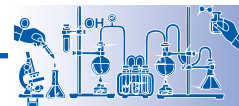


format (Annexure-4). Progress of other mandated activities viz., research papers/ popular articles/ manuscripts published etc also to be furnished in the agenda and explanatory notes. A copy of the Agenda and Explanatory notes must be circulated to the Chairperson and members/ invitees of the concerned committee ahead of the (at least seven days in advance) scheduled meetings besides mailing a soft copy (PDF version) and keeping ready the additional copies during meeting. The minutes must be recorded by the personnel deputed in RCS of CO, CSB, Bengaluru. The signed/ approved minutes of the RCC meetings to be circulated among concerned CSB institutes for comments and follow-up action to the decisions. Comments, if any received must be attended on priority and must be included in the follow-up action taken report, final reports if required. Action Taken Reports (ATR) must be sought from all concerned institutes.

2.1.4 Project Monitoring, Co-ordination and Evaluation (PMCE) Division

A project Monitoring, Coordination and Evaluation (PMCE) division has been established at each institute and it plays a key role in monitoring the Research & Development activities. It is headed by a senior scientist of the respective institute. PMCE works towards extending required support to the Director in monitoring, coordination and evaluation of institute's R&D works including transfer of technology, capacity building & training, extension communication programmes etc., which would help in effective, timely and successful implementation and completion of the projects/ programmes and in turn would reflect in the growth of the institute. Essentially the PMCE will function as a liaison amongst Principal Investigators, Account Section, Purchase (Store) Section, and SEEM division in the Institute and CO, CSB. PMCE of the each CSB institute primarily maintains and monitors the progress of CSB funded projects, externally funded projects, consultancy, and contract research and contract service projects. PMCE of CSB institutes with required scientific staff strength is also entrusted with the following activities:

1. Preparation of annual report, annual action plan/ other technical reports/ R&D publications besides R&D budget requirement of the Institute.
2. Preparation and timely maintenance of databases for all CSB and externally funded research projects of the concerned R & D institute.
3. Maintenance and Scrutiny of Research concept notes/ project proposals/ Research project files.
4. Conducting Research Council Meetings (RC) with standard Agenda & Explanatory note, Progress of ongoing/ Concluded Research Projects/ Pilot studies/ CBT/ ECPs and action taken reports.
5. Conducting Review meetings and Research Advisory Committee (RAC) meetings with support in making schedules for RAC to financial matters, logistics

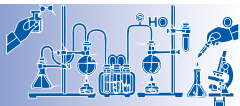


arrangements, etc., besides compilation of Agenda Explanatory note, minutes and action taken report.

6. All processes related to Material Transfer Agreement (MTA)/ Memorandum of Agreement/ Understanding (MoA/MoU).
7. Coordination of silkworm breed and host plant varietal identification/ silkworm breed and variety release after the proposals are received till they are identified and sent to concern Committees (MVAC, HAC, etc.).
8. Facilitating coordination and correspondences with DOSs of different states and other organizations through SEEM division.
9. Correspondences with other organizations regarding patenting and commercialization of evolved technologies, products and processes.
10. Coordination with CO, CSB to recommend research priorities of the institution for short listing researchable problems across silkworm/ host plant(s)/ divisions /programmes at institution level (Priority setting).
11. Dissemination of information for monthly, quarterly project reports, Training (CBT) report, Extension Communication Programme (ECPs), Research Framework Document (RFD), institute News and other technical information required by CO, CSB.
12. Development and updating of database for Projects/ Publications/ Awards/ Retired CSB Scientists etc.
13. Responding to scientific/ technical audit queries in relation to ongoing and concluded projects.
14. Preparing documents for custom duty exemption from DSIR for purchase of equipments.
15. To coordinate and arrange various meetings viz., Video Conference, Seed Committee, periodical, review of progress etc. and to assist the Competent Authority in other matters related to the Institute.
16. To coordinate issue of "NO DUE CERTIFICATE (NOC)" to the retiring/ Transferred Scientists w.r.t. their Research & Development Projects and PA/ JRF/ SRF/ RA working in the institute under various research projects.

2.1.5 Research Co-ordination Section (RCS)

Central Silk Board has established the Research Co-ordination Section (RCS) during the year 1995 at CO, CSB with a specific purpose of co-ordinating various activities of research monitoring and evaluation through Research Management Information



System (RMIS) where in information regarding projects, sub projects, experiments, transfer of technology, scientific details, budget details, infrastructure availability etc., are provided to the management to take appropriate decisions.

RCS generates regular reports, organizes meetings, evaluates project proposals and final project reports, coordinates all India experiments on silkworms and their host plants, and monitors progress of research projects. RCS supports the management in preparation of technical reports for onward submission to the Ministry of Textiles (MoT) periodically and also for clarification of technical points raised in the Parliament etc.

RCS thoroughly evaluates the Concept Notes submitted by the Institutes and with regard to their relevance, feasibility, scientific quality, area of work, objectives, methodology, work plan and budgeting etc. If found necessary, it seeks clarification on the topic/ area, objectives, methodology and all other aspects and after having done with it, the proposals are placed before the management for approval or revision.

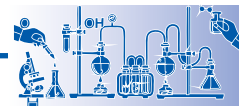
RCS monitors the progress made under each project periodically and other issues of the institutes with regard to R&D are dealt besides coordinating the AICEM and hybrid authorization trials for smooth sailing of R&D activities of the CSB. Besides the above activities, RCS also deals with various issues pertaining to reorganization of CSB units, parliamentary questions, VIP references, Industrial Consultancy Services, by-product utilization, extra-mural projects, organizing Breeders' Meet etc., from time to time.

Intellectual Property & Business Promotion Cell (IP&BP) is attached to RCS section at CO, Bengaluru so as to take care of all the IPR issues, business development and technology transfer besides the technology commercialization & revenue generation activities.

2.2 Formulation and Execution Mechanism

Based on the research priorities, work conducted at national and international level, institutional interests / mandate and local requirements, Concept Notes are formulated in the specified format covering the title, rationale, objective of the study, goal, methodology, plan of work, duration and budget requirements etc. While formulating the Concept Notes, the work done earlier at the Institute and elsewhere is to be considered with focused outcome by effective utilization of library at CSB institutes and access to National Knowledge Network (NKN) facilities.

Before formulating the Concept Note the concerned scientist may take up pilot studies for a period of not more than six months and upload the list of such pilot studies with findings on the institute's website, which need to be referred by all other institutes to avoid duplication. Alternatively, the investigators can conduct field survey, generate supporting data and take up extensive literature survey to ascertain the work done in the proposed area at the institute and other institutes, as well to avoid duplication.



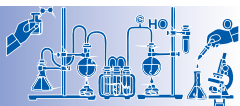
All the scientists working in the research Institutes should have field interface to have better exposure and propose projects addressing field problems, besides formal and periodical interaction with the personnel of DOSs and NGOs in the sector concerned.

Concept Note with clear objectives and other particulars as per the format would be thoroughly reviewed by PMCE of the institute before placing before the Research Council of the Institute, which would critically review the proposal for its approval/modifications, if any. The brief guidelines for submission of the Concept Notes are as follows.

2.2.1 Concept Note Clearance

The CSB Institutions should submit the Concept Notes cleared by the RC including collaborative and externally funded (national and international) projects in the prescribed format RMIS-01 (Annexure-5) to RCS, CO, CSB for approval.

1. Origin of the research idea *viz.*, actual problem existing, information and feedback from farmers/ stakeholders/ extension personnel/ DOS/ industry partners/ consultation meets/ fellow scientists etc., essentially should be included in the Concept Note.
2. The outcome of previous/ concluded projects can also be used for initiation of concept, to take earlier output to a logical end.
3. The Concept Note should clearly bring out the current status *i.e.*, availability of traditional knowledge/ information/ technologies to address the problem in India and elsewhere, their merits and demerits, and the gaps to be filled in through the current proposal.
4. Concept Note should include a brief introduction about the field problem/ issue that is faced by the stakeholders and the project is aiming to address including the rationale of the proposal.
5. The Concept Note shall also include brief methodology to be adopted, facilities available and required with proper justification, and experts included as Co-Investigator with their role.
6. In case of multi-institutional proposal, the work distribution with collaborator and facilities available/ required by the collaborator, besides time line for accomplishment of the task, to be well documented.
7. The Concept Note shall include component-wise budget requirement for undertaking proposed work with proper justification. The budget proposals should also include detailed fund requirement against recurring (excluding salary/ wage component), non-recurring, consumables, travel and contingency Heads.

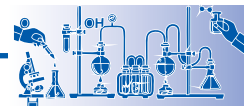


8. Institutional overhead charges only applicable to the collaborating institutes (outside of CSB) and CSB institutes are not eligible for institutional overhead charges.
9. If additional manpower is required (PA/ JRF/ SRF/ RA) for the study, it should be proposed with proper justification to RCS, CO for approval by the Competent Authority.
10. The Concept Note shall include expected outcome and its utilization.
11. All Concept Notes should be accompanied with the minutes/ observations of the Research Council (RC), along with its approval. Discussion points and comments/ modifications suggested by the RC should invariably be indicated and incorporated in the Concept Note submitted to RCS, CO, CSB.
12. To include the details of utilization status of the output from the project(s) completed during the last five years by the Principal Investigator/ Co-Investigators in the Concept Note.
13. Number of words under each head is restricted to facilitate focused and crisp information.
14. PMCE has to submit a check list with concept note, dully countersigned by Divisional Head, PMCE Head and Director/ in-charge of the institute along with the concept note to CO, CSB, Bengaluru, so as to ensure the foolproof proposals from the Investigators/ Institutes.
15. Each Concept Note submitted following the above requirements will be evaluated/ processed by the RCS, CO by assigning a reference number (*viz.*, CSB/ MYS/RCN 001), which shall be quoted by the institutes during its revision, till approval and coding of the project.
16. Once approved, Concept Note can be formulated into full-fledged research project proposals and sent for seeking referees comments/ presented before RAC or RCC for its recommendations.

2.2.2 Project Approval

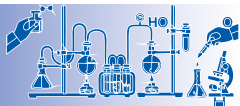
After approval of the Concept Note by the Competent Authority, the concerned Institute/ Scientist/ Investigator formulates full-fledged project as per the RMIS-02 format (**Annexure-6**). Brief guidelines for preparation of full-fledged project proposals are as follows.

1. Only Central Office approved Concept Notes needs to be formulated as full-fledged research project proposals.
2. The research projects should be submitted in the RMIS-02 format with clear focus on the research problem, its origin, current status, gaps, methodology

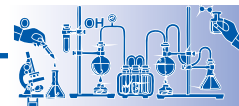


to be adopted, availability and requirement of facilities, expertise/ manpower, expected output, utilization and its outcome, Head-wise budget etc.

3. The projects for external funding may be submitted in the format of respective funding agency, after obtaining approval from the Central Office.
4. All research project proposals should involve a minimum of two scientists viz., one as Principal Investigator (PI) and at least one as Co-Investigator (CI). Single institutional project to the extent possible should be carried out by 2-3 scientists, unless the project involves multi-disciplinary approach.
5. For multi-institutional/ multi- disciplinary projects, number of CIs may be decided as per the requirement (one scientist from each discipline/ institute may be included).
6. In case of transfer or retirement/ superannuation of the Principle Investigator, Co-Investigator-1 (if more than one CIs) will take the role and responsibility of the PI and to carry forward the project as per the milestones. On transfer of PI/ CI, proper care should be taken by the Divisional Head/ PMCE to ensure proper handover of the project with the project register, equipment, output/ material/ product/ photos/ videos etc., besides the data (both hard and soft copies) on progress made to the next PI. On transfer/ superannuation, the PI/CI should submit a technical report indicating the handing over details/ future lines of works/ pending work etc., which should be approved by the Divisional Head. This document would form the basis for according clearance by Establishment Section.
7. As the output/outcome and the quality depend largely on the involvement of the investigators, the research project proposals should thoroughly justify the role and importance of the PI & CIs with proper job / work allocation.
8. To achieve quality output/outcome, workload to be taken up and accordingly each scientist should be practical, not to be handling more than 4 projects (as PI and or CI) at any given point of time. While PI should spend more than 40% of time in any project, the CI should involve to an extent of at least 20%.
9. Additional manpower in the form of RA/ SRF/ JRF/ PA should be bare minimum and should be need based for effective execution of the research project.
10. Services of the retired CSB Scientists/ Experts for guiding young scientists in the required disciplines of research projects with sitting fee of **Rs.3000/-** per day may be incorporated against specific provisions under '**Manpower**' component of the project proposal and minimum travel expenditure. For the purpose, zone-wise experts with qualification may be maintained at respective institutes, the same was circulated *via* CO letter No. CSB-31/2(Core Committee)/2020-21/RCS dated 08.04.2020.



11. Procurement of expensive instruments/ equipment should be done judiciously, especially those which cannot be utilized for other projects/ experiments. In such situation, outsourcing to be explored, both within and outside the CSB.
12. Project proposal should include quarter-wise milestones with precise work component and progress would be measured against these milestones on quarterly basis to avoid extension of the project period, in normal course.
13. In case of CSB funded projects, due care to be taken while proposing non-recurring expenditure (assets, equipment etc.) for the collaborating Institutes (other than CSB).
14. PMCE has to submit a check list along with full proposal, which is duly signed by the Division head and Director/ in-charge of the institute along with full project proposal to CO, CSB, Bengaluru, so as to ensure submission of the foolproof proposals for further processing.
15. The formulated full-fledged research project proposals after incorporating the suggestions/recommendations of the RC and RCS, CO, CSB, should be sent to at least five referees' possessing expertise in the specific field (both within and outside CSB) for reviewing, out of which at least two of them should be actively involved in research. The list of referees working in different sector was circulated *via* CO letter no. CSB-31/2(General)/2019-20/RCS dated 21.10.2019.
16. The referees' comments obtained in specific format RMIS-03 (**Annexure-7**), suggestions/ recommendations of at least three of them are expected to be incorporated in the final project proposal.
17. The research project proposals incorporated with referee suggestions along with referees' comments should be presented in the RC meeting. Modifications, if any, suggested by the RC should be incorporated in the project proposal before presenting it in the RAC meeting.
18. Number of words under each head is restricted to facilitate focused and crisp information.
19. All collaborative projects (with non-CSB institutions) should be accompanied with a draft Memorandum of Understanding (MoU) (**Annexure-8**)/ Memorandum of Agreement (MoA) clearly stating the roles and responsibilities, intellectual Property (IP) rights, and other credit sharing modalities with the collaborators for vetting and approval at CO level. Collaborative projects with non-CSB Organizations should be proposed only when scientific manpower in specialized fields/ high end equipment/ testing is not available with the investigating group/ institute or outsourcing of work component is essential.



20. The research projects along with the recommendation of the RAC should be submitted to Central Office for final consideration, approval and allotment of the Code.
21. While RAC is only an advisory/ recommending body, the approval of the project rests with the Member Secretary on recommendation by the RCS.
22. All new research projects approved by the Member Secretary should be presented in the Research Coordination Committee (RCC) meeting for review and concurrence. No project without the approval of the Member Secretary would be presented before the RCC.

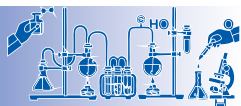
2.2.3 Approval and allotment of Project Code

The full-fledged project proposals incorporating the observations of the RCS while approving the Concept Note and the observations and recommendations of the RC, RAC and referees would merit recommendation and approval by the CSB. The formulated, refined and fine-tuned project proposals after going through critical evaluation by the RC, referees and RAC would be submitted to the CO, CSB, Bengaluru for approval and allotment of project code.

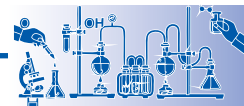
Before recommending the research project proposals for approval, RCS thoroughly reviews the full-fledged project proposals to ascertain whether the proposal is submitted in the prescribed RMIS format, incorporating the comments and recommendations of the RAC and referees comments besides its feasibility with regard to the particulars of the investigators, budget proposal, set milestones, expected outcome, utilization of the outcome and way forward etc., for approval by the Competent Authority. On its approval, project code will be allotted and communicated to the concerned Institute with suggestions if any, for compliance.

Central Silk Board adopts unique mechanism for allotment of project codes in accordance with discipline and area of work undertaken under mulberry, vanya, post cocoon technology sectors and by-product utilization.

I	RESEARCH WORK ON HOST PLANT	
1.	PIB	Plant Improvement Breeding
2.	PIC	Plant Improvement Biochemistry / Biotechnology
3.	PIE	Plant Improvement Germplasm / Evaluation
4.	PIG	Plant Improvement Genetics
5.	PIN	Plant Improvement Nutrition
6.	PIP	Plant Improvement Physiology
7.	PIT	Plant Improvement Tissue culture
8.	PPA	Plant Production Agronomy



9.	PPF	Plant Production Farm Management & Economics
10.	PPS	Plant Production Soil Science & Chemistry
11.	PRE	Plant Protection Entomology
12.	PRP	Plant Protection Pathology
II RESEARCH WORK ON SILKWORM		
1.	AIB	Animal Improvement Breeding
2.	AIC	Animal Improvement Biochemistry
3.	AIE	Animal Improvement Germplasm / Evaluation
4.	AIG	Animal Improvement Genetics
5.	AIN	Animal Improvement Nutrition
6.	AIP	Animal Improvement Insect Physiology
7.	AIT	Animal Improvement Biotechnology
8.	APR	Animal Production Rearing Technology & Innovation
9.	APS	Animal Production Seed Technology
10.	ARE	Animal Protection Entomology
11.	ARP	Animal Protection Pathology
III METHODOLOGY		
1.	MOE	Methodology Transfer of Technology - Extension
2.	MOT	Methodology Transfer of Technology - Training
3.	MTC	Methodology Technical - Computer
4.	MTL	Methodology Technical - Technical Cell
5.	MTS	Methodology Technical - Statistics
6.	MFM	Methodology Fabrication Machinery
IV FACILITY		
1.	FAA	Facility Administration- Administration
2.	FSL	Facility Support Library
3.	FSR	Facility Support Art, Photography and Museum
V POST COCOON TECHNOLOGY		
1.	CED	Post Cocoon Technology - Engineering Design & Fabrication
2.	CEM	Post Cocoon Technology - Machine Maintenance & Up-gradation
3.	CFC	Post Cocoon Technology - Fabric Chemical Technology & Dyeing
4.	CFW	Post Cocoon Technology - Fabric Weaving & Knitting
5.	CYF	Post Cocoon Technology - Yarn Fiber Science & Silk Testing
6.	CYR	Post Cocoon Technology - Yarn Reeling
7.	CYS	Post Cocoon Technology -Yarn Spinning

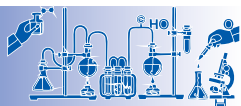


VI BY-PRODUCT UTILISATION		
1	BPS	By-Product - Silkworm
2	BPP	By-Product - Plant
3	BPC	By-Product - Post Cocoon

Central Silk Board has improvised the seven-digit coding system implemented from 2018 to a 10 digits new coding system. The first three digits of the code identifying the division, discipline and area as above are being retained/ continued, the fourth to eight digit will indicate the project number which is different for the different Institutes and the last two digits will indicate whether the project is a single institute project (SI), multi institute - more than one CSB Institute involvement (MI), Collaborative project with National Institutes other than CSB (CN), Collaborative project with International Institutes in other countries (CI), externally funded projects awarded to CSB Institutes (EF) and extra mural funded projects by CSB (EM). For example, code of a new single institutional project of CSR&TI, Mysuru on Plant Improvement Breeding would be PIB01001SI. Thus, after approval and allotment of project code it will be communicated to respective institutes for effective implementation.

New pattern of project coding for CSB institutes

#	Name of the institute and other details	New project number pattern	Example
Mulberry Institutes			
1	CSR&TI, Mysuru	01001 onwards up to 2000	PIB 01001 SI
2	CSR&TI, Berhampore	02001 onwards up to 3000	PIB 02001 MI
3	CSR&TI, Pampore	03001 onwards up to 4000	PIB 03001 CN
Vanya Institutes			
4	CTR&TI, Ranchi	04001 onwards up to 5000	PIB 04001 EF
5	CMER&TI, Lahdoigarh	05001 onwards up to 6000	PIB 05001 EF
Germplasm Institute			
6	CSGRC, Hosur	06001 onwards up to 7000	PIB 06001 SI
Post Cocoon Technology Institute			
7	CSTRI, Bengaluru	07001 onwards up to 8000	CYF 07001 EF
Specialized Institutes			
8	SBRL, Kodathi	08001 onwards up to 9000	PIB 08001 MI
9	SSTL, Kodathi	09001 onwards up to 10000	APS 09001 SI

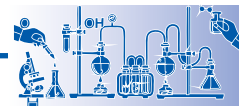


	Seed Institutes		
10	NSSO, Bengaluru	10001 onwards up to 11000	MOE 10001 MI
11	BTSSO, Bilaspur	11001 onwards up to 12000	APS 11001 SI
12	MSSO/ ESSO, Guwahati	12001 onwards up to 13000	APS 12001 SI
	Projects not covered above		
13	CSB, Bengaluru	13001 onwards up to 14000	MOT 13001 MI
	Extra mural funding to outside institutes / Universities		
14	Extra Mural Funded Projects to other institutes	14001 onwards up to 15000	AIT 14001 EM

2.2.4 Time line for processing and approval of research project proposals

To accelerate and streamline the research management process to be followed at various stages of project formulation and approvals, the following timeline is worked out:

#	Activity	Time line set
1	Concept note processing and drafting	15 days
2	Review & approval by the Division Heads	7 days
3	Review & clearance by PMCE	7 days
4	Conduct of RC meeting	Once in a quarter or more often.
5	Finalization of RC meeting recommendations/ minutes	10 days from the meeting date
6	Submission of concept note to PMCE after incorporating RC recommendations	7 days
7	Final vetting of the concept note by PMCE to CO	10 days
8	Processing of Concept note by RCS	10 days
9	Submission of full-fledged project for referees comments	1 month
10	Referee's comments & their incorporation	15 days
11	Conduct of RAC meeting	Once in every six months
12	Finalization of RAC meeting recommendations/ minutes	Within 1 month from the meeting date
13	Incorporation of RAC recommendations	7 days
14	Submission of full-fledged project proposal to CO	3 days
15	Processing of project proposal by RCS	10 days



16	Incorporation of RCS comments by PI	7 days
17	Final approval and coding at CO	15 days

2.3 Reporting and Reviewing Mechanism

There is a set mechanism for monitoring the progress of the research projects at each institute level and at CO, CSB level. The Director of the Institute monitors all the ongoing and concluded research projects and submits the progress to the CO, CSB periodically *viz.*, monthly, quarterly and yearly in set reporting formats. All the ongoing projects/ programmes are also reviewed in the RC and RAC meetings too. Mid-term evaluation is done to check the progress with respect to the objectives and set milestones under the projects besides checking for deviations if any.

It is mandatory for all the investigators (PI) to maintain a separate project-wise duly certified register with the details *viz.*, title of the project, details of the investigators, objectives, milestones, duration of the project, particulars of test sites/other collaborative institutes, allocation and utilization of resources including manpower utilization, chemicals, instruments, travel, etc., for internal monitoring during project period and analysis on conclusion of the projects. The project register should also contain the particulars of all the PIs/ CIs involved throughout the project period. Proper handing over/taking over of the data and other project related material besides progress made should invariably be recorded in the project register and countersigned by the Head of the Division and the Director.

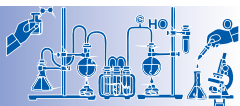
RCS, CO, CSB monitors the progress of the ongoing projects/ programmes periodically and the observations are communicated to the concerned institutes for improvement. RCS is the responsible body to communicate the progress of all the ongoing projects and programmes to various bodies of the CSB as well as the Ministry of Textiles, periodically. Monthly, Quarterly and Yearly progress reports in the prescribed formats are submitted for all the ongoing research projects and the details are as follows:

2.3.1 Monthly Progress Report (RMIS-04)

It is mandatory for all the CSB Institutes to submit the Monthly Progress Report of all the ongoing projects / programmes and other mandated activities undertaken at each Institute level to CO, CSB, in the prescribed RMIS-04 format (**Annexure-9**). The progress made during the period is reviewed at RCS, CO and the Head-wise/ area-wise progress made is reported to the Competent Authority and to the MoT.

2.3.2 Quarterly Progress Report (RMIS-05)

The Quarterly Progress Reports of all the ongoing projects and other mandated activities undertaken at each Institute level are mandatorily submitted by the institutes to CO, CSB, through proper channel in the prescribed RMIS-05 format (**Annexure-10**).



The progress of the ongoing projects is thoroughly reviewed and the shortfalls, if any, are brought to the notice of the concerned Institutes for necessary corrective measures besides reporting to the Competent Authority and to the MoT.

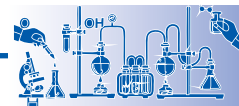
2.3.3 Yearly Progress Report (RMIS-09)

The annual progress of the on-going projects is submitted to CO, CSB in the prescribed RMIS-09 format (**Annexure-11**) on or before 2nd week of April every year. The yearly report of the project contains project details, work carried out during the year of reporting, expenditure details and publications etc. Principal Investigator submits the yearly progress report to the Director through Head of the Division/ Section and Project Coordinator.

2.3.4 Final Report (RMIS-10)

After successful completion of the project period, the concluded project report depicting outcome and the output of the research work undertaken is submitted to the Director of the institute in the prescribed RMIS-10 format (**Annexure-12**). The concluded project report is in turn submitted to the RCS, CO, CSB with the comments of the Director of the institute. Brief guidelines for preparation of concluded project reports in the prescribed format are as follows:

1. The important details to be included are the work carried out during the project period, extent of fulfillment of objectives, shortfalls if any, output and utilization, outcome and its significant, details of head-wise budget approved vs expenditure and publications, if any & the report should be certified by the PI and CIs.
2. Objective-wise progress made during the project period to be recorded besides the reasons for shortfall, if any.
3. The statistically analyzed data to be presented with graphical/pictorial representation, where ever necessary.
4. After completion of the research project, the concluded project will be self-evaluated by the concerned PI of the project for various attributes / criteria against the set score as per the prescribed format. This would ensure whether the project was implemented as per objectives, set milestones, achievement of the anticipated output/ outcome and the same is taken further for its field utility.
5. The concluded project report in the RMIS-10 format to be submitted by the PI of the concerned project to the Director within one month of completion of the project period through Divisional Head & Project Coordinator.
6. PMCE needs to submit a check list along with final report with due attestation by the Divisional Head and Director/ in-charge of the institute along with final project report to CO, CSB, Bengaluru, so as to ascertain the foolproof reporting.



7. Comments of the Director of the Institute should be an integral part of the concluded project report.
8. On receipt of the concluded project report in RMIS-10 format at CO, CSB, Bengaluru along with the suggestions / comments from the RAC and Director. RCS section should review the same critically for the fulfillment of the project objectives, quality of scientific work undertaken, time frame adhered to and budgeting besides deviations, if any, and to be placed before the Competent Authority for perusal and further order, if any.
9. The output of the concluded projects with utilization proposals are placed/ presented before the Research Coordination Committee (RCC) for peer reviewing.

2.3.5 Evaluation of concluded research projects by Experts/ RCS (RMIS-11)

Evaluation of research project after completion by the monitoring experts/ RCS to measure efforts put in by PI, scientific & technical (S&T) personnel (**Annexure-13**).

2.3.6 Mid-term review of progress of on-going R & D projects

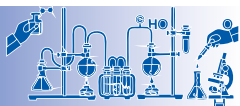
To check the deviations as against the set milestones / objectives, RCS conducts review of the ongoing projects at each institute level for mid-term corrections considering the progress achieved under the project against milestones, observations/ recommendations of Experts/ RAC/ RCC etc. This would facilitate extension of the project period beyond 6 months, mid-term closure, if required.

2.3.7 Scientific/ Technical audit of concluded R & D projects (RMIS-12)

As a part of the project evaluation mechanism, RCS is critically evaluating and auditing the project progress through conduct/ organization of Scientific/ technical audit, periodically. The progress made under the concluded projects is collected from the respective Institutes in the set format (**Annexure-14**) besides the action taken on the previous audit. After thorough scrutiny, the scientific / technical audit is conducted at least once in a year at concerned/ respective Institutes based on the total number of projects. The Competent Authority is apprised with the observations of the Audit Team for his interventions, if required.

2.3.8 Annual Action Plan of CSB institutes / organizations (RMIS-06 to 08)

An action plan is a document that describes the responsibilities one need to complete in order to accomplish the goals. It divides the process of reaching the goal into actionable tasks based on a timeline. A well conceived action plan can serve as a blueprint for any Institute / organization to accomplish the assigned SMART (Specific, Measurable, Attainable, Realistic and Time-based) goals.



In Central Silk Board, the draft / proposed annual action plan for the ensuing year and the progress made during the current year (up to December) reviewed and finalized in the annual action plan meeting being organized in the month of February at CSB Head Quarters, Bengaluru. All the R&D Institutes and Seed organizations participate in the meeting to finalize the targets for the ensuing year. The action plan approved by the Competent Authority is circulated among all concerned institutes for effective implementation.

The annual action plan consists of three parts, where in Part-I (RMIS-06) contains the progress made during the current year, Part-II (RMIS-07) consists of the proposed action plan for the ensuing year and Part-III (RMIS-08), is for the budget part (**Annexure-15, 16 & 17**).

Action Plan carries the information *viz.*, research projects, transfer of technology, Training / human resource development, Extension communication programmes, IECs, technologies Patents/ publications, commercialization, Revenue generation, Seed production & supply, No. of Adopted Seed rearer and No. of Registered Seed producers etc., with illustrative information on both physical & financial aspects.

2.3.9 E-tracking mechanism

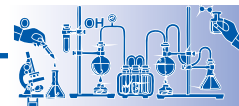
To facilitate an easy submission and evaluation / processing of research project proposals, it is proposed to have an e-tracking mechanism as in the case of DBT/DST which enables online submission of the research proposals. The entire process will be handled through online (paperless) there by reducing the processing time drastically. RCS, CSB, Bengaluru is all set to take up the software development for the purpose in collaborative project mode with reputed Institutes in the field.

2.4 Supporting mechanism to investigators

There is a set support mechanism in CSB for smooth sailing of career advancement opportunities and function of approved in-house projects. The Scientists/Investigators are being encouraged by way of sanctioning contingent advance, support for paying publication charges and credit sharing to encourage the Scientists to develop new technologies and nurture industry partners etc. The details are as follows:

2.4.1 Financial powers of the Principle Investigators

For smooth function of the approved in-house projects and to meet the immediate requirements under the project to be implemented *viz.*, stationary, chemicals, glassware, utilities etc., the Principle Investigators are authorized to draw a contingent advance of **Rs.15,000/-** per month. Principle Investigator will also take initiative to appoint JRF / SRF / PA etc, if approved within the project, same was circulated *via* CO letter No. CSB-31/2(APLAN)/2012-13/RCS dated 19.03.2012. The terms and conditions are as follows:

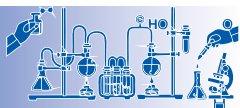


1. The advance will be recouped on monthly basis by the concerned Director.
2. The ceiling limit of the expenditure to be reviewed by each Principle Investigator shall not be more than Rs.1.80 Lakhs per annum (Rs.15,000 x 12 months).
3. The Principle Investigator shall maintain a register and a ledger including details of expenditure incurred out of the sanctioned advance along with new allocation to which expenditure is chargeable.
4. The Principle Investigator shall submit the register along with vouchers to the accounts Officer for its verification at the time of recoupment. The accounts Officer shall ensure proper allocation of the expenditure.
5. The Principle Investigator shall record on each voucher as given under GFR145 & reproduce below:

“I _____ am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price”.
6. The register shall be made available to Internal Audit team any time when demanded.
7. The departmental advance shall be surrendered on or before 15th of March of every year along with any unspent amount and vouchers in hand for verification of the expenditure and settlement of advance before closure of March accounts.
8. Under CSB funded projects, the items of immediate requirement viz. glassware, chemicals, small lab commodities, essential utilities and incidental expenses are admissible for purchase by the Principle Investigator utilizing the departmental advance. Equipments and raw material costing more than **Rs.15,000/-** shall be procured with the prior approval of the concerned Director of the Institute.
9. In case of the externally funded projects, the concerned Principle Investigator is authorized to take up all responsibility for implementation and completion of the project, which includes procurement of equipments and chemicals, engagement of manpower viz. JRF, SRF, PA etc.

2.4.2 Publication of findings/ outcome of R & D project

To support scientists to meet publication charges to a maximum of two publications per scientist per year, it is proposed to consider **Rs.5,000/-** per paper or actual, whichever is less for NAAS rated journals (8 & above rating) and Impact Factor (IF) journals (more than 2 rating) and **Rs.2,000/-** per paper or actual, whichever is less for NAAS rated journals (4 to 8 rating) and journals rated with Impact Factor (IF). All the scientists should invariably contribute a minimum of two research papers / popular



articles per year for the in-house journals viz., Sericologia, Indian Journal of Sericulture and Indian Silk.

2.4.3 Credit sharing for technology developed

To encourage the Scientists of CSB to develop new technologies and nurture industry partners, benefits (*lump sum to be received from the industry partners*) arising out of technology development, in total credit earned by the newly developed technology *i.e.*, 60% to CSB's R&D Fund and 40% to institute (10% staff welfare and 30% among Team of investigators involved in development of technology) to be shared.

2.4.4 Processing of administrative and financial approvals

For fast tracking of process for purchase of equipments, the time line were fixed for Administrative personnel concerned at the Institute and at CO level *viz.*, maximum of 15 days at institute and 20 days at CO, including informing if the proposal is not in order. PI should submit proposals for purchase of equipment within one month of approval/ coding of the projects. Maximum efforts need to be taken from the institute and PI concern to utilize the budget allocated under the project as per the approved project period without extending project beyond financial year.



Chapter 3

PROJECT OUTPUT AND DELIVERY MECHANISM

3. PROJECT OUTPUT AND DELIVERY MECHANISM

The project outputs are to be documented properly and the technology developed to be validated through ToTs i.e., OST/ OFT (**Annexure-18**) besides popularizing the same for the benefit of the farming community and DoSs through ECPs and mass media. Wherever, the PI desires to take up OST (especially in silkworm breeding projects) as part of the project, it should invariably be mentioned in the project document along with specific period for OST. The outcome of the projects would be brought out in form of technologies/ process/ equipment and disseminated to the field through ToT programmes. The useful technologies are patented and commercialized besides publishing in regional languages for the benefit of the stakeholders.

3.1 Validation of Technology / Process / Product

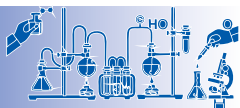
The technology/breeds/ varieties developed by the CSB R&D Institutes are validated through trials of technology programmes. The promising technologies are initially validated through On Station Trials (OST) with specific timeline at CSB/ DOS field units with specified coverage per technology for its efficacy at different locations. Subsequently, the performances of the evolved breeds/ varieties/ technologies are also validated through On Farm Trials at farmer's level.

3.2 Authorization of Mulberry Varieties and Silkworm Hybrids

In addition to the research projects undertaken as per the thrust areas, Central Silk Board also takes up experimental trials to evaluate the performance of the mulberry varieties and silkworm breeds developed by various CSB Institutes, Universities and State Sericulture Research Institutes from time to time. The brief guidelines and ToR of the MVAC and HAC are as follows.

3.2.1 Mulberry Variety Authorization Committee (MVAC)

In order to bring the mulberry varieties under one umbrella and to evaluate their performance under similar cultural practices and agro-climatic conditions and authorizing new mulberry varieties in India, CSB has constituted Mulberry Variety Authorization Committee (MVAC). It undertakes All India Co-ordinated Experimental Trial for Mulberry (AICEM) from time to time for test verifying the performances of the mulberry varieties for authorization. Based on the performance of the varieties in each



test centre, region specific varieties are selected and authorized by the MVAC. Three such trials have already been completed and 18 mulberry varieties have been authorized for commercial exploitation (**Annexure-19**). The trial is being conducted at 20 test centers located in different agro-climatic zones of the country and is supervised by zonal coordinators at zonal levels (Directors of CSR&TI institutes) and the overall supervision is made by the Chief Coordinator (Director [Tech]) at the Central Office, Central Silk Board, Bengaluru. The fourth phase of the trial with three new mulberry varieties (with three check varieties) is under progress (2019-2024).

3.2.2 Hybrid Authorization Committee (HAC)

In order to identify region and season specific silkworm hybrids from these developed by various research Institutes and universities in India, the Race Authorization program was initiated in 1995 by Central Silk Board. Under this program, silkworm hybrids are reared in selected test centers under strict scientific and technical monitoring.

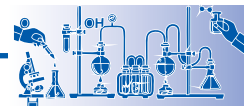
A set of guidelines have been formulated to facilitate smooth conduct of the trial. Data on various important rearing and reeling parameters are collected during the trial and subjected to rigorous statistical analysis. The Hybrid Authorization Committee (HAC) constituted by CSB under provisions of Central Silkworm Seed Act, after thorough assessment, identifies the silkworm hybrids which are suitable to specific regions and seasons and recommends them for authorization. Based on the recommendations, the Central Silkworm Seed Committee authorizes the silkworm hybrids through a Govt. India gazette notification. List of silkworm authorized so far is indicated in **Annexure-20**. However, due to the poor popularization of many of the authorized silkworm hybrids in the field, it was later decided to test a minimum of 5.0 lakhs dfls in the south India, 2.0 lakhs dfls is in East & North east India in the field. Based on the performance of the hybrids they are now considered for authorization.

3.3 Demonstration of Technology / Process / Product

The proven technologies are demonstrated through the wide network of CSB / DoSs extension mechanism for the benefit of the farming community and the stake holders through On Farm Trials (OFT) at DOS units/ farmers level with specified coverage per technology. Also, PI documents the reach of the proven technologies in vogue even after commercialization to document the contribution of research in overall sericulture growth. The Sericulture Extension Division of CSB institutes coordinate with DOS, Extension units of the institute and PMCE for effective demonstration of technologies.

3.4 Patenting and Commercialization of Technology / Process / Product

The patentable technologies/ Processes / Products emerged out of the research projects are patented to protect the IP rights and then commercialized. At present it is being done through NRDC.



Lumpsum premium for commercialization of technologies to be worked out at 10% of total expenditure incurred towards technology development, which shall include expenditure under the project from which technology was developed, apportioned salary component of scientists involved and expenditure incurred for transfer of technology (administration and popularization). Benefit sharing on the lumpsum premium between CSB and NRDC is at 70:30. License will be non-exclusive in nature, License period for commercialization of technology will be for 10 years and renewable after every ten years. Royalty fixed at 3% on annual sales value of technology payable as per NRDC terms.

3.5 Popularization of Technology / Process / Product

The technologies that have been established as beneficial to the farming community are popularized through a network of the extension mechanism jointly by CSB & DoS of respective states by taking up various extension communication programmes (ECPs), electronic and print media.

3.6 Incubation Centers at main institutes

Incubation centers have been set up with high end laboratory equipments at main R&D Institutes for utilizing the output of the projects and also to exploit the revenue generation potentials. Involvement of Industrial partners in the research projects (where ever applicable) would further boost up the revenue generation besides easing out the commercialization process of the technologies.



Chapter 4

CONSULTANCY PROJECTS

4 CONSULTANCY PROJECTS

Based on the requirement of the Industry, NGOs, Societies or individuals, Central Silk Board also undertakes consultancy projects which are a paid service. The guidelines/terms of reference/rules for the consultancy projects are as follows:

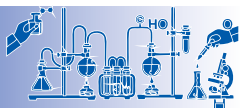
4.1 Preamble of consultancy projects

The primary objects of undertaking consultancy work are to make available technologies developed in the research laboratories to industries and to promote the absorption of technologies by industries. To coordinate seed activities at the Central Office level a Cell called the Industrial Consultancy and Services Cell (ICSC) will be formed. The employee's primary obligation is to the CSB and the person will not, in any way, financially or otherwise, transgress the spirit of the understanding on which consultancy is offered by the CSB. No employee will solicit consultancy work. In line with the requirements of Supplementary Rule of 12 of the Fundamental Rules of Govt. of India, private consultancy shall not be accepted by any employee of CSB. In the event of CSB accepting consultancy work from private parties and assigning the work to selected staff members, the fees received will be credited to the CSB and suitable honorarium sanctioned to the person or team of persons entrusted with the work. The honorarium paid to the members of the team taken together will not exceed two thirds of the fee received by the CSB from the client. The balance after distribution will be credited to i.e. part of the CSB General Fund towards CSB overheads and to a Separate Fund entitled the CSB R&D Fund, which may be used:

1. For payment of honorarium to the visiting experts from the industry.
2. To meet expenditure on CSB staff visits to Industries / Organizations.
3. For purposes approved by the General Body of the CSB from time to time.

Any proposal for consultancy will be approved only if its contribution to the CSB R&D Fund is at least Rs.500/-, where the contribution is less than Rs.500/- the consultancy work will be approved only in exceptional cases and the entire fees will be treated as revenue to the CSB.

In cases where the consultancy work results in a patent, the share of the profits accruing out of such inventions may be distributed among the staff members, of the CSB and Client. The patent right will be retained by the Central Silk Board and the CSB



shall reserve the right to share the same with other possible clients. The same will hold good for royalties received for designs developed at the Institutes of CSB except that in this case, the CSB itself will be considered as the client. The distribution of royalties profits from such patents and designs to the concerned staff of CSB shall be decided on a case to case basis by the Standing Committee of the Board.

These Rules deal only with the consultancy offered by the Central Silk Board and do not relate to the provisions relating to acceptance of other fees or foreign assignments of Indian experts which shall respectively be governed, mutatis mutandis by the Fundamental Rules and the consolidated circular of Govt. of India, Ministry of Personnel, Public Grievances and Pensions dated 20/06/1991 on Foreign Assignments and future amendments to the same. In the case of consultancies abroad, the approval of the Ministry would be necessary.

4.2 Definition and Scope of consultancy projects

Consultancy services shall comprise of scientific, technical, engineering or other professional advice / assistance including training based on available knowledge / expertise of the Board in the areas of mulberry cultivation, silkworm rearing, seed production, reeling, twisting, dyeing, printing, weaving, extension and production management.

4.3 Types of consultancy and Fees

There shall be three types of consultancy offered by CSB:

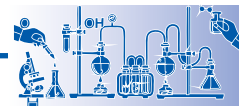
- i. Retainer Consultancy
- ii. Institutional Consultancy and
- iii. Routine Consultancy

4.3.1 Retainer Consultancy

That which does not involve the use of any Institutional facilities such as equipments, instruments, computers, etc. and is based purely on expert knowledge will come under this consultancy arrangement. On receipt of the request, the Member Secretary in consultation with the concerned Director will allot the task to the Institute indicating the terms of the consultancy.

Each Retainer Consultancy will be accorded a consultancy number by the CSB. All documents concerning a particular assignment shall bear this identifying number. A Register shall be maintained in the Central Office as well as in the concerned Institute, furnishing the following details:

Consultancy Number
Nature of work



Organization for who work is undertaken
Period for which consultancy is approved and
Details of Payment

The Fees received from the “Client” should be remitted to the CSB and the Member Secretary will arrange for payment to the staff member involved with the work, his share from the fees so received.

The amount received from the Client will be distributed as follows:

Total charges (including intellectual fee) to be

Collected from the organization / client	-	T
CSB Overheads	-	15% of T
Contribution to CSB R&D Fund	-	35% of T subject to a minimum of Rs.500/-
Honorarium to staff engaged in the work	-	50% of T

In the execution of all approved Retainer Consultancy assignments, CSB staff members may ordinarily be permitted by the Director upto four (4) working days in a month to be away on the assignment.

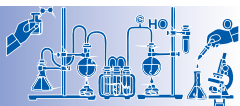
A copy of all reports submitted to the “Client” should be filed in the Institute concerned. One copy should be sent to the ICSC. In case, the information in the report is considered classified by the staff members / client, a note to this effect should be filed with the Institute as well as the ICSC at the Central Office. The report should be made available as soon as it is declassified.

The consultancy work under the category “Retainer or individual consultancy” will be limited to such an extent that the total annual fee received by any staff member from consultancies in the country shall not exceed his gross annual salary.

4.3.2 Institutional Consultancy

Under this consultancy arrangement, outside parties would request the CSB to undertake a specified project or contract research wherein CSB facilities including man power would be utilized. When the client approaches the CSB, Member Secretary, CSB will identify the Institute that shall do the work depending upon the competence and facilities available for undertaking such work. The job will then be assigned after obtaining suitable undertaking to individuals / groups of individuals that are competent to undertake the work according to a system which the Member Secretary may evolve the consultation with the Directors of CSB Institutes.

Each consultancy assignment will be accorded a consultancy number by the CSB ICSC. All documents concerning a particular assignment shall bear this identifying number. A Register shall be maintained in the ICSC and the Institute containing the following details:



Consultancy approval number with date
Organization for whom work is undertaken
Nature of work
Details of payment and
Date of commencement and completion of the work.

A record of expenditure incurred on the project by way of materials and components, TA and DA, Computer charges, Payments to external personnel exclusively employed for the project, charges for using external facilities, expenses for fabrication outside the Institution, etc. is to be maintained. After deducting the total expenditure from the total charges collected from the Client, the distribution of the resultant amount will be as follows:

Total charges (including intellectual fee) proposed
to be collected from the client / organization - Rs. (T)

Estimated expenditure:

(i) Manpower charges	-	Rs.
(ii) Value of stores consumed from department	-	Rs.
(iii) Cost of stores bought from outside	-	Rs.
(iv) Equipment utilization cost	-	Rs.
(v) Charges for using external facilities	-	Rs.
(vi) Charges for using central facilities	-	Rs.
(vii) Remuneration to external staff engaged for the work	-	Rs.
(viii) **Other expenses	-	Rs.

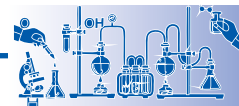
(Particulars to be specified)

Total Expenditure - Rs. (E)

** Expenditure on items like travel (if not settled separately by the client), honorarium to external consultants, charges for printing and binding etc.

Distribution

CSB overhead (to General A/c)	-	15% of (T-E)
CSB R&D Fund	-	20% of (T-E)
Honorarium to staff engaged on the work	-	65% of (T-E)



The CSB Consultancy Cell after discussions with the “Client” should arrive at the terms and conditions for undertaking the project.

In the execution of all such approved consultancy assignments, an Institute staff member may ordinarily be permitted upto 60 days in a calendar year to be away on the assignment. This can be extended by a further period of 30 days in special cases with the approval of a Committee comprising of Chairman, Member Secretary and Director (Tech), Central Silk Board.

A copy of all reports submitted to “Client” should be filed in the Institute. Also one copy should be sent to the CSB ICSC. In case the information in the report is considered classified by the staff member / client firm, a brief note to this effect may be filed with the Institute and the CSB ICSC. The report should be made available as soon as the information contained in it is “declassified”.

The earnings under the category of “Institutional Consultancy” shall be limited to such an extent that the total annual / yearly fee received by any staff member from consultancies in the country shall not exceed his gross annual salary.

4.3.3 Routine Consultancy

Routine consultancy jobs are taken such as: testing, calibration, fabrication, measurements, analysis, etc. wherein no interpretation of the results is called for, nor any technical advice is to be rendered nor the test results are processed further.

The Heads of the Institute will draw up standard rates for each such work and obtain approval of these rates from the Member Secretary. Subsequent approval for carrying out a particular job of this type (whose rates have been approved) will be given by the Directors of the Institutes, who will deal directly with the clients in all matters concerning routine work.

Each such routine work will be accorded a number by the Institute. All documents concerning a particular assignment shall bear this identifying number. A Register shall be maintained in each Institute containing the following details:

Consultancy Number

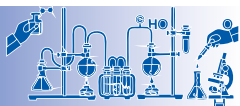
Organization for whom work is undertaken

Nature of work

Details of payment and

Date of commencement and completion of the work.

A similar Register should also be maintained for each Institute by the CSB ICSC. A copy of the report submitted to the client should be filed in the Institute and Central Office. Quarterly statements of such consultancies must be submitted by the Institute



for record and information of the Member Secretary. In this type of consultancy, the Institute staff shall not be paid any honorarium. The total amount received from the client shall be credited to the CSB General A/c.

4.4 Approval of Consultancy Projects

Member Secretary, Central Silk Board shall be the Competent Authority to approve the projects. The project proposal will be placed before the Competent Authority, for consideration and approval in the prescribed proforma (Appendix I) by the Director of the Institute. Member Secretary with the help of a small committee constituted by him shall examine the project proposal.

Authorized signatory to all contracts of the CSB shall be Member Secretary, CSB, except in the case of routine consultancy where it shall be the Director.

4.5 Financial Aspects

The total charges for any consultancy project shall include all the relevant items indicated against institutional consultancy listed above plus an intellectual fee. In the determination of man power charges and intellectual fee, the following principles / rates shall be observed:

4.5.1 Man power charges

Man power charges shall be at least.

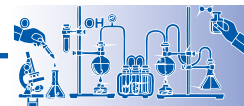
<u>Category</u>	<u>Per day rates</u>
1. Officers of the level of Director / Scientist-D	Rs.1,500/-
2. Officers of the level of Scientist-C	Rs.1,200/-
3. Officers of the level of Scientist-B/ Senior Research / Senior Technical Assistant	Rs.1,000/-

Man power charges in the case of consultancies abroad will be on par with the normal international rates for such assignments.

In addition to the above, they would be entitled to TA and DA at rates to be negotiated between the CSB and the Client based on rates offered for such consultancies elsewhere and not linked to what the status of the employee entitles him in the CSB. The client would be required to pay the same to the staff deployed directly and this would not enter the total charges computation.

4.5.2 Intellectual fee

This should be commensurate with the quality of inputs provided and the likely benefits to accrue to the client as a result of the consultancy. There are a variety of ways



of estimating the intellectual fee in terms of project parameters e.g. as a percentage of project expenses, manpower costs etc. While there is no ceiling on the upper limit of the intellectual fee to be charged, it should in no case be less than the estimated manpower charges, except in cases of consultancy offered against open tenders, where the intellectual fee could be decided by the Competent Authority keeping in view the potential competition.

Voluntary / co-operative agencies and cottage / village scale units, in deserving cases, could be considered for concessions in intellectual fee. The projects envisaging the said concession should be calculated normally and the extent of concession in the intellectual fee may be decided by the authority, competent to approve the project. However, reasons justifying the concession should be specifically indicated in the project proposal, put up for approval.

In all cases, distribution of the portion earmarked for the staff involved in the consultancy will be for Team of consultants is 65% and other supporting staff is 35%.

The “Team of Consultants” shall comprise only such staff members who provide intellectual inputs to the specific consultancy work, while “other supporting staff” shall be those who assist the Team of Consultants with information, computational, economic and marketing inputs pertaining to the specific consultancy. The apportionment shall be equal among all individuals in the Team of Consultants and the Supporting Staff within their respective assigned shares.

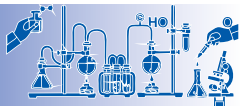
The Board shall endeavor to obtain as advance on or before signing the agreement a maximum percentage of project charges, which in no case should be less than 25% of the total project. The balance amount of payment could be in installments to be negotiated with the client, having regard to the project schedule. The final installment shall be payable before the submission of the project report. All installments of deferred payment shall be backed by suitable bank guarantees. However, in cases covered the consultancy assignment is offered against open tender, it may not be necessary to insist on bank guarantees.

4.6 General Aspects

Contractual obligations of a consultancy projects shall be that of CSB. Agreements with clients will thus be executed, on behalf of CSB by the Institute and not by an individual consultant or team of consultants.

Every care should be taken to avoid any legal complications involving the Institute / Board as a result of the consultancy service.

In the case of consultancy service rendered to Government Departments / Agencies, Public Sector Undertakings, the terms and conditions may be settled through exchange of letters. In such cases, formal agreement on non-judicial paper may not be necessary.



The staff involvement for each consultancy project shall be approved by the Member Secretary. While assigning the consultancy job to a staff member, cognizance shall be taken of his / her work load, qualifications and experience vis-à-vis the specific requirements of the consultancy job, annual honorarium likely to accrue to him / her from consultancy etc. The Member Secretary should, on the whole, ensure a fair distribution of consultancy work among the eligible staff at all levels and see that it is not confined to specific individuals / groups / levels of staff. Under no circumstances shall the consultant carry or send to the Client any germplasm.

As far as possible, the “Team of Consultants” selected for consultancy work should have the confidence of the client. In case the client indicates preference for a particular person(s), the request shall be given due consideration.

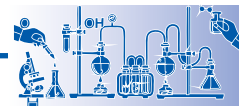
The Central Silk Board (CSB) will not make any commitments, financial or otherwise towards liabilities, losses or compensation, which the client might incur during the process of exploitation of information supplies under the “Consultation Practice”. Refunds, if any, due to the client will not attract any interest and specific provisions towards this will be incorporated in the contract agreement by the CSB.

The proforma for approval of the consultancy project is placed in **Annexure-21**.



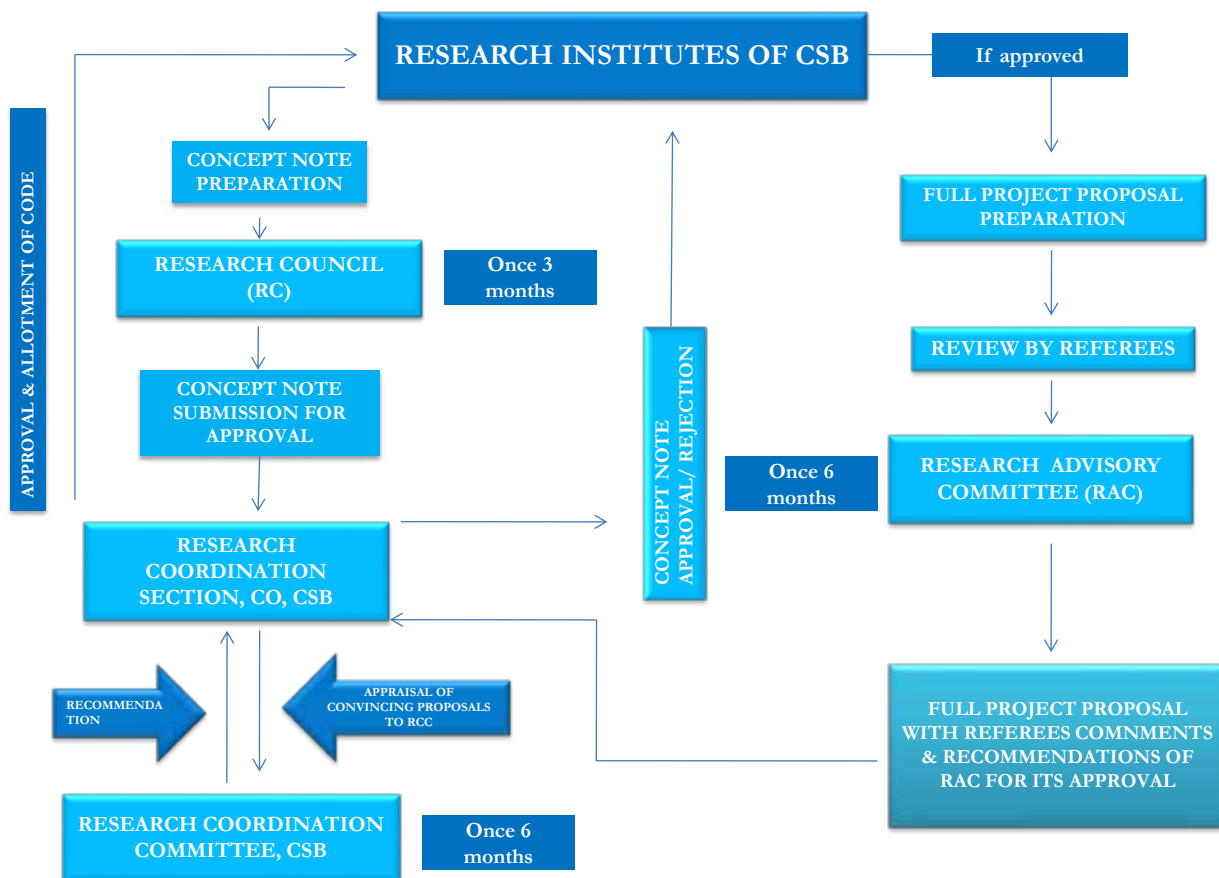
Chapter 5

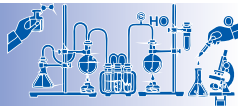
ANNEXURE



Annexure - 1

Flow Chart of the Research Monitoring System in CSB





FORMAT FOR AGENDA AND EXPLANATORY NOTE PREPARATION FOR RESEARCH COUNCIL MEETING

AGENDA AND EXPLANATORY NOTES FOR RC MEETING OF INSTITUTE

AGENDA NO. 1: CONFIRMATION OF PREVIOUS RC MEETING MINUTES

AGENDA NO. 2: REVIEW OF ACTION TAKEN ON THE RECOMMENDATION/ DECISIONS OF THE PREVIOUS RC MEETING

AGENDA NO.3: NEW CONCEPT NOTES FOR APPROVAL

#	NEW RESEARCH PROPOSAL	DETAILS
1.	Project title	
A	Investigators involved (PI & CIs)	
B	Objectives	
C	Methodology & work plan	
D	Expected outcome and utilization	
E	Budget	
F	Suggestions of RCS (<i>only for approved concept notes</i>)	
G	Follow-up action taken on suggestions of RCS	
	<i>Repeat for additional proposals</i>	

AGENDA NO. 4: REVIEW ON CONCLUDED PROJECTS

#	CONCLUDED PROJECTS	DETAILS
1.	Project code and title:	
A	Investigators involved (PI & CIs)	
B	Project period	
C	Objectives	
D	Progress achieved	
E	Utility of outcome / Future course of action / impact on silk industry	
F	Budget and expenditure	
G	Suggestion of last RC and RAC meeting	
H	Follow-up action taken on last RC and RAC meeting	
I	Suggestions of RCS (<i>if any indicated in quarterly progress reports</i>)	
J	Follow-up action taken on suggestions of RCS	
	<i>Repeat for additional projects</i>	

AGENDA NO. 5: PROGRESS OF ON-GOING PROJECTS

#	ON-GOING PROJECTS	DETAILS
1.	Project code and title:	
A	Investigators involved (PI & CIs)	
B	Project period	
C	Objectives	
D	Progress achieved	
E	Specific outcome	
F	Budget and expenditure	
G	Suggestion of last RC/RAC meeting	
H	Follow-up action taken on last RC/RAC meeting	
I	Suggestion of RCS (if any indicated in quarterly progress reports)	
J	Follow-up action taken on suggestion of RCS	
	Repeat for additional projects	

AGENDA NO. 6: Trial of Technologies (OSTs/ OFTs)

On Station Trials (for validation of technology at CSB institutes/ RSRs/ DoS units etc.)

#	Name of the Technology	Target			Achievement			Remarks	
		Unit Cost (Rs.)	At CSB institutes	DOS Units	Financial achie. (Rs. lakhs)	At CSB institutes	RSRs		DOS Units
1									
2									
3									

On Farm Trials (for demonstration of Technologies at farmers' level)

#	Name of the Technology	Target			Achievement			Remarks
		Unit Cost (Rs.)	No. of locations	No. of stakeholders	Financial achie. (Rs. lakhs)	No. of locations	No. of stakeholders	
1								
2								
3								





AGENDA NO. 7: EXTENSION (ECP) AND OTHER PROGRAMMES

#	Name of the Technology	Target for the year 20.....-20...			Achievement for the year 20.....-20...		
		Physical (No.)	Beneficiaries (No.)	Financial (Rs. in lakh)	Physical (No.)	Beneficiaries (No.)	Financial (Rs. in lakh)
1	Krishimela / Reelers mela-cum- Exhibition						
2	Farmers Field days						
3	Awareness Programmes						
4	Tech. demonstrations / Enlightenment programmes						
5	Workshops/ Seminars/ Conferences						
6	Field Visits (Please specify, if any)						
7	Other activities (Please specify, if any)						
	Total						

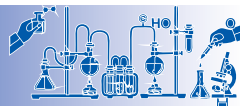
AGENDA NO. 8: CAPACITY BUILDING & TRAINING (CBT) AND OTHER PROGRAMMES

#	Training / Course	Target for the year 20.....-20...			Achievement for the year 20.....-20...		
		Physical (No.)	Beneficiaries (No.)	Financial (Rs. in lakh)	Physical (No.)	Beneficiaries (No.)	Financial (Rs. in lakh)
I. Structured Training Course							
1	PGDS #						
2	Intensive Bivoltine & Silkworm race maintenance Training						
	Sub Total (I)						
II. Farmers Skill Training (Training batches from 2 to 15 days duration)							
1 days programme						
2 days programme						
	Sub Total (II)						
III. Exposure visit for technology awareness (1 to 5 day Exposure visit)							
IV. Technology Orientation Programme (Batches for non-farmers participants for Technology based training)							



V.	Training under Post Cocoon Sector							
VI.	Management Development Programme under STEP							
VII.	Information Education & Communication (IEC)							
VIII.	Training Impact Assessment							
IX.	Sericulture Resource Centre (SRC) (No. of SRC to be established giving details of location and No. of farmers to be trained)							
X.	Training for Adopted Seed Rearers (ASRs)							
XI.	Training to Private Graineurs							
XII.	Other Need Based Training Programme (if any, please indicate)							
	Total (I to XII)							
XIII.	Non-CSB Funds							
	1 Training Programme funded by agency other than CSB							
	2 Training on Seed Act							
	Total (VII)							
	Grand Total							

AGENDA NO. 9: DISCUSSION ON GENERAL COMMENTS / SUGGESTIONS OF RC/RAC



FORMAT FOR AGENDA AND EXPLANATORY NOTE PREPARATION FOR RESEARCH ADVISORY COMMITTEE MEETING

AGENDA AND EXPLANATORY NOTES FORRAC MEETING OF..... INSTITUTE

AGENDA NO. 1: CONFIRMATION OF LAST RAC MEETING MINUTES

AGENDA NO. 2: FOLLOW UP ACTION ON THE GENERAL RECOMMENDATION/ DECISIONS OF THE LAST RAC MEETING

#	RECOMMENDATION/ DECISIONS	FOLLOW-UP ACTION TAKEN
1		
2		

AGENDA NO. 3: FOLLOW UP ACTION TAKEN ON THE PROJECT SPECIFIC RECOMMENDATION/ DECISIONS OF THE LAST RAC MEETING

#	Project code and Title	RECOMMENDATION/ DECISIONS	FOLLOW-UP ACTION TAKEN
1			
2			

AGENDA NO. 4: REVIEW ON CONCLUDED PROJECTS

#	CONCLUDED PROJECTS	DETAILS
1.	Project code and title	
A	Investigators involved (PI & CIs)	
B	Project period	
C	Objectives	
D	Progress achieved	
E	Utility of outcome / Future course of action	
F	Budget and expenditure	
G	Suggestions of last RAC meeting & follow-up action taken	
H	Suggestions of RCS & Follow-up action taken	
	<i>Repeat for additional projects</i>	

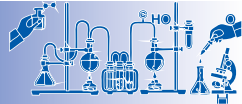
AGENDA NO. 5: CONCEPT NOTES OF NEW RESEARCH PROJECTS FOR APPROVAL

#	NEW RESEARCH PROPOSAL	DETAILS
1.	Project title	
A	Investigators involved (PI & CIs)	
B	Objectives	
C	Current status of the problem	
D	Methodology & work plan	
E	Expected outcome and utilization	
F	Budget	
G	Suggestions of RCS (<i>only on approved concept notes</i>) & Follow-up action taken	
H	Suggestions of Referees & Follow up action taken	
	<i>Repeat for additional proposals</i>	

AGENDA NO. 6: REVIEW OF THE PROGRESS OF ON-GOING PROJECTS

#	ON-GOING PROJECTS	DETAILS
1.	Project code and title	
A	Investigators involved (PI & CIs)	
B	Project period	
C	Objectives	
D	Progress achieved	
E	Specific outcome	
F	Budget and expenditure	
G	Suggestions of last RAC meeting & follow-up action taken	
H	Suggestions of RCS (<i>if any indicated in quarterly progress reports</i>) & Follow-up action taken	
	<i>Repeat for additional projects</i>	





AGENDA NO. 7: R&D HIGHLIGHTS OF THE INSTITUTE UPTO20....

AGENDA NO. 8: TRIAL OF TECHNOLOGIES (OSTs/ OFTs)

On Station Trials (for validation of technology at CSB institutes/ RSRs/ DoS units etc.)

#	Name of the Technology	Target			Achievement			Total		
		Unit Cost (Rs.)	At CSB institutes	RSRs	DOS Units	Total	At CSB institutes		RSRs	DOS Units
1										
2										
3										

On Farm Trials (for demonstration of Technologies at farmers' level)

#	Name of the Technology	Target			Achievement			Remarks
		Unit Cost (Rs.)	No. of Locations	No. of stakeholders	Financial achiev. (Rs.)	No. of locations	No. of stakeholders	
1								
2								
3								

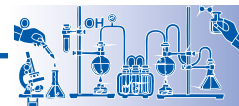
Note: Proposal for each OST/ OFT should be supported with brief note on methodology, C:B ratio etc. Please refer the core committee minutes for details.

AGENDA NO. 9: EXTENSION COMMUNICATION PROGRAMMES (ECP) AND OTHER PROGRAMMES

#	Programme	Target for the year 20.....-20...		Achievement for the year 20.....-20...		
		Phy (No.)	Beneficiary (No.)	Phy (No.)	Beneficiary (No.)	Fin (Rs.)
1	Krishimela / Reelers mela-cum-exhibition					
2	Farmers Field days					
3	Awareness programmes					
4	Tech. demonstrations / Enlightenment programmes					
5	Workshops/ Seminars/ Conferences					
6	Field Visits					
7	Other activities (Please specify, if any)					
	Total					

AGENDA NO. 10: TRAINING CAPACITY BUILDING (CBT) AND OTHER PROGRAMMES

#	Training / Course	Target for the year 20.....-20...			Achievement for the year 20.....-20...		
		Physical (No.)	Beneficiaries (No.)	Financial (Rs. in lakh)	Physical (No.)	Beneficiaries (No.)	Financial (Rs. in lakh)
I	Structured Training Course						
1	PGDS #						
2	Intensive Bivoltine & Silkworm rearing maintenance Training						
	Sub Total (I)						
II	Farmers Skill Training (Training batches from 2 to 15 days duration)						
1 days programme						
2 days programme						
3 days programme						
	Sub Total (II)						
III	Exposure visit for technology awareness (1 to 5 day Exposure visit)						
IV	Technology Orientation Programme (Batches for non-farmers participants for Technology based training)						
V	Training under Post Cocoon Sector						
VI	Management Development Programme under STEP						
VII	Information Education & Communication (IEC)						
VIII	Training Impact Assessment						
IX	Sericulture Resource Centre (SRC) (No. of SRC to be established giving details of location and No. of farmers to be trained)						





X	Training for Adopted Seed Rearers (ASRs)								
XI	Training to Private Graineers								
XII	Other Need Based Training Programme (if any, please indicate)								
	Total (I to XII)								
XIII	Non CSB Funds								
1	Training Programme funded by agency other than CSB								
2	Training on Seed Act								
	Total (VII)								
	Grand Total								

AGENDA NO. 11: ANY OTHER POINTS FOR DISCUSSION

AGENDA NO. 12: CONCLUDING REMARKS FROM RAC MEMBERS

**FORMAT FOR AGENDA AND EXPLANATORY NOTE PREPARATION FOR
RESEARCH COORDINATION COMMITTEE MEETING**

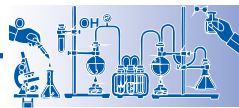
AGENDA AND EXPLANATORY NOTES FOR..... RCC MEETING TO BE HELD ON
AT

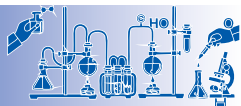
AGENDA NO. 1: CONFIRMATION OF LAST RCC MEETING MINUTES

AGENDA NO. 2: REVIEW OF ACTION TAKEN ON THE RECOMMENDATION/ DECISIONS OF THE LAST RCC MEETING

AGENDA NO.3: REVIEW OF RESEARCH AND DEVELOPMENT INSTITUTES: PROJECTS INITIATED AND CONCLUDED DURING THE PERIOD OF

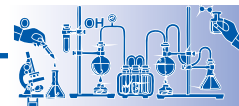
#	Institutes	DETAILS
1.	CSR&TI, Mysuru	a Projects concluded
		b New Projects initiated
2.	CSR&TI, Berhampore	a Projects concluded
		b New Projects initiated
3.	CSR&TI, Pampore	a Projects concluded
		b New Projects initiated
4.	CTR&TI, Ranchi	a Projects concluded
		b New Projects initiated
5.	CMER&TI, Lahdoigarh	a Projects concluded
		b New Projects initiated





6.	CSGRC, Hosur	
a	Projects concluded	
b	New Projects initiated	
7.	CSTRI, Bengaluru	
a	Projects concluded	
b	New Projects initiated	
8.	SBRL, Kodathi	
a	Projects concluded	
b	New Projects initiated	
9.	SSTL, Kodathi	
a	Projects concluded	
b	New Projects initiated	

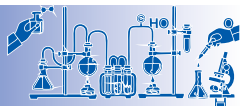
AGENDA NO. 4: ANY OTHER SUBJECT WITH PERMISSION OF THE CHAIR



FORMAT FOR SUBMISSION OF RESEARCH CONCEPT NOTE

PART I: GENERAL INFORMATION

1.	Title (maximum 50 words)	
2.	Objectives (Not more than three)	
3.	Duration (Years / Months) (maximum of 36 months)	
4.	Type of project- Institutional (single institutional/multi-disciplinary) Multi-institutional (National institutes [CSB/Others]/International institutes)	
5.	Investigators (one PI and at least one CI from each of the institute)	
6.	Origin of the Research proposal with flow chart on the evolution of the project proposal. (if any, please specify result of pilot study) (maximum 300 words)	[This should clearly indicate what prompted/or the need of undertaking this project, and how the investigators propose to reach their goals. This should be logical and supported by the connected work, relevant hypothesis, key questions, etc.]
7.	Problem(s) identified (maximum 200 words)	Should be precise and supported with relevant information etc.
8.	Current status of the problem and the information/ technology availability (Review of literature) (maximum 400 words)	[Give details of research carried out in the subject with supporting documents/citations and gap in the available information/technology to be filled in]
9.	Preliminary work done so far (maximum 200 words)	[This should briefly indicate the preliminary work done about the work proposed by the investigators as a regular or pilot study]
10.	Methodology / Plan of work (maximum 800 words)	[This should clearly indicate in detail the procedures to be followed in taking up the proposed study / work including the experimental design, analysis to be carried out, etc.]
11.	Organization of work elements (maximum 500 words)	[This shall contain only the organizational aspects such as the work distribution among the scientists / institutions, outsourcing if any, etc.]
12.	Expected outcome and utilization of outcome (maximum 400 words)	[This shall indicate the utilizable output and how it can utilized and its advantages]
13.	Funding Agency to be proposed (CSB/ DBT/ DST/ Others)	
14.	Total budget (item-wise break up details to be furnished)	
15.	Additional manpower requirement (if any, with justification) (maximum 100 words)	



16.	Additional instrument(s)/ infrastructure requirement (if any, with justification)	
17.	Observations/ recommendations of the Research Council and Action taken report thereof	
18.	Observations/ recommendations of the RCS and Action taken report thereof	
19.	Utilization status of the output of the projects completed by the Principal Investigator (during the last five years). (maximum 300 words)	
20.	Key words (Maximum 6 words)	

PART II: ADDITIONAL INFORMATION

1. Time schedule of activities giving Quarter-wise milestones

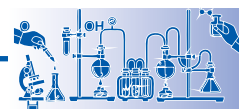
#	QTR	Milestone/ Activity	Expected Date of		Expected Outcome/visible/ measurable indicators
			Starting	Completion	
1.	I				
2.	II				
3.	III				
4.	IV				
5.	V				
6.	VI				
7.	VII				
8.	VIII				
9.	IX				
10.	X				
11.	XI				
12.	XII				

2. Role and Responsibility of Investigators [details should be provided separately for each investigator]

#	Name of the investigator	Objective	Responsibilities / work to be carried
1.			
2.			
3.			
4.			

3. Flow Chart of the Project clearly indicating all important activities

#	Activity	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12
1.													
2.													
3.													
4.													
5.													



4. Total Budget (in Lakh Rupees): [In case of multi-institutional projects, the budget details should be provided separately for each of the institute]

#	Item	1 st Year	2 nd Year	3 rd Year	Total
1	Non-Recurring (e.g. equipment, accessories, etc.):				
1.1					
1.2					
	Sub-total (1)				
2	Recurring:				
2.1	Manpower				
2.1.1	JRF/SRF/RA				
2.1.2	Project Asst.				
2.1.3	Consultant - Subject Expert				
	Sub-total (2.1)				
2.2	Consumables:				
2.2.1	Raw materials				
2.2.2	Chemicals				
2.2.3	Testing / analysis fee for samples at other institutes/ organization (out sourcing)				
2.2.4	Stationary, library, Seminar/Workshop/ trial, Demonstration/ Preparation of device manual etc.				
	Sub-total (2.2)				
3	Travel				
4	Contingency				
5	Overhead charges (max of 10% of recurring expenditure. Applicable for externally funded and to collaborating institutes only)				
	Sub-total (3+4+5)				
	Grand Total (1+2+3+4+5)				

Note:

- 1). Justification to each component under non-recurring (equipment) and manpower (PA/JRF/SRF) items to be furnished.
- 2). Details of smaller equipment availability with the institute and high price equipment availability with other CSB institutes to be furnished.

5. Existing facilities : Available equipment and accessories to be utilized for the project

#	Name of the equipment/ Accessories	Make	Model	Funding Agency	Year of procurement	Working status
1.						
2.						
3.						



6. Reference:

7. Declaration/ Certification

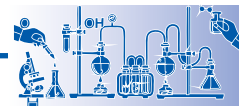
Signature of Principal Investigator
Name and Designation with seal

Signature of Co-investigator
Name and Designation with seal

Signature of Division Head
Name and Designation with seal

Signature of Co-ordinator
Name and Designation with seal

Signature of Director/ In-charge
Name and with seal



CENTRAL SILK BOARD
Ministry of Textiles, Govt. of India

CHECKLIST FOR SUBMISSION OF CONCEPT NOTE (RMIS-01)

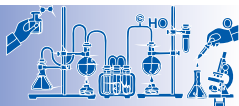
#	Particulars	Tick mark (✓/ X)			
		Yes	No		
1.	Whether name of the Institute with code indicated?	Yes	No		
2.	Whether project title restricted to 50 words?	Yes	No		
3.	Whether project period mentioned in months?	Yes	No		
4.	Whether funding Agency (CSB/ DBT/ DST / Any other) for the project is proposed?	Yes	No		
5.	Whether the concept note has been discussed in the Research Council? If yes, whether the minutes of the RC meeting attached with the proposal?	Yes	No		
6.	Whether the suggestions/ recommendations of the RC were incorporated in the concept note?	Yes	No		
7.	Whether Work Plan/ Activity Chart/ Quarter wise milestones incorporated?	Yes	No		
8.	Whether any previous study carried in Institute on similar lines funded by CSB/ external agency furnished?	Yes	No		
9.	Whether details of budget estimates proposed?	Yes	No		
10.	Whether justification for new equipment furnished?	Yes	No		
11.	Whether justification for manpower required furnished?	Yes	No		
12.	Whether included in the Institute Action Plan?	Yes	No		
13.	Details of the present work load of the Investigators proposed in the study (concept note) (Indicate only no. of approved ongoing projects):				
	Investigators	Proj. Code	Date of start	Date of end	% Time spent
i	Principle Investigator				
ii	Co-investigator				

(Please add additional row for more than one co-investigator)

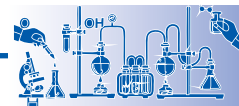
Signatures of Head of the Division with seal

Signature of Head of the PMCE Division with seal

Signatures of the Director/ In-charge with seal

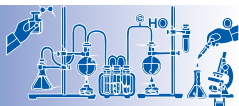

FORMAT FOR SUBMISSION OF RESEARCH PROJECT PROPOSAL
PART I: GENERAL INFORMATION

1.1	Project Title (maximum 50 words)	
1.2	Project Code (will be assigned by CO)	
1.3	Category of the project	
1.4	Specific area	
1.5	Project Duration (Months / Years) (maximum of 36 months)	
1.6	Name of the institute submitting the project proposal	
1.7	Name, Designation and address of the Project Coordinator (If any)	
1.8	Name(s), designation(s) and Address of the Principal investigator(s)	[There shall be one Principal Investigator and at least one Co- Investigator from the hosting institute. In case of multi- institutional projects, there shall be one PI and at least one CI at each institution. Too many investigators should not be added without specific work]
1.9	Name(s), designation(s) and address of the Co-investigator(s)	
1.10	Funding Agency (CSB/ DBT/ DST/ Others)	
1.11	Name of Collaborating Institutes (if multi-Institutional)	[MOU should be accompanied for collaboration with Non-CSB Institutes & MoA in case of Industry partners]
1.12	Total Budget (Rs. in lakh)	
1.13	Additional manpower requirement (PA/ JRF/ SRF/ Experts) with justification (maximum 100 words)	
1.14	Additional instrument(s)/ infrastructure requirement with justification (maximum 200 words)	
1.15	Require Regulatory Clearance (if yes, attach the regulatory clearance document)	Yes / No
1.16	Require Ethical Clearance (Yes/ No)	
1.17	Industry Collaboration (Yes/ No)	
1.18	Project Summary (maximum 800 words)	[This should briefly include the problem or reason for taking up the proposed work, the aims/objectives, the work to be carried out and the expected outcome and its utilization]
1.19	Project Keywords (maximum 10 words)	



PART II: PARTICULARS OF INVESTIGATORS

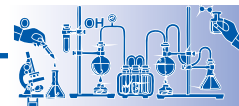
2.1	Coordinator	
	Name	
	Date of birth	
	Sex	
	Designation	
	Department	
	Institute/ University address:	
	E-mail I D	
	Contact Details (Mobile/ Landline)	
	Details of the project completed and output utilization during the last five years	
2.2	Principal Investigator	
	Name	
	Date of birth	
	Sex	
	Designation	
	Department	
	Institute/ University address:	
	E-mail I D	
	Contact Details (Mobile/ Landline)	
	No. of projects handled in the last 5 years with project code: a) as PI b) as CI	
	No. of projects being handled at present with project code: a) as PI b) as CI	
	Details of the project completed and output utilization during the last five years	
	<i>Add additional row for more PIs involved</i>	
2.3	Co-investigator	
	Name	
	Date of birth	
	Sex	
	Designation	
	Department	
	Institute/ University address:	
	E-mail I D	
Contact Details (Mobile/ Landline)		



	No. of projects handled in the last 5 years with project code: a) as PI b) as CI	
	No. of projects being handled at present with project code: a) as PI b) as CI	
	Details of the project completed and output utilization during the last five years	
	<i>Add additional row for more CIs involved</i>	
2.4	Proposed Research Fellows (PA/ JRF/ SRF/ RA)	[Detailed justification with work sharing]

PART III: TECHNICAL DETAILS OF THE PROJECT

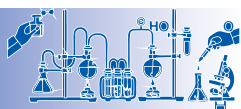
3.1	Introduction	[The introduction shall include detailed information on the following points]
3.2	Origin of the proposal / Rationale of the study (maximum 300 words)	[This should clearly indicate what prompted/ or the need of undertaking this project, and how the investigators propose to reach their goals. This should be logical and supported by the connected work, relevant hypothesis, key questions, etc.]
3.3	Problem(s) identified (maximum 200 words)	Should be precise and supported with relevant information etc.
3.4	Relevance of the problem to sericulture/ silk industry	[This should clearly indicate why this study is needed and what could be the outcome in terms of economic & qualitative output or contribution to the society.]
3.5	Current status of research on the problem/ area (i) National level (ii) International level (maximum 800 words)	[Give details of research carried out in the subject with supporting documents/citations and gap in the available information/ technology to be filled in]
3.6	Importance of the proposed project in the context of current status (maximum 200 words)	How the outcome of the project going to benefit the sericulture industry
3.7	Objectives (maximum 400 words)	[The objectives must be in bullet form and unambiguous. This should be followed by a short paragraph indicating the methods to be followed for achieving each of the objectives and verifiable indicators of progress.]



3.8	Expertise available with proposed investigation group/ institution on the subject of the project	[This should briefly indicate the capabilities of each of the associated investigators required in carrying out various activities of the proposed project]
3.9	Preliminary work done so far (maximum 200 words)	[This should briefly indicate the preliminary work done about the work proposed by the investigators as a regular or pilot study]
3.10	Anticipated products, processes/ technology packages, information or other outcome from the project and their expected utility	[This shall indicate the utilizable output and how it can be utilized and its advantages]
3.11	Methodology /Work Plan (maximum 800 words)	[This should clearly indicate in detail the procedures to be followed in taking up the proposed study / work including the experimental design, analysis to be carried out, etc.]
3.12	Organization of work elements (maximum 500 words)	[This shall contain only the organizational aspects such as the work distribution among the scientists / institutions, outsourcing if any, etc.]
3.13	Proprietary/patented items, if any, expected to be used for this project	[Give details with justifications and alternative products if any available.]
3.14	Expected Outcome from the project (maximum 400 words)	[This shall indicate the expected outcome and how it can be helpful for the sector]
3.15	Suggested plan of action for utilization of the expected outcome from the project	[Give a brief plan of action to utilize the outcome assuming that the project is successful]

3.16. Time schedule of activities giving Quarter-wise milestones [In case of multi-institutional/ collaborative projects, the time-schedule details should be provided separately for each of the institute]

#	QTR	Milestone/ Activity	Expected Date of		Expected Outcome/visible/ measurable indicators
			Starting	Completion	
1.	I				
2.	II				
3.	III				
4.	IV				
5.	V				
6.	VI				
7.	VII				
8.	VIII				
9.	IX				
10.	X				
11.	XI				
12.	XII				



3.17 Role and Responsibility of Investigators [details should be provided separately for each investigator]

#	Name of the investigator	Objective	Responsibilities / work to be carried
1.			
2.			
3.			
4.			

3.18 PERT Chart of the Project clearly indicating all important activities
.....

3.19 Project implementing Institutes /Organizations

Name of the Institute/ Organization	Address of the Institute/ Organizations	Proposed research aspects	Proposed amount	Cost Sharing %

3.20 REFERENCES (List of relevant literature cited)

PART IV: BUDGET PARTICULARS (in Lakh Rupees): [In case of multi-institutional projects, the budget details should be provided separately for each of the institute]

4.1 Non-Recurring (e.g. equipment, accessories, etc.):

#	Item	No.	1 st Year	2 nd Year	3 rd Year	Total
1.						
2.						
	Sub-total 4.1					

Note: Please furnish item-wise justification for proposed equipment / item.

4.1 Recurring:

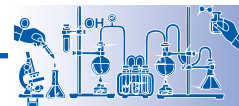
4.2.1 Manpower:

#	Position	No.	1 st Year	2 nd Year	3 rd Year	Total
1.	JRF/SRF/RA					
2.	Project Assistant					
3.	Expert (Days)					
	Sub-total 4.2.1					

Note: Please furnish justification for manpower.

4.2.2 Consumables:

#	Item	1 st Year	2 nd Year	3 rd Year	Total
1.	Raw materials				
2.	Chemicals				
3.	Testing / analysis fee for samples at other institutes/ organization (out sourcing)				
4.	Stationary, library, Seminar/Workshop/ trial, Demonstration/ Preparation of device manual etc.				
	Sub-total 4.2.2				



Other Items:

#	Item	1 st Year	2 nd Year	3 rd Year	Total
4.3	Travel				
4.4	Contingency				
4.5	Overhead charges (max of 10% of recurring expenditure. Applicable for externally funded and outside collaborating institute projects only)				
	Sub-total (4.3+4.4+4.5):				
	Grand Total :				

PART V: EXISTING FACILITIES

Available equipment and accessories to be utilized for the project:

#	Name of the equipment/ Accessories	Make	Model	Funding Agency	Year of procurement	Working status
1.						
2.						
3.						

PART VI: BIODATA OF INVESTIGATORS

6.1 BIODATA OF PROJECT INVESTIGATOR/ CO-INVESTIGATOR

(Add additional row for more CIs involved)

1. Full name :
2. Designation :
3. Department/Institute/University :
4. Address for communication :
5. Date of birth :
6. Sex :
7. Education (Post graduate onwards and professional career):

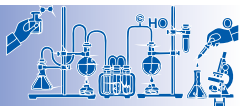
Name of University	Degree passed	Year of passing	Subjects taken with specialization	Class/Divn.

8. Positions held/Research experience in various institutions (Not required for in-house personnel) : NA (In-house)

Employer	Designation	Date of joining	Date of leaving

9. Awards/ Honors (Not required for in-house personnel):

Year	Award	Agency	Purpose	Nature



10. Memberships/Fellowships (Not required for in-house personnel) :

11. Patents: (Not required for in-house personnel) : No

12. Publications (Numbers only)

Books :

Research papers, reports :

Gene sequence published :

General articles :

13. Projects submitted/being pursued/carried out by Investigator:

#	Title of the project	Funding agency	Duration From - To	No. of Scientists/Associates working under the project	Total approved cost of the project

14. Professional experience and training relevant to the project:

15. Highlights of outcome/progress of the project (s) handled during the past 10 years, their outcome and utilization (in 200 words).

PART VII: DECLARATION/CERTIFICATION

7.1 By the Investigating Group

It is certified that: -

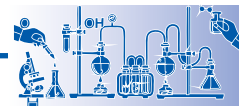
- i. Before undertaking the project, thorough review of the earlier work has been done and found that the research work proposed in the project does not in any way duplicate the work already done or being carried out elsewhere on the subject.
- ii. This project has not been submitted to any other agencies for financial support.
- iii. The emoluments for the manpower proposed are those admissible to persons of corresponding status employed in the R&D Institutes of Central Silk Board.
- iv. It is agreed by us that any research outcome or intellectual property right(s) on the invention(s) arising out of the project shall be the property of the Central Silk Board and no claim will be made on it.
- v. It is agreed, that upon transfer or superannuation, to hand over the entire information which includes documents on the project, raw & analyzed data, instruments, equipments, research material, records on financial expenditure etc., to the next person who assumes charge of the project or the CI of the project. Also agree to extend all supports without any inhibition for the successful completion of the project, whenever required.
- vi. The equipments and other the basic facilities created under the project is the property of the Institute and required action will be taken as and when required for proper up keeping of the same.
- vii. Agree not to share the information/technology emanated from the project without prior approval of the Competent Authority.

Signature of Principal Investigator
Name and Designation

Signature of Co-Investigator
Name and Designation

Signature of Co-Investigator
Name and Designation

Signature of Co-Investigator
Name and Designation



7.2 By the Head of the Division/Institute

It is certified that: -

- i. The research work proposed in the project does not in any way duplicate the work already done or being carried out elsewhere on the subject and the project has not been submitted to any other agencies for financial support.
- ii. The emoluments for the manpower proposed are those admissible to persons of corresponding status employed in the R&D Institutes of Central Silk Board.
- iii. Necessary provision for successful implementation the project will be made in the Institute.
- iv. If the project involves the utilization of genetically engineered organism, it is agreed to constitute an Institutional bio-safety committee as per the guidelines of the Department of Biotechnology and would follow the same in toto.
- v. If the project involves field trials / experiments/ exchange of specimens etc. we will ensure that ethical/government/department clearances would be taken well in advance from the concerned ethical committees/ competent authorities.
- vi. It is agreed that any research outcome or intellectual property right(s) on the invention(s) arising out of the project shall be the property of the Central Silk Board and utilization of the same will be done in accordance with the guidelines/ permission of the CSB.
- vii. Whenever a collaborative project is undertaken with non-CSB institutes, legally vetted MOU will be signed on credit sharing well before the initiation of the project and the project will be implemented as per the terms and conditions of MoU. A signed MOU will be submitted to CO for record purpose.
- viii. The institute agrees that the equipment, the basic facilities and such other administrative facilities as per terms and conditions of the grant will be extended to investigators throughout the duration of the project and proper measures will be made for proper up keeping and utilization of the instrument.
- ix. The institute assumes to undertake the financial and other management responsibilities of the project.
- x. It is agreed, that upon transfer or superannuation of any of the Investigators, proper handing over and taking charge would be ensured. If any failure is noticed appropriate action would be initiated against the erring officers.

Signature of Division Head

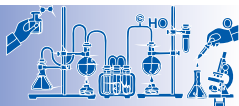
Institute/with seal

Date:

Signature of Co-ordinator

Institute/ with seal

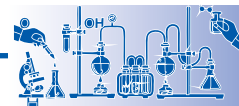
Date:



Signature of Director/ Office In-charge of
Institute/ with seal
Date:

**PART VIII: COMMENTS OF THE REFERRES & RCS, CO CSB AND ACTION TAKEN REPORT
THEREOF (Copy of comments of the referees to be enclosed)**

**PART IX: RECOMMENDATION OF THE RAC (enclose the latest RAC minutes/ relevant portion
pertaining to the project) AND ACTION TAKEN REPORT THEREOF.**



CENTRAL SILK BOARD
Ministry of Textiles, Govt. of India

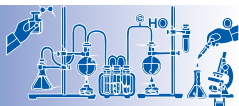
CHECKLIST FOR SUBMISSION OF PROJECT PROPOSAL (RMIS-02)

#	Particulars	Tick mark (✓/ X)			
1.	Whether name of the Institute with code indicated?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
2.	Whether project title restricted to less than 50 words?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
3.	Whether project period mentioned in months?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
4.	Whether funding Agency (CSB/ DBT/ DST / Any other) for project is proposed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
5.	Whether the proposal has been discussed in the RAC/ RCC meeting? (If yes, whether the minutes of the RAC/ RCC meeting attached with the proposal?)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
6.	Whether the suggestions / recommendations of RAC/ RCC were incorporated in the final proposal?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
7.	Whether the suggestions / recommendations of RCS were incorporated in the final proposal?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
8.	Whether the referees' comments/ suggestions received and incorporated in the proposal?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
9.	Whether Work Plan/ Activity Chart/ Quarter wise milestones incorporated?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
10.	Whether the details of budget estimates proposed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
11.	Whether justification for new equipment furnished?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
12.	Whether justification for manpower furnished?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
13.	Whether requirement of new scientific equipments incorporated in the Action Plan Part-III (Budget Estimate-BE)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
14.	Whether MoU/MoA is exercised? (In case of collaborative projects)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Signatures of Head of the Division with seal

Signature of Head of the PMCE Division with seal

Signatures of the Director/ In-charge with seal

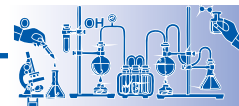


FORMAT FOR INVITING REFEREES COMMENTS

1. Name of the Referee :
2. Designation of the Referee :
3. Address with contact details :
4. Title of the project :
5. Date of receipt of proposal :

Detailed evaluation of project

#	Components	Comments
I	Objectives	
A	Are the objectives realistic/ advisable and justifying the research work?(If No, please specify)	
B	Do the objective(s) need any modification? (If Yes, please specify)	
C	Overall view on Objectives*	
II	Relevance to scientific excellence	
A	Is the literature of previous work reviewed properly? (If No, please specify)	
B	Is the proposed study duplication of previous work? (If Yes, please specify)	
C	Is the scientific approach relevant to the problem? (If No, please specify)	
D	Overall view on relevance to scientific excellence*	
III	Methodology	
A	Is the methodology given fulfilling all the objectives? (If No, please specify)	
B	Is the approach novel / innovative? (If Yes, specify)	
C	Overall view on Methodology*	
IV	Work Plan	
A	Is the research plan of work clear? (If No, please specify)	
B	Is the proposed work schedule clearly indicating the timelines? (If No, please specify)	
C	Overall view on Work plan*	
V	Product / Process development	
A	Is the project aims at developing new Technology/ Breed/ Variety/ Method/ Protocol/ Process? (If Yes, please specify)	
B	Is the project aims at improving an existing Technology/ Breed/ Variety/ Method/ Protocol / Process? (If Yes, please specify)	
C	Overall view on Product/ Process development*	



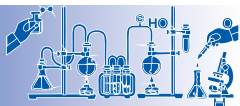
VI	Expertise of PI/ CIs and the implementing/ collaborating institute	
A	Do the researchers have the necessary expertise and competence to carry out the work? (If No, please specify)	
B	Is collaboration required to fulfill research work? (If No, please specify)	
C	Role and responsibility of investigators/ institutes in collaborating projects is justifying? (If No, please specify)	
D	Views on the expertise/ infrastructure of collaborating institute/ researcher? (please specify)	
E	Overall view on experts involved in the work*	
VII	Budgetary detail (manpower, consumables, travel, equipment's and other facilities, etc.)	
A	Is the budget proposed is sufficient to carry out work? (If No, please specify)	
B	Are the proposed budget components viz., manpower, equipment etc., is justified? (If No, please specify)	
C	Is outsourcing of said work/ experiment/ is necessary? (If Yes, please specify)	
D	Overall view on budget proposed*	
VIII	Socio-economic value	
A	Is the project propos aims at socio-economic benefits/ upliftment? (If Yes, please specify)	
B	Overall view on Socio-economic value*	
IX	Specific comments/ observations on the components of project*	
X	Suggestions for improvement (Please specify, if any)	
XI	Recommendation of the referee	
A	Recommended as it is	
B	Recommended with modification as suggested	
C	Not recommended	

Note = * Not more than 50 words

Place:

Signature of the Referee

Date:



Annexure-8

FORMAT (DRAFT) OF MEMORANDUM OF UNDERSTANDING (MoU)

THIS MEMORANDUM OF UNDERSTANDING is made on this day of, Two thousand and BY AND BETWEEN the **Central Silk Board (CSB)**, Ministry of Textiles, BTM Layout, Madiwala, Bangalore- 560 068, Karnataka, a statutory body created by an act of Parliament, Central Silk Board Act, 1948, functioning under the Ministry of Textiles, Government of India, which is represented by its **Member Secretary**, who has authorized the Director of, CSB to enter into this understanding on behalf of Central Silk Board, herein after called “**CSB, Bangalore**” (Which expression unless excluded by or repugnant to the subject shall mean and include its successor-in-office and permitted assignees) of the **FIRST PART**;

AND

....., having its registered office in is represented by its, hereinafter referred to as “.....” (Which expression unless excluded by or repugnant to the subject shall mean and include its successor-in-office and permitted assignees) of the **SECOND PART**;

AND (if three institutes are collaborating)

....., having its registered office in is represented by its, hereinafter referred to as “.....” (Which expression unless excluded by or repugnant to the subject shall mean and include its successor-in-office and permitted assignees) of the **THIRD PART**;

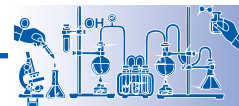
PURPOSE OR SCOPE OF MOU

WHEREAS, the CSB being desirous of sericulture development in the country has accepted / proposed the research proposal on “.....” as a collaborative project with & and has agreed to support the said project for the attainment of its objectives to promote in India.

WHEREAS in consideration thereof all the parties have agreed to enter into this MOU which defines the roles matters related to roles and responsibilities of the participating institutions, monitoring and other matters related to the said project. The project document also forms part and parcel of the MOU (**Annexure-I, page 1 to**).

NOW THE PARTIES HERETO AGREE AS FOLLOWS

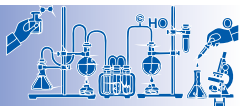
1. **ROLE OF CSB, BANGALORE** (to modify clause-2 as per requirement)
 - 1.1. To provide funds to the extent of Rs..... lakhs (Rupees lakhs and thousands only) over a period of years from the date of sanction of the project, to the collaborating institutes, &, for undertaking activities as detailed in **Annexure-I**, besides other terms and conditions to be mutually agreed upon by all the parties shall be part and parcel of the MOU.
 - 1.2. To supply the CSB shall also provide necessary.....



- 1.3. CSB shall designate scientists or specialists to visit the and periodically for reviewing the progress of the work and for suggesting such measures as to ensure timely realization of the objectives of the Project.
- 1.4. CSB shall facilitate periodical meeting of the scientists group constituted for the purposeto review the progress and provide necessary guidance to the Project, with changes as required from time to time.
- 1.5. To assist..... in field testing and technology transfer of the developed products.
- 1.6.

2. ROLE OF (to modify clauses as per requirement)

- 2.1. To study on standardization of protocol for, as per the objectives, methodology and milestones indicated in the project proposal.
- 2.2. To obtain necessary regulatory clearance if any for
- 2.3. To commercialize the developed products along with the support of CSB..... wherever required.
- 2.4. To estimate the and spirit for mutual sharing of scientific knowledge.
- 2.5. To support CSB in devising the format for collecting data on & its interpretation to finalize the project outcome, market acceptability/viability, feasibility for specialty niche market etc.
- 2.6. To provide necessary facilities and faculty as required for implementation of the said Project.
- 2.7. To permit the Scientist(s) authorized by the CSB to work with the Research and Development team of the who are involved in the implementation of the said Project.
- 2.8. To recruit the required number of scientific staffs/Fellows as sanctioned by CSB. The recruitment of the said personnel shall be purely on contractual terms and conditions such that the contract for engagement of the man power shall be co- terminus with the said Project. At any level no binding is on CSB to support the Project staffs after the project period.
- 2.9. The will furnish progress report of the work on the Project in the prescribed format, on quarterly basis and at the end of the project, for further review by the concerned designated Working Group/Task force/Research Council/ Research Advisory Committee/ Research Coordination Committee, etc. of CSB, in the prescribed format. In addition to this, the shall designate Scientists or specialists to visit the CSB or its R&D Institutes periodically for suggesting such measures as to ensure early realization of the objectives of the project and on completion of the project, two copies of a consolidated report of the work on the subject would be submitted to CSB, besides samples for large scale trials of the
- 2.10. To maintain a separate audit head of account for the grants, if any received from CSB, Bangalore for the Project and submit Utilization Certificate in prescribed format, an annual audited statement of expenditure, as on 31st March of the year, incurred under the project, along with necessary enclosures for the outstanding balances.



2.11 To ensure judicious utilization of grants given by CSB for the purpose for which it was granted and to ensure timely progress of the project work.

2.12 To extend other incidental services required to implement the project satisfactorily.

2.13

3. ROLE OF (if three institutes are collaborating, to modify clauses as per requirement)

3.1. To study on standardization of protocol for, as per the objectives, methodology and milestones indicated in the project proposal.

3.2. To obtain necessary regulatory clearance if any for

3.3. To commercialize the developed products along with the support of CSB..... wherever required.

3.4. To estimate the and spirit for mutual sharing of scientific knowledge.

3.5. To support CSB in devising the format for collecting data on & its interpretation to finalise the project outcome, market acceptability/viability, feasibility for specialty niche market etc.

3.6. To provide necessary facilities and faculty as required for implementation of the said Project.

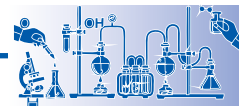
3.7. To permit the Scientist(s) authorized by the CSB to work with the Research and Development team of the who are involved in the implementation of the said Project.

3.8. To recruit the required number of scientific staffs/Fellows as sanctioned by CSB. The recruitment of the said personnel shall be purely on contractual terms and conditions such that the contract for engagement of the man power shall be co- terminus with the said Project. At any level no binding is on CSB to support the Project staffs after the project period.

3.9. The will furnish progress report of the work on the Project in the prescribed format, on quarterly basis and at the end of the project, for further review by the concerned designated Working Group/Task force/Research Council/ Research Advisory Committee/ Research Coordination Committee, etc. of CSB, in the prescribed format. In addition to this, the shall designate Scientists or specialists to visit the CSB or its R&D Institutes periodically for suggesting such measures as to ensure early realization of the objectives of the project and on completion of the project, two copies of a consolidated report of the work on the subject would be submitted to CSB, besides samples for large scale trials of the

3.10. To maintain a separate audit head of account for the grants, if any received from CSB, Bangalore for the Project and submit Utilization Certificate in prescribed format, an annual audited statement of expenditure, as on 31" March of the year, incurred under the project, along with necessary enclosures for the outstanding balances.

3.11. To ensure judicious utilization of grants given by CSB for the purpose for which it was granted and to ensure timely progress of the project work.



- 3.12. To extend other incidental services required to implement the project satisfactorily.
- 3.13.

4. DURATION OF THE PROJECT

- 4.1. Total duration of the Project shall be years from the date of the sanctioning of the Project by CSB. Any extension of the Project shall be subject to approval of competent authority of CSB/ mutual consent of the collaborating institutes.

5. DURATION OF MEMORANDUM OF UNDERSTANDING

- 5.1. The MOU will remain in force for the duration of the project i.e.,and until all claims are settled between CSB, andAny extension of the Project shall be subject to approval of competent authority of all the collaborating institutes.

5.2. SHARING OF THE FACILITIES

- 5.2.1. All the parties have agreed to provide access to each other at their existing facilities, which includes laboratories and other facilities available at both the institutions for pursuing collaborative research work initiatives. All the Parties also agree that, for usage of the laboratory space and instruments, prior request should be made by the party intending to use the other Party’s facilities indicating the type of work and the duration of the work, as per the work elements.

6. RIGHTS OF OWNERSHIP / TECHNOLOGY TRANSFER AND UTILIZATION

- 6.1. The terms with respect to title to and exploitation of intellectual property including Trade and Service marks, Copyrights, Patents, Designs and Confidential Information on the subject will be governed by the IPR policy of CSB. However, due recognition and credit shall be given to the Institutes generating such intellectual property. It shall be the responsibility of CSB to take necessary action for protection of the Intellectual Property Rights (IPR) arising out of the project and duly assign or transfer of the same to the CSB for obtaining IPR rights.

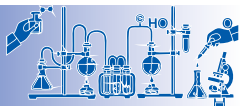
or

Any technology/Innovation/Intellectual property generated through the project shall be the joint property of CSB, and It shall be the responsibility of CSB to take necessary action for protection of the intellectual property rights arising out of the PROJECT through proper instruments such as patents, copyrights, etc.

or

Any technology/Innovation/Intellectual property generated through the project shall be the joint property of CSB, and It shall be the joint responsibility of CSB, and to take necessary action for protection of the intellectual property rights arising out of the PROJECT through proper instruments such as patents, copyrights, etc.

- 6.2. The know-how developed under the project may be transferred by CSB (or jointly by CSB, and) to other entrepreneurs on a non-exclusive basis on such terms and conditions as may be determined by CSB (or jointly by CSB, and).



- 6.3. Technology developed out of this research project shall be jointly patented and sharing of any royalty received by transferring/selling the technology shall be kept with CSB, Bangalore in view of the project being totally funded by CSB.

or

The benefit sharing upon commercialization and subsequent royalty shall be in the ratio of ...: ...:between CSB, and (subject to realization of costs incurred by CSB)

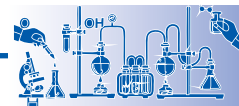
or

The commercialization rights on exclusive basis will rest with the entrepreneur/ industrial partner..... foryears (subject to realization of costs incurred by CSB). Later the commercialization rights rest with CSB or jointly by CSB, and at the ratio of ...: ...: The benefit sharing upon commercialization and subsequent royalty shall be in the ratio of ...: ...: between CSB, and

- 6.4. All the assets including the equipments and produce acquired will be the property of CSB and shall not be utilized for purposes other than those for which the grant has been sanctioned. The rights of CSB under this MoU shall not be transferred by and, to any other party without prior approval in writing of CSB.
- 6.5. Information relating to the research results and scientific material (reports, articles, books) will be exchanged freely keeping in mind the mutually agreed provisions of intellectual property ownership. All the publications shall be jointly brought out and it shall be the responsibility of and to ensure that support of CSB is suitably acknowledged in the publications (papers, reports, etc.) arising out of the project. Further, CSB shall be the final custodian of the entire data generated from the project.
- 6.6. For the purpose of this MoU the term “intellectual property” shall mean any and all works and property including but not limited to all intellectual property ideas, inventions, concepts, products, improvement innovations, discoveries, development methods, formulae, techniques, software know-how and writings made, conceived and reduced to practice.
- 6.7. All other terms and conditions of the grant shall be as per Annexure-I, which forms part and parcel of this MOU.

7. CONFIDENTIALITY

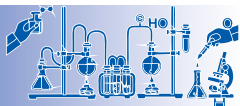
- 7.1. Confidential information shall mean any proprietary information, data or facts belonging to PARTIES collectively or severally, disclosed by the disclosing party under this MoU or any subsequent MoU, whether in writing, verbal or electronically, irrespective of the medium in which such information is stored, which is marked confidential or with any other words having similar meaning by the parties, or declared or identified so by the disclosing party before such disclosure or during the discussions. However, confidential information shall not include any data or information which:
- a) is or becomes publicly available through no fault of the receiving party.
 - b) is already in the rightful position of the receiving party prior to its receipt of such data or information.



- c) is independently developed by the receiving party without reference to the confidential information of the disclosing party.
 - d) is rightfully obtained by the receiving party from a third party or is in the public domain.
 - e) is disclosed with the written consent of the party whose information it is, or
 - f) is disclosed pursuant to court order or other legal compulsion, after providing prior notice to the disclosing party.
- 7.2. During the tenure of the MOU both the parties will maintain strict confidentiality and prevent disclosure of all the information and data exchanged under the scope of this MOU for any purpose other than in accordance with this MOU.
- 7.3. Both the parties shall bind their respective personnel who come into possession or knowledge of any confidential information not to disclose the same to third parties without written approval of the disclosing party or use such confidential information for any use other than intended under this MoU.
- 7.4. Further, both the parties shall put in place adequate and reasonable measures to keep and store confidential information secure so as to prevent any unauthorized use.

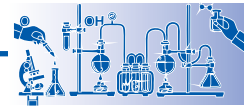
8. MONITORING

- 8.1. The schedule for release of grants shall be as under subject to restricting to the budgetary allocation approved in the project.
-% - on entering into MoU
 -% - on submission of the utilization of the first installment and
 -% - on submission of the utilization of the first installment and final draft of the Process document. Progress report in the specified format, samples for large scale trials etc., to follow and completed within the project period.
- 8.2. The progress of implementation of the project and proper utilization of grants shall be reviewed by the CSB and by the designated monitoring committee set up by CSB.
- 8.3. The periodical progress of physical achievements and the utilization of funds, statement of expenditure shall be evaluated by the monitoring committee and concerned audit & account authorities at CSB.
- 8.4. The Comptroller and Auditor General of India, at his discretion shall have the right of access to the books and accounts of and for the grants received from CSB for this project.
- 8.5. The CSB may terminate the grant at any stage if it convinced that the grant has not been properly utilized or appropriate progress has not been made. In the event CSB terminates the grant, and shall handover all data/ documents including technical details and equipment purchased related to the project. Any unspent part of amount to be surrendered to Central Silk Board through an account payee demand draft along with the utilization certificate (UC).



9. TERMS OF UNDERSTANDING, AMENDEMENT, RESOLUTIONS AND TERMINATION (to modify clauses as per requirement)

- 9.1. Any amendments and /or addenda to the MoU shall be in writing and signed by the parties hereto and shall only after such execution be deemed to form part of the MoU and have the effect of modifying the MoU to the extent required by such amendment or addenda.
- 9.2. This MOU shall remain in force from the date of signature by both parties and shall continue in effect until either of the Parties expresses, in writing, to the other, a desire to terminate.
- 9.3. After this MoU has been signed, all preceding understandings / negotiations and correspondence pertaining to it shall become null and void.
- 9.4. The amount of project, payment mode, indemnification, utilization certificate mode, third party evaluation, if any shall be looked after by the concerned parties as per the requirements of CSB.
- 9.5. No failure to exercise and no delay in exercising, on the part of a party, and right, remedy, power or privilege hereunder shall operate as a waiver thereof, nor shall any single or partial exercise of any right, remedy, power or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, remedy, power or privilege. The rights, remedies, power and privileges herein provided are cumulative and not exclusive of any right, remedies, powers and privileges provided by law.
- 9.6. Neither PARTY shall be held responsible for non-fulfillment of their respective obligations under this MoU due to the exigency of one or more of the force majeure events such as but not limited to Acts of God, War, Flood, Earthquakes, Strike, Lockouts, Epidemics, Riots, Civil Commotion, etc., provided on the occurrence and cessation of any such events, the PARTY affected thereby shall give a notice in writing to the other PARTY within one month of such occurrence or cessation. If *the force majeure* conditions continue beyond six months, the parties shall then mutually decide about the future course of action
- 9.7. The developed products shall be synthesized and put to field trials, up-scaling and expanding to various (field units etc.) be carried out.
- 9.8. Efforts to commercialize and promote these products shall also be attempted jointly by CSB and & (to retain as per requirement).
- 9.9. One signed original and two certified copies of this MOU shall be produced with one to reside with each party (to modify as per requirement).
- 9.10. The fund allocation for manpower engagement and the equipment is as indicated in the project proposal and shall be the property of the concerned institute (to retain as per requirement).
- 9.11. The equipment purchased with the project fund shall be clearly marked and tagged with the project title.
- 9.12. Instruments procured/fabricated shall be installed at concerned laboratories as mentioned in the project proposal.
- 9.13. Both the parties shall not, during the term of this MoU directly or indirectly, solicit or offer employment or engagement to any of the personnel of other party without the prior consent in writing of that other party.



9.14. The selection of JRF/SRF, payment to them, duration of engagement, essential qualification and quantum of payment to be made shall be done by, & as per the guidelines of (to modify as per requirement).

10. ARBITRATION

10.1. In the event of any question, dispute or difference whatsoever arising between the parties to this MoU out of or relating to the construction, meaning scope, operation or effect of this MoU or the validity of the breach thereof shall be settled by mutual consultation and discussion, failing which same may be referred to an Arbitrator to be nominated / appointed by the Member Secretary, CSB or as per the provisions under Indian Arbitration and Conciliation Act 1996 as amended from time to time. The language of arbitration will be English.

10.2. The provisions of the Arbitration and Conciliation Act, 1996 and or the guidelines of ICADR will be applicable and the award made there under shall be final and binding upon the parties hereto, subject to legal remedies available under the Law. Such differences shall be deemed to be a submission to arbitration under the Indian Arbitration and Conciliation Act, 1996 or of any modifications or reenactments thereof.

11. GOVERNING LAW

11.1. This MoU shall take effect in accordance with the laws of India and subject to the jurisdiction of courts at Bengaluru.

IN WITNESS WHEREOF the parties hereto have signed, sealed and delivered this MoU on the day, month and year first above written in presence of

WITNESSES:

Signed by.....

- 1.
- 2.

(Designation)
For and on behalf of CSB.....

WITNESSES

Signed by.....

- 1.
- 2.

(Designation)
For and on behalf of

WITNESSES

Signed by.....

- 1.
- 2.

(Designation)



DETAILS OF R & D PROJECTS, TRANSFER OF TECHNOLOGY (ToTs), CAPACITY BUILDING & TRAINING (CBT) AND EXTENSION COMMUNICATION PROGRAMMES (ECPs) CONDUCTED FOR THE MONTH OF,20.. (20..-20..)

Institute:

(In Number)

#	Research Activity/ Category	Particulars	Annual target			Target			Achievement			Re- marks	
			During the month		Upto the end of the Month during the year		During the month		Upto the end of the Month during the year				
			Physical (No.)	Beneficiaries (No.)	Physical (No.)	Beneficiaries (No.)	Physical (No.)	Beneficiaries (No.)	Physical (No.)	Beneficiaries (No.)			
1	Research projects	Ongoing projects											
		New projects initiated #											
		Concluded projects #											
2	Technologies	Technologies commercialized											
		Technologies patented											
		Trial of Technologies to field (On-station/On-farm)											
3	Capacity Building & Training (CBT)	Structured Training Course *											
		Farmers Skill Training											

MONTHLY PROGRESS REPORT OF R&D PROJECTS FOR THE MONTH OF , 20..... (20...-20...)

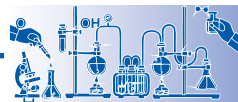
Institute:

#	Particulars	Details
I	On-going projects	
A	Projects implemented by the Institute	
1.1	Project Code & Title	
1.2	Objectives	
1.3	Work carried out during the month*	
1.4	Expenditure during the month (Rs. in lakh)	
	<i>Add additional rows for more projects</i>	
B	Collaborative projects with other CSB institute as CI	
1.1	Project Code & Title	
1.2	Objectives	
1.3	Work carried out during the month*	
1.4	Expenditure during the month (Rs. in lakh)	
	<i>Add additional rows for more projects</i>	
II	Concluded projects	
1.1	Project Code & Title	
1.2	Objectives	
1.3	Findings*	
1.4	Expenditure (Rs. in lakh)	
	<i>Add additional rows for more projects</i>	

Note: * - in not more than 50 words

FIELD VISIT REPORT OF THE SCIENTISTS OF & ITS NESTED UNITS FOR THE MONTH OF , 20....

#	Name & Designation of scientists and their place of work	Date of visit	Place/ Area of visit	Purpose	Suggestion given	Remedial measures made	Director Comment	Follow up	
								Date	Action Taken
1.									
2.									





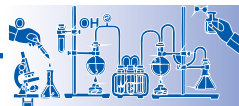
QUARTERLY PROGRESS REPORT OF R & D PROJECTS FOR THE QUARTER 20... (20...-20...)

Institute:

#	Particulars	Target (No.)			Achievement		Remarks
		Annual target	During the Quarter	Upto the end of the Quarter during the year	During the Quarter	Upto the end of the Quarter during the year	
1	On-going projects						
2	New projects initiated#						
3	Concluded projects#						

Project code to be mentioned in the remarks column

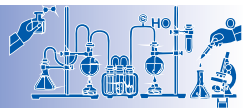
#	Particulars	Details
I	On-going projects during 20... - 20...	
A	Projects implemented by the Institute	
1.1	Project Code & Title	
1.2	Investigators (PI & CIs)	
1.3	Duration (Period)	
1.4	Budget allocation (Rs. in lakh)	
1.5	Objectives	
1.6	Work carried out as per objective (brief)*	
1.7	Milestones to be crossed	
1.8	Milestones actually crossed	
1.9	Outcome expected	
1.10	Actual outcome	
1.11	Remarks from PI / CI / Director	
1.12	Total Expenditure since initiation (Rs. in lakh)	
1.13	Expenditure during the quarter (Rs. in lakh)	
	<i>Add additional rows for more projects</i>	



B	Collaborative projects with other CSB institute as CI
1.1	Project Code & Title
1.2	Investigators (PI & CI)
1.3	Duration (Period)
1.4	Objectives
1.5	Milestones actually crossed
1.6	Remarks from CI / Director
	<i>Add additional rows for more projects</i>
II	Concluding projects (during 20... - 20...)
1.1	Project Code & Title
1.2	Investigators (PI & CIs)
1.3	Duration (Period),
1.4	Budget allocation (Rs. in lakh)
1.5	Objectives
1.6	Actual outcome
1.7	Remarks from PI / CI
1.8	Remarks from the Director
1.9	Expenditure during the quarter (Rs. in lakh)
1.10	Total Expenditure since initiation (Rs. in lakh)
	<i>Add additional rows for more projects</i>

Note: * - in not more than 50 words

QUARTERLY PROGRESS REPORT OF TRIAL OF TECHNOLOGIES (ToTs) FOR THE QUARTER....., 20... (20....-20....)



Institute:

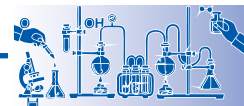
A. On-Station Trials (for validation)-At CSB Units											
#	Name of the technology	No. or quantity per trial location (dfIs/cuttings/sampling/seedling/formulation/product)	Target for 20... -20...		Target for the quarter		Achievement during the quarter		Achievement up to the end of the quarter		Remarks
			Physical (No.)	Name of the location (s)	Physical (No.)	Name of the location (s)	Physical (No.)	Name of the location (s)	Physical (No.)	Name of the location (s)	
1											
2											
	<i>Add additional rows for more ToTs</i>										
	Total -A										
B. On- Farm Trials (For demonstration & popularization)-At Farmers' Level											
#	Name of the technology	No. or quantity per farmer (dfIs/cuttings/sampling/seedling/formulation/product)	Target for 20... -20...		Target for the quarter		Achievement during the quarter		Achievement up to the end of the quarter		Remarks
			Physical (No.)	Farmers covered (No.)	Physical (No.)	Farmers covered (No.)	Physical (No.)	Farmers covered (No.)	Physical (No.)	Farmers covered (No.)	
1											
2											
	<i>Add additional rows for more ToTs</i>										
	Total -B										

Note: Overall feedback against each technology need to be pooled and reported under remarks column

QUARTERLY PROGRESS REPORT OF CAPACITY BUILDING AND TRAINING (CBT) FOR THE QUARTER....., 20... (20...-20...)

Institute:

#	Training / Course	Target for the 20... -20...			Target for the quarter			Achievement during the quarter			Achievement up to the end of the quarter during 20 -20		
		Physical (No.)	Beneficiaries (No.)	Financial (Rs. in lakh)	Physical (No.)	Beneficiaries (No.)	Financial (Rs. in lakh)	Physical (No.)	Beneficiaries (No.)	Financial (Rs. in Lakh)	Physical (No.)	Beneficiaries (No.)	Financial (Rs. in Lakh)
I	Structured Training Course												
1	PGDS												
2	Intensive Bivoltine & Silkworm race maintenance Training												
	Sub Total (I)												
II	Farmers Skill Training (Training batches from 2 to 15 days duration)												
1 days programme												
2 days programme												
3 days programme												
	Sub Total (II)												



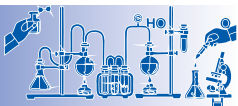


III	Exposure visit for technology awareness (1 to 5 day Exposure visit)														
IV	Technology Orientation Programme (Batches for non-farmers participants for Technology based training)														
V	Training under Post Cocoon Sector														
VI	Management Development Programme under STEP														
VII	Information Education & Communication (IEC)														
VIII	Training Impact Assessment														



IX	Sericulture Resource Centre (SRC) (No. of SRC to be established giving details of location and No. of farmers to be trained)													
X	Training for Adopted Seed Rearers (ASRs)*													
XI	Training to Private Graineurs													
XII	Other Need Based Training Programme (if any, please indicate)													
	Total (I to XII)													
XIII	Non-CSB Funds													
1	Training Programme funded by agency other than CSB													
2	Training on Seed Act													
	Total (XIII)													
	Grand Total													

QUARTERLY PROGRESS REPORT OF EXTENSION COMMUNICATION PROGRAMMES (ECPs) FOR THE QUARTER 20...
(20...-20...)



Institute:

#	Programme	Target for the 20...-20...			Target for the quarter			Achievement during the quarter			Achievement up to the end of the quarter			Remarks
		Phy (No.)	Beneficiary (No.)	Fin (Rs.) in Lakh	Phy (No.)	Beneficiary (No.)	Fin (Rs.) in Lakh	Phy (No.)	Beneficiary (No.)	Fin (Rs.) in Lakh	Phy (No.)	Beneficiary (No.)	Fin (Rs.) in Lakh	
1	Krishimela / Reelers mela-cum-exhibition													
2	Farmers Field days													
3	Awareness Programmes													
4	Tech. demonstrations / Enlightenment programmes													
5	Workshops/ Seminars/ Conferences													
6	Field Visits*													
7	Other activities *													
	Total													

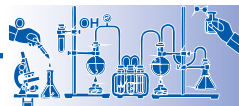
Note: * please specify in the remark column

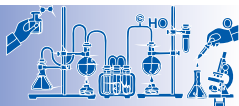
QUARTERLY PROGRESS REPORT OF REVENUE GENERATION FOR THE QUARTER, 20... (20...-20...)

Institute:

#	Programme	Target for the 20... -20...		Target for the quarter		Achievement during the quarter		Achievement up to the end of the quarter		Remarks
		Phy (No.)	Fin (Rs.) in Lakh	Phy (No.)	Fin (Rs.) in Lakh	Phy (No.)	Fin (Rs.) in Lakh	Phy (No.)	Fin (Rs.) in Lakh	
I	Patent (Technology)									
1	Name of the product/ machine									
2	License Fee collected*									
3	Royalty collected*									
	<i>Add additional rows for more patents</i>									
II	Testing & Analytical charges (Sample)									
1	Testing of Soil/water/FYM/ Leaf etc.									
2	Quality analysis/ testing of products									
3	Testing of cocoons/silk yarn/fabric etc.									
III	Consultancy (Services)									
1	Consultancy charges - Total*									
2	Remittance to CSB R&D account									
3	Remittance to CSB Overheads									
	<i>Add additional rows for more consultancy</i>									
IV	Supply/ sale of cutting / Sapling/ seedling/ chawki worms/ cocoons/ Silk etc.									
1	Mulberry cutting									
2	Vanya host plant sapling/ seedling									
3	Mulberry chawki worms / dfis									
4	Vanya dfis									
5	Cocoons									
6	Output from R&D Projects (Silk, fabric etc.)									
	Total									

Note: * please specify in the remarks column



**RMIS-09****Annexure-11**

**CENTRAL SILK BOARD
MINISTRY OF TEXTILES: GOVT. OF INDIA
BENGALURU: 560 068**

FORMAT FOR SUBMISSION OF YEARLY PROGRESS REPORT

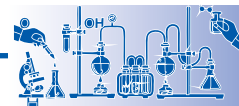
01. Institute code :
02. Name & address of the Institute :
03. Project code :
04. Project title :
05. Total project Cost (Rs. in lakh) :
06. Project period
- a) Date of start :
- b) Date of completion :
07. Particulars of investigators :

#	Investigators	Name	Designation	Time spent (%)
1.	Principal Investigator			
2.	Co-Investigator			
3.	Co-Investigator			

08. Location of Research Project :
(with complete address/ Division/
Section/ sub-station)
09. Objective :
10. Work plan for the next year :
11. Activities and outputs earmarked for the year :
(as per activities schedule given in final project proposal)

Objective wise	Activity	Scientist responsible	% of activity envisaged to be completed as per final project proposal	% achieved as targeted
1	1.			
	2.			
	3.			
2.	1.			
	2.			
	3.			

12. Yearly progress report (research results and achievements in maximum of 200 words)
13. Reason for non-achievement: If shortfall/ addition, reasons for the same and plan to catch up with the intended activities



14. Financial achievement (Rs. in lakh) :

#	Items	Allocation (Rs. in lakh)		Expenditure (Rs. in lakh)		Remarks
		Total	For the year	Total	For the year	
1	Non-Recurring:					
2	Recurring					
2.1	Manpower					
i	JRF/ SRF/ RA					
ii	Project Assistant					
iii	Expert (Days)					
2.2	Consumables					
i	Raw materials					
ii	Chemicals					
iii	Testing fee for sample at other Institutes					
iv	Stationary library, workshop, trial, preparation of device manual etc.					
3	Travel					
4	Contingencies					
5	Overhead charges (max of 10% of recurring expenditure. Applicable for externally funded and to non-CSB collaborating Institutes only)					
	Grand Total					

15. Output during period under report

i. **Special attainments/ innovations**

ii. **No. of Publication:**

a. **Research paper** :

b. **Popular article** :

c. **Reports** :

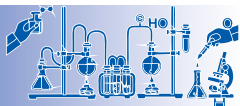
d. **Books/ Book chapters** :

e. **Extension Bulletin** :

iii. **Presentation in Workshop/ Seminars/ Symposia/ Conference**

(relevant to the project in which scientists have participated)

16. Constraints experienced, if any with action taken to overcome them



17. Comments of RC/ RAC and compliance

18. Comments of Principal Investigator

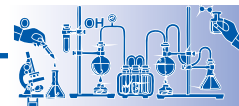
Signature of Principal Investigator

19. Comments of Head of the Division

Signature of the Head of the Division

20. Comments of Director/ Office in-charge

Signature of the Director

**RMIS-10****Annexure-12**

**CENTRAL SILK BOARD
MINISTRY OF TEXTILES - GOVT. OF INDIA
BENGALURU - 560 068**

FORMAT FOR SUBMISSION OF FINAL PROJECT REPORT

- 01. Institute Code** :
- 02. Name and Address of the Research Institute** :
- 03. Project Code** :
- 04. Project Title** :
- 05. Total Project Cost (Rs. in lakh)** :
- 06. Project Period**
- a) **Date of Start** :
- b) **Date of Completion** :

07. Particulars of Investigators

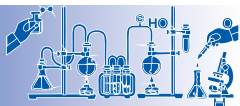
#	Investigators	Name	Designation	Time Spent (%)
1.	Principal Investigator			
2.	Co-investigator			
3.	Co-investigator			

- 08. Location of Research Project** :
(with complete Address/ Division/
Section /Sub-station)

- 09. Objectives** :
(whether objectives as envisaged are met or not)

#	Objectives	Envisaged	Met or not with details in brief

- 10. Final report of the project** (materials and methods used, results and discussion, objective wise achievements and conclusions)



11. Financial achievement (Rs. in lakh) :

#	Items	Total Allocation (Rs. in lakh)	Total Expenditure (Rs. in lakh)	Remarks
1	Non-Recurring:			
2	Recurring			
2.1	Manpower			
i	JRF/ SRF/ RA			
ii	Project Assistant			
iii	Expert (Days)			
2.2	Consumables			
i	Raw materials			
ii	Chemicals			
iii	Testing fee for sample at other Institutes			
iv	Stationary library, workshop, trial, preparation of device manual etc.			
3	Travel			
4	Contingencies			
5	Overhead charges (max of 10% of recurring expenditure. Applicable for externally funded and to Non-CSB collaborating Institute only)			
	Grand Total			

12. Cumulative output

i. Special attainments/ innovations

ii. No. of Publication (one copy each to be submitted if not already submitted):

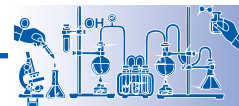
- a. Research paper :
- b. Popular article :
- c. Reports :
- d. Books/ Book chapters :
- e. Extension Bulletin :

iii. Intellectual Property Generation

(Patent- filed/obtained; Copyrights-filed/obtained; Designs-filed/obtained; Registration of details of variety/ germplasm/ accession if any)

iv. Presentation in Workshop/ Seminars/ Symposia/ Conference

(relevant to the project in which scientists have participated)



- v. **Details of technology to be developed for OST/OFT**
(Host Plant-based; Silkworm-based; Biological-biofertilizer, biopesticide, etc.; IT based-database, software; any other – please specify)
 - vi. **Trainings/ demonstrations imparted**
 - vii. **Training undergone**
 - viii. **Any other relevant information**
- 12. Efforts made for commercialization/ technology transfer, if any**
- 13. How the output is proposed to be utilized?**
- 14. How the output will help in knowledge creation**
- 15. Expected benefits and economic impact (if any)**
- 16. Details on the research data (registers and records) generated out of the project deposited with the Institute for future use**
- 17. Comments of RC/ RAC and compliance**
- 18. Comments of Principal Investigator:**
- a. **Need of additional Research** :
 - b. **Plan of future work/ other identifiable problem:**

Certified that the project work has been carried out and financial expenditure incurred for executing the project are in accordance with the declaration certificate submitted at the time of submission of the project proposed and the sanction obtained from time to time there after as per revision made.

Signature of the Principal Investigator

Signature of Co-Investigator

19. Comments of Head of the Division

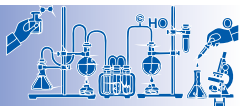
Signature of Head of the Division

20. Comments of Project Co-ordinator

Signature of Project Co-ordinator

21. Comments of PMCE Head

Signature of PMCE Head



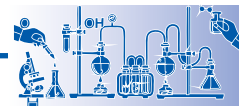
22. Comments of Director/ Office in-charge

- i. To what extent the objectives are achieved:**
- ii. Deviation noticed if any and comments:**
 - a. Physical :**
 - b. Scientist :**
 - c. Financial :**
 - d. Equipment :**
- iii. Salient Achievements:**
- iv. Overall observation:**

Signature of Director/ Officer in-charge

Date :

Place :



FORMAT FOR RESEARCH PERFORMANCE EVALUATION OF TEAM OF SCIENTISTS BY PRINCIPAL INVESTIGATOR

1. Name of the Institute:
2. Project Code & Title
3. Evaluation by PI on the contribution of the team of scientists in the project including self

#	Name of the scientist	Status in the project (PI/CI)	*Rating in the scale of 1 to 10
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

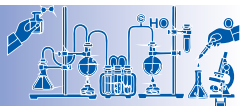
CC-PI:

* 1 being minimum and 10 being maximum

4. Name, Designation and Signature of PI

* Individual scientists participating in the project would be assessed for their performance through an appraisal system in a scale of 1 to 10 for each of the following Criteria:

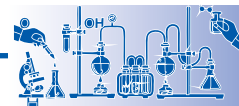
#	Criteria	Marks
1.	Completion of the assigned work elements	40
2.	Quality of the work elements completed	10
3.	Authenticity/reliability of the data generated	10
4.	Enthusiasm and sincerity to work	10
5.	Relevance of inferences made	10
6.	Collaboration and co-operation while performing the work elements	10
7.	Amenability to scientific/academic/laboratory discipline	10
	Total Score	100



FORMAT FOR EVALUATION OF RESEARCH PROJECT AFTER ITS COMPLETION BY PRINCIPAL INVESTIGATOR

1. Name of the Institute:
2. Project Code & Title
3. Evaluation of research project after its completion by PI

#	Criteria	Methodology	Marks (output)	Self Evaluation by PI
1.	Achievements against approved and stipulated objectives and outputs under the project	Qualitative and quantitative assessment of objectives and stipulated outputs under the project	60	
		a) Project Output Achieved vis-à-vis envisaged output	15	
		b) Fulfilment of set project objectives	05	
		c) Utilization of allocated budget	05	
		d) Extent to which proposed methodology, experimental designs, test procedures, analytical methods followed	05	
		e) Does the data justify the conclusions?	05	
		f) Innovativeness and creating of new knowledge	05	
		g) Additional outputs over those stipulated under the project	03	
		h) Creation of linkages for commercialization of technology developed under the project	05	
		i) Is scientific input commensurate to output (manpower, budget and time duration)?	03	
		j) Completion of project within the approved extended period (not for project time escalation beyond 6 months)	04	
		k) Submission of final report within one month after scheduled completion of the project	05	
2.	Publication/ awards	Assessment in respect of quality of Awards / Scientific recognitions received, if any	15	
		Research papers (NAAS rated/with impact factor) [<i>without NAAS rating & impact factor maximum marks limited to 5</i>]	07	
		Books/Book	03	
		Reports/Manuals;	01	
		Working and Concept Papers;	01	
		Chapters/Bulletins	01	
		Scientific recognitions/appreciation/awards	02	

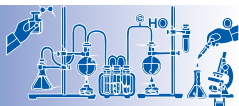


3.	Additional facilities created	Facilities created in terms of laboratory, research set-up, instrumentation, etc. during the project.	05	
4.	Human Resource Development (Scientific and Technical)	Training in various aspects relevant to the project area and its utilization	05	
5.	Product/ Process/ Technology/ IPR / commercial value of the technology developed	Details to be provided on	10	
		a) Product		
		b) Process		
		c) Technology		
		d) Information		
		e) IPR		
		f) Registration of the varieties/ breeds		
		g) Revenue generation		
6.	Quality of duly authenticated project documents available	Research Project Files, Register, Data (hardcopy and soft copy), Photographs, Reports etc.	05	
Total Marks			100	

Based on the requirements of different research Institutes and disciplines, RCS may modify the indicators, their weights and corresponding total scores.

4. Reason for non-achievement (< 50 %) (Maximum of 200 words)

5. Name, Designation and Signature of PI



CENTRAL SILK BOARD
Ministry of Textiles, Govt. of India

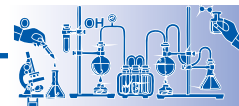
CHECKLIST FOR SUBMISSION OF FINAL REPORT (RMIS-10)

#	Particulars	Tick mark (✓ / X)		
1.	Whether name of the Institute with code indicated?	Yes		No
2.	Whether project Code & Title indicated?	Yes		No
3.	Whether any deviation in the project duration indicated?	Yes		No
4.	Whether the details of midterm corrections (Objectives etc.) if any, indicated?	Yes		No
5.	Whether the details of the anticipated objectives/ milestones fulfilled under the study has been furnished along with the report?	Yes		No
6.	Whether annual progress reports (RMIS-09) submitted/ attached?	Yes		No
7.	Whether salient achievements under the project attached along with the report?	Yes		No
8.	Whether the details of the publications made under the project furnished?	Yes		No
9.	Whether the details of budget allocation and spent particulars indicated?	Yes		No
10.	Whether details of new equipments proposed and procured under the project furnished?	Yes		No
11.	Whether the Final report has been presented/ discussed in the RC/ RAC/ RCC?	Yes		No
12.	Whether Action Taken Report on RC/ RAC/ RCC suggestions/ comments incorporated in the report?	Yes		No
13.	Outcome/ output and future course of action incorporated in final report?	Yes		No
14.	Whether any follow-up project is proposed?	Yes		No
15.	Whether details of Product/ Process/ Technology/ Information developed furnished?	Yes		No
16.	Details of Patenting / Commercialization incorporated?	Yes		No
17.	Whether signature of all investigators/ coordinators/ head of the divisions/ Director / office in-charge incorporated in the report?	Yes		No

Signature of Head of the Division with seal

Signature of Head of the PMCE Division with seal

Signatures of the Director/ In-charge with seal

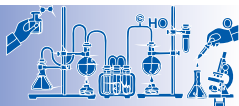


FORMAT FOR EVALUATION OF RESEARCH PROJECT AFTER COMPLETION BY EXPERTS/ RCS

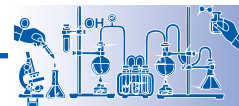
[TO BE DONE BASED ON RMIS-10 (SELF EVALUATION BY PI & FINAL REPORT) SUBMITTED]

1. Name of the Institute:
2. Project Code & Title
3. Evaluation research project after completion by Experts / RCS

#	Criteria	Methodology	Marks (output)	Evaluation by Experts/ RCS
1.	Achievements against approved and stipulated objectives and outputs under the project	Qualitative and quantitative assessment of objectives and stipulated outputs under the project	60	
		a) Project Output Achieved vis-à-vis envisaged output	15	
		b) Fulfilment of set project objectives	05	
		c) Utilization of allocated budget	05	
		d) Extent to which proposed methodology, experimental designs, test procedures, analytical methods followed	05	
		e) Does the data justify the conclusions?	05	
		f) Innovativeness and creating of new knowledge	05	
		g) Additional outputs over those stipulated under the project	03	
		h) Creation of linkages for commercialization of technology developed under the project	05	
		i) Is scientific input commensurate to output (manpower, budget and time duration)?	03	
		j) Completion of project within the approved extended period (not for project time escalation beyond 6 months)	04	
k) Submission of final report within one month after scheduled completion of the project	05			



2.	Publication/ awards	Assessment in respect of quality of Awards /Scientific recognitions received, if any		15	
		Research papers (NAAS rated/with impact factor) [<i>without NAAS rating & impact factor maximum marks limited to 5</i>]		07	
		Books/Book		03	
		Reports/Manuals;		01	
		Working and Concept Papers;		01	
		Chapters/Bulletins		01	
		Scientific recognitions/appreciation/ awards		02	
3.	Additional facilities created	Facilities created in terms of laboratory, research set-up, instrumentation, etc. during the project.		05	
4.	Human Resource Development (Scientific and Technical)	Training in various aspects relevant to the project area and its utilization		05	
5.	Product/ Process/ Technology/IPR / commercial value of the technology developed	Details to be provided on		10	
		a) Product			
		b) Process			
		c) Technology			
		d) Information			
		e) IPR			
		f) Registration of the varieties/ breeds			
g) Revenue generation					
6.	Quality of duly authenticated project documents available	Research Project Files, Register, Data (hardcopy and soft copy), Photographs, Reports etc.		05	
Total Marks				100	
7	Timelines of execution of the project	Deduction of marks if project period is extended beyond 6 months from scheduled completion date		Marks to be deducted	
		Up to 5%		01	
		Up to 10%		02	
		Up to 30%		03	
		Beyond 30%		05	
Total Marks (after deduction if any)				100	



4. Overall score/ marks obtained: _____

5. Grading of score obtained on achievement / outcome of the project after completion

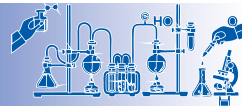
#	Score (%)	Rating	*Justification provided by PI (only in case < 50% score)	*Observation of Experts/ RCS (only in case < 50% score)
1	0-40	Unsatisfactory		
2	41-50	Fair		
3	51-70	Good		
4	71-80	Very Good		
5	81-100	Excellent		

6. Recommendations on the outcome/ achievement of research project after evaluation by experts/ RCS (not more than 200 words)

Note: Suggested decisions for evaluating the completed project by the experts / RCS, based on the score obtained.

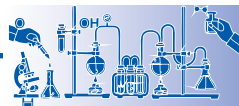
#	Score obtained	Suggested decisions
1	below 40 score	<ul style="list-style-type: none"> i. Justification provided by the PI on low achievement is not acceptable ii. Debar the PI/ CI for taking project for one year
2	41-50 score	<ul style="list-style-type: none"> i. Justification provided by the PI on low achievement acceptable due to..... ii. Project to be categorized as un-finished/ non-viable project without any outcome or partial outcome.
3	51-80 score	<ul style="list-style-type: none"> i. Outcome of the project need to be forwarded for utilization as product/ process/ information/ technology.
4	more than 80 score	<ul style="list-style-type: none"> i. Scientists to be considered for better grading in APAR, preferred while sponsoring to events, awarding etc.

Signature of Experts/ RCS



**FORMAT FOR SUBMISSION OF THE DETAILS OF THE CONCLUDED PROJECTS FOR
THE PERIOD FROM TO AT INSTITUTE**

#	Project code	Project Name	Principal Investigator	Project duration	Budget allocated (lakh)	Budget utilized (lakh)	Date of submission of Final report	Project objectives	Outcome of the project	Comments of the RAC	Comments of the Director of the Institute	Observations of RCS
1.												
2.												
3.												
4.												
5.												
6.												



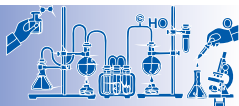
RMIS-06

Annexure-15

PART-I

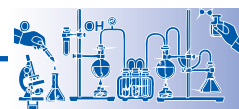
PROGRESS FOR THE YEAR 20... - 20...

Format for CSR&TI, Mysuru/ CSR&TI, Berhampore/ CSR&TI, Pampore/ CTR&TI, Ranchi/ CMER&TI, Lahdoigarh/ CSGRC, Hosur/ CSTRI, Bengaluru/ SBRL, Kodathi/ SSTL, Kodathi



Instructions for filling up the format

1. Use only Times New Roman font size 12, unless specified. Institute name (Font size 16), Titles (font size 14) and sub titles (font size 12) to be in bold.
2. For all Tables use minimum font size 8. To add only rows if needed and not to add/ delete columns in the tables.
 1. Annexure Numbers should be given as follows:
 - CSRTI, Mysuru - Annexure-1, Annexure-1.I,II,III etc.
 - CSRTI, Berhampore - Annexure-2, Annexure-2.I,II,III etc.
 - CSRTI, Pampore - Annexure-3, Annexure-3.I,II,III etc.
 - CTRTI, Ranchi - Annexure-4, Annexure-4.I,II,III etc.
 - CMERTI, Lahdoigarh - Annexure-5, Annexure-5.I,II,III etc.
 - CSGRC, Hosur - Annexure-6, Annexure-6.I,II,III etc.
 - CSTRI, Bengaluru - Annexure-7, Annexure-7.I,II, III etc.
 - SBRL, Kodathi - Annexure-8, Annexure-8.I, II, III etc.
 - SSTL, Kodathi - Annexure-9, Annexure-9.I,II,III etc.



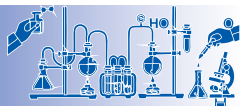
Name of the institute:

1. Organizational Set-up

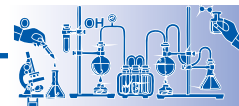
Unit	No.	Place
RSRS/ RSTRS		
REC/ STSC		

2. R&D Projects, TOT, ECP, CBT etc.:

	Item	Target	Achievement	Remarks
1.	CSB coded Research projects			
1.1.	With PI from the Institute			
1.1.1.	Projects of earlier year continued through the year 20... - 20...			Annex 1.I.1
1.1.2.	Projects continued & concluded during the year 20... - 20...			Annex 1.I.2
1.1.3.	New Projects initiated during 20... - 20...			Annex 1.I.3
1.2.	With CI from the Institute			
1.2.1.	Projects carried out during 20... - 20...			Annex 1.I.4
1.2.2.	Projects continued & concluded during the year 20... - 20...			Annex 1.I.5
1.2.3.	New Projects initiated during 20... - 20...			Annex 1.I.6
2.	Transfer of Technology			
2.1	On Station Trials (OST)			Annex 1.II.1
2.1.1	No. of technologies validated			
2.1.2	No. of trials			
2.2	On Farm Trials (OFT)			Annex 1.II.2
2.2.1	No. of technologies demonstrated			
2.2.2	No. of locations covered			
2.2.3	No. of stakeholders covered			
3.	Capacity Building & Training (CBT)			Annex 1.III
3.1	No. of programmes conducted			
3.2	No. of stakeholders covered			
4.	Extension Communication Programs (No.)			Annex 1.IV
4.1	Krishi Mela / Reelers Mela cum exhibition			
4.2	Farmers Field day			
4.3	Awareness programme			
4.4	Technology demonstration / Enlightenment programmes			
4.5	Workshop / Seminars & Conferences			
4.6	Other activities (<i>Please specify</i>).			



5.	Soil Samples analyzed			Annex 1.V
6.	Information, Education & Communication			Annex 1.VI
6.1	Periodicals			
6.2	Publications			
6.3	Extension literature			
6.4	Films / Videos			
6.5	Social media			
7.	Patents filed/ granted, technologies commercialized, Software, mobile/ android app developed etc.			Annex 1.VII
8.	Revenue generated (Rs. in lakh)			Annex 1.VIII
9.	Procurement of Equipments and other accessories			Annex 1. IX
10.	Other activities (<i>pl specify</i>)			Annex 1. X
11.	Progress at a glance			Annex 1. XI



1. CSB coded Research projects

1.1. With PI from the Institute

Annex- 1.1.1

1.1.1.1. Projects of earlier year continued during 20... - 20...

#	Code	Title	Start	End	Milestone to be crossed	Progress achieved	Fund utilisation (Rs. in lakhs)
At main institute							
At nested units							

Annex- 1.1.2

1.1.1.2. Projects continued through and concluded during 20... - 20...

#	Code	Title	Start	End	Progress achieved	Utility of output/Impact on silk industry	Fund utilisation (Rs. in lakhs)
At main institute							
At nested units							

Annex- 1.1.3

1.1.1.3. New projects initiated during 20... - 20...

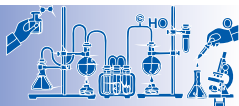
#	Code	Title	Start	End	Milestone to be crossed	Progress achieved	Fund utilisation (Rs. in lakhs)
At main institute							
At nested units							

1.2 With CI from the Institute (Collaborative projects with other CSB institutes)

Annex- 1.1.4

1.2.1. Projects of earlier year continued during 20... - 20...

#	Code	Title	Start	End	Milestone to be crossed	Progress achieved	Fund utilisation (Rs. in lakhs)
At main institute							
At nested units							



Annex- 1.1.5

1.2.2. Projects continued through and concluded during 20... - 20...

#	Code	Title	Start	End	Progress achieved	Utility of output/Impact on silk industry	Fund utilisation (Rs. in lakhs)
At main institute							
At nested units							

Annex- 1.1.6

1.2.3. New projects initiated during 20... - 20...

#	Code	Title	Start	End	Milestone to be crossed	Progress achieved	Fund utilisation (Rs. in lakhs)
At main institute							
At nested units							

2. Transfer of Technology (ToTs) Programmes carried out during 20... - 20...

Annex - 1.II.1

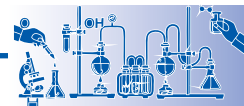
2.1. On Station Trials (for validation of technology at CSB institutes/ RSRs/ DoS units etc.)

#	Name of the Technology	Unit Cost (Rs.)	At CSB institutes	RSRs	DOS Units	Total	Fund utilisation (Rs. in lakhs)	Findings
1								
2								
3								
4								
5								
6								

Annex- 1.II.2

2.2. On Farm Trials (for demonstration of Technologies at farmers' level)

#	Name of the Technology	Unit Cost (Rs.)	No. of locations	No. of stakeholders	Fund utilisation (Rs. in lakhs)	Findings
1						
2						
3						
4						

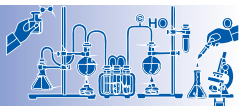


Annex-1. III

3. Capacity Building & Training programmes carried out during 20... - 20...

#	Title of the training programme	Unit cost (Rs.)	Target		Achievement		
			No. of programme	No. of stakeholders	No. of programme	No. of stakeholders	Financial (Rs. in lakh)
3.1	Structured Training Course*						
3.1.1	PGDS						
3.1.2	Intensive Sericulture Training						
3.2	Farmers Skill Training						
3.3	Exposure visit for technology awareness						
3.4	Technology Orientation Programme						
3.5	Sericulture Resource Centres (SRCs)						
3.6	Training under Post Cocoon Sector**						
3.6.1							
3.6.2							
3.6.3							
3.7	Management Development Programme under STEP						
3.8	Training for Adopted Seed Rearers (ASRs)						
3.9	Training to Registered seed Producers (RSPs)						
3.10	Training on Seed Act						
3.11	Other Need Based Training Programme						
3.12	Non-CBT: Training programme funded by agencies other than CSB*						
3.12.1							
3.12.2							
3.13	Training under SAMARTH ***						
3.13.1	Pre-cocoon (Silkworm rearing)						
3.13.2	Post cocoon – Silk (Reeling, Spinning, Wet processing)						
3.13.3	Post cocoon – Handloom (Designing & Weaving)						
	Total						

* PI specify the details, ** Name of training with duration, *** only NSQF aligned courses



Annex-1. IV

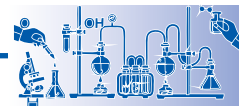
4. Extension Communication Programmes conducted during 20... - 20...

#	Programmes	Unit cost (Rs.)	No. of events		No. of stakeholders		Fund utilisation (Rs. in lakhs)	
			Target	Achmt.	Target	Achmt.	Target	Achmt.
4.1	Krishi Mela/ Reelers Mela cum exhibition							
4.2	Farmers Field day							
4.3	Awareness programme							
4.4	Technology demonstration / Enlightenment programmes							
4.5	Workshop/ Seminars & Conferences							
4.6	Other activities							
	Total							

Annex-1.V

5. Soil Samples analyzed during 20... - 20...

#	State	Target (No.)	Achievement (No.)	Fund utilisation (Rs. in lakhs)



Annex-1.VI

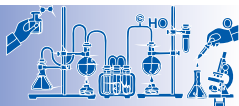
6. Information, Education and Communication during 20... - 20...

#	Item	Target (No.)	Achievement (No.)	Fund utilisation (Rs. in lakhs)
6.1	Periodicals			
6.2	Publications			
6.2.1	Research papers- National			
6.2.2	Research papers- International			
6.2.3	Proceedings/ Abstracts			
6.2.4	Books/ Book Chapters/ Manuals etc.			
6.2.5	Popular Articles			
6.2.6	Booklets, Brochures etc.			
6.3	Extension literature			
6.4	Films/ Videos			
6.5	Social media			
Total				

Annex-1.VII

7. Patents obtained/ submitted for patenting/ technologies Commercialized/ Products Developed during 20... - 20...

#	Item	Give information like Patent No., Date of filing patent by NRDC, Technology commercialised to & Date of licence.	Fund utilisation (Rs. in lakhs)
7.1	Patents filed		
7.1.1			
7.2	Patents granted		
7.2.1			
7.3	Technologies commercialized		
7.3.1			
7.4	Android/mobile app, software developed etc.		
7.4.1			



Annex-1.VIII

8. Revenue Generation during 20... - 20...

#	Source of Revenue Generation	Physical (No.)	Revenue generated (Rs. in lakh)	
			Target	Achievement
8.1	Patent (Technology)			
8.1.1	License Fee collected			
8.1.2	Royalty collected			
8.2	Testing & Analytical charges (Sample)			
8.2.1	Testing of Soil/water/FYM/ Leaf etc.			
8.2.2	Quality analysis/ testing of products			
8.2.3	Testing of cocoons/silk yarn/fabric etc.			
8.3	Consultancy (Services)			
8.4	Supply/ sale proceeds of cutting / Sapling/ seedling/ chawki worms/ cocoons/ Silk etc.			
8.4.1	Mulberry cutting			
8.4.2	Vanya host plant sapling/ seedling			
8.4.3	Mulberry chawki worms			
8.4.4	Mulberry Seed (dfls)			
8.4.5	Vanya seed (dfls)			
8.4.6	Cocoons			
8.4.7	Output from R&D Projects (Silk, fabric etc.)			
8.4.8	Others (pl specify)			
	Total			

Annex -1.IX

9. Procurement of Equipments and other accessories during 20... - 20...

#	Equipment/ other accessories purchased	Quantity	Justification	Fund utilisation (Rs. in lakh)
	At main institute			
	At nested units			

Annex -1.X

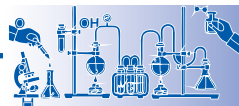
10. Other Activities carried out during 20... - 20...



PART-I

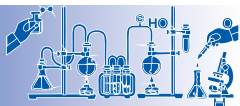
PROGRESS FOR THE YEAR 20... - 20...

Format for NSSO Bengaluru / BTSSO Bilaspur / MSSO Guwahati/ ESSO Guwahati



Instructions for filling up the format

1. Use only Times New Roman font size 12, unless specified. Institute name (Font size 16), Titles (font size 14) and sub titles (font size 12) to be in bold.
2. For all Tables use minimum font size 8. To add only rows if needed and not to add/ delete columns in the tables.
 1. Annexure Numbers should be given as follows:
 - NSSO, Bangalore - Annexure-10, Annexure-10. I, II, III etc.
 - BTSSO, Bilaspur - Annexure-11, Annexure-11. I, II, III etc.
 - MSSO, Guwahati - Annexure-12, Annexure-12. I, II, III etc.
 - ESSO, Guwahati - Annexure-13, Annexure-13. I, II, III etc.



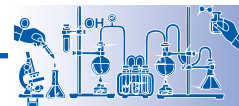
Name of the Institute:

1. Organizational Set-up

Unit	Nos.	Place
Basic Seed Farm		
SSPC		

2. Silkworm Seed production, TOT, CBT, ECP etc.:

#	Item	Target	Achievement	Remarks
1	Silkworm Seed Production (Lakh dfls)			
1.1	Parental seed production and supply (P3/Nucleus)			Annex 10.I.1
1.2	Basic seed production and supply (P2/P1/Basic)			Annex 10.I.2
1.3	Commercial seed production and supply			Annex 10.I.3
2.	No. of Adopted Seed Rearers (ASR) & Seed Cocoon production through ASRs (No. & lakh cocoons/ kg)			Annex 10. II
3.	No. of Registered Seed Producers (RSP) & Seed production through RSPs (No. & lakh Dfls)			Annex 10.III
4.	Trial of Technology - On Farm Trials (OFT)			Annex 10.IV
4.1	No. of technologies popularised			
4.2	No. of locations covered			
4.3	No. of stakeholders covered			
5.	Capacity Building & Training (CBT)			Annex 10.V
5.1	No. of programmes conducted			
5.2	No. of stakeholders trained			
6.	Extension Communication Programmes (No.)			Annex 10.VI
6.1	Krishi Mela / Reelers Mela cum exhibition			
6.2	Farmers Field day			
6.3	Awareness programme			
6.4	Technology demonstration / Enlightenment programmes			
6.5	Workshop / Seminars & Conferences			
6.6	Other activities (<i>Please specify</i>).			
7.	Information, Education & Communication			Annex 10.VII
7.1	Periodicals			
7.2	Publications			
7.3	Extension literature			
7.4	Films / Videos			
7.5	Social media			
8.	Patents filed/ granted, technologies commercialized, Software developed, mobile/ android app developed etc.			Annex 10.VIII
9.	Revenue generated (Rs. in Lakh)			Annex 10.IX
10.	Procurement of Equipments and other accessories			Annex 10.X
11.	Other activities (<i>pl specify</i>)			Annex 10.XI
12.	Progress at a glance			Annex 10.XII



1. Silkworm Seed Production

Annex 10. I.1

1.1. Parental seed production (P3/Nucleus) & Supply (Lakh dfls) during 20... - 20...

Name of the unit	Bivoltine			Multivoltine		
	Annual Target	Achievement	Fund utilisation (Rs. in lakh)	Annual Target	Achievement	Fund utilisation (Rs. in lakh)
South Zone						
Name of the centre						
East Zone						
Name of the centre						
North Zone						
Name of the centre						
North East Zone						
Name of the centre						
Total						

**In case of mulberry (Bivoltine), please indicate seed (lakh dfls) under preservation at the beginning of the year and at the end of the year as footnote, to arrive at actual supply during the year.*

Annex 10.I.2

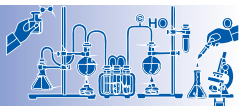
1.2. Parental seed production and (P2/P1/Basic) Supply (Lakh dfls) during 20... - 20...

Name of the unit	Bivoltine			Multivoltine		
	Annual Target	Achievement	Fund utilisation (Rs. in lakh)	Annual Target	Achievement	Fund utilisation (Rs. in lakh)
South Zone						
Name of the centre						
East Zone						
Name of the centre						
North Zone						
Name of the centre						
North East Zone						
Name of the centre						
Total						

Annex 10.I.3

1.3. Commercial Seed Production and Supply (Lakh dfls) during 20... - 20...

State	Bivoltine				Multivoltine			
	Annual Target	Quantity of dfls produced	Quantity of dfls supplied	Fund utilisation (Rs. in lakh)	Annual Target	Quantity of dfls produced	Quantity of dfls supplied	Fund utilisation (Rs. in lakh)
Total								



Annex 10.II

2. Adopted Seed Rearers (ASRs) & Seed Cocoon production through ASRs during 20... - 20...

State	No. of Adopted Seed Rearers	Annual Target (Lakh No./Kg)	Fund utilisation (Rs. in lakhs)	Achievement
South Zone				
Name of the centre				
East Zone				
Name of the centre				
North Zone				
Name of the centre				
North East Zone				
Name of the centre				
Total				

Annex 10. III

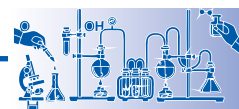
3. Registered Seed Producers (RSPs) developed and Seed production during 20... - 20...

#	Registered Seed Producers (RSPs) developed (No.s)			Seed production (Lakh dfls)		
	Annual Target	Achievement	Fund utilisation (Rs. in lakhs)	Annual Target	Achievement	Fund utilisation (Rs. in lakhs)
1						
2						

Annex- 10. IV

4. Trial of Technology Programmes - On Farm Trials during 20... - 20...

#	Name of the Technology	Unit Cost (Rs.)	No. of locations	No. of stakeholders	Fund utilisation (Rs. in lakhs)	Findings
1						
2						
3						
4						

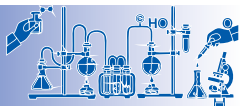


Annex- 10. V

5. Capacity Building & Training programmes during 20... - 20...

#	Title of the training programme	Unit cost (Rs.)	Target		Achievement		
			No. of programme	No. of stakeholders	No. of programme	No. of stakeholders	Financial (Rs. in lakh)
5.1	Structured Training Course*						
5.1.1	PGDS						
5.1.2	Intensive Sericulture Training						
5.2	Farmers Skill Training						
5.3	Exposure visit for technology awareness						
5.4	Technology Orientation Programme						
5.5	Sericulture Resource Centres (SRCs)						
5.6	Training under Post Cocoon Sector**						
5.6.1							
5.6.2							
5.6.3							
5.7	Management Development Programme under STEP						
5.8	Training for Adopted Seed Rearers (ASRs)						
5.9	Training to Registered seed Producers (RSPs)						
5.10	Training on Seed Act						
5.11	Other Need Based Training Programme						
5.12	Non-CBT: Training programme funded by agencies other than CSB*						
5.12.1							
5.12.2							
5.13	Training under SAMARTH ***						
5.13.1	Pre-cocoon (Silkworm rearing)						
5.13.2	Post cocoon – Silk (Reeling, Spinning, Wet processing)						
5.13.3	Post cocoon – Handloom (Designing & Weaving)						
	Total						
	Total						

* PI specify the details, ** Name of training with duration, *** only NSQF aligned courses



Annex- 10. VI

6. Extension Communication Programmes during 20... - 20...

#	Programmes	Unit cost (Rs.)	No. of events		No. of stakeholders		Financial (Rs. in lakh)	
			Target	Achmt.	Target	Achmt.	Target	Achmt.
6.1	Krishi Mela / Reelers Mela cum exhibition							
6.2	Farmers Field day							
6.3	Awareness programme							
6.4	Technology demonstration /Enlightenment programmes							
6.5	Workshop/ Seminars & Conferences							
6.6	Other activities							
	Total							

Annex- 10. VII

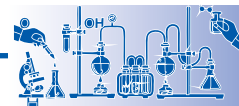
7. Information, Education and Communication during 20... - 20...

#	Item	Target (No.)	Achievement (No.)	Fund utilized (Rs. in lakh)
7.1	Periodicals			
7.2	Publications			
7.2.1	Research papers-National			
7.2.2	Research papers-International			
7.2.3	Proceedings/ Abstracts			
7.2.4	Books/ Book Chapters/ Manuals etc.			
7.2.5	Popular Articles			
7.2.6	Booklets, Brochures etc.			
7.3	Extension literature			
7.4	Films/ Videos			
7.5	Social media			
	Total			

Annex-10. VIII

8. Patents filed/ granted/ technologies commercialized during 20... - 20...

#	Item	Give information like Patent No., Date of filing patent through NRDC, Technology commercialised & Date of licence.	Fund utilized (Rs. in lakh)
8.1	Patents filed		
8.1.1			
8.2	Patents granted		
8.2.1			



8.3	Technologies commercialized		
8.3.1			
8.4	Software developed, mobile / android app developed etc.		
8.4.1			

Annex-10. IX

9. Revenue Generation during 20... - 20...

#	Source of Revenue Generation	Physical (No.)	Revenue generated (Rs. in Lakh)	
			Target	Achievement
9.1	Patent (Technology)			
9.1.1	License Fee collected			
9.1.2	Royalty collected			
9.2	Testing & Analytical charges (Sample)			
9.2.1	Testing of Soil/water/FYM/ Leaf etc.			
9.2.2	Quality analysis/ testing of products			
9.2.3	Testing of cocoons/silk yarn/fabric etc.			
9.3	Consultancy (Services)			
9.4	Supply/ sale proceeds of cutting / Sapling/ seedling/ chawki worms/ cocoons/ Silk etc.			
9.4.1	Mulberry cutting			
9.4.2	Vanya host plant sapling/ seedling			
9.4.3	Mulberry chawki worms			
9.4.4	Mulberry seed (dfis)			
9.4.5	Vanya dfis			
9.4.6	Cocoons			
9.4.7	Output from R&D Projects (Silk, fabric etc.)			
9.4.8	Others (pl specify)			
	Total			

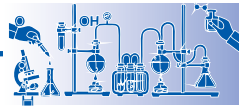
Annexure-10.X

10. Procurement of Equipments and other accessories during 20... - 20...

#	Equipment/ other accessories purchased	Quantity	Justification	Fund utilisation (Rs. in lakh)
	At main institute			
	At nested units			

Annexure-10.XI

11. Other Activities carried out during 20... - 20...



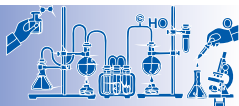
RMIS-07

Annexure-16

PART-II

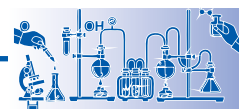
TARGET FOR THE YEAR 20... - 20...

Format for CSR&TI, Mysuru/ CSR&TI, Berhampore/ CSR&TI, Pampore/ CTR&TI, Ranchi/ CMER&TI, Ladoigarh/ CSGRC, Hosur/ CSTRI, Bengaluru/ SBRL, Kodathi/ SSTL, Kodathi



Instructions for filling up the format

1. Use only Times New Roman font size 12, unless specified. Institute name (Font size 16), Titles (font size 14) and sub titles (font size 12) to be in bold.
2. For all Tables use minimum font size 8. To add only rows if needed and not to add/ delete columns in the tables.
3. Annexure Numbers should be given as follows:
 - CSRTI, Mysuru - Annexure-1, Annexure-1.I,II,III etc.
 - CSRTI, Berhampore - Annexure-2, Annexure-2.I,II,III etc.
 - CSRTI, Pampore - Annexure-3, Annexure-3.I,II,III etc.
 - CTRTI, Ranchi - Annexure-4, Annexure-4.I,II,III etc.
 - CMERTI, Lahdoigarh - Annexure-5, Annexure-5.I,II,III etc.
 - CSGRC, Hosur - Annexure-6, Annexure-6.I,II,III etc.
 - CSTRI, Bengaluru - Annexure-7, Annexure-7.I,II, III etc.
 - SBRL, Kodathi - Annexure-8, Annexure-8.I, II, III etc.
 - SSTL, Kodathi - Annexure-9, Annexure-9.I,II,III etc.



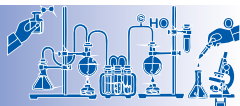
Name of the Institute:

1. Organizational set up

Unit	Nos.	Place
RSRS/ RSTRS		
REC/ STSC		

2. R&D Projects, TOT, ECP, CBT etc.:

	Item	Target	Remarks
1.	CSB coded Research projects		
1.1	With PI from the Institute		
1.1.1.	Projects of earlier year continued through the year 20... - 20...		Annex 1.I.1
1.1.2.	Projects to be concluded during the year 20... - 20...		Annex 1.I.2
1.1.3.	New Projects to be initiated during 20... - 20...		Annex 1.I.3
1.2.	With CI from the Institute (Collaborative)		
1.2.1.	Projects of earlier year continued through the year 20... - 20...		Annex 1.I.4
1.2.2.	Projects to be concluded during the year 20... - 20...		Annex 1.I.5
1.2.3.	New Projects to be initiated during 20... - 20...		Annex 1.I.6
2.	Transfer of Technology		
2.1	On Station Trials (OST)		Annex 1.II.1
2.1.1	No. of technologies to be validated		
2.1.2	No. of trials to be conducted		
2.2	On Farm Trials (OFT)		Annex 1.II.2
2.2.1	No. of technologies to be demonstrated		
2.2.2	No. of locations to be covered		
2.2.3	2.2.3. No. of stakeholders to be covered		
3.	Capacity Building & Training (CBT)		Annex 1.III
3.1	No. of programmes to be conducted		
3.2	No. of stakeholders to be trained		
4.	Extension Communication Programs (No.)		Annex 1.IV
4.1	Krishi Mela / Reelers Mela cum exhibition		
4.2	Farmers Field day		
4.3	Awareness programme		
4.4	Technology demonstration / Enlightenment programmes		
4.5	Workshop / Seminars & Conferences		
4.6	Other activities (<i>Please specify</i>).		
5.	Soil Samples to be analyzed		Annex 1.V
6.	Information, Education & Communication		Annex 1.VI
6.1	Periodicals		
6.2	Publications		
6.3	Extension literature		
6.4	Films / Videos		
6.5	Social media		
7.	Patents to be filed/granted, technologies to be commercialized, Software, mobile/ android app developed etc.		Annex 1.VII
8.	Revenue generation (Rs. in Lakh)		Annex 1.VIII
9.	Procurement of equipments and other accessories		Annex 1.IX
10.	Other activities (<i>pl specify</i>)		Annex 1.X
11.	Targets proposed at a glance for the year 20... - 20...		Annex 1.XI



1. CSB coded Research projects

1.1. With PI from the Institute

Annex- 1.1.1

1.1.1 Projects of earlier year continued through the year 20... - 20...

#	Code	Title	Start	End	Milestone to be crossed	Progress to be achieved	Financial (Rs. in lakh)
At main institute							
At nested units							

Annex- 1.1.2

1.1.2 Projects to be concluded during the year 20... - 20...

#	Code	Title	Start	End	Project Outcome	Utility of output/Impact on silk industry	Financial (Rs. in lakh)
At main institute							
At nested units							

Annex- 1.1.3

1.1.3 New Projects to be initiated during the year 20... - 20...

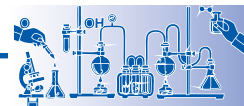
#	Code	Title	Start	End	Objectives	Expected outcome	Financial (Rs. in lakh)
At main institute							
At nested units							

1.2 With CI from the Institute (Collaborative projects with other CSB Institutes)

Annex- 1.1.4

1.2.1 Projects of earlier year continued through the year 20... - 20...

#	Code	Title	Start	End	Milestone to be crossed	Progress to be achieved	Financial (Rs. in lakh)
At main institute							
At nested units							



Annex- 1.1.5

1.2.2. Projects to be concluded during the year 20... - 20...

#	Code	Title	Start	End	Project Outcome	Utility of output/Impact on silk industry	Financial (Rs. in lakh)
At main institute							
At nested units							

Annex- 1.1.6

1.2.3. New Projects to be initiated during the year 20... - 20...

#	Code	Title	Start	End	Objectives	Expected outcome	Financial (Rs. in lakh)
At main institute							
At nested units							

2. Transfer of Technology (ToTs) Programmes to be carried out during the year 20... - 20...

Annex- 1. II.1

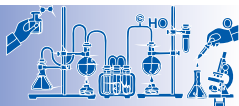
2.1. On Station Trials (for validation of technology at CSB institutes/ RSRs/ DoS units etc.)

#	Name of the Technology	Unit Cost (Rs.)	At CSB institutes	RSRs	DOS Units	Total No. of trials	Budget (Rs. in lakh)	Anticipated Impact
1								
2								
3								
4								
5								
6								

Annex- 1. II.2

2.2 On Farm Trials (for demonstration of Technologies at farmers' level)

#	Name of the Technology	Unit Cost (Rs.)	No. of locations	Cost (Rs. lakh)	No. of stakeholders
1					
2					
3					
4					
5					
6					

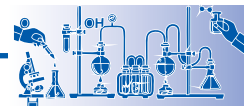


Annex- 1. III

3. Capacity Building & Training programmes to be carried out during the year 20... - 20...

#	Title of the training programme	Target		
		Physical (No.)	No. of stakeholders	Financial (Rs. in lakh)
3.1	Structured Training Course*			
3.1.1	PGDS			
3.1.2	Intensive Sericulture Training			
3.2	Farmers Skill Training			
3.2.1				
3.2.2				
3.3	Exposure visit for technology awareness			
3.4	Technology Orientation Programme			
3.5	Sericulture Resource Centres (SRCs)			
3.6	Training under Post Cocoon Sector**			
3.6.1				
3.6.2				
3.6.3				
3.7	Management Development Programme under STEP			
3.8	Training for Adopted Seed Rearers (ASRs)			
3.9	Training to Registered Seed Producers (RSPs)			
3.10	Training on Seed Act			
3.11	Other Need Based Training Programme			
3.12	Non-CBT: Training programme funded by agencies other than CSB*			
3.12.1				
3.12.2				
3.13	Training under SAMARTH ***			
3.13.1	Pre-cocoon (Silkworm rearing)			
3.13.2	Post cocoon – Silk (Reeling, Spinning, Wet processing)			
3.13.3	Post cocoon – Handloom (Designing & Weaving)			
	Total			

* Pl specify the details, ** Name of training with duration, *** only NSQF aligned courses



Annex- 1. IV

4. Extension Communication Programmes to be conducted during the year 20... - 20...

#	Programmes	Unit cost (Rs.)	Fund required (Rs. in lakh)	No. of events					No. of stakeholders to be sensitized					
				I Qtr	II Qtr	III Qtr	IV Qtr	Total	I Qtr	II Qtr	III Qtr	IV Qtr	Total	
4.1	Krishi Mela / Reelers Mela cum exhibition													
4.2	Farmers Field day													
4.3	Awareness programme													
4.4	Technology demonstration / Enlightenment programmes													
4.5	Workshop/Seminars & Conferences													
4.6	Other activities													
	Total													

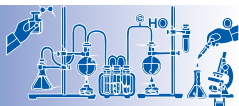
Note: i) As already communicated through AAP minutes, the budget to be restricted in accordance to the stakeholders attended. ii) Krishimela at RSRs with 200-300 farmers at Rs. 1.25 lakh per event

Particulars	Krishi Mela/ Reelers Mela cum exhibition	Farmers Field day	Awareness programme	Technology demonstration / Enlightenment programmes	Workshop/ Seminars & Conferences
No. of farmers	400-500	50-100	50-100	20	100
Unit cost (Rs. lakh)	2.50	0.07-0.15	0.05-0.10	0.01	2.00

Annex -1.V

5. Soil samples analysis to be carried out during the year 20... - 20...

#	Item	Target (No.)	Financial (Rs. in lakh)
1			
2			
3			
4			
Total			



Annex -1.VI

6. Information, Education and Communication during the year 20... - 20...

#	Item	Target (No.)	Financial (Rs. in lakh)
6.1	Periodicals		
6.2	Publications		
6.2.1	Research papers-National		
6.2.2	Research papers-International		
6.2.3	Proceedings/ Abstracts		
6.2.4	Books/ Book Chapters/ Manuals etc.		
6.2.5	Popular Articles		
6.2.6	Booklets, Brochures etc.		
6.3	Extension literature		
6.4	Films/ Videos		
6.5	Social media		
Total			

Annex-1.VII

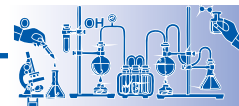
7. Patents to be filed/ granted and Technologies to be Commercialized during the year 20... - 20...

#	Item	Details	Financial (Rs. in lakh)
7.1	Patents to be filed		
7.1.1			
7.1.2			
7.2	Patents to be granted		
7.2.1			
7.2.2			
7.3	Technologies to be commercialized		
7.3.1			
7.4	Software, mobile/android app developed etc.		
7.4.1			

Annex -1.VIII

8. Revenue Generation during the year 20... - 20...

#	Source of Revenue Generation	Physical (No.)	Revenue to be generated (Rs.)
8.1	Patent (Technology)		
8.1.1	License Fee collected		
8.1.2	Royalty collected		
8.2	Testing & Analytical charges (Sample)		
8.2.1	Testing of Soil/water/FYM/ Leaf etc.		
8.2.2	Quality analysis/ testing of products		
8.2.3	Testing of cocoons/silk yarn/fabric etc.		
8.3	Consultancy (Services)		



8.4	Supply/ sale proceeds of cutting / Sapling/ seedling/ chawki worms/ cocoons/ Silk etc.		
8.4.1	Mulberry cutting		
8.4.2	Vanya host plant sapling/ seedling		
8.4.3	Mulberry chawki worms		
8.4.4	Mulberry seed(dfls)		
8.4.5	Vanya dfls		
8.4.6	Cocoons		
8.4.7	Output from R&D Projects (Silk, fabric etc.)		
8.4.8	Others (pl specify)		
	Total		

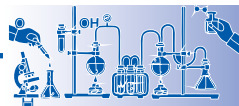
Annex-1.IX

9. Procurement of equipments and other accessories during the year 20... - 20...

#	Equipment/other requirement	Quantity	Justification	Approx. price (Rs. in lakh)
	At main institute			
	At nested units			

Annex - 1.X

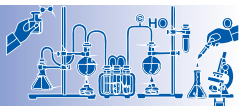
10. Other Activities to be taken up during the year 20... - 20...



PART-II

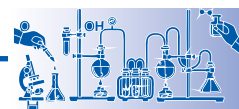
TARGET FOR THE YEAR 20... - 20...

Format for NSSO Bengaluru / BTSSO Bilaspur / MSSO Guwahati/ ESSO Guwahati



Instructions for filling up the format

1. Use only Times New Roman font size 12, unless specified. Institute name (Font size 16), Titles (font size 14) and sub titles (font size 12) to be in bold.
2. For all Tables use minimum font size 8. To add only rows if needed and not to add/ delete columns in the tables.
3. Annexure Numbers should be given as follows:
 - NSSO, Bangalore- Annexure-10, Annexure-10. I, II, III etc.
 - BTSSO, Bilaspur- Annexure-11, Annexure-11. I, II, III etc.
 - MSSO, Guwahati- Annexure-12, Annexure-12. I, II, III etc.
 - ESSO, Guwahati- Annexure-13, Annexure-13. I, II, III etc.



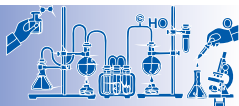
Name of the Institute:

1. Organizational Set up

Unit	Nos.	Place
Basic Seed Farm		
SSPC		

2. Silkworm Seed production, TOT, CBT, ECP etc.:

	Item	Target	Remarks
1.	Silkworm Seed Production (Lakh dfls)		
1.1	Parental seed production and supply (P3/Nucleus)		Annex 10.I.1
1.2	Basic seed production and supply (P2/P1/Basic)		Annex 10.I.2
1.3	Commercial seed production and supply		Annex 10.I.3
2.	No. of Adopted Seed Rearers (ASR) & Seed Cocoon production through ASRs (No. & Lakh cocoons/ kg)		Annex 10. II
3.	No. of Registered Seed Producers (RSP) & Seed production through RSPs (No. & Lakh dfls)		Annex 10.III
4.	Trial of Technology - On Farm Trials (OFT)		Annex 10.IV
4.1	No. of technologies to be popularised		
4.2	No. of locations to be covered		
4.3	No. of stakeholders to be covered		
5.	Capacity Building & Training (CBT)		Annex 10.V
5.1	No. of programmes to be conducted		
5.2	No. of stakeholders to be trained		
6.	Extension Communication Programmes to be organized		Annex 10.VI
6.1	Krishi Mela / Reelers mela cum exhibition		
6.2	Farmers Field day		
6.3	Awareness programme		
6.4	Technology demonstration / Enlightenment programmes		
6.5	Workshop / Seminars & Conferences		
6.6	Other activities (<i>Please specify</i>).		
7.	Information, Education & Communication		Annex 10.VII
7.1	Periodicals		
7.2	Publications		
7.3	Extension literature		
7.4	Films / Videos		
7.5	Social media		
8.	Patents to be filed/ granted, technologies to be commercialized, Software, mobile / android app developed etc.		Annex 10.VIII
9.	Revenue generation (Rs. in Lakh)		Annex 10.IX
10.	Procurement of equipments and other accessories		Annex 10.X
11.	Other activities (<i>pl specify</i>)		Annex 10.XI
12.	Target at a glance for the year 20... - 20...		Annex 10.XII



1. Silkworm Seed Production

Annex 10.I.1

1.1. Parental Seed production (P3/Nucleus) and Supply (Lakh dfls) during the year 20... - 20...

Name of the unit	Annual Target		Financial (Rs. in lakh)	
	Bivoltine	Multivoltine	Bivoltine	Multivoltine
South Zone				
Name of the centre				
East Zone				
Name of the centre				
North Zone				
Name of the centre				
North East Zone				
Name of the centre				
Total				

Annex 10.I.2

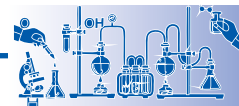
1.2. Basic Seed Production (P2/P1/Basic) and Supply (Lakh dfls) during the year 20... - 20...

Name of the unit	Annual Target		Financial (Rs. in lakh)	
	Bivoltine	Multivoltine	Bivoltine	Multivoltine
South Zone				
Name of the centre				
East Zone				
Name of the centre				
North Zone				
Name of the centre				
North East Zone				
Name of the centre				
Total				

Annex 10.I.3

1.3. Commercial Seed Production and Supply (Lakh dfls) during the year 20... - 20...

State	Annual Target		Financial (Rs. in lakh)	
	Bivoltine	Multivoltine	Bivoltine	Multivoltine
Total				



Annex 10.II

2. Adopted Seed Rearers (ASRs) & Seed Cocoon production through ASRs during the year 20... - 20...

State	No. of Adopted Seed Rearers	Annual Target (Lakh No./Kg)	Financial (Rs. in lakh)
South Zone			
Name of the centre			
East Zone			
Name of the centre			
North Zone			
Name of the centre			
North East Zone			
Name of the centre			
Total			

Annex 10. III

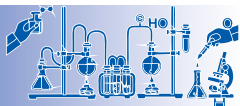
3. Registered Seed Producers (RSPs) to be adopted and Seed production during the year 20... - 20...

#	Registered Seed Producers (RSPs) to be adopted (No.s)		Seed to be produced (Lakh dfls)	
	Annual Target	Financial (Rs. in lakh)	Annual Target	Financial (Rs. in lakh)

Annex-10. IV

4. Transfer of Technologies (ToTs) Programmes - On Farm Trials (OFTs) to be taken up during the year 20... - 20...

#	Name of the Technology	Unit Cost (Rs.)	No. of locations	No. of stakeholders	Financial (Rs. in lakh)
4.1					
4.2					
4.3					
4.4					
4.5					
4.6					

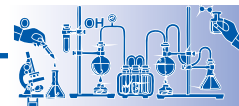


Annex- 10.V

5. Capacity Building & Training programmes to be taken up during the year 20... - 20...

#	Title of the training programme	Target		
		Physical (No.)	No. of stakeholders	Financial (Rs. in lakh)
5.1	Structured Training Course*			
5.1.1	PGDS			
5.1.2	Intensive Sericulture Training			
5.2	Farmers Skill Training			
5.2.1				
5.2.2				
5.3	Exposure visit for technology awareness			
5.4	Technology Orientation Programme			
5.5	Sericulture Resource Centres (SRCs)			
5.6	Training under Post Cocoon Sector**			
5.6.1				
5.6.2				
5.6.3				
5.7	Management Development Programme under STEP			
5.8	Training for Adopted Seed Rearers (ASRs)			
5.9	Training to Registered Seed Producers (RSPs)			
5.10	Training on Seed Act			
5.11	Other Need Based Training Programme			
5.12	Non-CBT: Training programme funded by agencies other than CSB*			
5.12.1				
5.12.2				
5.13	Training under SAMARTH ***			
5.13.1	Pre-cocoon (Silkworm rearing)			
5.13.2	Post cocoon – Silk (Reeling, Spinning, Wet processing)			
5.13.3	Post cocoon – Handloom (Designing & Weaving)			
	Total			

* PI specify the details, ** Name of training with duration, *** only NSQF aligned courses



Annex- 10. VI

6. Extension Communication Programmes to be conducted during the year 20... - 20...

#	Programmes	Unit cost (Rs.)	Annual Target		
			No. of events	No. of stakeholders	Financial (Rs. in lakh)
6.1	Krishi Mela / Reelers mela cum exhibition				
6.2	Farmers Field day				
6.3	Awareness programme				
6.4	Technology demonstration / Enlightenment programmes				
6.5	Workshop/ Seminars & Conferences				
6.6	Other activities				
	Total				

Annex-10. VII

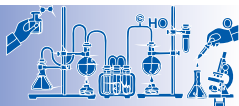
7. Information, Education and Communication during the year 20... - 20...

#	Item	Target (No.)	Financial (Rs. in lakh)
7.1	Periodicals		
7.2	Publications		
7.2.1	Research papers-National		
7.2.2	Research papers-International		
7.2.3	Proceedings/ Abstracts		
7.2.4	Books/ Book Chapters/ Manuals etc.		
7.2.5	Popular Articles		
7.2.6	Booklets, Brochures etc.		
7.3	Extension literature		
7.4	Films/ Videos		
7.5	Social media		
	Total		

Annexure-10. VIII

8. Patents to be filed/ granted/ technologies to be commercialized during the year 20... - 20...

#	Item	Please provide information on Patent to be filed through NRDC, Technologies to be commercialised etc.	Financial (Rs. in lakh)
8.1	Patents to be filed		
8.1.1			
8.2	Patents to be granted		
8.2.1			
8.3	Technologies to be commercialized		
8.3.1			
8.4	Software, mobile / android app developed etc.		
8.4.1			



Annexure-10. IX

9. Revenue to be Generated during the year 20... - 20...

#	Source of Revenue Generation	Physical (No.)	Revenue to be generated (Rs. in lakh)
			Target
9.1	Patent (Technology)		
9.1.1	License Fee collected		
9.1.2	Royalty collected		
9.2	Testing & Analytical charges (Sample)		
9.2.1	Testing of Soil/water/FYM/ Leaf etc.		
9.2.2	Quality analysis/ testing of products		
9.2.3	Testing of cocoons/silk yarn/fabric etc.		
9.3	Consultancy (Services)		
9.4	Supply/ sale proceeds of cutting / Sapling/ seedling/ chawki worms/ cocoons/ Silk etc.		
9.4.1	Mulberry cutting		
9.4.2	Vanya host plant sapling/ seedling		
9.4.3	Mulberry chawki worms		
9.4.4	Mulberry seed (dfls)		
9.4.5	Vanya dfls		
9.4.6	Cocoons		
9.4.7	Output from R&D Projects (Silk, fabric etc.)		
	Others (pl specify)		
	Total		

Annexure-10.X

10. Procurement of equipments and other accessories during the year 20... - 20...

#	Equipment/other requirement	Quantity	Justification	Approx. price (Rs. in lakh)
	At main institute			
	At nested units			

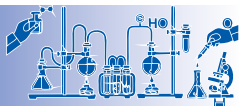
Annexure-10.XI

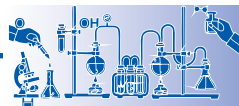
11. Other Activities during the year 20... - 20...

Financial Progress for the year 20... - 20... & Target for the year 20... - 20...
 Financial Approval (Rs. in lakh)

Name of the Institute:

#	Activity	Details						
		Physical Target (20...-20...)	Achievement (20...-20...)	Expenditure incurred (20...-20...) Rs in lakh	Utilisation %	Physical Target (20...-20...)	Proposed budget (As per BE) (20...-20...) Rs in lakh	Tentative budget approval (For office use)
1	Research & Development							
	A. R&D Institutes							
1.1	Projects continued through the year (No.)							
1.2	Projects Concluding (No.)							
1.3	New project Initiation (No.)							
1.4	Any other (Expert consultancy etc)							
	B. Seed Organization							
1.5	Parental seed production and supply							
1.6	Basic seed production and supply							
1.7	Commercial seed production and supply							
1.8	Adopted Seed Rearers (ASR) & Seed Cocoon production							

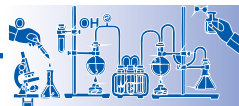




1.9	Registered Seed Producers (RSP) & Seed production									
1.10	Store stationary - Chemicals, stores & stationary, POW, Expert consultancy, Travel, Security, ISO certification etc									
	1. Sub- Total									
2	Trial of Technologies (ToTs)									
2.1	On Station Trials									
2.2	On Farm Trials									
	2. Sub- Total									
3	Capacity Building & Training									
3.1	Structured Training Course									
3.2	Farmers Skill Training									
3.3	Exposure visit for technology awareness									
3.4	Technology Orientation Programme									
3.5	Sericulture Resource Centres (SRCs)									
3.6	Training under Post Cocoon Sector									
3.7	Management Development Programme under STEP									
3.8	Training for Adopted Seed Rearers (ASRs)									
3.9	Training to Pvt. Graineurs									
3.10	Training on Seed Act									
3.11	Other Need Based Training Programme									



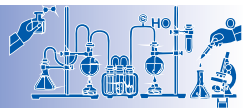
3.12	Non-CBT: Training programme funded by agencies other than CSB									
3.13	Training under SAMARTH									
	3. Sub- Total									
4	Extension Communication Programme (ECPs)									
4.1	Krishi Mela / Reelers Mela cum exhibition									
4.2	Farmers Field day									
4.3	Awareness programme									
4.4	Technology demonstration / Enlightenment programmes									
4.5	Workshop/ Seminars & Conferences									
4.6	Field visits									
4.7	Other activities									
	4. Sub- Total									
5	Soil samples analysis									
6	Information, Education and Communication									
6.1	Periodicals									
6.2	Publications									
6.3	Extension literature									
6.4	Films/ Videos									
6.5	Social media									
	6. Sub- Total									
7	Patent filed/ granted and Technology commercialized									



7.1	Patent filed								
7.2	Patent granted								
7.3	Technology commercialized								
	7. Sub- Total								
8	IT Initiative								
8.1	Computer & printer, Internet EPABX, LAN								
8.2	Computer aided app. /Mobile app. Development/ etc								
8.3	Other (Website development/ upgrading/ maintenance/ sending messages etc								
8.4	Any other								
	8. Sub-Total								
9	Quality control- ISO certification								
10	Maintenance of Existing infrastructure/ Asset								
11	Asset Creation / Procurement of Equipments and other accessories								
11.1	Asset Creation / Instrument purchase								
11.1.1									
11.1.2									
11.1.3									
11.1.4									
11.2	Any Other item under asset creation like Vehicle, Mini tractor etc.								
	11. Sub-Total								
	GRAND TOTAL								

Note: Please do not delete or add rows or columns.

Annexure-18



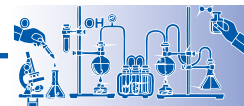
FORMAT FOR RECORDING IMPACT OF TECHNOLOGIES UNDER OST/ OFT

ON STATION TRIALS (FOR VALIDATION OF TECHNOLOGY AT CSB INSTITUTES/ RSRSS/ DOS UNITS ETC.)

#	Name of the Technology	Unit Cost (Rs.)	Improvement recorded under the research project	Impact under OST		
				CSB institutes	RSRSs	DOS Units
1						
2						
3						
4						
5						

ON FARM TRIALS (FOR DEMONSTRATION OF TECHNOLOGY AT FARMERS LEVEL)

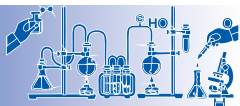
#	Name of the Technology	Unit Cost (Rs.)	Improvement recorded under the research project	Impact under OST		
				CSB institutes	RSRSs	DOS Units
1						
2						
3						
4						
5						



Annexure-19

Details of Mulberry Varieties authorized with yield potential and suitable zone

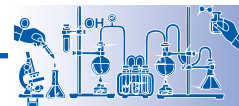
#	Variety	Leaf Yield potential (Mt/ha/yr)	Suitable zone
1.	G4	55-60	South India irrigated
2.	C2038	50-55	Eastern and NE India Irrigated
3.	Tr23	15-20	Hills of Eastern India
4.	Victory-1	55-60	South India Irrigated
5.	Vishala	55-60	All India under Irrigated condition
6.	Anantha	50-55	South India Irrigated
7.	DD	50-55	South India Irrigated
8.	S-13	12-15	South India Rainfed
9.	S-34	12-15	South India Rainfed
10.	S-1	35-40	Eastern and NE India Irrigated
11.	S-7999	35-40	Eastern and NE India Irrigated
12.	S-1635	40-45	Eastern and NE India Irrigated
13.	S-36	40-45	South India Irrigated
14.	C776	45-50	Saline soils
15.	S-146	14-16	N. India and Hills of J & K Irrigated
16.	Tr-10	11-15	Hills of Eastern India
17.	BC-259	11-15	Hills of Eastern India
18.	ChakMajra	25-30	Sub-temperate
19.	China White	25-30	Temperate
20.	AGB-8	50-60	Irrigated
21.	PPR-1	50	Irrigated
22.	C1360	50	Irrigated
23.	Sahana	30-40	Coconut shades
24.	AR-8	30-40	Alkalinity
25.	C-9	40-50	Rainfed
26.	G	45-50	Chawki silkworm
27.	C1730	40-55	Draught tolerance



Annexure-20

Details of Mulberry silkworm (Bivoltine, Cross Breed and Multivoltine) released

#	Bivoltine	#	Cross Breed
1	G11xG19	1	M6DPC x(Sk6xSK7)
2	B.con1 xB.con4	2	P2D1 x NB18
3	SH6 x KA	3	MY1 x NB18
4	CA2 x NB4D2	4	N x (NB18 x P5)
5	NB18 x P5	5	PM x NB18
6	YS3 x SF19	6	RD1 x NB18
7	SH6 x NB4D2	7	BL23 x NB4D2
8	PAM101 x NB4D2	8	BL24 x NB4D2
9	CC1 x NB4D2	9	APM1 x APS8
10	PAM111 x SF19	10	BL43 x NB4D2
11	SKUAST-1 x SKUAST-6	11	BL67 x CSR19
12	CSR2 x CSR4	12	PM x CSR2
13	CSR2 x CSR5	13	N x YB
14	CSR12 x CSR6	14	BL67A x CSR101A (for artificial diet only)
15	CSR18 x CSR19	15	APDR15 x APDR115
16	CSR16 x CSR17	16	APM2 x APDR105
17	CSR3 x CSR6	17	APM3 x APS12
18	KSO1 x SP2	18	Mcon1 x Bcon4
19	APS5 x APS4	19	Mcon4 x Bcon4
20	(CSR6 x CSR26) x (CSR2 x CSR27)	20	MH1 x CSR2
21	CSR48 x CSR5	21	PM x CSR2(SL)
22	Dun6 x Dun22	22	NxNB4D2
23	CSR2A x CSR4A	23	N(M) x(SK6xSK7)
24	APS105 x APS126	24	M6DP(C)x SK4C
25	APS45 x APS12	25	PMxFC2
26	CSR46 x CSR47	26	SV1x S8
27	Dun17 X Dun18		
28	GEN3 x GEN2	#	Multivoltine
29	KSO1 x NP4	1	BL24 x C. Nichi
30	NK2 x NP4	2	N x M12 (W)
31	SLD4 x SLD8	3	M con1 X M con4
32	CSR50xCSR51	4	Nistari X M con4
33	AP71xAP72	5	PM X C110
34	(CSR52xCSR50)x (CSR51xCSR53)		
35	SK6x SK7		
36	B.con1 xB.con4		
37	S8x CSR16		
38	MSN 7x CSR4		



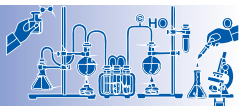
Annexure-21

FORMAT FOR APPROVAL OF CONSULTANCY PROJECT

Type of Consultancy: Retainer / Institutional / Routine

1. Project title & number :
2. Client / Customer
 - a) Name and address :
 - b) Category * :
(Govt. Dept., Voluntary /
Co-operative Agency Public /
Private Sector)
3. Objective, scope and duration of the project :
4. Programme of work with phasing and milestone :
5. Benefits to client on utilization of project output. :
6. Financial aspects :
 - I Estimated expenses
 - (i) Manpower charges : Rs.
 - (ii) Cost of stores bought from outside : Rs.
 - (iii) Value of stores consumed from Department. : Rs.
 - (iv) Equipment utilization cost : Rs.
 - (v) Charges for using center facilities : Rs.
 - (vi) Charges for using outside facilities : Rs.
 - (vii) Expenditure on salaries / wages for Employing / engaging of external staff for the work. : Rs.
(Details of staff to be specified)
 - (viii) Expenditure on subcontracting if any is involved. : Rs.
 - (ix) Other expenses (Particulars to be Specified). : Rs.

Total : Rs.



II. Intellectual Fee : Rs. _____

Total charges (T) = (I + II) : Rs. _____

III. Payment to be received as follows :
(Indicate for the installments the amount, mode, time and bank guarantees).

7. Honorarium payable

I. "Group of staff" for the consultancy project :

i) Team of consultants

<u>Name & Designation</u>	<u>Share</u>
-------------------------------	--------------

i)

ii)

iii)

iv)

v)

ii) Other supporting staff

<u>Name & Designation</u>	<u>Share</u>
-------------------------------	--------------

i)

ii)

iii)

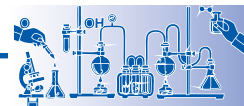
8. Remarks

Director of the Institute

DECISION OF COMPETENT AUTHORITY

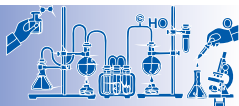
MEMBER SECRETARY
CENTRAL SILK BOARD
(Signature)

- C.C.
1. Project Leader
 2. Team of consultants / S&T staff / Supporting staff.
 3. Director (HQ.)
 4. Establishment - I
 5. Establishment - II
 6. Deputy Secretary (Finance)
 7. Stores Section
 8. Technical Section.

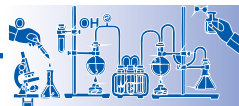


Abbreviations

AICEM	:	All India Co-ordinated Experimental Trial for Mulberry
ARM	:	Automatic Reeling Machine
ASR	:	Adopted Seed Rearer
ATR	:	Action Taken Report
BE	:	Budget Estimate
BSF	:	Basic Seed Farm
BSM&TC	:	Basic Seed Multiplication & Training Centre
BTSSO	:	Basic Tasar Silkworm Seed Organization
CBT	:	Capacity Building and Training
CI	:	Co-Investigators
CMER&TI	:	Central Muga Eri Research & Training Institute
CO	:	Central Office
CRC	:	Chawki Rearing Centre
CSB	:	Central Silk Board
CSGRC	:	Central Sericultural Germplasm Resources Center
CSR&TI	:	Central Sericultural Research & Training Institute
CSTRI	:	Central Silk Technological Research Institute
CTR&TI	:	Central Tasar Research & Training Institute
CTSSS	:	Central Tasar Silkworm Seed Station
DA	:	Dearness Allowance
DBT	:	Department of Biotechnology
DFL	:	Disease Free Laying
DoS	:	Department of Sericulture
DSIR	:	Department of Scientific & Industrial Research
DST	:	Department of Science & Technology
ECP	:	Extension Communication Programmes
ESSO	:	Eri Silkworm Seed Organization
FYM	:	Farm Yard Manure
HAC	:	Hybrid Authorization Committee
HRD	:	Human Resource Development
ICSC	:	Industrial Consultancy and Services



IEC	:	Information Education Communication
IF	:	Impact Factor
IP&BP	:	Intellectual Property & Business Promotion Cell
IPR	:	Intellectual Property Right
JRF	:	Junior Research Fellow
MDP	:	Management Development Programme
MoA/ MoU	:	Memorandum of Agreement/ Understanding
MoT	:	Ministry of Textiles
MS	:	Member Secretary
MSSO	:	Muga Silkworm Seed Organization
MTA	:	Material Transfer Agreement
MVAC	:	Mulberry Variety Authorization Committee
NAAS	:	National Academy of Agricultural Sciences
NGO	:	Non Governmental Organization
NKN	:	National Knowledge Network
NOC	:	No Due Certificate
NRDC	:	National Research Development Corporation
NSSO	:	National Silkworm Seed Organization
OFT	:	On-Farm Trial
OST	:	On-Station Trial
PA	:	Project Assistant
PDF	:	Portable Document Format
PGDS	:	Post Graduation Diploma in Sericulture
PI	:	Principal Investigator
PMCE	:	Project Monitoring, Co-ordination and Evaluation
RA	:	Research Associate
RAC	:	Research Advisory Committee
RC	:	Research Council
RCC	:	Research Co-ordination Committee
RCS	:	Research Co-ordination Section
REC	:	Research Extension Centre
RFD	:	Research Framework Document
RMIS	:	Research Management & Information System



RSP	:	Registered Seed Producer
RSRS	:	Regional Sericultural Research Station
RSTRS	:	Regional Silk Technological Research Station
S&T	:	Scientific & Technical
SBRL	:	Seri-Biotech Research Laboratory
SCPC	:	Seed Cocoon Procurement Centre
SLSCC	:	State Level Sericultural Coordination Committee
SMART	:	Specific, Measurable, Attainable, Realistic and Time
SRC	:	Sericulture Resource Centre
SRF	:	Senior Research Fellow
SSPC	:	Silkworm Seed Production Centre
SSTL	:	Silkworm Seed Technology Laboratory
STSC	:	Silk Technical Service Centres
TA	:	Travel Allowance
ToT	:	Transfer of Technology
UC	:	Utilization Certificate
VC	:	Video Conference



CENTRAL SILK BOARD

**Ministry of Textiles, Govt. of India
Bengaluru, India**