



RESEARCH & STUDIES ON ENERGY MANAGEMENT SCHEME 2015-2016



ENERGY MANAGEMENT CENTRE – KERALA
DEPARTMENT OF POWER, GOVERNMENT OF KERALA
THIRUVANANTHAPURAM-17

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For more details

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1. Introduction

The objective of this scheme is to promote interdisciplinary research and studies in the areas of energy conservation and management by providing financial and technical support.

2. Eligibility

- 2.1. Any individual who is currently working in educational institutions/ industries/ NGOs and nonworking Individuals in Kerala can apply for financial assistance under this scheme.
- 2.2. Project under any discipline including science, engineering, management, economics, social science etc. related to energy efficiency and conservation are eligible.

3. Guidelines

- 3.1. The application for financial assistance in the prescribed format should be submitted in triplicate to the Director, Energy Management Centre, Department of Power, Govt of Kerala, Sreekariyam, Thiruvananthapuram. Pin 695017
- 3.2. The investigators are requested to submit a detailed proposal in the "Prescribed Format" in the address mentioned above at least 90 days prior to the start date of the project, so as to enable, EMC to scrutinize and sanction proposals recommended for funding by the committee.
- 3.3. Item wise financial estimates should be mentioned clearly in the proposal submitted, showing rates, quantity and total for each item.

4. Rules

- 4.1. These rules may be called the 'Rules for grant of financial assistance for research seed money to energy efficiency related projects of scientific, social, technological and environmental importance, conducted in the State'.
- 4.2. Under these rules financial assistance may be granted to the investigators who are associated with educational institutions/ industries/ NGOs and nonworking individuals in Kerala for conducting research projects.

- 4.3. Financial assistance may be limited to specific items of expenditure or to cover a part of the expenditure on the whole function.

5. Funding Norms

- 5.1. The maximum eligible funding for a project is limited to Rs.200000/-
- 5.2. Subject to availability of funds, proposal for financial assistance will be screened and approved by the duly constituted committee, which will subsequently be sanctioned by the Director, EMC.
- 5.3. Financial assistance will be released to the investigator through proper channel.
- 5.4. The progress report and utilization of funds shall be reported every six months.
- 5.5. The final report, statement of expenditure and utilization certificate shall be submitted after successful completion of the project along with the copy of the relevant pages of Bank Pass Book.
- 5.6. The investigators shall make a presentation of the outcome of the research before a committee constituted for the purpose.
- 5.7. The whole or part of the granted money remaining unutilized within the prescribed time limit should be refunded to EMC by remitting back the balance amount.
- 5.8. Utilization certificate and Statement of expenditure (two copies) shall be furnished to The Director, EMC within three months from the last day of the programme.
- 5.9. The EMC reserves the right to order verification / audit of accounts by any Officer authorized by it. The Accounts shall be kept safely for a minimum period of three years.
- 5.10. The recipient and the institution shall comply, with such other conditions as may be suggested in the 'guidelines' issued in this regard from time to time.



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AFFIDAVIT FORMAT

Name And address of the
Principal Investigator :
(Cell No. and e-mail are mandatory)

Title of the Research Proposal (150 Ch.) :

Broad Subject area/field of classification :

TERMS AND CONDITIONS

1. The scheme is constituted for the purpose of providing assistance in the form of grants to initiate research work in energy studies with particular relevance to the State of Kerala in the economic, social and industrial development.
2. Grant will be released to the principal investigator of the project through the Head of the institution.
3. The maximum duration of the project will be three years from the date of start of the project
4. This date of start of the project should be intimated by the Institution authorities/Principal Investigator to EMC. It will, in no case be later than one month after the receipt of the information letter.
5. On completion of the project, 3 copies of the final project report on the work done should be sent to the EMC along with the utilization certificate (UC) and statement of expenditure (SE). The Utilization Certificate and Statement of Expenditure should be countersigned by the in the case of Government Institution
6. The institute will maintain separate audited accounts for the project.
7. The institute will not entrust the implementation of the work for which the grant is being sanctioned to another institution nor will it divert the grant receipts to other institute as assistance.
8. EMC reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilized or appropriate progress is not being made. In addition, the EMC may designate Scientist / Specialist or an Expert Panel to review the work done.
9. If the PI to whom the project has been sanctioned wishes to leave the Institution where the project is based, the Institute/PI will inform the same to the EMC and in consultation with EMC, evolve steps to ensure successful completion of the project, before relieving the PI.
10. Investigators must acknowledge the EMC in reports and technical/scientific papers publishing based on the research work done under the project. Investigators are requested to publish some of the research papers emerging out of the project work in leading Indian Journals.
11. If the results of research are to be legally protected by way of patent/copy rights etc. the results should not be published without action being taken to secure legal protection for the research results.
12. The knowledge generated from the project will be the property of EMC and should be properly acknowledged. Transfer to technology generated shall be done in consultation with the EMC.
14. The EMC may enforce additional guidelines for the operation of this scheme from time to time and the Institution / Investigators are required to observe such directions in the conduct of the research work.

We agree to the terms and conditions stated above.

Name & Signature of
Principal Investigator

Name & Signature of Head of Institution
(Office Seal)



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APPLICATION FORMAT

1. Title of the Project :
2. Name and address of Investigator (Cell No. and e-mail are mandatory) :
3. Title of the Research Proposal (150 ch.) :
(Attach additional sheets if necessary)
4. Broad Subject area/field of classification :
5. Project Type(s) (Basic Research/Applied
Research/Developmental/Demonstration/Others) :
6. Broad objectives of the project (300 ch) :
(Attach additional sheets if necessary)
7. Precise objectives of the project :
8. Applications/Socioeconomic importance (The relevance, if any, to
the utilization and management of the natural resources of the State) :
9. Abstract (500 ch.) :
(Attach additional sheets if necessary)
10. Details of state of the art in the research area and
literature review done by the investigator :
11. Details of any preliminary work done by the investigator:
12. Particulars of equipment required :
13. Particulars of any other facilities required :
14. Particulars of the facilities that will be provided by
the institution where this project will be implemented :
15. Whether the project was submitted to any other
organization for financial support, If so, the names of
the institutions and their decisions may be indicated :

16. Whether at present receiving support from any other organisation other than your present department. If so, full particulars of these may be given :

17. Budget estimate for the project

Sl no	Items	Amount (Rs.)
1.	Consumables (Do not exceed 20% of the total amount)	
2.	Equipments	
3.	Travel (Do not exceed 10% of the total amount)	
4.	Research Literature	
5.	Other (specify) (Do not exceed 10% of the total amount)	
6.	Contingency	
	Total	

18. The sources of funding the project including funds from other agencies from which financial assistance is obtained/expected to be obtained, and the quantum of assistance from each agency :

19. Quantum and nature of assistance expected from the EMC :

20. Name and address of the authority of Institution authorized to receive the grant :

21. Whether grant under this scheme has been availed earlier by the investigator (If so, provide details): :

Declaration

Certified that the details furnished above are correct to the best of my knowledge and belief and that the amount of financial assistance, if granted, will be utilised for the purpose for which it is granted within the time prescribed by EMC. I also undertake to abide by the rules and other conditions prescribed by the grantee.

Place:
Date:

Name & Signature of
Principal Investigator

Name & Signature of
Head of Institution

(Office Seal)



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STATEMENT OF EXPENDITURE - FORMAT

EMC Approval no : _____

Title of the Project : _____

Name of the Principal Investigator : _____

Approval no & date	Grand sanctioned	Details of expenditure incurred in item wise	Duration of the Project

Name and Signature of
Principal Investigator with Seal



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UTILIZATION CERTIFICATE - FORMAT

Sl no	Letter no & Date	Amount
	Total	

1. Certified that out of Rs.....of advance payment sanctioned during the year 2015-16 in favour of.....(Name) a sum of Rs..... has been utilized for the purpose of implementation of activities as per the letter cited

2. Certified that I have satisfied myself that the conditions on which the advance payment was sanctioned have been duly fulfilled and that I have exercised the necessary steps to see that the money was actually utilized for the purpose for which it was sanctioned.

Kind of checks exercised

- a. Verifying vouchers with relevant sanction order.
- b. Checking of vouchers with cash/ bank book.
- c. Counter checking of the payment sanctions
- d. Routine General Check.

Name and Signature of
 Principal Investigator with Seal

Date :

For Office Use:

File No.



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PROGRESS REPORT

1. Name of the Principal Investigator _____
Phone No _____ Email _____
2. Institution _____
3. Project Title _____
4. Date of Sanction _____
5. Amount Sanctioned _____
6. Report Period _____
6 months 12 months 18 months 24 months
7. Expenditure Incurred
 - a. Amount received till date _____
 - b. Actual expenditure _____
8. Progress of work (% of work completed) _____
9. Highlights of work completed during the report period
(Attach a brief report separately)
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
 - f. _____
 - g. _____
 - h. _____

Signature of Principal Investigator with date



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