



राष्ट्रीय राजधानी क्षेत्र और निकटवर्ती क्षेत्रों में वायु गुणवत्ता प्रबंधन आयोग  
**Commission for Air Quality Management in NCR & Adjoining Areas**  
7वीं मंज़िल, जवाहर व्यापार भवन (एस.टी.सी. बिल्डिंग ) टॉलस्टॉय मार्ग  
17<sup>th</sup> Floor, Jawahar Vyapar Bhawan (STC Building), Tolstoy Marg,  
नई दिल्ली / New Delhi – 110001

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## **Call for Project Proposals (2025-2026)**

**Last date of submission: 31/07/2025**

The Commission for Air Quality Management in NCR and Adjoining Areas with a view to monitor, prevent, control and abate air pollution in Delhi-NCR arising from various contributory sources/sectors invite research and development project proposals from Scientists/Researchers/ Academicians /Non-Government Organisations (NGOs)/ Community-Based Organizations (CBOs)/ Consortia/ Individuals for the prevention, control and abatement of air pollution thus improvement of air quality in the NCR to be coordinated and proposed by an Academic/Research/ Scientific Institution of repute recognised by the Government of India.

The scheme for projects, details of the broad thematic areas, eligibility conditions, funding details, terms & conditions, prescribed proforma etc. are available at [caqm.nic.in](http://caqm.nic.in) under Circular/Orders.

**The Proposal for consideration of grant for the financial year 2025-26 may be sent through speed-post** to "Commission for Air Quality Management in NCR and Adjoining Areas" 17<sup>th</sup>, Floor, Jawahar Vyapar Bhawan (STC Building), New Delhi- 110001, and **through email with subject "Call for Project Proposals 2025-26" to [caqm-ncr@gov.in](mailto:caqm-ncr@gov.in), latest by 31/07/2025.**



राष्ट्रीय राजधानी क्षेत्र और निकटवर्ती क्षेत्रों में वायु गुणवत्ता प्रबंधन आयोग  
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**E-mail: caqm-ncr@gov.in**

## **SCHEME FOR R&D PROJECTS FOR PREVENTION, CONTROL AND ABATEMENT OF AIR POLLUTION IN DELHI- NCR**

### **1. Background**

Section 12(2)(vi) and 12(6)(c)(iii) of the CAQM Act, empowers and mandates the Commission to carry out R&D on air pollution. Under this scheme CAQM would provide financial assistance to Scientists/Researchers/ Academicians /Non-Government Organisations (NGOs)/ Community-Based Organizations (CBOs)/ Consortia/ Individuals towards demonstrable R&D projects in thematic areas for prevention, control and abatement of air pollution in Delhi NCR and adjoining areas.

### **2. Thematic areas**

The thematic areas related to identification, monitoring and safeguarding against air pollution in Delhi NCR and adjoining areas to be taken under the projects are as follows:

1. Prevention, control and abatement of air pollution due to
  - i) Vehicular emissions, both exhaust and non-exhaust
  - ii) Industrial emissions including TPPs
  - iii) Dust from C&D activities
  - iv) Dust from Roads and Open areas
  - v) Agricultural Stubble Burning
  - vi) Municipal Solid Waste Burning, open burning, and biomass burning
  - vii) Household emissions
  - viii) Emissions from the dispersed sources
  - ix) Other sources causing air pollution and hotspots.
2. Development and assessment of most effective policy, technology, products, processes etc. for the abatement of air pollution from the above mentioned sectors.

### **3. Eligibility**

Project Proposals for financial assistance may be submitted by scientists/researchers/academicians working in the field of air pollution through their respective academic, scientific and research institutions recognised by the government.

The proposals may also be submitted by CBOs, registered National / local NGOs, Entrepreneurs (consortia or individuals) etc. through a Government recognised academic/research/scientific institution. They need to coordinate and propose projects through government recognised institution and need to meet the following criteria:

- Have been registered (except in the case of Entrepreneurs) with an appropriate national authority for a period of minimum 2 years.
- Have demonstrated a proven or otherwise strong potential to implement air pollution abatement strategy / methodology.
- Possess adequate scientific and professional credibility and experience in project management including financial administration.

**Note:**

***In case of the technology/products/equipment which have so far been confined to laboratory/workshop studies and need field level validation, only the operational costs to conduct the field level validation may be considered.***

***The capital cost for technology/products/equipment already developed/commercially available and/or demonstrated elsewhere for the abatement of air pollution will not be funded under the scheme. However, only operational cost may be considered if proposed for further development and validation.***

***Commercially available scientific equipment used for the measurement of air quality/relevant parameters etc. essential to meet the objectives of the research project however be considered for grant.***

**Eligibility of Investigator(s)**

The Principal Investigator (PI) and Co-Investigator (Co-I) should have a Doctorate Degree and a minimum of five years of experience after the award of Ph.D. in the field of air quality evident by research publications, patents and/or successfully completed projects.

**Eligibility of Institution(s)**

- i) The institutions, universities and organisations submitting the project proposal should be established and/or recognized by the Government by the relevant authorities.

- ii) The institute should have expertise and infrastructure for the proposed project proposal, including R&D elements must necessarily be towards prevention, control and abatement of air pollution in Delhi-NCR.
- iii) The institute should extend full support to use the existing infrastructure (e.g. computer facilities, software, instruments and other related facilities required to complete the project). The proposal must be forwarded by the Head of the institute/organisation/university.
- iv) The institutes or organisations, other than quasi-Government Institutions, Central Autonomous Organisations and Institutions whose budget is approved by the Government (GFR, 2017), should execute a bond (SECTION I) with two sureties.
- v) The institution is encouraged to be part of the “Shudh Vayu Sampark (SuVaS) network of CAQM.

#### 4. Financial Support and project duration

The R&D projects will be supported for a period of maximum up to three years. The financial support will be provided to meet the proposed recurring and non-recurring expenditure towards the project under the following heads and justification for the same.

Expenditure type	Details
Non-recurring*	Equipment and accessories*
Recurring#	Manpower/Project staff salary (e.g. JRF/SRF/RA) including HRA
	Travel and subsistence
	Consumables
	Other cost and contingency
	Overhead

\*The list of the capital equipment and accessories along with the justification in relevance to the project activities and quotations (including GST) for each proposed capital equipment and accessories must be provided.

Capital equipment/instruments etc. procured under the project shall be the property of the host institution on completion of the project to be duly inventorised.

# Justifications for the recurring expenses such as each manpower involved, proposed travel, consumables and other costs involved and overhead charges, to be provided. **The proposed manpower positions and their emoluments should be in accordance with the latest MoEFCC guidelines (Annex B).**

## **5. Submission of proposals**

- i) The applicant will submit the project proposal in prescribed format (SECTION A to D) prepared as per the guidelines of CAQM. The project will have a Principal investigator (PI) who would be responsible for its formulation and implementation.
- ii) The objectives of the project must be well defined and must indicate the likely deliverables.
- iii) The project proposal needs to be as comprehensive as possible, outlining allocation of work, research plan, milestones and deliverables etc.
- iv) The PI shall ensure that there is no duplication/overlapping of projects undertaken within CAQM or with other Ministries/Institutions.
- v) The proposal must not be submitted to or funded by other funding agency.
- vi) All the project proposals must be forwarded and endorsed by the Head of Institution and must be supported with all relevant documents.
- vii) Maximum one project shall be sanctioned to a PI at a time so that other researchers may also avail the opportunity of the scheme. New project proposals from the same PI shall be considered only after successful completion of the previously sanctioned Project.
- viii) The Proposal for consideration of grant may be sent through speed-post to "Commission for Air Quality Management in NCR and Adjoining Areas" 17th, Floor, Jawahar Vyapar Bhawan (STC Building), New Delhi- 110001, or through email to [caqm-ncr@gov.in](mailto:caqm-ncr@gov.in) with subject "Call for Project Proposals 2025-26".

## **5. Evaluation of the proposal**

The proposals received will be screened in and evaluated by the Project Evaluation and Appraisal Committee (PEAC) constituted by CAQM. The PIs of the project may be invited to the Commission to give the presentation. The proposals will be evaluated based on the outputs and outcomes of the proposed projects including its potential for implementability, replicability and scalability. The PEAC may suggest to delete/ amend/ incorporate certain elements from the proposed project in order to improve upon its effectiveness and efficacy, aligning it to the objectives of the Commission.

The projects as and when recommended by the PEAC shall be placed as an agenda item before the Commission as per provisions of the Commission for Air Quality Management in NCR and Adjoining Areas – Conduct of Business Regulations, for approval including sanction of funds. The Commission may suggest certain value addition(s) to the projects, as deemed fit.

## **6. Release of Funds**

The sanctioned projects, following the due process of appraisal and approvals, would be issued with a sanction order. The project will start with effect from the date of release of the first financial instalment for the project. The funds towards project execution shall be released in phases as per the specific demand by the project investigator, project proposal, progress of the project and submission of relevant documents. An amount limited to the first year sanctioned grant, will be released as per the specific demand by the PI with justification after the final sanction of the project by the CAQM. Thereafter, for each year, the funds limited to the sanctioned yearly project grant would be released based on specific demand by the project investigator upon submission and evaluation of the annual progress report and submission of annual audited utilization certificates and statement of expenditure. The PI must submit the final project report and audited utilization certificates for the entire duration of the project for successful completion of the project. The remaining unutilized fund at the end of the financial year may be adjusted toward the Grant-in-aid payable during the next financial year or should be surrendered to CAQM at the end of the project along with interest.

## **7. Project progress monitoring and completion**

The Principal Investigator shall submit six monthly progress reports in the prescribed format (**SECTION- G**) highlighting the work accomplished, results vis-a-vis the targeted outcomes. These reports will be evaluated by the Project Evaluation and Appraisal Committee (PEAC) that will determine to continuation of the project. The PI may also submit interim progress reports whenever specific demand of funds are made.

A final report in prescribed format (**SECTION- H**) must be submitted at the end of the project. The final report shall be examined and evaluated by Project Evaluation and Appraisal Committee (PEAC) of CAQM for the project output and outcomes, significance of the interventions and follow up action required therefrom. A project completion letter will be issued based on the recommendation of the committee.

The CAQM may nominate expert(s) to review / inspect the said project at any point of time to submit the interim progress/inspection report. A suitable action may be initiated against the PI in case the progress is not up to the mark. Release of funds at appropriate stages of the project will be withheld in the event of non-receipt of Utilization Certificate, timely Progress Reports or unsatisfactory Progress of work.

**Terms and Conditions of the Grant**

(To be signed and enclosed with the proposal)

1. Approval of the Proposal and the grant released is for the specific project mentioned in this proposal and grant should be exclusively spent on the project for which it has been sanctioned within the stipulated time. The Institute is not permitted to seek or utilise funds from any other organisation (Government, semi-Government and Autonomous or Private) for this research project. Any unspent part of amount would be surrendered along with interest earned by the project proponent to the Commission through an account payee demand draft drawn in favour of the Commission.
2. The implementing Institute/Principal Investigator will furnish progress report of work on the project every six months in the **enclosed format (Section G)**. The progress of the project will also be reviewed/monitored by CAQM. In addition, the Commission may designate Scientists/Specialists to visit the Institute periodically for reviewing the" progress of work and for suggesting such measures as to ensure timely realisation of the objectives of the project. On completion of the project, five copies of a consolidated report of the work done on the subject should be submitted to the Commission.
3. The Institute would furnish to the Commission a Utilization Certificate and an annual audited statement of accounts/expenditure duly signed by the Principal Investigator, the Head of the Institute and the Head of the Finance wing, pertaining to the grant in **enclosed format (Section E and F)**. They may be asked to submit all the evidence of expenditure for the project (Bills and Vouchers etc.) including institution norms for claiming overhead costs.
4. A stamped receipt is to be sent to the Commission on receipt of the Cheque/Demand Draft towards each release of grant.
5. The Institute would maintain separate audited accounts for the project. If it is found expedient to keep a part or whole of the grant in a bank account earning interest, the interest thus earned should be reported to the Commission, which shall be adjusted against release of funds to be made in future or the interest so earned shall be deposited back in the Commission's account.
6. Investigators/Institutes wishing to publish books/research paper/popular articles based on the research work done under the projects of the Commission need to take prior permission of the CAQM before publishing the outcome of the project. They should acknowledge the financial support received from the Commission.
7. The data generated out of the project will be made available to the Commission during and after the completion of the project.

8. In the unforeseen event of discontinuance by the Principal Investigator, the Institute takes up the responsibility to depute a competent expert from the institute as a new PI for the successful and timely completion of the project with due intimation to CAQM.
9. The Institute may not entrust the implementation of the work for which the grant is being sanctioned to another institution and to divert the grant receipts as assistance to the latter institution. However, in such situations the prior expert permission of the Commission may be obtained. In case the grantee is not in a position to execute or complete the project, it may be required to refund the entire amount of grant with interest received by it to the Commission.
10. The Commission reserves the right to terminate the grant at any stage and also to recover the amounts already paid with interest, if it is convinced that the project fund has not been properly utilised or the work on the Project has been suspended for a long period or appropriate progress is not being made.
11. The project will become operative with effect from the date of release of the first financial instalment for the project and must be completed within the targeted timelines of the projects.
12. The entity must follow the General Financial Rules (GFRs) of Government of India and comply with rules and regulations on matters of economy and efficiency.
13. The grantee institution shall be liable for inspections by the Sanctioning Authority/Audit whenever the institution is called upon to do so.
14. The proposed project under this scheme should not have been submitted elsewhere for funding and/or received financial support from other funding agency.
15. As far as possible, procurement of equipment's/ accessories may be made through the GEM (Government e-market place)/ other Government procurement portals (for equipment's/machinery/accessories listed in such portals) with due financial diligence.
16. The Grantee Institution is liable to refund entire grant with interest at the prescribed rate if they are found not abiding with any conditions of the Agreement.

Signature of Principal Investigator

Signature of Executive Authority  
of Institute/University with seal

Signature of Co-Investigators

**COMMISSION FOR AIR QUALITY MANAGEMENT  
IN NATIONAL CAPITAL REGION AND ADJOINING AREAS  
17<sup>th</sup> FLOOR, JAWAHAR VYAPAR BHAWAN (STC BUILDING)  
NEW DELHI – 110001  
E-mail: [caqm-ncr@gov.in](mailto:caqm-ncr@gov.in)**

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**PROFORMA FOR SUBMISSION OF PROJECTS**

(Two copies to be submitted)

**SECTION – A**

1. Name of the Principal Investigator (PI):  
(Please enclose bio-data of the PI)
2. Mailing address of PI:
3. Name and address of Co-Investigator(s):  
(Please enclose bio-data of each Co-I)
5. Title of the Project:
6. Broad Thematic Areas to be taken up under the projects:
  1. Prevention, control and abatement of air pollution due to
    - i) Vehicular emissions, both exhaust and non-exhaust
    - ii) Industrial emissions including TPPs
    - iii) Dust from C&D activities
    - iv) Dust from Roads and Open areas
    - v) Agricultural Stubble Burning
    - vi) Municipal Solid Waste Burning, open burning, and biomass burning.
    - vii) Household emissions
    - viii) Emissions from the dispersed sources
    - ix) Other sources causing air pollution and hotspots.
  2. Development and assessment of most effective policy, technology, products, processes etc for the abatement of air pollution from the above mentioned sectors.
7. Relevance of the Project to the Commission (\*Please specify in 150 words):
8. Period of completion of the Project (in Months):

## 9. Budget Estimates

**Total project cost (in Lakh):** \_\_\_\_\_  
(Non-recurring + Recurring)

<b>Expenditure type</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>
<b>A. Non-recurring*</b> e.g. Equipment and accessories*				
<b>B. Recurring#</b> e.g. Manpower salary, travel, consumables, other costs and overhead				
<b>Total (A+B)</b>				

\*The list of the capital equipment and accessories along with the justification in relevance to the project activities and quotations (including GST) for each proposed capital equipment and accessories must be provided.

# Justifications for the recurring expenses such as each manpower involved, proposed travel, consumables and other costs involved and overhead charges, to be provided. The proposed manpower positions and their emoluments should be in accordance with the latest MoEFCC guidelines (**Annexure B**).

### **DECLARATION & ATTESTATION**

I/We have read the terms and conditions of grants for research project of CAQM given at Annexure A. Necessary Institutional facilities will be provided, if the research proposal is approved for financial assistance. I also declare that no funding is applied or taken from any other agency for the same/similar project. Complete audited account of expenditure and utilization certificate will also be submitted by the Institution.

Principal Investigator

Signature with Official Seal

Head of the Institution

Signature with Official Seal

**SECTION – B**

**BIO-DATA OF THE INVESTIGATOR (S)**

(Use separate sheets for Principal Investigator & Co-Investigator)

1. Name of the Investigator (PI/Co-I):
2. Designation:
3. Sex:
4. Category (SC/ST/OBC/General):
5. Name of the Institution:
6. Mailing Address (must indicate Telephone No., Fax, and E-mail address):
7. Date of Birth:
9. Area of Specialization:
10. Highest degree obtained:
11. Total number of years of experiences after Ph.D. :
12. Educational/Academic Qualification  
(in reverse chronological order starting from most recent up to graduation, for e.g., Ph.D., Post-graduation, Graduation):

S.No.	Degree	Year	Institution	Subject	Percent/Division
1.	Ph.D.				
2.					
3.					

13. Details Research Experience/Employment history:  
(in reverse chronological order starting from most recent)

S.No.	Name of the institute	Position	From (MM-YYYY)	To (MM-YYYY)	Nature of work/experience
1.					
2.					
3.					

14. Professional Training/Recognition /Awards/Prizes/Certificates etc.:

15. Details of other Ongoing/Completed Projects including CAQM funded projects (if any):

S. No	Name of the funding agency	Project Title	Year of Funding	Duration in years	Amount Sanctioned (in Lakh)	Amount Spent (in Lakh)	Status: Ongoing /Completed/ Abandoned

16. List of Publications (peer view) in Harvard style (Highlight the relevant publications to the proposed research):

e.g. Baklanov, A., Molina, L.T. and Gauss, M., 2016. Megacities, air quality and climate. *Atmospheric Environment*, 126, pp.235-249.

17. List of patents:

Place:

Date:

Signature of the PI/Co-I

## **SECTION - C**

### **DETAILED PROJECT PROPOSAL**

This information must be adequate and sufficiently self-contained to enable the CAQM to assess the project, covering the following aspects:

1. Title of the Project:
2. Aims and Objectives of the Project (within 150 words):
3. Detailed Project (In about 1,500 words):
  - a) Introduction/Rationale: Present knowledge with relevant bibliography highlighting the gaps in the existing knowledge /filed data and defining the problem statement
  - b) Specific objective(s):
  - c) Methodology and data
    - (i) Study design, (ii) (Method (iii) Data Collection (iv) Data Processing and analysis
  - d) Preliminary work/pilot study already done on the proposed research, if any:
  - e) Likely impact and outcome of the proposal including list of deliverables.
  - f) Justification of the project on grounds of
    - i) Relevance of the project to the Commission linked to the pollution reduction:
    - ii) Innovation/Novelty:
    - iii) Feasibility and field level implementable applications:
    - iv) Capacity building and collaborations:
    - v) Cost-benefit analysis of the proposed work:
4. Period of completion of the Project in months:
5. Research plan and milestones:  
(PERT chart indicating detailed month-wise timelines with research activities and milestones to be submitted)

## 6. Budget Estimates

**Total project cost (in Lakh):** \_\_\_\_\_  
(Non-recurring + Recurring)

<b>Expenditure type</b>	<b>Details</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>
<b>A. Non-recurring*</b>	Equipment and accessories*				
<b>Total A</b>					
<b>B. Recurring#</b>	Manpower/Project staff salary (e.g. JRF/SRF/RA) including HRA				
	Travel and subsistence				
	Consumables				
	Other cost and contingency				
	Overhead				
<b>Total B</b>					
<b>Total (A+B)</b>					

i) **Justification of grant for equipment**

The list of the capital equipment and accessories along with the justification in relevance to the project activities and quotations (including GST) for each proposed capital equipment and accessories must be provided.

ii) **Justifications for the manpower**

Justifications for each manpower to be provided. The proposed manpower positions and their emoluments should be in accordance with the latest MoEFCC guidelines (**Annex A**)

iii) **Justification of the proposed travel**

iv) **Justification for the Consumables, Contingency and other costs**

v) **Justification and proof of overhead charges**

### **Undertaking**

1. I/We have read the terms and conditions of the CAQM research grant and agree to abide by the same.

2. I/We did not submit the project proposal elsewhere for financial support and/or received the financial support from other funding agency for the same project proposal.
3. I/We agree to submit the data collected and generated under the project to the CAQM in mutually agreeable format.
4. I/We undertake that spare time on permanent equipment will be made available to other users.
5. I/We agree to take prior permission of the CAQM before publishing the outcome of the project.
6. I/We agree to acknowledge the financial support provided by CAQM in all publications (reports/scientific papers/review articles etc) emerging out of the research/activity undertaken under this project as per the following format  
*“The author/authors gratefully acknowledge the financial support given by the Commission for Air Quality Management in National Capital Region and Adjoining Areas” to conduct this research. The findings are based on the interpretation of results and in no way reflects the viewpoint of the funding agency”*

Date:

Signature and Name of Principal Investigator  
with Official Seal

Place:

Signature and Name of Co-Investigator  
with Official Seal

**ENDORSEMENT FROM HEAD OF INSTITUTION**

**(To be submitted on Institute's Letter Head)**

1. Certified that the Institute welcomes participation of \_\_\_\_\_, as the Principal Investigator, and \_\_\_\_\_ as the Co-Investigator for the project titled “\_\_\_\_\_” and that in the unforeseen event of discontinuance by the Principal Investigator, the Principal Co-Investigator will assume the responsibility for the fruitful completion of the project (with due information to CAQM) otherwise the Institute takes up the responsibility to depute a competent expert from the institute as PI for the successful completion of the project.
2. Certified that the equipment and other basic facilities and such other administrative facilities as per the approved project proposal, will be extended to the investigator(s) throughout the duration of the project and the institute is committed to maintain and utilize the equipment around the year.
3. Certified that equipment proposed, if any, in the proposal has not been procured out of other grants under any other projects and these equipment will be accessible to other researchers.
4. Certified that data generated out of the project will be made available to the Commission after the completion of the project.
5. Institute assumes to undertake the financial and other management responsibilities of the project.

Date:

Signature of the Head of the Institution  
with Official Seal

Place:

**SECTION - D**

Institution's Bank Account Information for E-payment of project funds

S.No.	Particulars	
1.	Sanction order no.& date	
2.	Total sanctioned project cost (in Rs)	
3.	Name of the Account holder /Organization to be paid	
4.	Name of the Bank & Branch	
5.	IFSC Code	
6.	Account Number	

Signature of Head of the Institution with Seal

Verification by section in charge

**SECTION- E****STATEMENT OF EXPENDITURE**

Period from \_\_\_/\_\_\_/\_\_\_\_\_ to \_\_\_/\_\_\_/\_\_\_\_\_

(To be submitted for each financial year from 1<sup>st</sup> April to 31<sup>st</sup> March of next calendar year)

1. Date of sanction and letter no
2. Title of the Project
3. Name and Address of Principal Investigator
4. Start date of project
5. Expected/actual date of completion
6. Amount sanctioned by CAQM
7. Total amount released by CAQM so far
8. Total expenditure excluding commitments so far
9. Detailed statement

<b>Items</b>	<b>Unspent balance carried forward from previous FY (2025-26)</b>	<b>Grants received from CAQM during the FY (2025-26)</b>	<b>Other receipts/ interest earned, if any, during the FY (2025-26)</b>	<b>Total of Col. 2 to 4</b>	<b>Expenditure (excluding commitments) incurred during the FY (2025-26)</b>	<b>Unspent Balance/ excess expenditure (5-6)</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>
<b>A. NON-RECURRING</b>						
Equipment 1						
Equipment 2						
<b>B. RECURRING</b>						
Manpower salary						
Travel and subsistence						
Consumables						
Other cost and contingency						
Overhead						
<b>Total</b>						

- i) Certified that the grant has been utilized for the Purpose for which it was sanctioned in accordance with the "Term and Condition" attached to the grant. If, as a result of check or audit objection some irregularity is noticed at a later stage, action will be taken to refund, adjust or regularize the amount objected to.

**Principal investigator**  
(Signature & Seal)

**Finance Officer**  
(Signature & Seal)

**Head of Lead Institution**  
(Signature & Seal)

**Chartered Accountant**  
(Signature & Seal)

**Note:** The Registrar/Finance officer in the case of universities, principals in the case of Colleges and Executive Heads of other Institutions will sign the utilization. Certificate (UC). The internal auditors may countersign the provisional UC wherever the system of the internal audit exists. In case of the Self- Financing/Private Institutions, UC has to be signed by a Chartered Accountant.

## SECTION – F

### FORMAT FOR AUDITED UTILIZATION CERTIFICATE

Period from \_\_\_/\_\_\_/\_\_\_\_\_ to \_\_\_/\_\_\_/\_\_\_\_\_

(To be submitted for each financial year from 1<sup>st</sup> April to 31<sup>st</sup> March of next calendar year)

1. Title of the Project
  2. Date of sanction and letter no
  3. Name and Address of PI and institute
  4. Start date of project
  5. Expected/actual date of completion
  6. Amount carried forward from previous FY  
(CAQM letter number and date)
  7. Amount received from CAQM during this FY  
(CAQM sanction letter number and date)
  8. Other receipts/interest, if any
  9. Amount available for expenditure (6+7+8)
  10. Actual expenditure excluding commitments:
  11. Unspent balance amount refunded, if any  
(provide details of cheque or transfer reference)
  12. Balance amount available at the end of FY
  13. Amount requested/allowed to be carried forward to the next FY
- i) Certified that out of Rs. \_\_\_\_\_ of Grants-in-aid sanctioned during the financial year \_\_\_\_\_ vide Letter No. \_\_\_\_\_ Rs. \_\_\_\_\_ has been utilized for the purpose for which it was sanctioned and the balance of Rs. \_\_\_\_\_ remaining unutilized at the end of the year of the year has been surrendered to Commission for Air Quality Management in NCR and adjoining Area Cheque/ Draft No. \_\_\_\_\_ Dated \_\_\_\_\_/will be adjusted toward the Grant-in-aid payable during the next financial year i.e. \_\_\_\_\_ as per the details attached.
- ii) Certified that the grant has been utilized for the project as per laid down term and conditions for which it was sanctioned.

**Principal investigator**  
**(Signature & Seal)**

**Finance Officer**  
**(Signature & Seal)**

**Head of Lead**  
**Institution**  
**(Signature & Seal)**

**Chartered Accountant**  
**(Signature & Seal)**

Note: Please enclose statement of actual expenditure as per the Head of sanctioned order signed and with proper seal of financial head of the institution and Chartered Accountant.

**SECTION- G****FORMAT FOR ANNUAL/INTERIM PROGRESS REPORT FOR CAQM FUNDED PROJECT**

File No. &amp; Date of Sanction

1. Title of the Project
2. Principal investigators (Name & Address)
3. Co- investigators (Name(s) & Address(es))
4. Date of commencement of Project
5. Expected date of completion
6. Amount sanctioned by CAQM
7. Amount released by CAQM
8. Total expenditure
9. Unspent balance
10. Details of Expenditure

In Lakh

<b>Expenditure type</b>	<b>Amount sanctioned</b>	<b>Amount released</b>	<b>Interest/other receipts, if any</b>	<b>Amount spent</b>	<b>Unspent Balance</b>
<b>A. Non-recurring</b>					
<b>B. Recurring</b>					
<b>Total (A+B)</b>					

11. Equipment sanctioned and purchased
12. Manpower sanctioned and recruited
13. Summary of the progress made (500 words)
14. Highlight any deviation in the project and potential delays with justification (100 words)
15. Details of the activities carried out during the year including achievements and deliverables
  - a. Details of completed activities and achievements.
  - b. Outputs of significance
    - (i) Details of important data generated, or tools/technology developed.
    - (ii) Details of patents/ copyrights.
    - (ii) Details of publications etc.

- c. Details of training imparted.
- d. Details of manpower trained
- e. Details of deliverables

16. Details of the completed/pending activities with respect to proposed PERT chart.

17. Details of work remaining in the project

Date:

Place:

Principal Investigators  
(Signature and seal)

Co-investigators  
(Signature and seal)

Head of the Institution  
(Signature & Seal)

## SECTION- H

### FORMAT FOR FINAL PROJECT REPORT FOR CAQM FUNDED PROJECT

File No. & Date of Sanction

1. Title of the Project
2. Principal investigators (Name & Address)
3. Co- investigators (Name(s) & Address(es))
4. Date of commencement of Project
5. Duration of Project
6. Date of submission of final report
7. Amount sanctioned by CAQM
8. Amount released by CAQM
9. Total expenditure
10. Unspent balance
11. Details of Expenditure

In Lakh

<b>Expenditure type</b>	<b>Amount sanctioned</b>	<b>Amount released</b>	<b>Interest/other receipts, if any</b>	<b>Amount spent</b>	<b>Unspent Balance</b>
<b>A. Non-recurring</b>					
<b>B. Recurring</b>					
<b>Total (A+B)</b>					

12. Equipment sanctioned and purchased
13. Manpower sanctioned and recruited

#### **Project report**

1. Table of content
2. Abstract (300 words)
3. Executive Summary
4. Highlights of the major achievements
5. Detailed report
  - a. Introduction and rationale along with literature review
  - b. Aims and objectives achieved (Objectives as approved/Deviation made from original objectives if any, while implementing the project and reasons thereof)
  - c. Method and data

- d. Results and discussion (details of analysis results along with data, figure and interpretation of the results)
  - e. References
6. Details of the achievements and deliverables
7. Recommendations, including how the project outcome will help the Commission for prevention, control and abatement of air pollution in Delhi NCR.
8. Outputs of significance
- i) Details of important data generated, or tools/technology developed
  - ii) Details of patents/ copyrights (enclose the proof)
  - iii) List of publications from the project (enclose the preprint)
  - iv) Details of training imparted
  - v) Details of manpower trained including interns and project students who have worked in the project

Date:

Place:

Principal Investigators  
(Signature and seal)

Co-investigators  
(Signature and seal)

Head of the Institution  
(Signature & Seal)

## SECTION I

### FORMAT OF BOND

**(To be executed on non-judicial stamp paper of Rs. 100/-)**

1. Know all persons by these present that we the .....  
.....  
..... (Name of Institution/ Organization / University / An Association/  
Researcher/ Individual / Other) registered under the Societies / Trust  
Registration Act (Specify the respective Act)/Companies Act/Affiliated to  
University ) and having its office at ..... in the State of .....  
through Shri / Smt./Ms./Dr. .... Son/Daughter/Wife of Sh.  
..... Resident of ..... , Aadhaar/ PAN/  
Valid Govt. issued ID No ..... duly authorized vide power of  
attorney / resolution/Order dated ..... of the Institution/ Organization  
/ University / An Association/ Researcher/ Individual/ Other, (hereinafter  
referred as “Obligator”) and (I) Sh./Smt./Ms./Dr. ....  
Son/Daughter/Wife of Sh. .... Resident of ..... ,  
Aadhaar/ PAN/ Valid Govt. issued ID No ..... (II)  
Sh./Smt./Ms./Dr. .... Son/Daughter/Wife of Sh.  
..... Resident of ..... ,  
Aadhaar/ PAN /Valid Govt. issued ID No ..... (hereinafter referred as  
sureties) are held and firmly bound to the Commission for Air Quality  
Management in National Capital Region and Adjoining Areas, hereinafter  
referred as “CAQM”, in the sum of Rs..... (Rupees (in words only)  
..... ) together with interest thereon at the rate of 11.50%  
compounded annually (which would be adjusted as per the Government of  
India notification issued from time to time) from the date of receipt of the said  
amount by the Obligator up to the date of refund thereon to the CAQM for  
failure to fulfil the obligations as at the 4<sup>th</sup> para below of this Bond. The term,  
obligator or sureties, unless repugnant to the context, shall mean and include  
the respective agents, assigns, heirs, successors etc., as the case may be.
2. Signed this ..... day of .....in the year .....
3. Whereas on the Obligator’s request the CAQM has as per sanction letter  
No. .... dated ..... (hereinafter referred to as “Letter of Approval”,  
which forms an integral part of these presents and copy of this is annexed as  
Annexure ‘A’), agreed to make payment in favour of the Obligator for the  
purpose of ....., a fee of Rs. ....  
(Rupees.....) out of which Rs..... (Rupees...  
[amount of first instalment]) *will be paid to the Obligator where the obligator  
do hereby admit and acknowledge* two sureties in the terms and conditions  
matters contained hereinafter which the obligator and at its request the  
sureties have agreed to do.

4. Now in consideration of the aforesaid Letter of Approval, the obligator herein binds itself and undertakes to comply with the conditions of the Letter of Approval referred to herein and if the obligator shall duly fulfil and comply with all its conditions mentioned in the Letter of Approval and application for inviting proposal mentioning the fee then this bond or obligator's obligation therein shall be void and of no effect, but otherwise it shall remain in full force, effect and virtue, and the CAQM shall be at liberty to enforce this bond against the obligator or the surety jointly and/or severally, as it may deem fit and on its option. These presents further witness that:

a. That decision of the CAQM on the question whether there has been breach or violation on the part of the Obligator or any of the terms and conditions mentioned in the letter of approval, shall be final and binding on the Obligator.

b. The liability of the sureties here under shall not be impaired or discharged by reason of time being granted by the CAQM or any forbearance, act or omission by or on the part of the CAQM whether with or without the knowledge or consent of the sureties in respect or in relation to the obligation or conditions to be performed or discharged in the obligation or by reason of the matter or thing whatsoever, which under the law relating to the sureties shall but for this provision have the effect of so releasing the sureties from such liability, nor shall it be necessary for the CAQM, to pursue the obligator before using the sureties or either of them the amount due here under.

c. The Obligator herein agrees and undertake to surrender / pay to CAQM the monetary value of all such pecuniary or other benefits which it may receive or derive / have received or derived through / upon unauthorized use of fee for purpose other than that of which the fee was intended or the assets, purchased largely from out of Grant of financial assistance released by the CAQM. The decision of the Chairperson, CAQM as regards the monetary value of aforementioned to be surrendered /paid to the CAQM will be final and binding on the Institution/ Organization / University / An Association/ Researcher/ Individual/ Other represented by the Obligator.

d. The Obligator or the sureties shall, in the event of breach or violation of the terms and conditions mentioned in the Letter of Approval, refund to the CAQM on demand and without demur the entire amount of Rs. .... (Rupees .....) or such part thereof as may be mentioned in the Notice Demand issued by the CAQM along with the interest thereon at the rate of 11.50% compounded annually (which would be adjusted as per the Government of India notification issued from time to time) from the date of receipt of the said amount by the Obligator up to the date of refund thereof to the CAQM.

e. The obligator and the surety assure and confirm that they have understood the scheme of assistance of sanction mentioned therein and they have executed this bond voluntarily and out of their free will.

5. In witness thereof these presents have been executed on behalf of the Obligator and the Sureties the day and year here in above written and accepted for Principal Investigator of the project Shri / Smt./Ms./Dr. ...., Designation ....., Aadhaar/ PAN/ Valid Govt. issued ID No ..... on the day and year appearing against his signature.

Signed for and on behalf of the Institution with date (Stamp/Seal)

(Principal Investigator's name, designation and address)  
(Attach self-attested copy of Aadhaar/ PAN/ Valid Govt. issued ID)

1. ....  
Signature, Name, Designation and address of the first Surety  
(Attach self-attested copy of Aadhaar/ PAN/ Valid Govt. issued ID )

2. ....  
Signature, Name, Designation and address of the second Surety  
(Attach self-attested copy of Aadhaar/ PAN/ Valid Govt. issued ID)

3. In the presence of:

I. ....  
Signature, Name, Designation and address of the first Witness  
(Attach self-attested copy of Aadhaar/ PAN/ Valid Govt. issued ID)

II. ....  
Signature, Name, Designation and address of the second Witness  
(Attach self-attested copy of Aadhaar/ PAN/ Valid Govt. issued ID)

4. Accepted for and on behalf of the Commission for Air Quality Management in National Capital Region and Adjoining area by.

## **Annexure B**

### **Revised Guidelines on emoluments and other conditions of service for research personnel working in R&D Scheme/Programmes/Projects of the Ministry of Environment, Forest and Climate Change- regarding**

Download using the link below

<https://repmismoef.nic.in/writereaddata/Public/Revised%20OM%20for%20emoluments%20dated%2001.03.2024.pdf>