

# **Citizen's/Client's Charter**

**Department of Science & Technology  
Ministry of Science & Technology  
Technology Bhavan  
New Mehrauli Road  
New Delhi – 110 016**

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**Date of Issue : December 2013**

## **VISION :**

To enable India becoming a global knowledge power by promoting basic research, development of cutting edge technologies and innovation for globally competitive and inclusive growth to power technology-led economic progress of the society.

## **MISSION :**

To strengthen the R&D base of the country through funding, development and utilization of technologies, building entrepreneurship and innovation, fostering international S&T cooperation, popularization and demonstration, generating S&T database, mounting mission mode initiatives, attracting talent to science and rejuvenating research in University and promotion to public-private partnerships.

## **OBJECTIVES :**

1. Formulation of Science, Technology and Innovation policy and other enabling policies for the R&D sector.
2. Strengthening Basic Research and Expanding R&D base-Human Capacity.
3. Strengthening Basic Research and Expanding R&D base-Institutional Capacity.
4. Implementing Technology Development Programs.
5. Societal interventions of S&T.
6. S&T co-operation/Partnerships and Alliances.

Sl. No.	Services Transaction	Weight	Service standard	Success Indicators	Unit	Weight	Data Source	Excellent	Very Good	Good	Fair	Poor
								100%	90%	80%	70%	60%
								Evaluation Criteria				
1	Selection of students for Scholarship for Higher Education (SHE) for studying natural/basic sciences at undergraduate and postgraduate level.	13	6 Months	% achiev	%	3	Office Records					
2	Release of INSPIRE Awards to the students of class VI to X to motivate them to pursue a career in science and release of grants to state government for organising district & state level exhibitions.		2 months	% achiev	%	3	Office Records					
3	Approval of the proposal for organising science camp to provide young students of class XI an opportunity to interact with eminent scientists under INSPIRE Internship Programme.		2 months	% achiev	%	2	Office Records					
4	Selection of fellows for pursuing doctoral research under Assured Opportunity for Research Career (AORC).		6 months	% achiev	%	3	Office Records					
5	Selection of scientists for faculty position under the INSPIRE Faculty Position scheme		3 months	% achiev	%	2	Office Records					
6	Approval of the proposal for improvement of S&T infrastructure for post-graduate education and research in all science, engineering, medicine & agriculture areas in the PG Colleges, Universities Departments and academic institutions under FIST Scheme.	4	9 months	% achiev	%	4	Office Records					
7	Selection of students of Sciences, Engineering and Medicine to take up careers in research under Kishore Vaigyanik Protsahan Yojana (KVPY).	3	9 months	% achiev	%	3	Office Records					
8	Approval of the projects for building human and institutional capacity in climate change.	2	8 months	% achiev	%	2	Office Records					
9	Approval of the R&D projects to mitigate carbon Sequestration in the emerging and strategic area from perspective of pure/applied research.	2	5 months	% achiev	%	2	Office Records					



Sl. No.	Services Transaction	Weight	Service standard	Success indicators	Unit	Weight	Data Source	Excellent	Very Good	Good	Fair	Poor
								100%	90%	80%	70%	60%
Evaluation Criteria												
10	Approval of sponsored research on S&T resources for policy planning in the country.	2	4 months	% achiev	%	2	Office Records					
11	Approval of R&D projects for indigenous development and production of instruments in partnership with industries.	8	4 months	% achiev	%	3	Office Records					
12	Approval of proposal for grants for Patent knowledge dissemination to State/UTs S&T Councils (PIC).		4 months	% achiev	%	1	Office Records					
13	a. Approval of grants of projects on drugs and pharmaceuticals research & Product Development PPP model (Department, industries & institutes). b. Approval of the grants for national facilities pharma sector. c. Approval of loans to pharma industries for R&D projects and clinical trials. d. Approval of the grants to industries for clinical trial for neglected diseases.		4 months	% achiev	%	4	Office Records					
14	Approval of the grants for development and demonstration of technologies on emerging areas and traditional craft.	7	4 months	% achiev	%	3	Office Records					
15	a. Approval of Core grants to State S&T Councils. b. Approval of location specific R&D projects to Academic Institutes/laboratories and NGO/S&T Councils. c. Approval of Demonstration projects to Academic Institutes/State S&T Councils/laboratories and NGOs.		4 months	% achiev	%	4	Office Records					
16	Approval of the projects for development and application of fly ash utilization.	1	12 months	% achiev	%	1	Office Records					
17	Approval of the projects for promotion, development and demonstration of Geo-spatial technology and application.	5	6 months	% achiev	%	3	Office Records					
18	Approval of the projects/proposals for bringing all the heterogeneous spatial and non-spatial data on to a uniform standard.		6 months	% achiev	%	2	Office Records					



Sl. No.	Services Transaction	Weight	Service standard	Success indicators	Unit	Weight	Data Source	Excellent	Very Good	Good	Fair	Poor
								100%	90%	80%	70%	60%
Evaluation Criteria												
19	Approval of the projects for developing and providing technology solution for safe drinking water and undertaking research based technological solutions for various water challenges.	6	6 months	% achiev	%	3	Office Records					
20	Approval of the projects for enabling R&D in solar energy.		6 months	% achiev	%	3	Office Records					
21	Granting of GLP compliance status to test facilities.	1	12 months	% achiev	%	1	Office Records					
22	Promoting research, development and adaptation of technology for women.	17	9 months	% achiev	%	4	Office Records					
23	Approval of the projects/proposal for promoting research, development and adaptation of technology scheduled castes.		9 months	% achiev	%	4	Office Records					
24	Approval of the projects/proposals for promoting research, development and adaptation of technology for improving living condition and empowerment of Scheduled Tribes.		9 months	% achiev	%	4	Office Records					
25	Approval of the proposal of long term support to S&T base voluntary organizations for technological application for rural advancement.		9 months	% achiev	%	2	Office Records					
26	Approval of the technology led innovative proposal for disadvantage section of the society.		9 months	% achiev	%	3	Office Records					
27	Approval to the proposal for fostering knowledge based and technology driven entrepreneurship.		6 months	% achiev	%	3	Office Records					
28	Approval of the proposal for creating competitive research and technology base for cluster development at the community level.	3	3 months	% achiev	%	3	Office Records					
29	Approval of the proposals for development, of manpower resources in science communication and fellowships/awards to recognize Science Communicators and their innovative works.	5	5 months	% achiev	%	1	Office Records					



Sl. No.	Services Transaction	Weight	Service standard	Success indicators	Unit	Weight	Data Source	Evaluation Criteria					
								Excellent 100%	Very Good 90%	Good 80%	Fair 70%	Poor 60%	
30	Approval of the proposals/programmes for development and application of mass awareness resources for science communication.	4	5 months	% achiev	%	1	Office Records						
31	Approval of the proposal for promotion of Innovation amongst Children & Enrichment of Science Teaching.		5 months	% achiev	%	2	Office Records						
32	Approval of the initiatives and programmes for science awareness and scientific literacy.		5 months	% achiev	%	1	Office Records						
33	Approval of the collaborative research project in S&T for Fostering bilateral and regional cooperation.	8	9 months	% achiev	%	4	Office Records						
34	Approval of Joint research projects & Thematic Workshop based exchange visits for fostering international cooperation and partnership in Science, Technology and Innovation.		9 months	% achiev	%	4	Office Records						
35	Approval of the project proposals for carrying out R&D in Nano Science & Technology.	5	9 months	% achiev	%	3	Office Records						
36	Approval of project proposals for creating Mega Science Facilities for basic research in the country or to participate in building and using such facilities abroad.		12 months	% achiev	%	2	Office Records						
37	Approval of Swarna Jayanti fellowship Award and the proposal to outstanding young scientists upto 40 years to pursue research in novel areas of Science & Technology.	3	6 months	% achiev	%	3	Office Records						

### Grievance Redressal

Acknowledgement of grievance	2	7 days	% achiev	%	2	Office Records					
Redressal of the grievance		3 months	% achiev	%		Office Records					

Sl. No.	Services Transaction	Weight	Responsible Person, Designation, Phone, Email	Process	Documents Required
1	Selection of students for <b>Scholarship for Higher Education (SHE)</b> for studying natural/basic sciences at undergraduate and postgraduate level.	3	Dr. A. Mukhopadhyay Scientist- G Tel: 011-26590445 Telefax: 011-26602193 Email: tsd@nic.in	Advertisement in Newspapers, Collection of results from respective boards, receipt of applications, finalization of cut of marks, verification with Boards results, Selection of Students.	Office Record
2	Release of INSPIRE Awards to the students of class VI to X to motivate them to pursue a career in science and release of grants to state government for organising district & state level exhibitions.	3	Shri Virender Prasad Director Tel. 011-26569011, 26590562 E-mail: virender.prasad@nic.in	Receipt of list of students from State Government, verification, advise to the bank to issue awards, release of award to the students through State Government.	Office Record
3	Approval of the proposal for organising science camp to provide young students of class XI an opportunity to interact with eminent scientists under INSPIRE Internship Programme.	2	Dr. A. Mukhopadhyay Scientist- G Tel: 011-26590445 Telefax: 011-26602193 Email: tsd@nic.in	Receipt of the proposal from the organization, approval by Internal Screening Committee and release of grants to the organising institution for holding science camp.	Office Record
4	Selection of fellows for pursuing doctoral research under Assured Opportunity for Research Career (AORC).	3	Dr. A. Mukhopadhyay Scientist- G Tel: 011-26590445 Telefax: 011-26602193 Email: tsd@nic.in	Invitation of applications and selection of fellows by two tier Committees.	Office Record
5	Selection of scientists for faculty position under the INSPIRE Faculty Position scheme	2	Dr. A. Mukhopadhyay Scientist- G Tel: 011-26590445 Telefax: 011-26602193 Email: tsd@nic.in	Receipt of application, scrutiny of applications, selection of awardees by subject/domain expert committees and apex committee.	Office Record
6	Approval of the proposal for improvement of S&T infrastructure for post-graduate education and research in all science, engineering, medicine & agriculture areas in the PG Colleges, Universities Departments and academic institutions under FIST Scheme.	4	Dr. A. Mukhopadhyay Scientist- G Tel: 011-26590445 Telefax: 011-26602193 Email: tsd@nic.in	Open advertisement, receipt of application from universities/ colleges, approval by subject Committee and Apex Committee.	Office Record
7	Selection of students of Sciences, Engineering and Medicine to take up careers in research under Kishore Vaigyanik Protsahan Yojana (KVPY).	3	Dr. A. Mukhopadhyay Scientist- G Tel: 011-26590445 Telefax: 011-26602193 Email: tsd@nic.in	Implementation is taken care by KVPY at IISc, Bangalore, selection is primarily on the basis of written examination followed by interview.	Office Record



8	Approval of the projects for building human and institutional capacity in climate change.	2	Dr. P. Sanjeeva Rao Scientist –G Tel: 011- 2659 0241 Telefax: 011- 2652 2815 Email: @nic.in	Review by Referees/Experts, Reviewer's panel, Expert Committee, Steering Committee, Issue of sanction.	Office Record
9	Approval of the R&D projects to mitigate carbon Sequestration in the emerging and strategic area from perspective of pure/applied research.	2	Shri V Raghupathy Scientist-G & Head IS-STAC Tel: 011-2659 0209 Telefax: 011-2660 2224 Email: vragpath@nic.in	Receipt of application, scrutiny, referee Expert Committee, Financial & administrative approval, issuing of sanction	Office Record
10	Approval of sponsored research on S&T resources for policy planning in the country.	2	Dr. Parveen Arora Scientist-F Tel: 011- 2659 0331 011- 2652 3432 Email: parora@nic.in	Submission of the project, internal scrutiny, peer review and approval by Expert Committee.	Office Record
11	Approval of R&D projects for indigenous development and production of instruments in partnership with industries.	3	Dr. Akhilesh Gupta Scientist –G & Head TDT Tel: 011- 2686 2512 Telefax: 011- 2659 0367 Email: akhilesh.g@nic.in	Submission of projects, scrutiny, referee mechanism, Expert Advisory view recommendation.	Office Record
12	Approval of proposal for grants for Patent knowledge dissemination to State/UTs S&T Councils (PIC).	1	Dr. Akhilesh Gupta Scientist –G & Head TDT Tel: 011- 2686 2512 Telefax: 011- 2659 0367 Email: akhilesh.g@nic.in	Proposal from PIC, scrutiny and approval.	Office Record
13	a. Approval of grants of projects on drugs and pharmaceuticals research & Product Development PPP model (Department, industries & institutes). b. Approval of the grants for national facilities pharma sector. c. Approval of loans to pharma industries for R&D projects and clinical trials. d. Approval of the grants to industries for clinical trial for neglected diseases.	4	Dr. Akhilesh Gupta Scientist –G & Head TDT Tel: 011- 2686 2512 Telefax: 011- 2659 0367 Email: akhilesh.g@nic.in	Submission of projects, scrutiny, referee mechanism and approval of Expert Committee, signing of agreements.	Office Record
14	Approval of the grants for development and demonstration of technologies on emerging areas and traditional craft.	3	Dr. Akhilesh Gupta Scientist –G & Head TDT Tel: 011- 2686 2512 Telefax: 011- 2659 0367 Email: akhilesh.g@nic.in	Submission of projects, scrutiny, referee mechanism and approval of Expert Committee.	Office Record
15	a. Approval of Core grants to State S&T Councils. b. Approval of location specific R&D projects to	4	Dr. Akhilesh Gupta Scientist –G & Head TDT	Submission of projects, scrutiny, approval by Department/Core Group	Office Record

	Academic Institutes/laboratories and NGO/S&T Councils. c. Approval of Demonstration projects to Academic Institutes/State S&T Councils/laboratories and NGOs.		Tel: 011- 2686 2512 Telefax: 011- 2659 0367 Email: akhilesh.g@nic.in	Committee.	
16	Approval of the projects for development and application of fly ash utilization.	1	Shri Chander Mohan Scientist - 'G' & Head Fly Ash Unit Tele: 011-26590355 Email : fau.dst@nic.in	Scrutiny by Project Division, Peer Review, PAC/ Administrative & Financial approval, Issuing of Sanction Order.	Office Record
17	Approval of the projects for promotion, development and demonstration of Geo-spatial technology and application.	3	Maj. Gen. (Dr.) R. Siva Kumar Head , NRDMS & CEO NSDI Tel: 011- 2659 0308 Telefax: 011- 2651 9530 Email: siva_k@nic.in	Open application, peer review & Expert Committee.	Office Record
18	Approval of the projects/proposals for bringing all the heterogeneous spatial and non-spatial data on to a uniform standard.	2	Maj. Gen. (Dr.) R. Siva Kumar Head NRDMS and CEO NSDI Tel: 011- 2659 0308 Telefax: 011- 2651 9530 Email: siva_k@nic.in	Decisions by NSDC, execution by NSDIEC, facilitation by Nodal Officers	Office Record
19	Approval of the projects for developing and providing technology solution for safe drinking water and undertaking research based technological solutions for various water challenges.	3	Dr. D. R. Prasada Raju Scientist-G Tel: 011-2659 0296/2686 8242 Telefax: 011-2651 0686 Email: drpraju@nic.in	Receipt of proposal, Peer Review, Consideration by Expert Team, Discussions with Finance Division.	Office Record
20	Approval of the projects for enabling R&D in solar energy.	3	Dr. D. R. Prasada Raju Scientist-G Tel: 011-2659 0296/2686 8242 Telefax: 011-2651 0686 Email: drpraju@nic.in	Receipt of proposal, Peer Review, Consideration by Expert Team, Discussions with Finance Division.	Office Record
21	Granting of GLP compliance status to test facilities.	1	Dr. D. R. Prasada Raju Scientist-G Tel: 011-2659 0296/2686 8242 Telefax: 011-2651 0686 Email: drpraju@nic.in	Receipt of application, inspection by inspectors, review of the reports, recommendations and approval by technical committee, granting of certificate	Office Record
22	Promoting research, development and adaptation of technology for women.	4	Dr. D. R. Prasada Raju Scientist-G Tel: 011-2659 0296/2686 8242 Telefax: 011-2651 0686	Peer review, Expert Committee/PAC.	Office Record

			Email: drpraju@nic.in		
23	Approval of the projects/proposal for promoting research, development and adaptation of technology scheduled castes.	4	Dr. D. R. Prasada Raju Scientist-G Tel: 011-2659 0296/2686 8242 Telefax: 011-2651 0686 Email: drpraju@nic.in	Peer review, Expert Committee/PAC.	Office Record
24	Approval of the projects/proposals for promoting research, development and adaptation of technology for improving living condition and empowerment of Scheduled Tribes.	4	Dr. D. R. Prasada Raju Scientist-G Tel: 011-2659 0296/2686 8242 Telefax: 011-2651 0686 Email: drpraju@nic.in	Peer review, Expert Committee/PAC.	Office Record
25	Approval of the proposal of long term support to S&T base voluntary organizations for technological application for rural advancement.	2	Dr. D. R. Prasada Raju Scientist-G Tel: 011-2659 0296/2686 8242 Telefax: 011-2651 0686 Email: drpraju@nic.in	Search-cum-selection of S&T base voluntary organizations, onsite expert assessment, Expert Committee.	Office Record
26	Approval of the technology led innovative proposal for disadvantage section of the society.	3	Dr. D. R. Prasada Raju Scientist-G Tel: 011-2659 0296/2686 8242 Telefax: 011-2651 0686 Email: drpraju@nic.in	Open application in network mode, peer review, PAC/Expert Committee.	Office Record
27	Approval to the proposal for fostering knowledge based and technology driven entrepreneurship.	3	Shri H. K. Mittal Scientist-G & Head, NEB Tel: 011-2651 7186 Telefax: 011-2659 0314 Email: hkmittal@vsnl.com	Submission, monitoring & evaluation Through Expert Advisory Committee	Office Record
28	Approval of the proposal for creating competitive research and technology base for cluster development at the community level.	3	Dr. B. K. Shukla Scientist-G Telfax: 011-2685 4416 Email: bk.shukla@nic.in	Through Expert Advisory Committee	Office Record
29	Approval of the proposals for development of manpower resources in science communication and fellowships/awards to recognize Science Communicators and their innovative works.	1	Dr. B. P. Singh Scientist-G & Head, NCSTC Tel: 011-2652 1865, 2659 0302 Fax:011-2652 1865 Email: bpratap@nic.in	Programme initiation, conceptualization, Preliminary Screening, Technical evaluation, Expert/Technical Advisory Committees, Monitoring & Review.	Office Record
30	Approval of the proposals/programmes for development and application of mass awareness resources for science communication.	1	Dr. B. P. Singh Scientist-G & Head, NCSTC Tel: 011-2652 1865, 2659 0302 Fax:011-2652 1865	Programme initiation, conceptualization, Preliminary Screening, Technical evaluation, Expert/Technical Advisory Committees,	Office Record



			Email: bpratap@nic.in	Monitoring & Review.	
31	Approval of the proposal for promotion of Innovation amongst Children & Enrichment of Science Teaching.	2	Dr. B. P. Singh Scientist-G & Head, NCSTC Tel: 011-2652 1865, 2659 0302 Fax:011-2652 1865 Email: bpratap@nic.in	Programme initiation, conceptualization, Preliminary Screening, Technical evaluation, Expert/Technical Advisory Committees, Monitoring & Review.	Office Record
32	Approval of the initiatives and programmes for science awareness and scientific literacy.	1	Dr. B. P. Singh Scientist-G & Head, NCSTC Tel: 011-2652 1865, 2659 0302 Fax:011-2652 1865 Email: bpratap@nic.in	Programme initiation, conceptualization, Preliminary Screening, Technical evaluation, Expert/Technical Advisory Committees, Monitoring & Review.	Office Record
33	Approval of the collaborative research project in S&T for Fostering bilateral and regional cooperation.	4	Dr. Arabinda Mitra Scientist-G & Head, IBCD Tel: 011-2696 1912 Fax:011-2686 2418 Email: amitra@nic.in	Programme initiation/conceptualization, Bilateral agreement, call for projects, project assessment & funding.	Office Record
34	Approval of Joint research projects & Thematic Workshop based exchange visits for fostering international cooperation and partnership in Science, Technology and Innovation.	4	Mrs. Sadhana Relia Scientist-G & Head Telefax: 011-2660 2216 Email: srelia@nic.in	Call for research proposals, Screening, Joint Scientific panel evaluation, National Clearances, National Grant linked financial negotiations with Indian Project Coordinators, Harmonization in issuance of Financial Grant Award, National Scientific Oversight & Review Meetings from on-going projects.	Office Record
35	Approval of the project proposals for carrying out R&D in Nano Science & Technology.	3	Dr. Praveer Asthana Scientist-G & Mission Director, Nano Mission Tel: 011-2652 0680 Email : pasthana@nic.in	Application, Screening, Peer review by Advisory Groups/Council, Financial Sanction	Office Record
36	Approval of project proposals for creating Mega Science Facilities for basic research in the country or to participate in building and using such facilities abroad.	2	Dr. Praveer Asthana Scientist-G Tel: 011-2652 0680 Email : pasthana@nic.in	Proposal conceptualization, National Consensus, Application, Peer review by Expert Groups, Financial Sanction	Office Record
37	Approval of Swarna Jayanti fellowship Award and the proposal to outstanding young scientists upto 40 years to pursue research in novel areas of Science & Technology.	3	Sh. Milind K. Kulkarni Scientist-F Telfax:011-2651 0828 Email: milind@nic.in	Advertisement, Application, Peer review by subject area committee, presentation of screened candidates to Subject Area Committee, shortlisted candidate to present to national Core Committee whose recommendation are scrutinized and approved by	Office Record

## **Grievance Redress Mechanism**

<b>Name &amp; Contact details of Public Grievance Officer</b>
Smt. Renu Jain, Director, Public Grievance Technology Bhavan, New Mehrauli Road, New Delhi – 110016 Telephone : +91-11-26527463 Tele-Fax : +91-11- E-mail : renu.jain29@nic.in
<b>Help Line/Website URL to lodge grievance</b>
Facilitation Centre Technology Bhavan, New Mehrauli Road, New Delhi – 110016 Tele-fax : 011-26534166 E-mail : dstinfo@nic.in
<b>Expectation from complainant</b>
<ol style="list-style-type: none"> <li>1. The complainant should provide clear statement of grievance indicating the background and officials/channels previously approached for redress along with copies of correspondence</li> <li>2. The complainant should provide complete mailing address including pin code no., contact numbers and e-mail address for correspondence</li> <li>3. The complainant should provide prompt response to the queries.</li> </ol>
<b>Grievance Lodging Process</b>
By hand, By post, By fax & through CPGRAM
<b>Timeline for Response</b>
Acknowledgement : 7 Days Redressal of Grievance : 3 Months

# Stakeholders/Clients

## Stakeholders

1. Central Govt. Ministries/Depts. and State Governments
2. Science & Technology Councils in State/UTs
3. R&D Institutions/Laboratories
4. Universities & Educational Institutions
5. Industries in Public/Private Sectors
6. Non Governmental Organizations (NGOs)
7. Scientists & Technologists
8. Science & Technology Students/School & College Students
9. Citizens.



# Responsibility Centres

## Subordinate Offices

Sl. No.	Name & Address	Designation of Head	Functions	Tel Nos. & Fax	Email & Website
1	Survey of India Hathibarkala Estate, Post Box No. 37, Dehradun – 248001	Surveyor General of India	Survey of India is the national mapping agency entrusted with the responsibility of mapping the country's domain and provide base maps for expeditious, integrated development and security of the country.	Telefax: 0135-2744268	<a href="mailto:gistc_sgo@yahoo.co.in">gistc_sgo@yahoo.co.in</a> <a href="http://www.surveyofindia.gov.in">www.surveyofindia.gov.in</a>
2	National Atlas & Thematic Mapping Organization, CGO Complex, 7th Floor, DF Block, Salt Lake, Kolkata – 700064	Director	National Atlas and Thematic Mapping Organization (NATMO), the premier organisation of the country in the field of preparation of thematic maps, is responsible for helping the planners to use maps as development tools for resource mobilization at grass root level and for better planning	033-23346331 23346459 (EPABX) Telefax: 23346460	<a href="mailto:natmo@vsnl.net">natmo@vsnl.net</a> <a href="http://www.natmo.gov.in">www.natmo.gov.in</a>

## **BOARDS**

<b>S. L. No.</b>	<b>Name &amp; Address</b>	<b>Name &amp; Designation of Head</b>	<b>Functions</b>	<b>Tel &amp; Fax Nos.</b>	<b>E-mail &amp; Website</b>
1	Technology Development Board, A – Wing, Ground Floor, Vishwakarma Bhawan, Shaheed Jeet Singh Marg, New Delhi – 110 016	Secretary	Providing financial assistance to the industrial concerns for the development and commercialisation of indigenous technology in a dynamic economic environment.	011- 2653 7349, 011- 26540111 Fax: 011- 26531862, 011- 26540137	info@tdb.gov.in  <a href="http://www.tdbindia.org">http://www.tdbindia.org</a>
2	Science & Engineering Research Board, Lower Ground Floor, 5 & 5A, Vasant Square, Plot No. A, Community Centre, Sector-B, Pocket-5, Vasant Kunj, New Delhi – 110 070	OSD	(i) Multi-disciplinary research agency for promoting and funding of internationally competitive research in emerging areas.  (ii) Identifying major inter-disciplinary research areas, and individuals/groups/institutions and funding them for undertaking research.	011-2660 2217 Fax: 011-2660 2217	

**LIST OF GRANT-IN-AID AUTONOMOUS INSTITUTIONS / PROFESSIONAL BODIES UNDER THE DEPARTMENT  
OF SCIENCE AND TECHNOLOGY**

Sl. No.	Name & Address of the Organisation	Desig. of Head	Functions	Tel & Fax Nos.	E-mail & Website
1.	Agharkar Research Institute Gopal Ganesh Agarkar Road, Pune – 411004, Maharashtra	Director	Research activities encompass biological sciences.	+91-20-25654357, +91-20-25653680 Fax: 020 – 25651542	<a href="mailto:director@aripune.org">director@aripune.org</a> <a href="http://www.aripune.org">www.aripune.org</a>
2.	Aryabhata Research Institute of Observational Sciences (ARIES) Manora Peak, Nainital-263 129 Uttarakhand	Director	To provide national optical observing facilities to carry out research in the frontline areas of Astronomy and Astrophysics.	Phone: +91-5942-233734, 233735, 233727, 232655 Fax: +91-5942-233439	directoraries@aries.res.in <a href="http://www.aries.res.in/">www.aries.res.in/</a>
3.	Birbal Sahni Institiue of Palaeobotany 53, University Road, Lucknow 226 007	Director	To develop Palaeobotany in all its botanical and geological aspects.	0522 -2740008 0522 -2740011 Fax: 0522 - 2740485 0522 - 2740098	director@bsip.res.in <a href="http://www.bsip.res.in/">www.bsip.res.in/</a>
4.	Bose Institute P-I/12, CIT Scheme, VII-M, Kolkata – 700054.	Director	Plant Molecular Cellular Genetics and Animal Physiology.	033 –23557434 033 –23507073 Fax: 033 – 23506790 033 - 23553886	<a href="mailto:director@bic.boseinst.ernet.in">director@bic.boseinst.ernet.in</a> <a href="http://www.boseinst.ernet.in/">http://www.boseinst.ernet.in/</a>
5.	Centre for Soft Matter Research (Formerly Centre For Liquid Crystal Research) P.B. No. 1329, Prof.U. R. Rao Road, Jalahalli, Bangalore - 560 013.	Director	In addition to basic research on the physical properties of the liquid crystals, the Centre will undertake projects on the application of liquid crystals.	080 –28381119 080 – 28381347 080 – 28382337 Fax: 080 - 28382044	<a href="mailto:clcr@vsnl.com">clcr@vsnl.com</a> <a href="http://www.clcr.res.in/">www.clcr.res.in/</a>
6.	Indian Association for the Cultivation of Sciences (IACS) Jadavpur, Kolkata – 700032.	Director	Research in Physical Sciences.	033–24734971 033-24735374 Fax: 033 – 24732805 033 - 24836561	<a href="mailto:director@iacs.res.in">director@iacs.res.in</a> <a href="http://www.iacs.res.in/">www.iacs.res.in/</a>
7.	Indian Institute of Astrophysics (IIA) II Block, Koramangala, Bangalore – 560 034.	Director	Conduct research in Astronomy, Astrophysics, and allied area of Physics.	080–2553 0672 Fax: 080 -2553 0672	diriia@iiap.res.in <a href="http://www.iiap.res.in/">www.iiap.res.in/</a>



Sl. No.	Name & Address of the Organisation	Desig. of Head	Functions	Tel & Fax Nos.	E-mail & Website
8.	Indian Institute of Geomagnetism (IIG) Plot 5, Sector 18, Near Kalamboli Highway New Panvel (W), Navi Mumbai, 410218	Director	Scientific Research in Geomagnetism.	022-27484000  Fax: 022 -27480762	<a href="mailto:postmast@iigs.iigm.res.in">postmast@iigs.iigm.res.in</a> <a href="http://iigm.res.in/">iigm.res.in/</a>
9.	International Advanced Research Centre for Powder Metallurgy and New Materials (ARCI), Balapur P.O., Hyderabad – 500005.	Director	Surface engineering, Ceramics, Powder Metallurgy and Laser Processing of Materials.	040—2445 7104 040—2445 7104 Fax: 040--24443168 040-24442699	<a href="mailto:info@arci.res.in">info@arci.res.in</a> <a href="http://www.arci.res.in">http://www.arci.res.in</a>
10.	Institute of Nano Science & Technology (INST), Mohali, Punjab.	OSD	This will intensify activities in Nano Science and Technology by promoting the basic research, infrastructure development, human resource development, international collaborations and public private partnerships.	011 – 26590376 011 – 26590425 Fax: 011 – 26515218 011 – 26512514	<a href="mailto:pasthana@nic.in">pasthana@nic.in</a>
11.	Institute of Advanced Study in Science & Technology Paschim Boragaon, Garchuk, Guwahati - 781035, Assam	Director	Material Sciences, Life Sciences, Resources Management and Environmental Sciences and Mathematical Sciences.	91-361-2740659/679, 0361 – 2740658 +91-9435095765 Fax: 0361-2740659	<a href="mailto:director@iasst.in">director@iasst.in</a> <a href="http://www.iasst.in/">www.iasst.in/</a>
12.	Jawaharlal Nehru Centre for Advanced Scientific Research (JNC) Indian Institute of Science Campus, Bangalore 560 012.	President	Interdisciplinary areas of Science and Technology.	91-80-22082750 Fax: 91-80-22082766	<a href="mailto:admin@jncasr.ac.in">admin@jncasr.ac.in</a> <a href="http://www.jncasr.ac.in/">www.jncasr.ac.in/</a>
13.	National Accreditation Board for Testing & Calibration Laboratories (NABL) 3 <sup>rd</sup> Floor, NISCAIR Building, 14, Satsang Vihar Marg, New Mehrauli Road, New Delhi– 110 067.	Director	Government of India has authorized NABL as the sole accreditation body for Testing and Calibration laboratories.	011 – 46499999 Fax: 011 –26529716	<a href="mailto:director@nabl-india.org">director@nabl-india.org</a> <a href="http://www.nabl-india.org/">www.nabl-india.org/</a>

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14.	National Centre for Molecular Materials, Trivendrum.	Director	NCMMR will pursue high-end science and develop technology in niche areas like sensors for biomedical devices, materials for solar energy harvesting and space electronics etc.	-	-
15.	National Innovation Foundation (NIF) Bungalow 1, Setellite Complex, Jodhpur Tekra, Premchand Nagar, Vastrapr, Ahmedabad – 380 015, Gujarat.	Executive Vice Chairman	The main goal of providing institutional support in scouting, spawning, sustaining and scaling up grassroots green innovations and helping their transition to self supporting activities.	079-26732456, 079-26753501, 079-26732095, 079-65410805 Fax: 079-26731903	<a href="mailto:info@nifindia.org">info@nifindia.org</a> <a href="mailto:cio@nifindia.org">cio@nifindia.org</a> www.nifindia.org
16.	Raman Research Institute (RRI) C.V. Raman Avenue, Sadashivnagar, Bangalore – 560080	Director	Astronomy and Astrophysics, Liquid Crystals, Theoretical Physics and Optics.	080 –23610122 Fax: 080 - 23610492	<a href="mailto:director@rri.res.in">director@rri.res.in</a> <a href="http://www.rri.res.in/">http://www.rri.res.in/</a>
17.	S.N. Bose National Centre For Basic Sciences (SNB) Block-JD, Sector-III, Salt Lake, Kolkata – 700098.	Director	Research in basic sciences.	+91-33-2335 1313/ 0312/3057/3061/5705/6 Fax: +91-33-2335 3477/1364/2733/9176	<a href="mailto:name@bose.res.in">name@bose.res.in</a> www.bose.res.in
18.	Sree Chitra Tirunal Institute For Medical Sciences and Technology (SCT), Trivandrum – 695011.	Director	Convergence of Medical Science and Technology, promotion of Biomedical Engineering and Technology.	0471 – 2443152 Fax: 0471 – 2446433	<a href="mailto:sct@sctimst.ac.in">sct@sctimst.ac.in</a> <a href="http://www.sctimst.ac.in/">http://www.sctimst.ac.in/</a>
19.	Technology Information, Forecasting and Assessment Council (TIFAC) Department of Science and Technology (DST) 'A' Wing, Vishwakarma Bhavan, Shaheed Jeet Singh Marg, New Delhi 110016.	Executive Director	Technology Information, Forecasting and Assessment Council (TIFAC) to look ahead in technologies, assess the technology trajectories, and support technology innovation by network actions in select technology areas of national importance.	011 – 26592600 011 – 42525600 Fax: 011-26961158	<a href="mailto:tifacinfo@tifac.org.in">tifacinfo@tifac.org.in</a> www.tifac.org.in/

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20.	Vigyan Prasar (VP) A-50, NCMRWF Complex, Phase-II, Sector-62, NOIDA-201307	Director	Objectives of VP are to take up large-scale science popularization tasks/activities, to promote and propagate scientific and rational outlook, to act as a resource-cum-facility centre for S&T communication.	0120- 2404430/35/36 Fax: 0120-2404437	info@vigyanprasar.gov.in  http://www.vigyanprasar.gov.in
21.	Wadia Institute of Himalayan Geology (WIHG) 33, General Mahadeo Singh Road, Dehradun – 248001 (Uttaranchal)	Director	Contributions to Geology of the Himalayas.	0135 –2525103  Fax: 0135 – 2625212	director@wihg.res.in  www.wihg.res.in/

**PROFESSIONAL BODIES**

Sl. No.	Name & Address	Designation of Head	Functions	Tel & Fax Nos.	E-mail & Website
1.	Indian National Science Academy (INSA) Bahadur Shah Zafar Marg, New Delhi – 11 002.	President	Promoting, recognized and rewarding excellence, another important task is to publish journals, organize scientific discussions and bring out proceedings and monographs.	011-23221931 to 50 Fax: 011 – 23235648 011 – 23221950	<a href="mailto:esoffice@insa.nic.in">esoffice@insa.nic.in</a> <a href="http://www.insaindia.org/">www.insaindia.org/</a>
2.	National Academy of Sciences (NAS) 5, Lajpatrai Road, New Katra, Allahabad – 211 002	President	The main objective of the Academy was to provide a national forum for the publication of research work carried out by Indian scientists and to provide opportunities for exchange of views among them.	0532 –2640224 Fax: 0532 – 2641183	<a href="mailto:allahabad.nasi@gmail.com">allahabad.nasi@gmail.com</a>
3.	Indian National Academy of Engg. (INAE) 6 <sup>th</sup> floor, Vishwakarma Bhavan, IIT Campus, Shaheed Jeet Singh Marg, N.D.-110016	President	The aims and objects of the Academy are to promote and advance the practice of engineering and technology, related sciences and disciplines and their applications to problems of national importance.	011– 26582635 Fax: 011 – 26856635	<a href="mailto:inaehq@inae.org">inaehq@inae.org</a> <a href="http://www.inae.org">http://www.inae.org</a>
4.	Indian Academy of Sciences (IAS) P.B. No. 8005, CV Raman Avenue, Sadashivnagar, Bangalore – 560 080.	President	Aims at promoting the progress and upholding the cause of science in pure and applied branches. Major activities include publication of scientific journals and special volumes, organizing meetings of the Fellowship and discussions on important topics, recognizing scientific talent, improvement of science education and taking up other issues of concern to the scientific community.	080 –22661200 Fax: 080 – 23616094	<a href="mailto:office@ias.ernet.in">office@ias.ernet.in</a> <a href="http://www.ias.ac.in">www.ias.ac.in</a>
5.	The Indian Science Cong. Association (ISCA) 14, Dr. Biresh Guha Street, Kolkata–700 017.	General Secretary	The associations was formed with the following objectives: (i) to advance and promote the cause of sciences in India; (ii) to hold an Annual Congress at a suitable place in India; (iii) to publish proceedings, journals, transactions, etc; (iv) to popularize science.	033-22874530 Fax: 033-22872551	<a href="mailto:iscacal@vsnl.net">iscacal@vsnl.net</a> <a href="http://sciencecongress.nic.in/">sciencecongress.nic.in/</a>

## Indicative expectations from service recipients

1. Proposal to be in standard format (available on DST website) complete in all respect including:
  - a) Proposal to indicate the clear methodology, concept, experience and expertise in the area and confidence of project investigator
  - b) Availability of basic infrastructure including manpower for the project
  - c) Administrative clearance from parent organization, wherever required
  - d) Fulfilment of industrial partnership, collaboration and alliances, wherever required
2. Presentation before the Expert committee on requirements
3. Security and sensitivity clearance in case of International Cooperation Projects
4. Timely response to queries relating the proposal
5. Submission of identity and residential proof wherever required
6. Submission of quotations, agreements and other documents on requirement

**Month and year for next review of the Charter : July 2014**



