OFFICE MEMORANDUM

Subject: Constitution of Project Appraisal and Monitoring Committee-Atmospheric Sciences.

In continuation of this Ministry’s OM of even number dated 19th June, 2012 on the subject mentioned above, the Project Appraisal and Monitoring Committee for Atmospheric Sciences (PAMC-AS) is re-constituted as follows with revised guidelines at Annexure-I:

Prof. J Srinivasan, CAOS, IISc Bangalore - Chairman
Dr. K Krishnamoorthy, IISc Bangalore - Member
Prof. S.K. Dash, IIT Delhi - Member
Dr. C.M. Kishtawal, SAC Ahmedabad - Member
Prof. K Mohan Kumar, CUSAT, Kochi - Member
Dr. Thara Prabakaran, IITM, Pune - Member
Mrs. Shyla Minhas, MoES - Convener

2. The Terms of Reference of the Committee is as follows:
   (i) New proposals

   - To pre-appraise all the proposals received during a period of 6 months (whether the objectives are in National Interest and are in line with the mandate of the Ministry preferably in basic monsoon research, monsoon variability and prediction, short range forecasting, mesoscale systems and prediction, Climate variability and change, climate modeling, climate services etc., ruling out any duplication of work, adequacy of the core competence of the Institute proposing the project, budget of the proposal, whether Principal Investigator (PI) requires support from the constituent Units of MoES to give targeted deliverables, whether the deliverables can be translated into operational use by MoES)
   - To peer-review the shortlisted proposals as per the prescribed format
   - To provide guidance to PI for improvement of proposal, if required
   - To recommend the proposals to MoES for consideration for funding or for subsequent review as per the RMC procedure (enclosed as Annexure II)
   - To identify the experts for 2nd / 3rd stage review
   - To identify gap areas in the current research and encourage proposal in the identified areas/issues

   (ii) Ongoing/Completed projects

   - To monitor & review the progress of the funded projects at various stages of implementation and recommend course correction for ensuring deliverables
   - To recommend subsequent release of funds based on the progress of the project.
   - To evaluate the achievements of the completed projects vis-à-vis their objectives.

   (iii) Any other work related to implementation of approved projects
(iv) The PAMC will meet at least once in four months for pre-appraisal/appraisal of new projects and review of ongoing projects depending upon the number of projects received. An Apex Body under the Chairmanship of Secretary, MoES will steer the activities of the PAMC.

3. Responsibilities of Member-Secretary/Convener will be as follows

   (i) To co-ordinate with the Chair and members of the committee regarding
       o pre-appraisal/appraisal of the new proposals received
       o review and monitoring of on-going proposals

   (ii) To convene the PAMC meeting/preparation and approval of the minutes/
       preparation of action taken report on the last meeting

   (iii) To implement the decision of the PAMC

   (iv) To organize subsequent review as per PAMC recommendations

   (v) To process for approval of the recommended projects for funding

   (vi) To process for sanctioning of the approved projects and release of fund

   (vii) To update details of all sanctioned projects on Ministry’s website on quarterly basis

   (viii) To invite proposal on gap areas/issues/problems identified (if any) by PAMC

   (ix) Overall coordination with PAMC members and Chair

   (x) Any other work as assigned by PAMC Chair.

4. Tenure of the Committee will be for a period of 3 years.

5. TA/DA/Honorarium to non-official members as per GOI rules.

6. This issues with the approval of Competent Authority vide diary no. P-2826/
   Secy/16 dated 14/09/2016.

   [Signature]

   (Kailash Chand)
   Under Secretary to the Govt. of India

To

The Chairman & Members of PAMC-AS

Copy to: PS to Secretary, MoES
The Revised guidelines for submitting the new proposals

- Proposals can be submitted at anytime of the year. Proposals should be routed through respective Head/Director of the Institute/University.

- Funds for approved proposals will be released only twice a year: April and October

- Number of MoES projects with the PI should normally not exceed 2. However, the respective Project Appraisal and Monitoring Committee/Technology research Board (PAMC/TRB) may recommend otherwise depending upon the merit of the proposal. Fresh research proposals can be considered only when the ongoing research proposals are about to conclude.

- Proposals should be submitted in the prescribed format

- A Co-PI from the institute is necessarily required to be mentioned in the project. In case the proposal does not have a Co-PI, then Endorsement from Head of Institute should include a clause stating “in the event of PI leaving the institute, it is the responsibility of the institute to depute a competent expert from the institute as PI for the successful completion of the project”

- The manpower to be recruited should be as per MoES rules

- The overhead expenses will be given @10% of the yearly budget excluding the cost of permanent equipment.

- The PI should give Names of 5-6 Area Experts (complete postal address, telephone numbers and e-mail addresses)

- 1-2 page summary of the proposal to be submitted along with the proposal and summary should include 5 keywords, objectives (in bullet form), state-of-art, Deliverables (in bullet form), relevance to MoES activities, budget including component-wise budget and equipment-wise and duration of the project.

- International travel is normally not allowed under the programme. However, the respective PAMC/TRB may recommend on case to case basis subject to the approval of competent authority.

- The PI/Co-PI will not be given any funds in the form of top-up salary, honorarium etc.

- MoES will not fund any faculty positions but may fund only project staff.

- All proposals with large funding for equipment should explicitly indicate long term goal and long term plans for the effective maintenance and use of the equipment.

- An undertaking to be given by the Head of the Institute, that idle capacity of the permanent equipment procured under the Project will be made available to other users of the host Institute or nearby Institutes

- Publication of results/presentation of papers should clearly acknowledge the funding from the Ministry of Earth Sciences

- Permission letter from relevant agencies to be submitted, wherever applicable.
Procedures for Project Review, Monitoring and Completion (RMC)

R & D in Earth & Atmospheric Sciences (Extra-Mural funding)
Project Submission

Points for Consideration before submission

- Proposals can be submitted at anytime of the year. But funding will be released only twice a year. 1st year funding will be released soon after the approval of the competent authority and subsequent years' funds will be released only after the receipt of Utilisation Certificate (UC), Statement of Expenditure (SoE) and Annual Progress Report (APR).
- Number of MoES projects with the PI should not exceed 2. Fresh research proposals can be considered only when the on-going research proposals are about to conclude.

Guidelines for Submission of Proposal

- Proposals should be submitted in the prescribed format.
- The manpower to be recruited should be as per MoES rules.
- A short write up about the deliverables and how they are going to help in augmenting the mandate of MoES.
- International travel is normally not permitted.
- An undertaking that idle capacity of the permanent equipment procured under the Project will be made available to other users of the host Institute or nearby Institutes.

Committee for pre-appraisal, appraisal, review and monitoring

The following 4 committees are constituted for pre-appraisal and appraisal of the proposals received by the Ministry and will have a tenure of 5 years:

Project Appraisal and Monitoring Committee (PAMC) for
(i) Atmospheric Science including Climate Science (PAMC-Atmospheric Science)
(ii) Geoscience (PAMC-Geoscience)
(iii) Ocean Science & Resources (PAMC-Ocean Science)
(iv) Hydrology & Cryosphere (PAMC-Hydrology & Cryosphere)

Terms of Reference

(i) New proposals

- Pre-appraisal of all the proposals received during a period of 6 months (whether the objectives are in National Interest and are in line with the mandate of the Ministry preferably in basic monsoon research, monsoon variability and prediction, short range forecasting, mesoscale systems and prediction, climate variability and change, climate modelling, climate services etc., ruling out any duplication of work, adequacy of the core competence of the Institute proposing the project, budget of the proposal, whether PI requires support from the constituent Units of MoES to give targeted deliverables, whether the deliverables can be translated into operational use by MoES)
- Review the shortlisted proposals as per the prescribed format.
- Recommend the proposals to MoES for consideration for funding / or subsequent review as per the RMC procedure outlined below.
(ii) Ongoing projects

- Monitor & review the progress of the funded projects at various stages of implementation and recommend course correction for ensuring deliverables
- Recommend subsequent release of funds based on the progress of the project
- Evaluation of the achievements of the completed projects vis-à-vis their objectives.

(iii) The PAMC will meet at least once in four months for pre-appraisal/appraisal of new projects and review of ongoing/completed projects depending on number of proposals.

Composition of the committee:
Chairman: Subject Expert Scientist H/G level
Experts: 5-10 subject experts
Member Secretary: Program Officer/Scientist Incharge

RMC Procedure

Steps for pre-appraisal/appraisal of projects

I. Step 1: Pre-appraisal

- All proposals received within a duration of six months will be subjected to pre-appraisal/appraisal by the PAMC as per Terms of Reference mentioned above.
- Proposals rejected by PAMC will be returned to the PI

II. Step 2: Project Review

(a) For Projects < 1 crore

- Shortlisted proposals at Step-I will be reviewed by the concerned PAMC as per the prescribed format.
- Re-submission of revised proposal may be entertained only if expert/PAMC has agreed for further consideration of the proposal.
- The revised proposal should be re-submitted within a month otherwise it may be treated as a new proposal.
- PAMC may recommend the revised proposal for funding to MoES after its review.

(b) For Projects > 1 crore and < 5 crores -- Involves 2 steps or 3 steps as per the recommendation of PAMC (depending upon the type of proposal)

i. Peer Review
As per the steps in (a) above

ii Presentation before a committee of experts
The committee will have the following constitution as per the recommendation of the PAMC and approval of competent authority
Chairman - Chairman ESSO/Secretary MoES
Experts - 2 to 3 subject experts as identified by PAMC
Invited Members - Scientific Secretary
(c) For Projects > 5 crores* -- Involves 3 steps
   *This generally involves infrastructure development support for initiation of academic programmes.

i. **Peer review**
   As per the steps in (a) above

ii. **On the spot assessment by team of experts**

The Committee should have the following constitution

- Chairman: Scientist H level
- Experts: 2 experts in the field from Universities/Institutes
- Member Secretary: Programme Officer/scientist incharge

iii. **Presentation before a committee of experts**

The committee will have the following constitution

- Chairman: Chairman ESSO/Secretary, MoES
- Experts: 2 to 3 subject experts
- Invited Members: Scientific Secretary Program Head Scientist from MoES
- Member Secretary: Programme Officer/scientist incharge
- Any other member co-opted by the Chair

(d) For National Coordinated projects

An appropriate committee to be set-up by the competent authority in consultation with the PAMC

i. **Terms of reference** (this includes preparation of science plans, implementation plan, review of research proposals from participating institutes, recommend the appropriate proposal, monitor the progress, consolidating the research findings)

ii. **Tenure of the committee**

iii. **Any other at the discretion of Chairman ESSO/Secretary, MoES**

III. **Step 3: Project Sanction**

After successful completion of Step 1 & Step 2, project should be awarded and sanction should be initiated after due approval of Secretary MoES and concurrence of IFD.

IV. **Project Monitoring**

The PAMC will monitor the progress of the awarded proposals based on the progress report submitted by the implementing institute and as per the Terms of reference of the PAMC mentioned above.

The Annual Progress Report (APR) of the proposals awarded should reach the Program Office after completion of each year of the proposal.
The APR should contain the following
- Title of the project
- Name of the PI/Co-PI
- Name of JRF/SRF/RA recruited under the project
- Duration of the project
- Date of Sanction & No:
- Date of Completion
- Total Project Cost
- Total Expenditure
- Unspent Balance
- Equipment sanctioned and purchased
- Sanctioned manpower and recruited (one page biodata of the JRF/SRF/RA to be enclosed)
- Summary of progress made so far against objectives (only salient features)
- Significant Achievements/ Deliverables : in terms of human resource development; patent; innovation; skill upgradation; publications etc
- Work remaining to be done under the project
- Two hard copies of the Annual Progress Report (APR) and one soft copy of the proposals awarded should be sent along with UC/SE in the prescribed format.

P.S. It is the prerogative of the Ministry to call for a presentation of the work done thus far before an Expert Committee approved by the competent authority.

V. Step 5: Mid term Review and Course Correction

- Proposals depending on their deliverables/ total budget may be reviewed at mid term to review the progress made and offer any course correction by PAMC of subject area.
- The PAMC will submit its report to Chairman ESSO regarding its view and whether the project requires mid-course correction.

VI. Step 6: Project Completion Report

- Three copies of the Project Completion Report (PCR) should reach the Office within 3 months of the completion of the project
- PI to present the deliverables of the project before PAMC who will assess the achievements vis-a-vis the objectives.
- The PAMC will present its report to Chairman, ESSO and also recommend whether the outcome of the project can be utilized in the activities of the Ministry.

The PCR should have the following format
- Title of the project
- Name of the PI/Co-PI
- Implementing Institute
- Other Collaborating Institutes
- Acknowledgements (Financial help from MoES to be duly acknowledged)
- Date of Sanction & No:
- Duration of Project
- Probable date of completion (PDC)
  - Original
  - (as per sanction letter)
  - Revised (if applicable):
(give details of all revisions to date along with reasons for delay separately for each revision)

- Name of JRF/SRF/RA recruited under the project
- Duration of the project
- Total Project Cost
- Total Expenditure
- Index/table of contents
- Executive Summary
- Introduction
- Review of literature & rationale for study
- Aims & Objectives (Objectives as approved/Deviation made from original objectives if any, while implementing the project and reasons thereof).
- Methodology (Giving full details of study design, methods adopted, data collected supported).
- Summary of the result (Detailed analysis of results indicating contributions made towards increasing the state of knowledge in the subject).
- Achievements and how the deliverables have contributed in the overall programmes of the Ministry
- Scope for future
- Publication of results/presentation of papers
- Abstract in 300 words for possible publication on MoES Newsletter/Website.
- Acknowledge funding

Name and signature with date

_________________________ (Principal Investigator)

_________________________ (Co-Investigator)