

No. Rev-DM-F008/2/2023-Rev-DM -R&D
Government of Himachal Pradesh
Department of Revenue (DM Cell).

From,

The Principal Secretary (Revenue) to the,
Government of Himachal Pradesh,
Shimla-2.

To,

1. The Member Secretary, HIMCOSTE, Kasumpti, Shimla
2. The Director, IIT, Mandi
3. The Director, National Institute of Technology, Hamirpur
4. Director, Himalayan Forest Research Institute, Shimla
5. The Director, Indian Institute of Information Technology, Una
6. The Director, Indian Institute of Management, Sirmaur
7. The Vice Chancellor, CuHP, Dharamshala, HP
8. The Vice Chancellor, HP University, Shimla.
9. The Vice Chancellor, Sardar Patel Cluster University Mandi, HP
10. The Vice Chancellor, HP Technical University Hamirpur
11. The Vice Chancellor, A.P.G. (Alakh Prakash Goyal) University, Shimla
12. The Vice Chancellor, Abhilashi University, Mandi
13. The Vice Chancellor, Arni University, Kangra
14. The Vice Chancellor, Baddi University of Emerging Sciences & Technologies, Solan.
15. The Vice Chancellor, Bahra University, Solan.
16. The Vice Chancellor, Career Point University Hamirpur.
17. The Vice Chancellor, Chitkara University Solan.
18. The Vice Chancellor, IEC University, Solan.
19. The Vice Chancellor, Indus International University, Una.
20. The Vice Chancellor, Jaypee University of Information Technology Solan.
21. The Vice Chancellor, Maharaja Agrasen University, Solan.
22. The Vice Chancellor, Manav Bharti University, Solan.
23. The Vice Chancellor, Shoolini University, Solan.
24. The Vice Chancellor, Sri Sai University, Palampur.
25. The Vice Chancellor, Eternal University, Baru Sahib, Near Rajgarh, Himachal Pradesh.
26. The Centre Head, G.B. Pant National Institute of Himalayan Environment, Himachal Regional Centre, Mohal, Kullu.
27. The Chairman, Himalayan Group of professional Institute, Kala Amb.
28. All concerned NGO(s) of Himachal Pradesh.

Dated Shimla-2, the

10th November, 2023

Subject: Extension of last date for submission of Research Proposal under SDMF for FY 2023-24.

Madam/Sir,

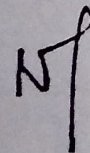
I am directed to refer to the subject cited above and to say that the State Disaster Mitigation Fund (SDMF) has been constituted under the section 48(1) (c) of the DM Act, 2005. In this regard, NDMA has issued operational/technical guidelines for the administration of SDMF w.r.t. mitigation of various hazards notified by the Centre/State Government and 15th Finance Commission has allocated funds for the FY of 2021-22 to 2025-26. The guidelines include funding mechanism, under small grant window, to support small proposal related to innovation, technology, community leadership, research studies and learning w.r.t. mitigation of various disasters, like flood, forest fire, landslide mitigation, snow avalanches, and earthquakes etc.

In this context, HPSDMA invites project proposals under "State Disaster Mitigation Fund (SDMF) for FY 2023-24" (up to Rs.10 Lakh for a total period of 2 years) with the objective to make disaster resilience Himachal through various fields of disaster management as per format attached under the three categories of Non Mitigation Measures namely.

1. Innovation,
2. Technology,
3. Research studies and learning.

The last date for submission of Research Proposal under SDMF for FY 2023-24 has been extended to 12th December, 2023. You are therefore requested to submit the project proposal to HPSDMA accordingly through speed/registered post from your Institution/Constituent or affiliated institute(s). In case of any clarification, you may contact HPSDMA at 0177-2880320 or Dr. Rohit Chauhan, GIS & RS Specialist on his mobile number 94184-82869.

Yours faithfully,



Nishant Thakur (HPAS)
Deputy Programme Manager
Project Management Unit
SDMF (Rev.DM)

15 PDP

**COVERING LETTER FOR
HP SPECIFIC RESEARCH & DEVELOPMENT PROJECTS 2023-24**
(To be given on institution letter head)

To

The Director cum Special Secretary (Rev. DM)
H.P. State Disaster Management Authority
Disaster Management Cell,
HP Secretariat, Shimla - 171002

Sir,

1. A research project entitled “_____”
_____” is forwarded herewith.
2. It is certified that the same project or project with similar objectives has not been submitted to any other funding agency by the Investigator.
3. We have carefully read the terms and conditions of sanctioning the project and agree to abide by them.
1. We have no objection for the payment mode in phase manner (40% On submission of inception report, 30% Review of progress made and 30 % After satisfactory review)
4. The organization will provide all necessary infrastructural facilities (both laboratory and administrative) if the project is sanctioned.
5. The organization is fully responsible in regard to matters pertaining to the project.

Yours sincerely,

(Principal Investigator)

(Signature of Registrar/ Director/ Head of the
Institution with stamp)

Date.....

Place.....

H.P. State Disaster Management Authority

(HPSDMA)

Annexure-I

FORMAT FOR SUBMISSION OF HP SPECIFIC RESEARCH & DEVELOPMENT PROJECTS 2023-24

Select the Category of Project

- Innovation,
 Technology,
 Research, and Studies and learning

1. Project Title

:

2. Sub-themes (Tick one of the following):

New innovations & Technology in Disaster Management:-

- a. Earthquake resistant structures,
- b. Innovation & Technology in landslides or flash floods,
- c. Slope stabilization technologies,
- d. Innovation of technologies to mitigate the disaster,
- e. The methods and tools for Disaster Impact Assessment
- f. Early Warning System (EWS) for cloud burst, landslide, Fire, hailstorm,

Research & Studies and Learning

- a. *Strengthening local community for Disaster Risks Reduction*
- b. *Geospatial technology and its applications in disaster management*
- c. *Climate change adaptation and sustainable development model.*

Note: Research work should have ground applicability which directly/indirectly benefits the community/society.

3. Duration in months : 24 months

4. Total cost (in numbers and words) :

5. Name of the Principal Investigator :
(Whether belongs to SC/ ST if applicable
Please attach certificate)

6. Sex (Male/ Female) :

7. Designation and Official Address :

8. Telephone :
Fax :
E-mail :
Mobile No. :

9. Co-Investigator

(Whether belongs to SC/ ST if applicable :
Please attach certificate)

10. Sex (Male/ Female) :

11. Designation and Official Address :

12. Telephone :

Fax :

E-mail :

Mob. No. :

13. Project Summary :

(Maximum 150 words)

14. Key words (maximum 6) :

15. Introduction (under the following heads)

(a) Relevance of Research Questions :

(b) Addressing priority of the State of H.P. :

(c) New Innovativeness expected in the Project:

(d) Appropriateness of design/ techniques for the research questions to be answered

(e) Effective control to experiments

(f) Economic evaluation and cost efficiency of the project

(g) How appropriately the expected output answers the questions being addressed in the specific subject matter/area?

16. Work plan

(a) Methodology

(c) Time schedule

Activity	1 st year				2 nd Year			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4

17. Budget Estimates: Summary

S. No.	Item	Budget		Total (Rs.)
		1 st Year	2 nd Year	
1.	Remuneration (Salaries/ Wages)			
2.	Consumables			
3.	Travel			
4.	Other Costs			
5.	G. Total			

17.1. Budget for Remuneration with Justification

S. No.	Designation of persons engaged in project	Number of persons engaged	Monthly Emoluments	Budget		Total (in Rs.)
				1 st Year	2 nd Year	
	Total					

17.2 Budget for Consumables with Justification

S. No.	Item	Quantity/ No.	Budget		Total (in Rs.)
			1 st Year	2 nd Year	
	Total budget required				

17.3 Budget for Travel With Justification

S. No.	Travel (Only inland travel)	Budget		Total (in Rs.)
		1 st Year	2 nd Year	

17.4 Budget for Other Costs/ Contingencies with Justification

S. No.	Other costs/contingency costs	Budget		Total (in Rs.)
		1 st Year	2 nd Year	

18. Availability of major Infrastructural Facilities & Equipment's with the parent institution(s) Yes/ No (Specify)-

19. Detailed Bio-data of the Principal Investigator(s)/ Co-Investigator(s) including Name, Address, Date of Birth, Institution's Address etc. Academic Qualifications (University/ College from where attained, year of passing, class, Thesis title etc.), Whether SC (Y/N).

Publications list (Title of paper, authors, Journal details, pages, year etc.)

Patent list, if any

20. Details of Research Projects being implemented/ completed/ submitted; separately by the Principal Investigator(s)/ Co-Investigators including Investigator(s) Name & Institute; Project Title; Project Status (**Completed Projects**-Duration, period, funding agency and total cost; **Ongoing Projects**- Duration, date of start, funding agency and total cost; **Proposed Projects**- Duration, funding agency where submitted, and total cost of the Project, Summary of the project, Major Results/ Highlights of the project including achievement (publications, patents etc.).

21. Any other relevant information

22. How this research & innovation would be beneficial for community/society

*Format is to be filled by the applicant; with no change in serial number of headings

**The space between headings maybe expanded during filling the application

ENDORSEMENT FROM HEAD OF THE INSTITUTION

(To be given on institution letter head)

Title of the Project:

1. The Institute certifies the participation of _____ as the Principal Investigator and _____ as the Principal Co-investigator for the project and that in the unforeseen event of discontinuance by the Principal Investigator, the Principal Co-investigator will assume the responsibility of the fruitful completion of the project (with due information to the funding agency).
2. Certified that the equipment and other administrative facilities as per terms and conditions of the grant, will be extended to the investigator(s) throughout the duration of the project.
3. The Institute assumes to undertake the financial and other management responsibilities of the project.

Date:

Place:

**Name and Signature of
Head of the Institution**

Annexure-III

**Assets acquired wholly or substantially out of Study/Project Funds
Register to be maintained by the Institute**

Name of the Sanctioning Authority: _____

1. SI. No. _____
2. Name of University _____
3. No. & Date of Sanctioned Funds _____
4. Amount of sanctioned funds _____
5. Brief purpose of the funds _____
6. Whether any condition regarding the right of ownership of Govt. in the property or other assets acquired out of the funds was incorporated in the project funds sanction order

7. Particulars of assets actually credited or acquired _____
8. Value of the assets as on _____
9. Purpose for which utilized at present _____
10. Encumbered or not _____
11. Reasons, if encumbered _____
12. Amount realized on disposal _____
13. Remarks _____

(Principal Investigator)

(Finance Officer)

(With Stamp)

(Head of the Institute/ University)

FORM OF UTILISATION CERTIFICATE

1. Name of the Principal Investigator:
2. Title of the Project:
3. Name of the Institute:
4. Year:

Sr. No.	Letter No. and Date	Amount (In Rupees)
1.		
2.	Unspent balance of previous year	
3.	Total	
4.	Expenditure incurred	
5.	Interest Earned*	2 nd Month. - 4 th Month. - Total -
6.	Balance Amount	

Certified that out of Rs. _____ /- grant-in-aid sanctioned during the month _____ in favour of _____ under Carrying Capacity Study Project _____ vide letter No. _____ given in the margin and Rupees _____ on account of unspent balance of the previous year, a sum of Rs. _____/- (Rupees _____ Only) has been utilized for the purpose for which it was sanctioned.

The balance of Rs. -----remaining unutilized as on ----- and Rs. ----- as interest earned has been surrendered to DEST&CC (vide Demand Draft No ----- dated-----).

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly filled/are being fulfilled and that I have exercised the following checks to see the money was actually utilized for the purpose for which it was sanctioned.

Kinds of check exercised:

- Scrutiny of cash book and Ledger maintained for the purpose.
- Various Vouchers etc.
- All relevant record pertaining to 4 Months Study Project maintained were scrutinized.
- Bank Statements were examined.

Signature
Principal Investigator
(With date and seal)

Signature
Registrar /Accounts Officer
(With date and seal)

Signature
Head of the Institute

STATEMENT OF EXPENDITURE

(Period _____ to _____) / Final Closure

(Rupees in lacs)

Sr. No.	Sanctioned Heads	Opening Balance	Funds Allocated *	Expenditure Incurred			Balance as on	Interest Earned **	Requirement of funds	Remarks (if any)
				2 nd Mo nth	4 th Mo nth	Total				
1.	Remuneration									
2.	Consumables									
3.	Travel									
4.	Other costs									
Total										

Remarks:

- **All account related activities of study/project audited by institution would be completed immediately after closing of the study/project.**
- * Indicate sanctioned/ revised allocation as applicable.
- Expenditure under the sanctioned heads, at any point of time, should not exceed funds allocated under that head
- Utilization Certificate for second month has also to be enclosed.
- **** Information under this field is mandatory**

Name & Signature
Principal InvestigatorSignature of Competent
Financial AuthoritySignature of
Head of the Institute

MID-TERM PROGRESS REPORT PROFORMA

(To be submitted on or before.....)

1. Name and address of the PI and Co-PI:
2. Project Registration Code:
3. Project Title:
4. Number & Oak or Sanction Letter:
5. Total Outlay of the Project :
6. Project Duration: 2 year.
 - a. Date or Start: -
 - b. Date of Completion;
7. Activities and Outputs achieved/targeted for the year _____

Objective wise	Activity	Number or 1% of activity envisaged to be completed	% Achievement to targets
1.	1		
	2		
	3		

8. If "shortfall /addition. reason for the same:
9. Fund released, .vis-a-vis utilized (cumulative) since the date of sanctioning of project:

Budget Head	Receipt	Expenditure	Balance	
Remuneration				
Consumables				
Travel				
Other costs/ Contingency				

It is hereby certified that all the information provided above is correct and true to the best of my knowledge.

Signature, Name & Stamp
(Co-PI)

Signature, Name & Stamp
(PI)

Signature, Name & Stamp
(HOD)

PROJECT COMPLETION REPORT

1. Two copies of the Project Completion Report and soft copy in pdf/word file immediately after completion of the project. The Project Completion Report should be in bound form.
2. Cover Page should include:
 - a) Title or the Project
 - b) Principal Investigator and Co-Investigators
 - c) Implementing Institution and other collaborating Institutions
 - d) Name and logo of funding agency
 - e) Date or commencement
 - l) Date of completion
3. (a) Objectives as stated in the project proposal
(b) Objectives met
4. (a) Milestone fixed for execution of the project
(b) Milestone actually achieved
5. Deviation made from the original objectives if any while implementing the project and reasons thereof.
6. Conclusions summarizing **major achievements** and indications of **scope** for future research work.
7. High resolution field photographs or the research project.
8. Major outcomes of the project (Point wise in detail):
9. Utility of the research project for State Development and researchers (in detail):
10. S&T benefits accrued:
 - a. List of research publications with details. if any
 - b. Manpower trained on the project
 - c. Patents/ GI/ trademark copy right registered, if any
 - d. Replication potential
 - e. Start-up linkages developed

Signature, Name & Stamp
(Co-PI)

Signature, Name & Stamp
(PI)

Signature, Name & Stamp
(HOD)

Performa for Evaluation by the Project Screening Committee (PSC)

1. Institute Name & Address:
2. Name of Principal investigator (PI):
3. Category of PI : SC, ST, & OBC:
4. Project Title :
5. On Scale 1-10, give score for (a) to (h):
(1-Lowest· 10 Highest)

A	Relevance of research question(s)	
B	Addressing priority of the State of H.P.	
C	New innovativeness expected in the project	
D	Appropriateness of design/techniques for the research questions to be answered	
E	Effective control to experiments	
F	Economic evaluation and cost efficiency of the project	
G	How appropriately the expected output answers the questions being addressed in the specific subject matter /area?	
H	Quality of the Proposal	
I	Total Score (80)	

*The score obtained is suggestive of the overall quality ranking of the project

(Signature of the Member/s)

Name of the Member/s:

Place: _____ Date: _____

REMARKS: Marks equal to or less than 50 would be considered as rejected proposal.

Performa for Evaluation by the Project Approval & Evaluation Committee (PAEC)

1. Institute Name & Address:
2. Name of Principal investigator (PI):
3. Category of PI : SC, ST, & OBC:
4. Project Title :
5. On Scale 1-10, give score for (a) to (I):
(1-Lowest· 10 Highest)

A	Relevance of research question(s)	
B	Addressing priority of the State of H.P.	
C	New innovativeness expected in the project	
D	Appropriateness of design/techniques for the research questions to be answered	
E	Effective control to experiments	
F	Economic evaluation and cost efficiency of the project	
G	How appropriately the expected output answers the questions being addressed in the specific subject matter /area?	
H	Quality of the Proposal	
I	Presentation Content	
J	Discussion during Presentation	
	Total Score (100)	

*The score obtained is suggestive of the overall quality ranking of the project

Proposed Outlay(Rs.)	Recommended Outlay(Rs.)

(Signature of the Member/s)

Name of the Member/s:

Place: _____ Date: _____

REMARKS: Marks equal to or less than 50 would be considered as rejected proposal.