

**DST/SERC/HON.USERS/2008**  
**Government of India**  
**Ministry of Science & Technology**  
**Department of Science & Technology**  
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Technology Bhavan,  
New Mehrauli Road  
New Delhi-110016.  
Dated – 11<sup>th</sup> March, 2010

**OFFICE MEMORANDUM**

**Subject:** Clarification on guidelines of Utilisation of Scientific Expertise of Retired Scientists (USERS) Scheme.

The Department of Science & Technology (DST) has received several requests seeking clarification about Technical/Secretarial Assistance support and deduction of Over Heads by the host institute.

The emoluments for Data Entry Operator/Secretarial/Technical Assistant (part time or on alternate dates) for book writing projects are Rs.5, 000/- p.m.

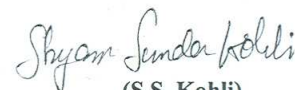
There has been a problem faced by the USERS PIs at some of the host Institutes, PIs are not getting reimbursement of final grant or dues at completion of the project. As DST releases the last reimbursement installment after receipt of 3 copies of the published book and final financial papers (SE & UC) for final settlement of accounts. I<sup>st</sup> installment of grant is released at the time of sanction of the project, followed by II<sup>nd</sup> installment of release, after completion of one year and based on review of the progress of the work done. The amount withheld or to be released for final settlement is about 5-10% of total project cost.

The issue was discussed with Integrated Finance Division and it is decided that overheads under the USERS Scheme will be paid at a uniform rate of 15% to the host institute and the overhead amount for the second year will be paid to host institute when the accounts for final settlement are submitted by the institute in DST format.

Thus institute will be getting balance overheads for 2<sup>nd</sup> installment as reimbursement from the DST during final settlement of project account after completion of the project duration including any extension period, after receipt of 3 copies of the published book and final financial papers (SE & UC) in DST format. Committed amount for Over Heads can be booked in the financial papers (SE & UC) forwarded to DST for reimbursement, or if in excess can be returned to DST. Thus the PI will not have any problem in utilization of funds for their projects in approved sanction heads. This procedure is made in USERS project to help in smoother implementation of USERS projects by retired senior scientists.

The guidelines shall be applicable to all new projects grants pertaining to USERS Scheme with effect from the issue of this Office Memorandum.

These issues with the approval of Secretary, DST vide Diary No. 287 dated 14-01-2010 and with the concurrence of the Integrated Finance Division of DST vide their Dairy No. 2182 dated 13-01-2010.

  
**(S.S. Kohli)**  
**Scientist-F**

**Copy to:**

1. All concerned.
2. DST website
3. Senior PPS to Secretary, DST
4. IFD, DST
5. Controller of Accounts, Ministry of Science & Technology, New Delhi.