

**Anthropological Survey of India**

**Government of India**

**Ministry of Culture**

\*\*\*\*

**Guideline for the new Scheme of “Assistance to State Governments, Institutions and Organizations for Documentation and Dissemination of Research Results in the field of Anthropology”**

1. **Title** The scheme will be known as Assistance to State Governments, institutions and organizations for documentation and dissemination of research results in the field of Anthropology
2. **Scope** To provide funds for projects relating to documentation and research, audiovisual recording, digitization etc. as part of the research and studies in Anthropology. Although An.S.I. is involved with collaborative works with scientific institutions, at present there is no scheme to provide financial assistance for any scientific work relating to Anthropology outside the organization. This new scheme will enable An.S.I. to provide financial assistance for projects proposed by scientific departments of the state governments/UT Governments, departments of anthropology in universities, NGOs involved in Anthropological studies etc. The projects to be considered under this scheme will mostly be documentation and research of bio-cultural heritage, collection and documentation of ethnographic specimens, customs, traditions and festivals endangered cultural artifacts etc. and may also include projects related to dissemination of research results. The extent of assistance will be restricted to Rs.10.00 lakh for state governments and union territory

administrations and Rs.5.00 lakh for other applicants. This project should be completed in all respect within the financial year. There may be a provision for extending the time limit of one year by another six months or so under special circumstances subject to the availability of fund. The purpose of this scheme is to increase the archival and documentary collection of An.S.I. by involving organizations involved in research in anthropology and allied disciplines.

3. **Eligibility**
  1. State Government Scientific Departments and departments of anthropology in universities may apply directly with the detailed scheme with budgetary estimate. There may be a provision for inter - state or state-Union territory collaborative efforts on research and documentations, if one follows a community perspective.
  2. For the NGOs the following criteria will be followed :
    - (a) The applicant organization should, in order to qualify for the grant, have a properly constituted managing body or governing council with its powers, duties and responsibilities clearly defined and laid down in the form of a written constitution.
    - (b) It should have facilities, resources, personnel and experience to take up the event/ project for which a grant is required. In the managing body or governing council of the NGO should have provision for inclusion of a trained anthropologist.
    - (c) Past experience of holding such functions, as applied for, would be taken into account.
4. **Types of activities to be assisted and extent of assistance** Financial assistance may be given for the following purposes: Documentation/research of bio-cultural heritage, ethnographic specimens, customs, traditions and festivals endangered cultural artifacts etc. and may also include project engaged with dissemination of information. The Survey may also encourage the effort of preservation and maintenance of the endangered cultural heritage in all its forms by providing additional funds, materials and manpower to the Government departments and the NGOs.
5. **Quantum of assistance:** Grant for specific projects under para 4 above shall be restricted subject to a maximum of Rs.10.00 lakh for Scientific Departments of the State Governments & Union territories and Rs.5.00 lakhs for NGOs and University Departments per project as recommended by the Expert Committee of the

Survey. **The Expert Committee of the Survey will be comprised of senior anthropologists from the Survey and external experts from the disciplines of anthropology and film studies.**

**6. Accounting procedures**

Separate accounts shall be maintained in regard to the grants released by the **Ministry of Culture** through Anthropological Survey of India for this new scheme.

- (a) The Accounts of the grantee organization shall be open to audit at any time by the Comptroller and Auditor General of India or his nominee at his discretion.
- (b) The grantee organization shall submit to the Government of India, a Statement of Accounts duly audited, stating out the expenditure incurred on the approved project and indicating the utilization of the Government grant in the preceding years. If the utilization certificate is not submitted within the prescribed period, the grantee shall arrange to refund immediately the whole amount of the grant received together with interest thereon at the prevailing borrowing rate of the Government of India unless specially exempted by the Government.
- (c) the grantee organization will be open to a review by the Government of India, Ministry of Culture by appointing a committee or in any other manner decided by the Government as and when deemed necessary by the Government.
- (d) The grantee organization shall not invite foreign delegation without obtaining permission from the Ministry of External Affairs, application for which shall invariably be routed through Ministry of Culture.
- (e) It will be subjected to such other conditions as may be imposed by the Government from time to time.

**7. Procedure for submission of Application**

While an advertisement will be placed annually, both on the website of the Anthropological Survey of India as well as in the print media, applications may be made as per prescribed procedure contained in the advertisement. For NGOs the application should either be recommended by any of the National Academies or any other culture- related organization under the Government

of India or by concerned State Government/ UT Administration, State Academies. For University Departments and Educational Institutes the application should be recommended by Vice Chancellor/Registrar/Director/Chairman of the University/Institute. For State Government Departments the application should be recommended by the Director/Head of the Departments/Chairman/Secretary of the Concerned Ministry.

Three copies of the proposal, complete in all respects, should be submitted to the Director, Anthropological Survey of India, 27 Jawaharlal Nehru Road, Kolkata-700016.

**8. Documents to be attached with the application:**

1. For all institutes :

a) A detailed project report including:

(i) description of the project for which assistance is requested along with its duration and the qualifications and experience of the staff to be employed for the project;

(ii) Financial statement of the project giving item wise details of recurring and non-recurring expenditure separately.

b) An Indemnity Bond in the prescribed proforma on a stamp paper of appropriate denomination.

c) Details of the bank account in the prescribed proforma to enable electronic transfer of sanctioned funds.

Apart from these, the NGOs will be requiring to submit the following documents :

i) Registration Number

ii) Constitution of the Organization

iii) Constitution of the Board of Management or Governing Body and particulars of each member

iv) Copy of the latest available Annual Report

v) A statement of income and expenditure of the applicant organization for the previous three years and a copy of the balance sheet for the previous year certified by a Chartered Accountant or a Government Auditor.

**9. Installments**

The Grant will be released in two installments of 75% (first installment) after approval of the project and 25% (second installment) after completion and

submission of the project report along with all visuals and subject to approval of the Expert Committee of the Survey.

- 10. Mode of Payment** All payments will be made only through electronic transfers.
- 11. Output of the scheme** A bound report as hard copy and a soft copy along with visuals (still and movie as applicable) of the project will be required to be submitted in duplicate, first copy to the Director, Anthropological Survey of India, second copy to the Ministry of Culture, Government of India through Director, Anthropological Survey of India. **The Anthropological Survey of India ensures fair and transparent procedures for implementation of the proposed scheme through interim monitoring and evaluation by trained anthropologists in the Survey. The evaluation will be communicated to the concerned organization with a copy to the Ministry.**
- 12. Time consumed in processing the cases**
- a. Incomplete applications not supported by the required documents will be summarily rejected.
  - b. On receipt of the proposal, the programme shall be placed before the Expert Committee of the Survey for preliminary approval for further processing.
  - c. Permission to transfer a sponsored programme from one institution to another will not be granted.
  - d. The Survey would hold an interim review of each sponsored programme through a team of consultants appointed for the purpose. On receipt of the report of the team, the Survey may sanction or refuse a grant-in-aid for the programme.