

**MEMORANDUM OF UNDERSTANDING**

**Between**

**Technology Information, Forecasting and Assessment Council (TIFAC)**

**(Executed through the Governing Body of the Institute)**

**and**

**Department of Science and Technology**

**Ministry of Science & Technology**

**Government of India**

**For 2023-24**

**MEMORANDUM OF UNDERSTANDING between**  
**Technology Information, Forecasting and Assessment Council (TIFAC) and**  
**Department of Science and Technology, Ministry of Science & Technology, Government of India**  
**for 2023-24 in pursuance of Rule 229 (xi) of the GFR, 2017**

This **MEMORANDUM OF UNDERSTANDING** (MoU) is being entered into at New Delhi on this day of \_\_\_\_\_, 2023 between the first party, Department of Science and Technology, Ministry of Science & Technology, Government of India (hereafter referred to as DST)

and

the second party, Technology Information, Forecasting and Assessment Council (TIFAC) (hereafter referred to as the Institute) having its Headquarters at 5th Floor, AI Block, Technology Bhawan, New Mehrauli Road, New Delhi, and represented by its Executive Director, which in terms and expression shall mean and includes, unless repugnant to the context, its successors, assignees and administration of the Institute with the objective to measure the performance of the Institution on key selected parameters against the targets set so as to improve the performance on the critical parameters of the organization.

This MoU has been structured into six parts:

Part I: Mission, Vision and Objectives of the Institute

Part II: Responsibilities of the Institute

Part III: Financial Position

Part IV: Performance Evaluation Parameters and Targets

Part V: Facilitation / Assistance from the Department of Science and Technology, Ministry of Science and Technology, Government of India (GoI)

Part VI: Implementation and Monitoring of the MoU

**PART I. MISSION, VISION AND OBJECTIVES OF THE INSTITUTE**

**1. Mission**

- Assessment & to develop roadmaps for future technological options in crucial sectors of socio-economic importance.
- Facilitate stakeholders in formulation of strategy & nucleation of Technology Programs.

**2. Vision: Technology Foresight Leadership**

**3. Objectives**

- i) To set up specialized sub-groups for examining and evaluating the existing state of art of technology and direction of future technological developments in various cross-sectoral areas as well as in other sectors of the economy, both in India and abroad and to prepare technology forecasting reports, covering 10 years or longer periods,

specially in production areas involving (a) substantial investments of financial resources and (b) a large volume of production.

- ii) To obtain from appropriate sources and project the estimates of the nature and quantum of the likely demands of goods and services in various sectors of the economy against 10 and 25 years' time-frames on the basis of (a) 'normative', and (b) 'exploratory' approaches and to suggest the direction and extent of technological changes that might be considered necessary in order to fulfil these demands in the light of the existing or anticipated resource base of the country.
- iii) To prepare Technology Impact Statements, with a view to uncovering the likely implications and consequences, both desirable and undesirable, of the existing as well as newly emerging technologies upon society, indicating to decision-makers, through generation of future-oriented scenarios, their short-term and long-term implications.
- iv) Based on the T.I.F & A. Studies and with a view to – ensuring timely availability of requisite technologies relevant to the needs of the country on futuristic basis and minimizing the time gap between the development of new technologies and their utilization and (b) establishing a purposeful linkage between technology development and technology import policies, to identify priority areas of research in relation to the socio-economic, environmental and security needs of the country; to evolve and suggest strategies for technological developments based on such priorities; and to draw up programmes of purposeful research in various sectors.
- v) To prepare Annual Technology Report to PMO.

## **PART II. RESPONSIBILITIES OF THE INSTITUTE**

1. The Institute will function as per the provisions of its Memorandum of Association (MoA), Rules and Regulations and Bye Laws as approved by the GoI. The following powers shall be exclusively with the GoI : (a) creation of posts including upgradation and down gradation of posts; (b) re-appropriation of funds among budget heads granted by the GoI; and (c) write-off of losses.

2. (a) The conditions of service of employees of the Institute, shall be exactly similar to those in case of the Central Government employees. (b) In case of those categories of employees whose pattern of emoluments structure, i.e., pay scales and allowances and conditions of service are not similar to those of the Central Government employees, it would be necessary to ensure that the final package of benefits proposed to be executed to such employees of the Institute is no more beneficial than that admissible to the corresponding categories of the Central Government employees.

3. For Statutory Bodies, the provisions of the parent Act, and Rules and Regulations made thereunder, will apply.

4. The Institute shall carry out such directions as may be issued to it from time to time by the GoI for its efficient management.

5. (a) The Institute will inform DST about signing of any Memorandum of Understanding (MoU) or Agreement with any other party, and if such an MoU/Agreement entails any financial liability on the GoI over and above the grant-in-aid provided by DST through sanctions of yearly budget under various heads, then prior approval of DST for signing of MoU/Agreement will be obtained. (b) If any MoU / Agreement is to be signed with a Foreign Party, then obtaining prior approval of the GoI for the same will be a must. The Institute shall follow instructions issued by DST and Ministry of External Affairs, as applicable, from time to time in this matter.

6. The user charges/ sources of internal revenue generation will be reviewed by the Governing Body of the Institution at least once a year. This exercise should be completed before 31<sup>st</sup> October, the time by which the process for Union Annual Budget for the next financial year is started by the GoI. The rates of user charges/fee shall be as per rates adopted by the Governing Body from time to time.

7. The Institution shall follow the General Financial Rules 2017 of the GoI in all its financial transactions, including procurement of goods and services, through GoI e-Market (GEM) and related Rules/ instructions issued by Government of India from time to time.

8. The Institute shall adopt the Public Financial Management System (PFMS) for receipt of all funds from DST/GoI and make all payments through the PFMS to the last mile as far as possible.

9. The Institute shall extend all possible assistance in making information sought by DST available within the stipulated time. In particular, it will send a Monthly Report of not more than 100 words highlighting some important achievements of the institute during the month. It will also promptly and regularly upload information on the LIMBS portal regarding Court Cases where Union of India is a party. In addition, it will also render all possible assistance to DST in matters such as organization of visits of Parliamentary Committees, Ministers etc.

10. The Institute shall ensure timely audit of its accounts.

11. The Institute shall strictly comply with the timelines for submission of Annual Reports and Annual Audited Accounts to DST for the purpose of their being tabled in the Parliament before the stipulated date.

### **PART III. FINANCIAL POSITION**

The Institute will provide detailed information on Financial Parameters as per **Annexure I**.

### **PART IV. PERFORMANCE EVALUATION PARAMETERS AND TARGETS FOR 2023--24**

In fulfillment of its obligations under this MoU, the Institute undertakes to achieve the levels of performance for the year 2023-24 as given in **Annexure II**.

### **PART V. FACILITATION / ASSISTANCE FROM THE GoI**

1. The Institute has made the commitment to achieve the Performance Targets as given in Annexure II based on the expectation that it will receive Core-Grant support from DST at the same level as in 2022-23 and there is no major unexpected attrition in its manpower strength as compared to 2022-23.

2. The Institute has assumed that DST releases the Core Grant on time, and releases at least 75% of the Capital component of the grant by 30<sup>th</sup> September, so as to be able to spend the funds on time.

3. The Institute, however, with the approval of its Finance Committee and its Governing Body/Council requests for the following budget from GoI for 2023-24, and also additional manpower, as indicated below:

Core Grant (Rs. lakhs):	Salary	–	1050
	General	–	1650
	Capital	–	NIL
Any special grant (Rs. lakhs):	General	–	NIL
	Capital	–	NIL

4. The Institute also expects disposal of various issues referred by it to DST in a realistic time-frame.

5. DST shall try to meet the expectations of the Institute within the available budget as allocated by Ministry of Finance, GoI and other resources available to it.

#### **PART VI. IMPLEMENTATION AND MONITORING OF THE MoU**

1. The Governing Body of the Institute shall carry out a Performance Evaluation against the MoU parameters and budgetary utilization ONCE a year between 1<sup>st</sup> October to 31<sup>st</sup> December, and forward the same to the Department of Science and Technology expeditiously.

2. The performance for the previous financial year (2022-2023) shall be reviewed by the Governing Body and DST within 90 days of the completion of the financial year. The Director of the Institute will take all possible steps to ensure compliance of the issues raised and pointed out in the Review.

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**Executive Director, TIFAC**

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**Secretary / Head, AI**  
**Department of Science and Technology**  
**Ministry of Science & Technology**

## ANNEXURE-I

(a) Details of funds available with the Institute in the last 3 years:

<b>Source of Funds</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
1. Core Grant from DST	210100000/-	220000000/-	171700000/-
2. Internal Resource Generation*	3424282/-	23598542/-	5403593/-
3. Corpus Fund**	7066313/-	3424282/-	23598542/-
4. Other Sources like EMR grants, consultancy, CSR Funds, IP earnings etc.	48219507/-	49547568/-	32151850/-
<b>Total</b>	<b>268810102</b>	<b>296570392</b>	<b>232853985</b>

\* Including unspent amount received back, refund from projects, etc.

\*\* Most of the corpus fund is the repayments received from the projects in the previous year, which has primarily been earmarked (with the approval of DST) to be spent for the implementation of TIFAC-SIDBI Technology Innovation Program (Srijan) of TIFAC.

(b) Receipt and Expenditure Position:-

Estimate of Receipt and Expenditure for the period of MoU (2023-24) are as under:

<b>Source of Funds</b>	<b>Amount</b>	<b>Heads of Expenditure</b>	<b>Amount</b>
1. Core Grant from DST	37200000/-	Administrative Expenses, Establishment Expenses, Project Related Expenditure	27076069/-
2. Internal Resource Generation	2145567/-		
3. Corpus Fund	0	SIDBI	0.00
4. Other Sources like EMR grants, consultancy, CSR Funds, IP earnings etc.	0.00	EMR Expenditure	530950/-
<b>Total</b>	<b>39345567/-</b>		<b>27607019/-</b>

ANNEXURE-II**PROFESSIONAL BODIES and S&T SERVICE ORGANISATIONS (TIFAC)**

<b>Parameters</b>	<b>Units</b>	<b>Reference Status</b> (FY2019-20 FY2020-21 FY2021-22 FY2022-23)	<b>Target for 2023-24</b>	<b>Maximum Score</b>	<b>Achievements 2022-23</b>	<b>Score Obtained in 2022-23 (Maximum score for 100% or more achievement) or (maximum score x fraction of achievement)</b>
<b>(a) Scientific and Technological Services Indicators (Select minimum four parameters) [Note: Suggest weightages adding up to 80 marks; weightages to be finalized in consultation with DST before signing of MoU]</b>				<b>80</b>		
1. Papers in refereed journals/books/ book chapters/year	No.	10	8	0	8	0
2. Number of Projects/Studies (Technology Foresight Reports, State- of- the- Art reports, policy papers, innovation projects, and reports, databases etc.) /year i) Initiated (0.33) ii) completed (0.67)	No.	i) 45 ii) 40	i) 103 ii) 99	45  (i*0.33+ii*0.67)	102 79	45

3. IPR facilitation (number of, patents filed and or number of technologies/designs and other intellectual products licensed/ commercialized with the assistance of the institution)	No. IP applications Facilitated	58	80	25	70	25
4. All outreach activities:  (i) Number of popular sciences articles / books / blogs written / number of talks on Radio & TV / science communication programmes generated etc. (0.25)  (ii) Scientists / teachers / research students / technical manpower / grassroots innovators trained through workshop / conferences, training programmes internship, theses, projects etc.(0.5)  (iii) webhits (0.25)	Number	(i) 23  (ii) 4258  (iii) 3.4 Lakh	(i) 38  (ii) 5130  (iii) 3 Lakh	10  (i*0.25 + ii*0.5 + iii* 0.25)	39  (ii) 6690  (iii)3.20 Lakh	10

**Note: (\*) To be filled in after 31.03.2024 for evaluation by GB/GC/BOG and DST.**



Parameters	Units	Reference Status	Target for Current financial year 2023-24	Maximum Score (20)	(*) Achievements 2022-23	(**) Score Obtained in 2022-23
<b>Administrative Performance</b>				10		
1. Timely submission of Annual Report / Audited Accounts	Date	When submitted in last financial year (22-23)	15th October 2023	5	7 <sup>th</sup> December 2022	0 100% if submitted before 15 <sup>th</sup> Oct. 2022, 50 % if submitted before 30 <sup>th</sup> Nov. 2022, otherwise Nil
2. RTI / Grievance status	No.	RTI/Grievance received in, 2022-23 2021-22 2020-21	On time	3	On time	3 Maximum score X fraction disposed off, on time
3. Court Cases /Audit Inspection Reports / Audit paras	No.	Court cases/Audit paras received in 2022-23 2021-22 2020-21	On time	2	On time	2 Maximum score X fraction attended to on time
<b>Financial performance</b>				10		

1. Timely submission of authenticated/ audited UC/SE	Date	When submitted in last financial year (2022-23)	15 <sup>th</sup> September 2023	3	Audit yet to be done	3 100 % if submitted before 15 <sup>th</sup> Sep., 50 % if submitted before 31 <sup>st</sup> Oct., otherwise Nil
2. Utilization of funds received	Rs. in Lakhs	% utilization in last financial year	91.67%	3	Audit yet to be done	3 100 % if carry forward of funds less than 1/12 <sup>th</sup> of budget till 31 <sup>st</sup> March, otherwise (maximum score X fraction of 11/12 of budget utilized)
3. Revenue generated as % of total DST core funds (EMR, user charges, consultancy, any other)	Rs. in Lakhs	Average/year in last 5 years	10%	2	Audit yet to be done	2 (provisional) 100% if target achieved or (maximum score X fraction of achievement)
4. Revenue Generated by selling journals/e-magazines	Fig. in Rs.	FY 2022-23	Rs. 25,000/-	2	Audit yet to be done	2 (provisional) 100% if target achieved or (maximum score X fraction of achievement)

**Note: (\*) To be filled in after 31.03.2024 for evaluation by GB/GC/BOG and DST.**

**(\*\*) Based on provisional figures available.**