

GUIDELINES FOR FUNDING RESEARCH AND STUDIES, WORKSHOPS AND CONFERENCES ETC. UNDER THE PLAN SCHEME “CORPORATE DATA MANAGEMENT” OF THE MINISTRY OF CORPORATE AFFAIRS

INTRODUCTION:

1.1. “*Funding Research and Studies, Workshops and Conferences etc.*” is conceived as a component part of a Central Sector Plan Scheme, titled “*Corporate Data Management*” proposed to be implemented by the Ministry of Corporate Affairs (MCA). The major focus is to utilize the wealth of data available with the Ministry of Corporate Affairs by way of sponsoring Research, Studies and Surveys etc. in areas related, *inter alia*, to corporate growth in overall macro-economic perspective.

1.2. This would also include funding of Seminars, Workshops, Conferences, Symposia and Publications (Reports, Books and Monographs) which extract knowledge primarily from the MCA database and other sources, having implications for corporate governance and faster, sustainable and inclusive growth.

1.3. This is to be implemented by the Research and Analysis (R&A) Division of the Ministry, under the supervision of a “Technical Committee” constituted under Paragraph 2.5 below.

1.4. The procedure for approving grant-in-aid, monetary ceilings, advances, instalments etc. would be as prescribed in the following paragraphs. Aspects not directly covered in these guidelines will be regulated by the provisions of the *General Financial Rules* of the Government of India.

1.5 The primary objective of “*Funding Research and Studies, Workshops and Conferences etc.*” is to better utilise the repository of corporate sector data available with the Ministry under the MCA21 e-governance system, with a view to extract knowledge from data that will eventually inform policy and facilitate decision making in a market driven economy.

1.6. “*Funding Research and Studies, Workshops and Conferences etc.*” will have two components viz (I) Funding Research and Studies, Workshops and Conferences etc. through outside agencies (II) In-house research in R&A Division, MCA by engaging young professionals

I. Funding Research and Studies, Workshops and Conferences etc. through outside agencies

2.1 The following illustrative list of themes for research, studies, conferences etc. has been identified:

- (i) Investor Protection and Investor Education;
- (ii) Performance of corporates (contribution to GDP, investment, revenue, profitability etc.);
- (iii) Competition law and practice;
- (iv) Corporate Debt Structure and leveraging;
- (v) Corporate Frauds, Early Warning System;
- (vi) Corporate governance;
- (vii) Corporate social responsibility;
- (viii) Analysis of utilisation of funds mobilized by Corporates through IPOs etc.
- (ix) Ease of Doing Business; and
- (x) Bankruptcy and Insolvency issues
- (xi) Issues relating to emergence of Producer Companies in India.

2.2. Research, Studies and surveys, Publication (Reports, Books and Monographs) of results of Research Studies, and Dissemination of knowledge (Seminars, Workshops, Conferences and Symposia at the National level or international level) acquired/ built through results of Research Studies, whether undertaken through funding under these guidelines or otherwise, on the above subjects, fulfilling the objectives will be considered for grant-in-aid, under these guidelines.

2.3. The purpose of Seminar etc. should be to:

- (a) stimulate an informed discussion or debate on research themes/topics, essential to corporate sector growth, enlightened regulation and positioning of corporates as responsible citizens, and
- (b) identification of problems and identification of remedial measures to pre-existing problems that would help corporate sector growth and/or re-orient practices of the Government/ corporate sector, with active participation of, and partnership with the institutes of repute, as well as renowned names in the relevant field.

2.4. The proposals for conducting Research, Studies, Surveys, Publication (Reports, Books and Monographs), holding of Seminars, Workshops, Conferences and Symposia etc. are referred to as 'proposals' hereinafter in these guidelines.

2.5. APPROVAL PROCESS

All proposals (whether proposed by the Ministry itself or received from the Applicants) would be placed for consideration of grant-in-aid before the Technical Committee, consisting of:

Economic Adviser, MCA	Chairperson
Deputy Director General (Statistics), MCA	Member
Director (IFD), MCA	Member
Two Non-official Experts	Members
Director/Joint Director (R&A), MCA	Member-Secretary

2.6. The functions and powers of the Technical Committee will be:

- (i) The Technical Committee may add to, delete from, or otherwise amend, the above list of issues/ themes/ topics in Paragraph 2.1;
- (ii) The Technical Committee may accept/reject any proposal fully or partly and to require modification of any component including the scope, coverage, methodology, timelines, deliverables, or time or venue, as the case may be, while finally recommending the disbursal of a grant in respect of any proposal;
- (iii) Formats of applications/ project proposals seeking funding/ grant-in-aid, under these guidelines will be finalised with the approval of the Technical Committee. These would be placed on the website of the Ministry for general information;
- (iv) The Technical Committee may recommend the assignment of specific projects of interest to the Ministry to a Partner Organization, by issuing “Terms of Reference”. “Partner Organization” means the organisations functioning under the aegis of the Ministry of Corporate Affairs, i.e., the Institute of Chartered Accountants of India, Institute of Company Secretaries of India, Institute of Cost Accountants of India and the Indian Institute of Corporate Affairs;
- (v) The Technical Committee may invite tenders regarding specific projects of interest to the Ministry by issuing “Request for Proposals”;
- (vi) The Technical Committee may call for progress report on the study/ research undertaken, at periodic intervals, starting from the date of approval/ sanction of the project;
- (vii) The Technical Committee may take expert opinion as to assess or review an on-going research/study; and
- (viii) The Technical Committee may, in its discretion, call off the processing of a project, whether before or after the approval of a grant, if it appears to the Technical Committee that the project is not worth pursuing at Government cost.

2.7. Upon receipt of the minutes of the meeting of the Technical Committee, as approved by its Chairperson, containing the recommendations on each case considered by it, whether to fund, part-fund, reject a proposal or withdraw/cancel a grant already sanctioned, the corresponding files will be processed by the Research and Analysis Division for administrative and financial approvals. The files will be routed through the IFD for the approval of Secretary, MCA. The approval, if and when received, will be executed by issue of orders of sanction and release of funds or by orders of cancellation, as the case may be.

2.8. ELIGIBILITY

2.8.1. Institutions/Organisations i.e., those Societies, Trusts and Non-Profit Companies which fulfil the following Expertise and Standing specifications will be eligible to apply for funding/ grant-in-aid under these guidelines:

- (A) The timeline of the projects should be 3 to 6 months only.
- (B) The research should involve substantial use of MCA21 data. Also, all cleaned data files along with methodology adopted in cleaning the data would have to be shared with MCA in detail.
- (C) MCA21 data would need to be purchased from CDM Division of MCA and its cost may be incorporated in funding the proposal itself.
- (D) MCA, in future, would provide a broad priority list of topics from which research proposals would be sought from domain experts or prospective researchers/institutes.
- (E) Specifications of Standing:
 - (i) The Applicant (Institution/Organisation) must have valid registration as society, trust, non-profit company etc. for at least three years;
 - (ii) The Applicant (Institution/Organisation) must have been working in research/ survey projects in the past for at least three years preceding; and
 - (iii) Educational qualifications and research capabilities of the full-time professionals and technical human resource should commensurately reflect domain knowledge.
- (F) Expertise, wherewithal and level of commitment: The Institution must:
 - (i) possess expertise in designing research and statistical analysis for economic interpretation;
 - (ii) be equipped with hardware and tools for handling large-scale data; and
 - (iii) be able to dedicate experts/ professionals during the term of the research/survey project as their main activity (not merely as a subsidiary activity), so as to ensure adequate levels of commitment and timeliness in delivery of the results.

2.8.2. Individuals with proven levels of commitment and expertise will also be eligible for applying for funding/ grant-in-aid for research, studies, surveys and publications, under these guidelines.

2.8.3. No organisation which has *commercial interest* in the proposal shall be considered for grant under these guidelines. No project which is funded, fully or partly by any international organisation or a multi-national company or a multi-national trust, shall be considered for funding under these guidelines.

2.8.4 Breach of any condition contained in the sanction letter, or suppression of any material fact concerning the eligibility/ ineligibility of an applicant would render the defaulting party liable for being black-listed or debarred from receiving any grant under these guidelines for a period specified by the Technical Committee.

2.9. QUANTUM OF ASSISTANCE AND DISBURSAL

2.9.1 (A) The grant-in-aid in respect of a proposal to an Institution will not exceed ₹ 15,00,000/- (including GST/Taxes), and the corresponding ceiling in respect of an individual will be ₹ 5,00,000/- (including GST/Taxes). In case a project proposal is proposed to be part-funded by other organisation(s) also, the details thereof shall be submitted as early as possible, and in no case later than two weeks after the funding from the other organisation(s) is/are confirmed.

(B) Budget of the proposal should not include any cost of hardware and software procurement.

(C) Travel cost, if any should be properly justified for consideration of the Technical Committee.

(D) MCA data use is mandatory in research studies that require use of company finance & related data. Cost of procuring data from MCA-21 can also be incorporated in the overall cost of the proposal itself. (Guidelines for purchase of MCA-21 data by researchers/institutions are being framed and would be available on MCA website shortly)

2.9.2. The Schedule of disbursement of grant would generally be as follows:

Research Proposals		
Instalment	Amount	Conditions
First	40%	On issue of sanction letter.
Second	40%	On submission of first draft. A presentation will be arranged in MCA to discuss draft report/ findings.
Final	20%	Upon acceptance of the report and submission of requisite number of hard and soft copies of complete set of all documents used and report.

Proposals for Seminars, Conferences etc.		
Instalment	Amount	Conditions
First	60%	On issue of sanction letter.
Final	40%	On submission of the Report of the proceedings of the conference etc. with a complete set of all documents used and the final conclusions/ recommendations.

(II) In-house research by engaging Young Professionals

2.10. The main objective to engage Young Professionals is to fulfil the intense internal research requirement of Ministry of Corporate Affairs as the provisions and impact of Companies Act are evolving and are likely to evolve quite fast in future as well. Thus, in-house research, would help provide dynamic policy inputs to MCA in a more systematic fashion.

2.11. The scheme of engaging Young Professionals in R&A Division, MCA under the funding “Research & Studies, Workshops and conferences etc” component of the plan

Scheme “Corporate Data Management” shall be regulated as per the following guidelines:

2.11.1. Requirement:

4 (Four) Young Professionals-I

2 (Two) Young Professionals-II

2.11.2. Job Profile and other requirements:

S. No	Name of the Post	Requirements	Job Description	Qualification Requirements
1.	Young Professional-I	04	Research and any other related work to research.	A Master’s Degree in Economics/ Statistics with minimum post-qualification experience of at least one year in research/other relevant work experience.
2.	Young Professional-II	02	Research and any other related work to research.	Ph.D. Degree in Economics/ Statistics with minimum post-qualification experience of at least three years in research/other relevant work experience.

2.11.3. Tenure: The contractual engagement will be initially for a period of one year which could be further extended for a maximum period of two years.

2.11.4. Age Limit: 32 Years for Young Professionals-I and 35 Years for Young Professionals-II

Remuneration: The remuneration will be paid as under:-

Young Professionals-I	Rs.45,000/- (within a range of Rs.35,000 to Rs.60,000)
Young Professionals-II	Rs.75,000/- (within a range of Rs. 60,000 to Rs.90,000)

2.11.6. Leave: Young Professionals shall be eligible for 8 days leave in a calendar year on pro-rata basis. Therefore, a Young Professional shall not draw any remuneration in case of his/her absence beyond 8 days in a year calculated on a pro-rata basis. Also unveiled leave in a calendar year cannot be carried forward to next calendar year.

2.11.7. TA/DA: No TA/DA shall be admissible for joining the assignment or on its completion. Young Professionals will not be allowed foreign travel on Government expenses.

2.11.8. General Conditions for engaging Young Professionals:

- i. Candidates with requisite qualifications and experience as prescribed would be eligible for being engaged as Young Professionals. However, the engagement as Young Professionals shall not be considered as a case of re-employment.
- ii. Young Professionals would be engaged for a fixed period for providing high quality services to the R&A Division, MCA for attending to specific and time-bound jobs.
- iii. The appointment of Young Professionals would be on full time basis and they would not be permitted to take up any other assignment during the period of employment with Ministry of Corporate Affairs.
- iv. The appointment of Young Professionals is of temporary (non-official) nature and the appointment can be cancelled at any time by the Ministry as per provisions mentioned in para 2.11.11 below, or even without assigning any reason.

2.11.9. Composition of the Selection Committees for Engagement of Young Professionals -I & II.

The existing Technical Committee in component I (para 2.5) also acts as the Selection Committee, which will be as under:-

1	Economic Adviser, MCA	Chairman
2	Deputy Director General (Statistics), MCA	Member
3	Director IFD, MCA	Member
4	Two Non-official Experts	Member
5	Director/Joint Director (R&A)	Member-Secretary

The recommendations of the Selection Committee after being concurred in by the JS&FA shall be submitted to Secretary, MCA for approval.

2.11.10. Confidentiality

- i) The Candidates may not, except with a previous sanction of Ministry of Corporate Affairs in the bonafide discharge of his/her duties, publish a research or any research related article anonymously or in the name of any other person, if such research or research related article uses any information that he/she may gather as a part of this assignment.
- ii) Young Professionals engaged by the Ministry of Corporate Affairs, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of Ministry of Corporate Affairs.

2.11.11. Termination Notice

Ministry of Corporate Affairs reserves the right to terminate the contract. The Ministry of Corporate Affairs can cancel the appointment at any time if;

- a) The Young Professional is unable to address the assigned work,
- b) Quality of the assigned work is not to the satisfaction of the Ministry,
- c) The Young Professional fails in timely achievement of the milestones as decided by the Ministry,
- d) The Young Professional is found lacking in honesty and integrity,

However, in the normal course Ministry will provide one month's advance notice to the Young Professionals before termination of the contract. The Young Professionals can also seek for termination of the Contract upon giving one month's notice to the Ministry of Corporate Affairs.

2.11.12. Verification

The police verification of the Young Professionals shall be done as per the latest instructions issued by MHA.
