

File No : PRA/CHA/122/22-23

Date: 25/02/2023

To,  
Dr. Kakani Grihalakshmi  
Associate Professor, School of Management  
Centurion University of Technology and Management (CUTM)  
Khurda, Odisha

Sub: Contract Letter for SOP for millet-based cookies with Centurion University of Technology and Management (CUTM)

Ref: Job id: 211830 (devnetjobsindia.org) EoI: State- Bihar

Dear Madam,

We will gladly assign you the "SOP for millet-based cookies" project on the following terms and conditions.

1. Duration: 25-02-2023 to 25-03-2023
2. Services & Outputs: As provided below and our relevant discussions on the subject

#### Contract Deliverables

A detailed draft report on SOP for millet Based Cookies would be submitted comprising an executive summary, background chapter, methodology findings, and recommendations, including the list of key industry experts at various nodes an —annexure containing the compilation of the organisations' list, field locations, and persons interviewed with contact details.

On review of the draft report and receipt of feedback, a final report would be submitted.

A presentation with stakeholders and partners on the study's highlights would be taken up or circulation of the report electronically inviting comments and suggestions.

3. Reporting: the assignment is integrated by the undersigned
4. You shall perform the services and carry out your obligations hereunder with due diligence, efficiency and economy in accordance with the generally accepted professional techniques and practices.
5. You would maintain the confidentiality of all information shared with you and generated by you during the assignment. After completion of the assignment, for whatever reason, any rights that are acquired during the assignment period shall continue to be the property of PRADAN.
6. You will not commit PRADAN expressly or by implication to any future course of action or liabilities financial or otherwise.
7. You and your team (Dr. K Grihalakshmi (PI), and Dr. Ansuman Jena (Co- PI), Associate Professor, SOM) will be subject to procedures, budgetary controls and professional norms of behaviour during the assignment.
8. Any and all aspects of these provisions may be amended by PRADAN as and when needed and will take immediate effect rendering null and void any previous conflicting provision.
- 9. Assignment Fee: You will be paid an inclusive lump sum consolidated assignment fee of INR 2,00,000 (Rupees Two Lakh only) only as follows,**

- 25% on signing of the contract
- 45% on submission of the first draft
- 30 % on submission of the final report.

Taxes will be deducted as per the Income Act. GST will be added as applicable

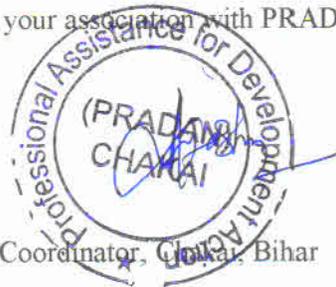
10. This assignment can be terminated with an advance written notice of at least 30 days by either you or PRADAN.

If the foregoing terms are acceptable, please sign the enclosed copy of this letter as a token of your understanding and acceptance.

Looking forward to your association with PRADAN.

Yours sincerely

Name:  
Designation: Team Coordinator, Gopalka, Bihar



**On Office Copy and Duplicate Copy only**

I have carefully read the terms and conditions of this offer, which are acceptable to me.

Place \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name :

**Annexure:**

**Expression of Interest to make SOP for Millet-based Cookies**

Professional Assistance for Development Action (PRADAN) invites Expressions of Interest (EoI) from consultants (individual or firm) to make standard operating procedures to make millet-based cookies for their entrepreneurs. The entrepreneurs is being promoted in the UdyAME project (Unravelling the immune and dynamic ways for small and Micro Enterprises) funded by HDFC CSR.

**About PRADAN:**

Professional Assistance for Development Action (PRADAN) is a 37-year-old national-level not-for-profit organisation impacting rural households' livelihoods of tribal and vulnerable communities in seven states Bihar, Rajsthan Jharkhand, Odisha, MP, Chhattisgarh, and Bengal. For more details about the organisation, please visit [www.pradan.net](http://www.pradan.net).

**Eligibility for a Person/Firm:**

The person/firm creating the SOP must have knowledge and experience in baking or food production. This could include formal culinary arts, food science education, or practical experience working in a bakery or kitchen.

In addition to baking and food production knowledge, the person creating the SOP should have strong writing and organisational skills and attention to detail. The SOP should be clear and easy to follow, so it's important that the person creating it can communicate effectively in writing.

**Scope of work:**

1. Review the current process for making millet-based cookies at the place or kitchen where the SOP will be used. Observe the process and take detailed notes on each step, including ingredients, equipment, and other requirements.
2. Organize the steps logically and create a detailed list of instructions for each step. Be sure to include any necessary precautions or safety considerations.
3. Use clear and concise language in the SOP, and include any relevant details or explanations as needed.
4. Include any necessary illustrations or photos to help make the SOP easier to understand.
5. Test the SOP by following the instructions and making a batch of cookies. Make any necessary revisions based on your experience.

6. Once the SOP is complete, review it with the bakery entrepreneurs to ensure that it is accurate and complete.
7. Make any final revisions as needed and distribute the SOP to all relevant staff members.
8. Submit the detailed report.

**Report:**

- **Introduction:** This section could provide an overview of the SOP, including its purpose and any relevant background information.
- **Scope:** This section could outline the scope of the SOP, including the types of cookies it covers and any specific limitations or exclusions.
- **Responsibilities:** This section could outline the roles and responsibilities of the staff members who will be following the SOP, as well as any relevant policies or procedures.
- **Materials and Equipment:** This section could list all the materials and equipment needed to make the cookies and any specific requirements or precautions.
- **Procedure:** This is the main section of the SOP, and it should provide a step-by-step guide for making the cookies, including all necessary details and explanations.
- **Quality Control:** This section could outline any quality control measures that should be followed when making the cookies, such as temperature checks or visual inspections.
- **Record-Keeping:** This section could describe any record-keeping requirements related to the SOP, such as keeping track of batch sizes or expiration dates.
- **References:** This section could list any relevant references or resources used in creating the SOP.
- **Revision History:** This section could provide a record of any updates or revisions made to the SOP.

**Deliverables:**

- A detailed draft report will be submitted comprising an executive summary, background chapter, methodology findings, and recommendations, including the list of business contacts at various nodes of SOP development.
- A final report will be submitted after reviewing the draft report and receiving feedback.
- A presentation with stakeholders and partners on the study's highlights would be taken up, or circulation of the report electronically inviting comments and suggestions.

**Time Frame:** Tentatively 45 days (January-March 2023)

**Budget & Payment Schedules:**

### **Schedule of Payments:**

The amount will be released in 3 instalments as per the schedule-

- 25% on signing of the contract
- 45% on submission of the first draft
- 30 % on submission of the final report.

### **Special Clause:**

- You would be required to maintain the confidentiality of all information shared with you and generated by you during the assignment.
- You will subject yourself to prudent procedures, budgetary controls, and professional behavior norms during the assignment.

**IPR:** PRADAN will hold the copyright of the report prepared.

**Period of Consultancy:** The period for the said consultancy shall be 45 days from the date of award of the contract.

### **Application:**

Interested candidates should apply at the following link <https://forms.glc/bpgcQjoHgEf4mcUSA> .

**The application from any other means will not be entertained.**

**SCIENCE & ENGINEERING RESEARCH BOARD(SERB)**

(A statutory body of the Department of Science &amp; Technology, government of India)

Science and Engineering Research Board

3rd &amp; 4th Floor, Block II

Technology Bhavan, New Mehrauli Road

New Delhi - 110016

Dated: 22-Nov-2022

**ORDER**

Subject: Financial Sanction under Teachers Associateship for Research Excellence (TARE) to **Dr. Pratap Kumar Chhotaray, Centurion University Of Technology & Management , Bhubaneswar , Ramachandrapur, Jatni, Bhubaneswar, Odisha-752050** under the mentorship of **Prof. Moley Sarkar, at National Institute of Science Education and Research Tehsildar Office, Khurda, Pipli, Near, Jatni - 751005**- Release of 1st grant.

Sanction of **Science and Engineering Research Board (SERB)** is hereby accorded to the above mentioned grant at a total cost of **Rs. 18,30,000/- (Rs. Rupees Eighteen Lakh Thirty Thousand only Only)** for a duration of 36 months.

The date of start of the project will be 02 November, 2022 .The items of expenditure for which the total allocation of **Rs. 18,30,000/-** has been approved are given below:

The following budget is proposed for

**Centurion University Of Technology & Management , Bhubaneswar , Ramachandrapur, Jatni, Bhubaneswar, Odisha-752050 (Parent)**

Sl. No.	Budget Head	Amount
1.	Fellowship	Rs. 0 ( @0/- per month (consolidated))
2.	Research Grant	Rs. 2,50,000/- per annum
3.	Overheads	Rs. 25,000/- per annum

**National Institute of Science Education and Research Tehsildar Office, Khurda, Pipli, Near, Jatni - 751005 (Host)**

Sl. No.	Budget Head	Amount
1.	Fellowship	Rs. 60,000 ( on completion of 90 days mandatory attendance in the host institute every year)
2.	Research Grant	Rs. 2,50,000/- per annum
3.	Overheads	Rs. 25,000/- per annum

2. Sanction of the **SERB** is also accorded to the payment of **Rs. 2,75,000/- (Rupees Two Lakh Seventy Five Thousand only)** to **Centurion University Of Technology & Management , Bhubaneswar, Ramachandrapur, Jatni , Rs. 3,35,000/- (Rupees Three Lakh Thirty Five Thousand only)** to **National Institute of Science Education and Research Tehsildar Office, Khurda, Pipli, Near, Jatni - 751005** being the first installment of the grant for the year 2022-2023 for implementation of the said research project.

3. The expenditure involved is debitable to

**Fund for Science & Engineering Research (FSER)**

This release is being made under Teachers Associateship For Research Excellence (TARE). (Physical Chemistry)

4. The Sanction has been issued to with the approval of the competent authority vide Diary No. **SERB/F/7083/2022-2023** dated **19 November, 2022**

5. Sanction of the grant is subject to the conditions as detailed in Terms & Conditions available at website ( [www.serb.gov.in](http://www.serb.gov.in)).

6. Overhead expenses are meant for the host Institute towards the cost for providing infrastructural facilities and general administrative support etc. including benefits to the staff employed in the project.

7. As per rule 211 of GFR, the accounts of project shall be open to inspection by sanctioning authority/audit whenever the institute is called upon to do so.

8. The release amount of **Rs. 2,75,000/- (Rupees Two Lakh Seventy Five Thousand only)** will be drawn by the Under Secretary of the SERB and will be disbursed by means of RTGS transaction as per their Bank details given below:

**Centurion University of Technology & Management , Bhubaneswar , Ramachandrapur, jatni, Bhubaneswar, Odisha-752050 (Parent) :**

PFMS Unique Code	CUTM
Account Name	Centurion University of Technology and Management
Account Number	1426100100000991
Bank Name & Branch	PUNJAB NATIONAL BANK Branch Name: Aragul-Jatani, Address: R.C Bazaar, In front of Damanei Mandir, Aragul, Jatani, Khurda-752050
IFSC/RTGS Code	PUNB0142610
Email address of PI	pratap.chhotaray2@gmail.com
Email id of A/C Holder	Debasis.panda@cutm.ac.in
Email address of concerned officer	tare.serbindia@gmail.com

The release amount of Rs. 3,35,000/- (Rupees Three Lakh Thirty Five Thousand only) will be drawn by the Under Secretary of the SERB and will be disbursed by means of RTGS transaction as per their Bank details given below:

National Institute of Science Education and Research Tehsildar Office, Khurda, Pipli, Near, Jatni - 751005 (Host) :

PFMS Unique Code	NISER
Account Name	NISER R & D
Account Number	147601000016205
Bank Name & Branch	INDIAN OVERSEAS BANK CHANDRASEKHARPUR BRANCH, Address: Chandrasekharpur, IOP Campus, Sachivalaya Marg, PO-Sainik School, Bhubaneswar-751005
IFSC/RTGS Code	IOBA0001476
Email address of PI	pratap.chhotaray2@gmail.com
Email id of A/C Holder	financeofficer@niser.ac.in
Email id of Mentor	Prof. Moloy Sarkar

9. Both the institutes will furnish Utilization certificate(UCs) financial year wise to the SERB and an audited statement of accounts pertaining to the grant immediately after the end of each financial year.

10. The institute will maintain separate audited accounts for the fellowship. A part or whole of the grant must be kept in an interest earning bank account which is to be reported to SERB. The interest thus earned will be treated as credit to the institute to be adjusted towards further installment of the grant.

11. The File no. TAR/2022/000216 may also be mentioned in all research communications arising from the above project with due acknowledgement of SERB.

12. As this is the first grant for the fellowship, no previous U/C is required.

13. The institute may refund any unspent balance to SERB by means of a Demand Draft favoring "FUND FOR SCIENCE AND ENGINEERING RESEARCH" payable at New Delhi.

14. The organization/institute/university should ensure that the technical support/financial assistance provided to them by the Science & Engineering Research Board, a statutory body of the Department of Science & Technology (DST), Government of India should invariably be highlighted/ acknowledged in their media releases as well as in bold letters in the opening paragraphs of their Annual Report.

15. In addition, the investigator/host institute must also acknowledge the support provided to them in all publications, patents and any other output emanating out of the project/program funded by the Science & Engineering Research Board, a statutory body of Department of Science & Technology (DST), Government of India.

(Dr. Arvind Chaudhary)  
Scientist D

tare.serbindia@gmail.com

To,  
Under Secretary  
SERB, New Delhi

Copy forwarded for information and necessary action to: -

1.	The Principal Director of Audit, A.G.C.R.Building, IIIrd Floor I.P. Estate, Delhi-110002
2.	Sanction Folder, SERB, New Delhi.
3.	File Copy
4.	<p>(i) <b>Dr. Pratap Kumar Chhotaray</b> <b>chemistry</b> Centurion University of Technology &amp; Management, Bhubaneswar, Ramachandrapur, Jatni, Bhubaneswar, Odisha-752050 Email: pratap.chhotaray2@gmail.com Mobile: 918249274155</p> <p>(ii) <b>Prof. Moloy Sarkar</b> National Institute of Science Education and Research Tehsildar Office, Khurda, Pipli, Near, Jatni - 751005</p> <p>(Start date of the project may be intimated by name to the undersigned. For guidance, terms &amp; Conditions etc. Please visit <a href="http://www.serb.gov.in">www.serb.gov.in</a>.)</p>
5.	<p>(i) <b>Vice Chancellor/Registrar,</b> Centurion University Of Technology &amp; Management, Bhubaneswar, Ramachandrapur, Jatni</p> <p>(ii) <b>Director</b> National Institute of Science Education and Research Tehsildar Office, Khurda, Pipli, Near, Jatni - 751005</p> <p>(Receipt of Grant may be intimated by name to the undersigned)</p>

  
(Dr. Arvind Chaudhary)  
Scientist D  
tare.serbindia@gmail.com

FILE NO. SPG/2021/001604  
**SCIENCE & ENGINEERING RESEARCH BOARD(SERB)**  
(a statutory body of the Department of Science & Technology, government of India)

Science and Engineering Research Board  
3rd & 4th Floor, Block II  
Technology Bhavan, New Mehrauli Road  
New Delhi - 110016

Dated: 12-Dec-2022

**ORDER**

Subject: Research project entitled "**Engineering anthracnose resistance in chilli pepper (*Capsicum annuum* L) using a single transcript CRISPR/Cas9 genome editing system**" under the guidance of Dr. RUKMINI MISHRA, Dept. of Botany, School of Applied Sciences, Centurion University of Technology and Management, Village alluri nagar, via-uppalada, paralakhemundi, Gajapati, Odisha-761211 and by Dr. Pushpalatha Ganesh, Associate Professor, Plant Biotechnology, Centurion University Of Technology And Management.

1. This is in continuation of SERB's sanction order No. "SPG/2021/001604" dated "27 August, 2021" of **Science and Engineering Research Board (SERB)**.

2. Sanction of the competent authority is hereby accorded to the payment of a sum of **Rs. 650000/-** (Rupees Six Lakh Fifty Thousand only) under 'Grants-in-aid General' to **Comptroller of Finance, Centurion University Of Technology And Management, Village Alluri Nagar, Via-Uppalada, Paralakhemundi** Under Grant-in-aid General being the 2nd grant for the financial year 2022-2023 for implementation of the above said project.

3. Sanction of the competent authority is also accorded to the carry forward of unspent balance of **Rs. 122695/-** (Rupees One Lakh Twenty Two Thousand Six Hundred and Ninety Five only) (Recurring Rs. 122505 and Non-Recurring Rs. 190) to Centurion University of Technology and Management, Village Alluri Nagar, Via-Uppalada, Paralakhemundi from FY 2021-2022 to FY 2022-2023 for the same purpose for which it was sanctioned.

4. Sanction of the grant is subject to the conditions as detailed in Terms & Conditions available at the website ([www.serb.gov.in](http://www.serb.gov.in)).

5. It is certified that provision of GFR 212 relating to Utilization Certificates (Ucs) for the funds released under the grant have been satisfied and the UC/s is/are enclosed herewith.

6. The expenditure involved is debitable to **Fund for Science & Engineering Research (FSER)** **This release is being made under SERB-POWER Grant. (Power Screening Committee for Life Science) (GEN)**.

7. The Sanction has been issued to Centurion University Of Technology And Management, Village Alluri Nagar, Via-Uppalada, Paralakhemundi with the approval of the competent authority under delegated powers on **05 December, 2022** and vide Diary No. **SERB/F/7850/2022-2023** dated **09 December, 2022**

8. The release amount of **Rs. 650000/-** (Rupees Six Lakh Fifty Thousand only) (Recurring Rs. 650000 and Non-Recurring Rs. 0) will be drawn by the Under Secretary of the SERB and will be disbursed by means of RTGS transaction as per their Bank details given below:

<b>PFMS Unique Code</b>	CUTM
<b>Account Name</b>	Centurion University of Technology and Management
<b>Account Number</b>	1426100100000991
<b>Bank Name &amp; Branch</b>	PUNJAB NATIONAL BANK RC Bazaar, Aragul, Jatani, Khordha-752050, Odisha.
<b>IFSC/RTGS Code</b>	PUNB0142610
<b>Email id of A/C Holder</b>	debasis.panda@cutm.ac.in
<b>Email id of PI</b>	rukmini.mishra@gmail.com

9. The institute will maintain separate audited accounts for the project. A part or whole of the grant must be kept in an interest earning bank account which is to be reported to SERB. The interest thus earned will be treated as credit to the institute to be adjusted towards further installment of the grant.

10. As per rule 211 of GFR the accounts of Grantee Institution shall be open to inspection by the sanctioning authority / audit whenever the institute is called upon to do so.

11. The institute will furnish to the SERB, Utilization certificate(separate for Recurring & Non-Recurring ) and an audited statement of accounts pertaining to the grant immediately after the end of each financial year.

12. After completion of the project unspent balance if any should be returned as Demand Draft drawn in favour of "Fund for Science and Engineering Research" payable at New Delhi.

13. The organization/institute/university should ensure that the technical support/financial assistance provided to them by the Science & Engineering Research Board, a statutory body of the Department of Science & Technology (DST), Government of India should invariably be highlighted/ acknowledged in their media releases as well as in bold letters in the opening paragraphs of their Annual Report.

14. In addition, the investigator/host institute must also acknowledge the support provided to them in all publications, patents and any other output emanating out of the project/program funded by the Science & Engineering Research Board, a statutory body of Department of Science & Technology (DST), Government of India.

*Monika Agarwal*

(Dr. Monika Agarwal)  
Scientist F  
monika@serb.gov.in

To,  
Under Secretary  
SERB, New Delhi

Copy forwarded for information and necessary action to: -

1.	The Principal Director of Audit, A.G.C.R.Building, IIIrd Floor I.P. Estate, Delhi-110002
2.	Sanction Folder, SERB , New Delhi.
3.	File Copy
4.	<b>Dr. RUKMINI MISHRA</b> <b>Dept. of Botany, School of Applied Sciences</b> <b>Centurion University of Technology and Management , Village alluri nagar, via- uppalada, paralakhemundi, Gajapati, Odisha-761211</b> <b>Email: rukmini.mishra@gmail.com</b> <b>Mobile: 917077320293</b>
	<b>Dr. Pushpalatha Ganesh</b> <b>Plant Biotechnology</b> <b>Centurion University Of Technology And Management</b>
5.	<b>Comptroller of Finance,</b> <b>Centurion University Of Technology And Management, Village Alluri Nagar,</b> <b>Via-Uppalada, Paralakhemundi</b>

*Monika Agarwal*

(Dr. Monika Agarwal)  
Scientist F  
monika@serb.gov.in

**F. No.Z.18017/187/CSS/R&D/OR-01/2022-23-NMPB-IV A**

**Government of India  
Ministry of AYUSH  
(National Medicinal Plants Board)**

1<sup>st</sup>& 2<sup>nd</sup> Floor, Annexe Building,  
Indian Red Cross Society,  
New Delhi-110001  
Email:- info-nmpb@nic.in  
Date: - 15/02/2023

To,

**Dr. Rukmini Mishra,**  
Assistant Professor,  
Centurion University of Technology and Management,  
Bhubaneswar-752050, Odisha

**Subject:- Approval of the Project Proposal entitled "Chemotyping and Genotyping of *Embelia ribes Burm F.* for authentic identification, selection and conservation of elites" for the year 2022-23- reg.**

Madam,

The undersigned is directed to refer to the project proposal entitled "Chemotyping and Genotyping of *Embelia ribes Burm F.* for authentic identification, selection and conservation of elites" and to say that the project was recommended in the 77<sup>th</sup> PSC meeting held on 27<sup>th</sup> December, 2022 and approved by the 85<sup>th</sup> SFC meeting held on 30<sup>th</sup> January, 2023, for 02 years at the total cost of Rs. 26.662 lakh. (As the said organization is private, Out of total approved cost of Rs. 26.662 lakhs 50% assistance i.e. Rs. 13.33096 lakh shall be provided by the NMPB and rest of 50% shall be borne by the organization i.e. 13.33096 lakhs).

The financial break-up of the Grant-in-aid as approved by the 85<sup>th</sup> SFC is as below:-

Components	Approved budget (Rs. In lakhs)	Approved budget (Rs. In Lakhs) NMPB's contribution
Non-recurring	5	2.5
Manpower (JRF-01)	8.6304	4.3152
Consumable	10	5
Travel	2	1
Contingency (5%)	1.03152	0.51576
Overhead	0	0
Total	26.662	13.33096

(Contd.....2)

Details of Installments will be as follows:-

(Rs. In lakhs)		
Total amount	1 <sup>st</sup> installment	2 <sup>nd</sup> installment
13.33096	7.9155	5.4155

You are requested to submit the duly filled up Performa of Agency Details (Copy enclosed) for transferring the grant-in-aid through RTGS mode & for online monitoring of the project along with the documents indicated below:

1. Pre-receipt of **1<sup>st</sup> installment of Rs. 7.9155 lakh**, duly signed, on Rs. 1/- revenue stamp affixed.
2. A certificate stating that institute / organization is not involved in any proceeding relating to the account or conduct for any of its office bearers.
3. An undertaking that the terms and conditions of the grant are acceptable to the college / organizations.
4. A certified copies duly authenticated by a Gazetted Officer of the documents showing the Constitution of the governing Body or Managing Committee responsible for the running of the organization and that the persons signing the agreement are authorized to operate upon and bind the funds of organizations / Institute.
5. A certificate that the organization has not received any grant from State or Central Govt. or from any other agency for the same proposal.
6. An agreement on Rs. 100/- stamp paper duly executed & signed in the prescribed Performa.

**Note:** Format copies for Agency Details and S. No. 1, 5 & 6 are attached for convenience. Rest of the certificates/undertaking at S. No. 2 to 4 shall be submitted by the grantee.

Yours faithfully,

  
(Dr. R Murugeswaran)  
Deputy Adviser (MPs)  
18/02/2023