

**Endorsement Certificate from the Head of Institution**

(To be given on Institution Letter head)

This is to certify that:

1. The applicant Dr. .... is working as .....  
(designation) in this institution. We endorse his/her participation in the project titled .....  
.....
2. The applicant is working in a regular position. [*The term “Regular” refers to: (1) Those who are appointed by the institutions against the ‘sanctioned ‘post. Such positions are regularized/confirmed after the probation period is over (2) Those who are appointed in a tenure post, but are likely to be renewed after the end of the tenure]*
3. The start date of project, is on which the institution receives the grant from the Science & Engineering Research Board (SERB).
4. The grant-in-aid by the Science & Engineering Research Board (SERB) will be used to meet the expenditure on the project and for the period for which the project has been sanctioned as indicated in the sanction order.
5. No administrative or other liability will be attached to the Science & Engineering Research Board (SERB) at the end of the project.
6. The institution will provide basic infrastructure and other required facilities to the investigator for undertaking the research objectives.
7. The institution will take into its books all assets received under this sanction and its disposal would be at the discretion of Science & Engineering Research Board (SERB).
8. The institution will undertake the financial and other management responsibilities of the project.
9. The institution shall settle the financial accounts to the SERB as per the prescribed guidelines within the three months from the date of termination of the project.

Seal of Institution

Signature  
Head of Institution

Dated