



सूचना का
अधिकार
RIGHT TO
INFORMATION

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सत्यमेव जयते

भारत सरकार
विज्ञान और प्रौद्योगिकी मंत्रालय
वैज्ञानिक और औद्योगिक अनुसंधान विभाग
टेक्नोलॉजी भवन, नया महरौली मार्ग,
नई दिल्ली - 110016
GOVERNMENT OF INDIA
MINISTRY OF SCIENCE AND TECHNOLOGY
Department of Scientific and Industrial Research
Technology Bhavan, New Mehrauli Road,
New Delhi - 110016

F.No. RDI/Ren.In-House R&D/(1)/2021

Dated: 20.01.2021

(Attention: Chairman/Managing Director)
Sub: Renewal of Recognition of in-house R&D unit(s) beyond 31.03.2021

Dear Sir/Madam,

As per our records, recognition/renewal of in-house R&D recognition granted to your in-house R&D unit is valid up to **31st March 2021**. In accordance with the terms and conditions of the recognition, application for renewal of recognition is required to be submitted three months prior to the expiry of the valid recognition. DSIR has initiated process for renewal of recognition of R&D centers beyond **31/03/2021**. As online submission of application is presently not functional, companies are requested to submit one set of offline application as per the proforma available at http://www.dsir.gov.in/files/12plan/bird-crf/rdi_af_blank.pdf duly signed by Managing Director/Member of Board of Director of the Company before 31st January, 2021 by "SPEED POST" addressed to **Dr. P.K. Dutta, Scientist "F" & Head RDI, DSIR, Ministry of Science and Technology, Technology Bhawan, New Mehrauli Road, New Delhi-110 016** along with a covering letter mentioning that you will submit online application when the site is functional.

2. Along with hard copy of the application, Company is required to submit a covering letter with filled Checklist (Annexure-I) and desired Annexures and documents as mentioned in the Checklist. In case, the Company has more than one recognized R&D unit under the same recognition letter/number, **Separate Part B** of the application is to be submitted for each unit.
3. Company is also required to submit a soft copy of the renewal application and filled datasheet (Annexure-II) in a Pen drive along with the hard copy of the application. All the documents may also be sent on email to "Dr. Prabhat Kumar Dutta" at pkdutta@nic.in with a copy to Dr. Sarika Madan at sarika.madan@nic.in.
4. The Companies seeking recognition of "**New additional R&D centre**" may provide details of such R&D centre along with details of R&D centres due for Renewal beyond 31.03.2021. However, in such case it may be ascertained that the company must send to DSIR two sets of application in hard copy signed by the Managing Director/ Member of Board of Director of the Company along with all enclosures with "**Separate Covering Letter**" attached to each set indicating request for "Renewal of Recognition" and other set requesting for "Recognition of New Additional R&D centre". These two sets of hard copies of the application may be sent to **Dr. P.K. Dutta, Scientist "F" & Head RDI, Department of Scientific and Industrial Research, Ministry of Science and Technology, Technology Bhawan, New Mehrauli Road, New Delhi-110 016**.

(Dr. P. K. Dutta)
Scientist 'F', Head RDI

Check list for APPLICATION FOR RENEWAL OF RECOGNITION OF IN-HOUSE R&D UNIT(S) of Companies

	Documents to be enclosed with the application	Tick or NA (not applicable)
1.	Covering letter with purpose of application mentioning DSIR recognition Number and names of the R&D units applied for renewal of recognition	
2.	Duly signed Part-A and Part-B of application Form (Separate Part-B for each R&D Unit due for renewal of recognition)	
3.	Copy of previous recognition/ registration letter	
4.	Copy of PAN card	
5.	Layout, video and photographs of R&D facility(ies)	
6.	Filled Data sheet in editable MS WORD(hard copy and soft copy)	
7.	Latest audited financial statement / Annual report	
8.	A note on the R&D activities, highlighting the on-going & proposed research activities and details of past achievements/completed research	
9.	Details of equipment's and scientific personnel working in the R&D unit.	
10.	One page write-up on how the recognition helped your R&D performance & business	
11.	Documents supporting any change in Name and registered address of the Company	
12.	Documents supporting shifting or closure of recognized R&D unit(s)	

NOTE:

1. No column in the application or check list is to be left blank
2. Department will not be responsible for any delays due to submission of late, incomplete or incorrect applications
3. Kindly submit soft copy of renewal application, enclosures and above required documents in a Pen drive along with a hard copy of the application in single set signed & stamped in original.
4. In case, the company has more than one recognized R&D unit under the same recognition letter/number, Separate Part-B of the application is to be submitted for each unit.

Soft copy of Filled DATA SHEET To be submitted in Editable MS WORD format along with the application
(Either mail it or submit in pen drive)

No. TU/IV-RD/Recognition No./2021									
DEPARTMENT OF SCIENTIFIC & INDUSTRIAL RESEARCH									
Subject: Application for renewal of recognition to in-house R&D centre of M/s. Company Name, Head Office Address beyond 31.3.2021.									
1.	It is a <Company Structure, i.e. Ltd./Pvt. Ltd./Public Sector > company engaged in the business of Nature of Business, Refer Para-5, Part-A renewal application								
2.	<p>The firm is having an ATO of:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Period</th> <th style="text-align: right;">(In Lakhs)</th> </tr> </thead> <tbody> <tr> <td>Year 2018-19</td> <td style="text-align: right;"><-----></td> </tr> <tr> <td>Year 2017-18</td> <td style="text-align: right;"><-----></td> </tr> <tr> <td>Year 2016-17</td> <td style="text-align: right;"><-----></td> </tr> </tbody> </table> <p>They have employed <Total Company Manpower, Refer Para-13, Part-A> personnel of which <Total Company Scientific Manpower, Refer Para-13a, Part-A> Scientific & Technical Manpower</p>	Period	(In Lakhs)	Year 2018-19	<----->	Year 2017-18	<----->	Year 2016-17	<----->
Period	(In Lakhs)								
Year 2018-19	<----->								
Year 2017-18	<----->								
Year 2016-17	<----->								
3.	<p><Unit Address> (to be filled for each R&D unit)</p> <p>Initial recognition to R&D centre located at <R&D unit address, Refer Para-01, Part-B> was granted in <Year of Initial Recognition> & the current recognition is valid upto 31.03.2020 and there is no break in the recognition. The R&D centre is stated to be located <Inside/Outside/separate> the factory premises and is <Separate/Not Separate> from production & QC and the firm is maintaining <Separate/ Not Separate> accounts for R&D.</p>								
4.	R&D activities are looked after by a full time R&D Head < designation and qualification of R&D head >. R&D manpower is < Total Manpower Engaged in R&D, Refer Para-21, Part-B > (full-time). Full-time R&D manpower includes < No. of Doctorates > doctorates, < No. of Master's > master's degree holders, < No. of Graduates > graduates, < No. of Diplomas > diplomas & < No. of Others Qualified > others.								
5.	Their R&D expenditure has been reported as Rs. < Total R&D Expenditure for the year 2018-19, Refer Para-17, Part-B > lakhs during the year 2018-19, Rs. < Total R&D Expenditure for the year 2017-18, Refer Para-17, Part-B > lakhs during the year 2017-18 and Rs. < Total R&D Expenditure for the year 2016-17, Refer Para 17, Part-B > lakhs during the year 2016-17.								
6.	During the period under review, they have developed new products such as < New Products Developed by the Company during the Renewal Period, Refer Para-11a, Part-B > during the past 3 years. During the period under review, they have developed new Process such as < New Processes Developed by the Company during the Renewal Period, Refer Para-11b, Part-B >. During the last 3 years improvement in existing production process < Improvement in existing production Process by the Company during the Renewal Period, Refer Para-11c, Part-B >. Company has < number and list > of new programmes ongoing and proposed for next 3 years respectively.								