

**INSTRUCTIONS FOR FILLING THE APPLICATION FORM FOR RECOGNITION /
RENEWAL OF RECOGNITION OF SCIENTIFIC AND INDUSTRIAL RESEARCH
ORGANISATIONS (SIROs) (REVISED)**

1. Indicate whether the application is being submitted for fresh recognition or is for renewal of recognition. In case of renewal, indicate the recognition number given in the recognition letter issued by DSIR.
2. Provide complete address, telephone numbers (with STD code), Fax number/s and contact e-mail address of the organisation. Please ensure that the details are provided for the registered office as well as for the address for correspondence.
3. Provide the address, telephone numbers (with STD code), Fax number/s, website address and contact e-mail address for the R&D centre(s).
4. Indicate the legal status of the organization (whether a Registered Society/Registered Trust/University /Association/ College/Company incorporated u/s 25 of Companies Act, 1956). Also indicate the date of registration of the organization.

Please enclose with the hard copy, a copy of certificate of registration and Trust Deed/MOA and Rules and Regulations. Undertaking of research should be one of the objectives of the organisation.

- 5.1 Indicate the various sources of income of the organization. For example : grants-in-aid, project fees, donations towards corpus funds, interest on investments, testing fees, training charges, fees for conducting courses, consultancy, royalty charges etc.
- 5.2 Provide the list of donors and the details of donations/grants received (Rs. 5000/- and above) and the specific purpose for giving the donation/grant.
- 5.3 Provide the details of the foreign contributions received, if any.
- 5.4 Indicate whether the applicant organization is notified by the CBDT or not.
- 6.1 Indicate whether the scientific research expenditure is shown in annual report by a separate schedule or not. Kindly note, the SIROs applying for recognition/renewal of recognition should show the research expenditure in the annual report as a separate schedule.
- 6.2 Please fill all the fields in the table. Do not keep any field vacant. Nil entries can be shown as 00.
7. Provide complete details of investments under various heads. **Kindly note that the investments should be strictly in accordance with the provisions contained in the I.T. ACT.**
8. Indicate whether accounts of the organisation are audited or not. **Enclose audited statement of accounts of the organisation for the last three years with the hard copy.**

9. Provide the details of R&D facilities available for research like
 - 9.1 : Land and building and area earmarked for R&D activities
 - 9.2: Equipment with the total value.
- 9.3 Give the details of equipment procured during the last 3 years as per the table provided in the application form.
10. Give the details of the members of the Managing Board/Governing Board/Managing Committee. Please ensure that the designation and the complete official address of all the members is provided.
11. Give the details of the members of the Research Advisory Board/Committee. Please ensure that the designation and the complete official address of all the members is provided (**Furnish copies of letters of acceptance of the members with the hard copy**).
12. Give the details of the staff engaged in research along with the bio-data of top 5 R&D personnel.
13. Indicate the subject in which the organization undertakes research.
14. Provide the details of on-going research programmes (as per Annexure -I). Also give a brief (not more than 250 words for each project) write-up of the R&D projects (not more than ten). **Kindly note that in the absence of the above mentioned details, the application may not be considered.**
15. Provide the details of the research programmes undertaken during the last 3 years (as per Annexure -I). Also give a brief (not more than 250 words for each project) write-up of the R&D projects (not more than ten). **Kindly note that in the absence of the above mentioned details, the application may not be considered.**
- 15.1. Provide the details of research programmes undertaken during the last 3 years (as per Annexure-I). Also give a brief (not more than 250 words for each project) write-up of the R&D projects (not more than ten).
- 15.2. Furnish details of technologies transferred, papers/reports/books published and **enclose a few reprints of the publications made during the last 3 years, with the hard copy. Kindly note that weightage will be given to only those publications which have given credit to the applicant organization.**
16. Provide complete details of the scientific research achievements during the last 3 years, as asked for under columns 16.1 – 16.6.
17. Provide the details of Seminars, Conferences, Workshops, Training Courses etc., conducted by the organization.
18. Provide the details of research programmes identified for the next three years indicating the financial Implications (**as per Annexure-II**) . Also give a brief (not more than 250 words for each project) write-up of the R&D projects (not more than ten).

19. Provide a Power Point presentation (not more than 15 slides) about the organization having details like origin, activities and major R&D achievements during the last 3 years .

CHECK LIST

1. Complete e-application and one hard copy (to be sent to DSIR with all necessary enclosures). Kindly ensure that all the columns are properly filled. In case an entry in a table is nil, kindly indicate.
2. In case the applicant is a college, the affiliation letter issued to the college by the University to which it is affiliated along with the permission to carry out research in various discipline.
3. A copy of the certificate of registration (with the hard copy).
4. A copy of the Memorandum of Association with Rules and regulations/Trust Deed (with the hard copy).
5. Copies of the audited accounts for the last 3 years (with the hard copy).
6. A few reprints of the best publications made during the last 3 years (with the hard copy). Kindly note that weightage will be given to only those publications which have given credit to the applicant organization.
7. Copies of books/journals/news letters published during the last 3 years (with the hard copy).
8. A copy of the power point presentation given in the e-application, to be enclosed with the hard copy.

APPENDIX – II

Note: Organisations are requested to read the instructions before filling up the form.

File No.:
(For office use only)

Date of receipt in DSIR:
(For office use only)

APPLICATION FOR RECOGNITION / RENEWAL OF SCIENTIFIC AND INDUSTRIAL RESEARCH ORGANISATIONS (SIROs) (REVISED)

1. Whether application is for :
 - 1.1. Fresh recognition
 - 1.2. Renewal of recognition
 - 1.3. Recognition No.(in case of renewal)

2. Name and address of the organisation:
 - 2.1. Name & Designation of the Head of the Organisation :
 - 2.2. Registered Office :
 - 2.2.1 Telephone No. :
 - 2.2.2 Fax No. :
 - 2.2.3 E-mail address
 - 2.3. Address for correspondence :
 - 2.3.1 Telephone No. :
 - 2.3.2 Fax No. :
 - 2.3.3 E-mail address

3. Information about R&D Centre:
 - 3.1. Address of the Research Laboratory :
 - 3.2. Name and address of the officer-in-charge of the Laboratory :
 - 3.3. Telephone No. :
 - 3.4. Fax No. :
 - 3.5. E-mail address:

4. Legal status of the organisation :
 - 4.1. Registered Society
 - 4.2. Registered Trust
 - 4.3. University / College
 - 4.4. Company incorporated u/s 25 of Companies Act, 1956

5.1 Sources of income of the organisation: Donations towards corpus funds and interest on investments.

5.2 Give a list of donors showing donations/grants (Rs.5000/- & above) given by each and specific purpose ,if any for which donations/grants were given.

5.3 If the organisation has received foreign contributions, please give the details of the sources and also enclose a copy of the registration certificate by the Ministry of Home Affairs under Foreign Contributions Regulation Act, with the hard copy.

5.4 Are you notified by the CBDT ?

6.1 Is the scientific research expenditure shown in annual report by a separate schedule?

6.2 Details of income and expenditure incurred on research and development during the last 3 years.

YEAR	INCOME						
	Grants **	Donations **	Project(s) related	Foreign Contribu- Tions ***	Testing/ Training	Others (Corpus & interest)	Total Income
For R&D Activities							
For Non – R&D Activities							
Total							
	EXPENDITURE						
	Capital	Revenue expenditure other than salaries	Salaries	Others			Total Expenditure
For R&D Activities							
For Non – R&D Activities							
Total							

7. Investments made so far:

- 7.1. Fixed deposits with scheduled banks:
 7.2. Fixed deposits with companies:
 7.3. In Securities: ---
 7.4. In shares, debentures: ---
 7.5. Cash in hand: ---
 7.6. Others, if any, not covered above: ---
 (please give details)

(Investments should be strictly in accordance with the provisions contained in the I.T. ACT)

8. Whether accounts of the organisation are audited:
 (enclose audited statement of accounts of the organisation for the last three years with the hard copy)
9. R&D Facilities available for research
 9.1 Land and building and area earmarked for R&D activities:
 9.2 Equipment (indicate details with value):
 9.3 Details of equipment procured during the last 3 years :

Equipment/ spares & accessories/ chemicals	Date of Purchase	Whether Imported or Indigenous	Cost of Equipment	Value of Import Duty/Excise Duty exemption availed

10. Composition of Managing Board/Governing Board/Managing Committee :

S. No. Name Profession/Occupation Designation with complete official address

11. Composition of Research Advisory Board (**Furnish copies of letters of acceptance**)

S. No. Name Designation with complete office address

12. Staff engaged in research

S. No. Full Time/Part Time Name Designation Qualification

Also enclose Biodata of top 5 R&D personnel

13. Areas of Research Undertaken
 14. Details of on-going research programmes (as per Annexure -I). Also give a brief (not more than 250 words for each project) write-up of the R&D projects (not more than ten).

15.1. Details of research programmes undertaken during the last 3 years (as per Annexure-I). Also give a brief (not more than 250 words for each project) write-up of the R&D projects (not more than ten).

15.2. Furnish details of technologies transferred, papers/reports/books published and **enclose a few reprints of the publications made during the last 3 years, with the hard copy.**

16. Scientific Research Achievements

- 16.1. New products/processes/methods/techniques developed
- 16.2. Improvements in existing products/processes/methods/techniques
- 16.3. Import substitution
(Give estimate of foreign exchange saved or likely to be saved per annum)
- 16.4. Linkages with industry-projects carried out on their behalf (Give details)
- 16.5. Indicate particulars of patents filed/obtained, if any
- 16.6 Whether products/processes/methods/techniques mentioned in (16.1) and (16.2) above have been commercialised or implemented

17. Give details of Seminars, Conferences, Workshops, Training Courses etc., conducted during the last 3 years (not more than 250 words).

18. Give details of research programmes identified for the next three years indicating the financial Implications (**as per Annexure-II**) . Also give a brief (not more than 250 words for each project) write-up of the R&D projects (not more than ten).

19. Give a Power Point presentation about the applicant organization, activities and major achievements during the last 3 years (Not more than 15 slides).

Certified that the above information is true to the best of my knowledge and belief.

Signature of the Head of the Organisation:

Name :

Place:

Designation :

Date:

Full Address :

Annexure - I

DETAILS OF RESEARCH PROGRAMMES/PROJECTS IN PROGRESS

S.No.	Title & Scope of the R&D project along with the sponsoring agency, if any.	Name of the Project Leader	Year in which started	Estimated Cost, Rs.			Remarks		
				Duration	Capital	Recurring Total			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Annexure -II

DETAILS OF PROPOSED RESEARCH WORK (FOR NEXT THREE YEARS)

Year	S. No .	Title & Scope of the R&D project	Name of the project leader	Duration of the project	Estimated capital	Cost Recurring	Rs. Total	F. E.	List of specialised equipment to be purchased & their cost	List of special raw material required with cost	Remarks indicate specific reasons, if any for proposing the R&D project
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
