

**APPLICATION FOR RECOGNITION / RENEWAL OF RECOGNITION OF IN-HOUSE  
R&D UNIT(S)**

**(Please read instructions carefully before filling the application)**

**PART-A: CORPORATE**

1. Whether application is for:
  - (a) Fresh recognition
  - (b) Renewal of recognition
  - (c) Recognition No. (in case of renewal)
  
- 2 Name of the company
  
- 3 Brief history of the company
  
- 4 Address:
  - (a) Head office
  - (b) Delhi office
  - (c) Factory/factories
  
  - (d) R&D laboratory (ies) recognized
  - (e) R&D laboratory (ies) applied for recognition / renewal of recognition
  - (f) R&D laboratory (ies) other than (d) and (e)
  
5. Nature of business
  
6. Company Structure
  - (a) Public/Private/Co-operative/Joint Sector/  
Proprietary/Partnership concern/100%EOU
  - (b) Whether Foreign Equity Participation (Please give name of foreign equity participant and percentage thereof)
  - (c) Names of Directors of the Board/Proprietors
  - (d) Name and address of NRI(s), if any
  
7. Capital structure
  - (a) Authorised Capital
  - (b) Paid-up Capital
  
8. Category of the firm: Large / Medium / Small Scale Unit
  
9. Administrative Ministry Concerned:
  
10. Technical Collaboration, if any:
  - (a) Foreign

<b>S.No.</b>	<b>Product</b>	<b>Name &amp; Address of the Technical Collaborator</b>	<b>History of Collaboration</b>

(b) Indian

<b>S.No.</b>	<b>Product</b>	<b>Name &amp; Address of the Technical Collaborator</b>	<b>History of Collaboration</b>

(c) Details of R&D collaboration entered with/applied for

11. Annual turnover for the last 3 years (Rupees in Lakhs):

<b>Year</b>	<b>Indigenous</b>	<b>Export</b>	<b>Total</b>

12. Main products manufactured

<b>S.No.</b>	<b>Product</b>	<b>Licensed Capacity, if any</b>	<b>Installed Capacity</b>	<b>Yearly Production for the last 3 Years</b>		
				<b>1</b>	<b>2</b>	<b>3</b>

13. Total manpower employed by the firm including those of R&D:

(a)	Scientific & Technical having graduate degree in engineering/technology or Master's degree in Science and above	
(b)	Administrative (non-technical)	
(c)	Others	
<b>Total (a+b+c)</b>		

14. Total R&D expenditure of the company (year-wise figures for the past three years (actuals), current year (budgeted) and total estimated for the next three years.

Year	Past three years (Actuals)	Current year (Budgeted)	Year	Next three year (Estimated)

### **PART-B : RESEARCH & DEVELOPMENT**

**(In case application is for more than one R&D unit, Part 'B' of the application should be submitted separately for each R&D unit)**

1. Location of the R&D unit
2. Is the R&D unit has already been recognised with DSIR? If yes:
  - a. Year of initial recognition and its validity period
  - b. Current recognition letter No. and its validity period
  - c. Break in recognition, if any
3. Changes if any, since the last application for renewal of recognition
  - Manpower
  - Floor area
  - R&D and pilot plant facilities
  - Any other
4. Present status of the R&D projects reported in earlier application of recognition
5. Date of commencement of R&D work (in case of fresh recognition)
6. Main objectives of the R&D program
7. Whether R&D establishment is housed in a separate building inside/outside the factory premises?
8.
  - (a) Layout plan of the R&D unit
  - (b) Approx. floor area of the R&D Unit.
  - (c) Photographs of the major R&D facilities
  - (d) Are separate accounts maintained for R&D expenditure?
  - (e) Are the R&D activities separate from production and quality control?
  - (f) Details of environmental clearances obtained, if applicable
  - (g) Details of DCGI approval obtained in case of clinical trials, if applicable
9. List of major R&D equipment procured:
  - (a) Value of indigenous R&D equipment, as on date

- (b) Value of imported R&D equipment, as on date
- (c) Value of the pilot plant facilities, if applicable
- (d) Cumulative value of all R&D assets, as on date
- (e) Gross cumulative value of all quality control and testing facilities/equipment (other than R&D facilities), as on date.

10. Do you have a full time R&D Director/Head? if so,

- (a) Name & Designation
- (b) Qualification
- (c) Experience
- Date of appointment to the post
- Contact Nos (Telephone, Mobile, Fax and Email)

11. Details of R&D achievements made during the past 3 years:

- (a) New products developed
- (b) New processes developed
- (c) Improvement in existing production process(s)
- (d) Energy conservation
- (e) Pollution control
- (f) Import substitution (indicate items developed and foreign exchange earned).
- (g) Seminars/symposia attended by R&D staff (attach a separate sheet giving details)
- (h) Number of papers published (attach reprints if available)
- (i) Number of R&D personnel who attended R&D training (Give details in a separate sheet).

12. Patents filed in India or abroad during the last 3 years:

S.No.	Products/Process	Names of the Country	Year	Patent No.
1	2	3	4	5

13. Whether any of the new technologies developed by the company have been

(a) commercialised by the company

S.No.	Technology	Year of commercialisation
1	2	3

(b) exported

S. No.	Technology	Year	Exported to	
			Party	Country
1	2	3	4	5

c) sold to other parties in India/abroad

S. No.	Technology	Year	Party
1	2	3	4

14. Give particulars of R&D projects in progress, as per Annexure - 1

15. R&D project proposed during the next three years, as per Annexure - 2

16. Details of imports effected for R&D purposes as per Annexure – 3

17. R&D expenditure of the unit (year-wise figures for the past three years (actuals), current year (budgeted) and estimated for the next three years.

Past three years Year ↓ (Actual)			Current year (Budgeted)		Next three years Year ↓ (Estimated)		
	Capital		Capital			Capital	
	Recurring					Recurring	
	Total					Total	
	Capital		Recurring			Capital	
	Recurring					Recurring	
	Total					Total	
	Capital		Total			Capital	
	Recurring					Recurring	
	Total					Total	

18. Income-tax rebate availed on R&D expenditure under IT Acts / IT Rules, during the past three years:

Year	35(1) (i)	35(1) (iv)	35(2AB)	80-IB(8A)	35(2AA)	Rule 5(2)	Any other

19. Details of grants-in-aid / funds / loan / equity received for R&D programmes/ commercialization of technologies from any central / state Govt. department(s) during the last three years

20. Sales turnover attributable to commercialisation of R&D products/technologies developed during the last three years.

21. Educational status of the manpower engaged in R&D:

<b>Qualification</b>	<b>Full-time (Number)</b>	<b>Part-time (Number)</b>	<b>Proposed Recruitment of R&amp;D manpower in next three years</b>
a) Doctorate Degree			
b) Master's Degree			
c) Graduates/ Engineering Graduates			
d) Diploma Holders			
e) Others			
<b>Total</b>			

22. (a) Have you obtained any assistance/purchased know-how from NRDC or any of the National laboratories/universities/IIT's/other institutions during the last 3 years? If so, please give details along with year and source.

(b) Whether any of the items of R&D work in progress or proposed by you is being done elsewhere in country. If so, please indicate location.

23. Do you have necessity of collaborative R&D efforts for projects with CSIR or any other National Laboratories/institution?

24. Indicate briefly any incentives/benefit derived from the recognition of In-house R&D unit other than those mentioned in Column 18&19.

I hereby certify to the best of my knowledge and belief that all the particulars furnished above are correct and complete. I agree to comply with the terms and conditions of recognition as laid down by the Department of Scientific & Industrial

Research, Ministry of Science and Technology, New Delhi and via lotion of the same may lead to de-recognition automatically.

Signature

(To be signed by M.D./Chief Executive  
or Head of the organisation)

Name :

Designation :

Full Address :

Tel. Nos. :

Fax No. :

Email Address :

Mobile No :

Place:

Date:





**DETAILS OF IMPORTS EFFECTED FOR R&D PURPOSES**

**A. CAPITAL GOODS (LIST)**

S. No.	Year of Import	Description	CIF Value	How utilised

**B. RAW MATERIALS (LIST)**

S. No.	Year of Import	Description	CIF Value	How utilised

**C. OTHERS (LIST)**

S. No.	Year of Import	Description	CIF Value	How utilised

**Additional information to be submitted by R&D units of seed production companies:**

1. Farm location(s)
2. Type of land (with area of land):
  - a. Irrigated
  - b. Non-irrigatedTotal
3. Availability of germplasm:
  - a) Imported
  - (b) Indigenous
4. Technical arrangement with Agricultural Universities / ICAR Institutions, if any
5. Released notified research varieties/hybrids
6. Annual Turn Over realised from notified research varieties / hybrids
7. Notified research varieties / hybrids With the approval of ICAR
8. Have you obtained approval of DBT to conduct research in the area of biotechnology? If yes, provide detail of Institutional Bio-Safety Committee members
9. Details of the Biotechnology work conducted

**Instructions for filling up the application for recognition / renewal of recognition of In-house R&D unit(s)**

**Part 'A'**

1. Indicate yes or no in column No. 1(a) & 1(b). If yes in 1(b) indicate recognition No. in 1(c) otherwise write not applicable.
2. In column No. 2, indicate the name of the company as per registration certificate issued by the Registrar of the company. In case of partnership deed firm write name of the company as per shop / factory registration.
3. For column No. 3, submit brief history of the company (on a separate sheet not exceeding 250 words).
4. In column No. 4(a) - 4(f) indicate complete postal address with Telephone and Fax Nos; Mobile No. & Email address of the concerned person.
5. Nature of business should clearly indicate that the area of operation and the type of the activities being performed by the company.
6. In column No 6(a), indicate whether the company is a Public Sector / Public Ltd / Private /Co-operative/Joint Sector/ Proprietary/Partnership concern/100%EOU

In column No 6(b), indicate whether company is having any Foreign Equity Participation, if yes, indicate name of foreign equity participant and percentage thereof.

In column No 6(c), provide list of the Board of Directors. In case of proprietary and Partnership Company provide the name of the partners with their qualifications.

In column No 6(d) provide name and addresses of the NRIs, if applicable

7. In column No. 7(a) & 7(b) indicate Authorized and Paid-up-Capital of the company respectively and also attach a copy of the latest Annual report and Statement of Accounts.
8. In column No. 8 Indicate the category of the firm as per registration whether the company is large/ Medium/small).
9. In column No. 9, Indicate the name of the administrative Ministry concerned.
10. In column 10(a), provide the details of the foreign technical collaboration (History of technical collaboration should indicate year(s) of approval(s) including extensions and the date of expiry of existing technical collaboration

agreements)

In column 10(b), provide details of the indigenous technical collaboration, if any (History of technical collaboration should indicate year(s) of approval(s) including extensions and the date of expiry of existing technical collaboration agreements)

In column 10(c), provide details of R&D collaboration applied / entered in India and abroad.

11. In column No. 11, indicate Annual Turn Over of the company for past three years, separately mentioning indigenous and export Turn over.
12. In column No. 12, provide details of the main products manufactured.
13. In column No. 13, provide details of the manpower employed in the company including those of R&D.
14. In column No. 14, provide details of the Total R&D expenditure of the company for the last three years – actual, current year- budgeted and estimated for next three years.

#### **Part 'B'**

**(In case application is for more than one R&D unit, Part 'B' of the application should be submitted separately for each R&D unit)**

1. Indicate Location of the In-house R&D unit.
2. Column No. 2 is applicable in case of renewal of recognition:

In column No. 2(a) indicate year of initial recognition and its validity period  
In column No. 2(b) indicate current recognition letter No. and its validity period  
In column No. 2(c) indicate details of break in recognition, if applicable

3. The column No. 3 is applicable in case of renewal of recognition:

In column 3(a) indicate increase or decrease in manpower strength (in number).

In column 3(b) indicate increase and decrease in floor area of the unit (in units).

In column 3(c) indicate addition or deletion of R&D and pilot plant facilities.

In column 3(d) indicate any other changes in R&D setup.

4. The column No. 4 is applicable in case of renewal of recognition  
In this column indicate present status of the R&D projects (ongoing/completed/commercialized) reported in last renewal application as in Annexure 1 and 2.

5. In column No. 5 is applicable in case of fresh recognition

In this column indicate date of commencement of the R&D work.

6. In column No. 6 indicate the main objectives of the R&D work

7. In column No. 7 indicate whether R&D establishment is housed in a separate building inside/outside the factory premises?

8. For column 8(a) provide a copy of layout plan of the In-house R&D unit.

In column 8(b) indicate approximately area of the R&D unit

For column 8(c) provide photographs of the major R&D facilities

In column 8(d) write yes or no

In column 8(e) write yes or not

In column 8(f) provide details of the environment clearance obtained, if applicable.

In column 8(g) provide details of the DCGI approval obtained for conducting clinical trials, if applicable

9. In column 9 indicate present values (Rs. In lakh) of the R&D and quality control equipment procured:

In column 9(a) indicate present value of indigenous R&D equipment

In column 9(b) indicate present value of imported R&D equipment

In column 9(c) indicate present value pilot facilities, if any

In column 9(d) indicate cumulative value of all R&D assets

In column 9(e) indicate present value gross cumulative value of all quality control and testing facilities/equipment (other than R&D facilities)

10. In column 10(a) – 10(f) provide details regarding R&D Director/Head

11. In column NO. 11 is related to R&D achievements made by the company during past three years:

In Column No. 11(a) provide detail of new products developed alongwith photographs

In column No.11(b) provide detail of the new process developed

In column No.11(c) provide detail of improved existing production process(s)

In column No.11(d) provide detail on energy conservation

In column No.11(e) provide details of pollution control measures undertaken

In column No.11(f) provide details of items developed and foreign exchange earned.

In column No.11(g) attached a separate list of the Seminars and Symposia

attended by the R&D personnel

In column No.11(h) attached a list of the research papers published

In column No.11(i) provide a list of R&D personnel who have attended R&D training

12. In column No 12, provide detail of the patent(s) filled in India and abroad during past three years.

13. In column No. 13(a) indicate detail of the technologies commercialized by the company during past three years.

In column 13(b) provide list of the technology exported during past three years

In column 13(c) provide the detail of the technology sold to other parties in India/abroad.

14. For column No. 14 provide detail of R&D projects in progress as per Annexure 1. Please note that each column of Annexure-1 must be filled.

15. For column No. 15 provide detail of R&D projects proposed for next three years as per Annexure 2. Please note that each column of Annexure-2 must be filled.

16. For column No 16 provide details of import related with R&D activities as per Annexure –3.

17. In column No. 17 provide year-wise detail of expenditure (Rs in lakh) during past three years, budgeted for current year and estimated for next three years with clear bifurcation of capital and recurring R&D expenditure.

18. In column No. 18 provide year wise details of income tax rebate availed on R&D expenditure during past three years under different section / rule.

19. In column No. 19 provide details of grants-in-aid / funds / loan / equity received for R&D programme / commercialization of technologies from any central / state Govt. department(s) during the last three years.

20. In column No. 20 provide details of Sales turnover attributable to commercialisation of R&D products/technologies developed during the last three years.

21. In column No. 21 provide educational status of the manpower engaged in R&D. The details of future recruitment proposed to be indicated.

22. In column No. 22(a) provide details of assistance/purchased know-how

received from NRDC or any of the National laboratories/universities/IIT's/other institutions during the last 3 years. If it is so provide year-wise detail for the same.

In column No. 22(b) provide detail, if some similar R&D work is in progress anywhere in the country.

23. In column No. 23 provide detail requirement of the collaborative R&D efforts with CSIR or any other National Laboratories/institution.

24. In column No. 24 indicate any incentives/benefit derived from the recognition of In-house R&D unit other than those mentioned in Column 18 &19.

**Annexure – 4**  
**(To be submitted only by Seeds Producing Companies)**

1. In column write full address of the farm location.
2. In column No 2(a) indicate measurement of the irrigated farm land being used for R&D.  
  
In column No 2(b) indicate measurement of the non irrigated farm land being used for R&D
3. In column No. 3(a) indicate source and quantity of available imported germplasm  
  
In column No. 3(b) indicate source availability of available indigenous germplasm
4. In column No. 4 provide details of Technical arrangement with Agricultural Universities / ICAR Institutions.
5. In column No. 5 provide details of the released notified research varieties/hybrids
6. In column No 6 provide detail of the crop wise Annual Turn Over during the last year realised from research varieties / hybrids
7. In column No 7 provide details of ICAR research varieties / hybrids
8. In column No 8 provide details of DBT approval obtained and Bio-safety committee formed, if applicable
9. In column provide details of the Biotechnology work conducted

The application for recognition of In-house R&D unit(s) should be submitted in **8 (eight) sets** in case of fresh recognition and **3 (three) sets** in case of renewal of recognition. The application should be submitted in the enclosed proforma, signed by the Managing Director/Director/ CEO of the company/organisation, to DSIR along with all relevant enclosures, like:

- (i) A CD containing softcopy of application, corporate presentation and presentation covering R&D unit & its activities
- (ii) Latest annual report of the company,
- (iii) A note on the R&D activities of the R&D unit(s), highlighting the on-going & proposed research activities, details of past achievements/ completed research projects,
- (iv) A brief write-up on some of the major past achievements, ongoing and future projects,
- (v) Details of scientific personnel working in the R&D unit(s) along with qualifications & designation
- (vi) Details of infrastructure available for research giving the date of installation & value of all major facilities,
- (vii) Layout drawing of the R&D unit vis-à-vis the plant/production unit,
- (viii) A copy of the memorandum & Articles of Association of the company (in case of newly formed companies).