

## Instruction for Online Application Submission for SIRO-Renewal

1. Applicants may refer SIRO guidelines at <https://dsir.gov.in/#files/12plan/bird-crf/siro.html> for the scheme details.
2. Before filling Online Applications, applicants are advised to keep required information and documents ready for upload. Form fields of the applications are mentioned below this document for ready reference.
3. For online submission of application, the applicant will have to click [Renewal of Recognition](#) on DSIR portal, which will take to the service plus portal at <https://serviceonline.gov.in/dbt>
4. The applicant shall first have to register for accessing the schemes on the service plus portal.
5. **For the SIRO RENEWAL scheme, applicants are required to register in the name as mentioned in the previous SIRO recognition letter.**
6. After registering, the applicant organization can log in with the registered login credentials.
7. After log in, SIRO scheme can be reached through Apply for Services --> View all Available services --> **SIRO-RENEWAL** (Search SIRO for quick access)
8. After submission, the applicant organization will receive an Acknowledgement receipt where it will have the Application Reference Number (App Ref No.).
9. Applicant may check the application status as: Login --> View Application status --> Track Application status --> App Ref No. --> Get Data.
10. It's advisable to keep saving. data by clicking on DRAFT while filling the form.
11. Once it saves in Draft, applicant will get a pop-up notifying App Ref No.
12. This App Ref No. will be used to further track the Draft Application as: View status of Application --> View Incomplete Application.
13. Applicants can manage the profile after registering.
14. The applicant is required to fill all the required fields and upload all the relevant documents viz. Audited accounts, PAN, Registration document, MoA, AoA / trust deed, Annual reports, Undertakings, and other approvals as detailed in the application.
15. **Applicants are advised to keep available previous SIRO Recognition letter and Certificate of Registration (if issued) and also advised to read carefully the advisory given in the help [ ? ] in various sections of the application.**
16. Applicants are advised to observe patience as draft saving/submission may take little time on many occasions.
17. Some of the fields are auto-fill, which have to be clicked for proper insertion.
18. All attachments to the online applications must be in the .pdf file format only.
19. DSIR reserves the right to summarily reject the application at any stage, if it is convinced that the application is not properly filled or the relevant information is not provided.
20. For any queries regarding the submission of online proposals under SIRO, please write to: [query-siro@gov.in](mailto:query-siro@gov.in)
21. Form fields of the applications are appended below.

Application kept in the draft mode will get auto-deleted after 7 days from day of submission, if not submitted.

Government of India

Ministry of Science and Technology

Department of Scientific and Industrial Research

Technology Bhavan, New Mehrauli Road New Delhi - 110 016

## Scientific And Industrial Research Organization - SIRO (RENEWAL)

1.

1. Application is for

Please Select

Recognition Number \*

Category \*

File Number \*

Scheme \*

Please S

-TU-V

Recognition valid up to \*

31-03-2022

Upload latest Recognition letter \*

Additional document n

Choose File

No file chosen

Upload latest Registration Certificate (if issued)

Additional document n

Choose File

No file chosen

Upload all previous Recognition letters , available \*

Additional document n

Choose File

No file chosen

Upload all previous Registration Certificates (if issued)

Additional document n

Choose File

No file chosen

## 2. Name and address of the Organization

2. Name, Address and Permanent Account Number (PAN) of the Organization \*

2.1 Name of Organization as per SIRO recognition \*

2.2 Organization Type \*

Please Select

Whether Government Organization/Institute ? \*

Please Select

Darpan Id

Upload copy of Registration ( Darpan Id ) ?

Additional document n

Choose File

No file chosen

Upload family tree of Legal Entity \* ?

Additional document n

Choose File

No file chosen

2.3 Registered Office \*

Address Line 1 \*

Address Line 2

Address Line 3

Country \*

Please Select

State \*

Please Select

District

Please Select

Postal / Zip Code \*

E-Mail \*

Mobile Number \*

Correspondence address same as Registered Office address ?

Same

2.4 Address for correspondence \*

Address Line 1 \*

Address Line 2

Address Line 3

Country \*

Please Select 

State \*

Please Select 

District

Please Select 

Postal / Zip Code \*

E-Mail \*

Mobile Number \*

2.5 List of independent Institutions under the organization ( e.g. different colleges under educational Society/Trust etc. )

S.No	Name of Institution	Place
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

### 3. Information about R and D Center(s)

3.1 SIRO R&D Center(s)

S.No	SIRO R&D Center
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

3.2 Name of the officer-in-charge of the Laboratory/ R&D Center(s) \*

3.3 Designation of the officer-in-charge of the Laboratory/ R&D Center(s) \*

3.4 Address of the officer-in-charge of the Laboratory/ R&D Center(s) \*

Address Line 1 \*

Address Line 2

Address Line 3

Country \*

Please Select 

State \*

Please Select 

District

Please Select 

Postal / Zip Code \*

E-Mail \*

Mobile Number \*

### 4. Legal status of the organization

#### 4. Legal status of the organization and Date of Registration

Legal Status \*

Please Select

Organization Name of the Legal entity \*

Date of Registration \*

Registration Documents \* ?

Additional document n  No file chosen

MOA, AOA / Trust Deed etc \* ?

Additional document n  No file chosen

Annual Reports of last 3 years \* ?

Additional document n  No file chosen

#### 5. Research Undertaken

5.1 Objectives of Research being taken \*

5.2 Whether objective of undertaking of research specified in MOA/AA/Trust deed ? \*

Please Select

#### 6. Source of income details

6.1 Sources of income of the organization \*

6.2 List of 10 major donors along with the donation amount in lakhs \*



S.No *	Donor Name *	Donation Amount (in Lakhs) *	Purpose *
--------	--------------	------------------------------	-----------

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

6.3 Have Your Organizations received Foreign Contributions ? \*

Please Select

6.4 Are you notified by the CBDT under 35(l)(ii)/35(l)(iii) ? \*

Please Select

6.5 Upload other approvals like 80(G) of IT Act / section 3 , 2(f) , 12(B) of UGC Act / University Affiliation Letter / University approval as Research Centre , ethical and any other applicable approval(s) \*

S.No *	Other Approvals - Details *
--------	-----------------------------

<input type="text"/>	<input type="text"/>
----------------------	----------------------

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Upload above mentioned Approvals ?

Additional document n  No file chosen

#### 7. Income and Expenditure

7.1 Are you maintaining separate accounts for scientific research ? \*

Please Select

7.2 Details of income and expenditure incurred on research and development during the last 3 years \*

YEAR - 1 \*

Please Select

Income \*

**Income ( in Lakhs ) \***

Income ( 2018-2019 )	Grants *	Donations *	Project(s) related *	Foreign Contribution *	Testing *	Others *	Total Income (in Lakhs) *
For R&D Activities							
For Non R&D Activities							
Total Income							

**Expenditure \***

**Expenditure ( in Lakhs ) \***

Expenditure ( 2018-2019 )	Revenue expenditure other than salaries *	Capital *	Salaries *	Others *	Total Expenditure (in Lakhs) *	Percentage Expenditure
For R&D Activities						
For Non R&D Activities						
Total Expenditure						

Upload relevant page from Account statement / Balance sheet of Legal entity (and Institution if so) ( 2018-2019 ) \* ?

Additional document n  No file chosen

Upload IT Returns (2018-2019) \* ?

Additional document n  No file chosen

YEAR -2 \*

Please Select

**Income \***

**Income ( in Lakhs ) \***

Income (2019-2020)	Grants *	Donations *	Project(s) related *	Foreign Contribution *	Testing *	Others *	Total Income (in Lakhs) *
For R&D Activities							
For Non R&D Activities							
Total Income							

**Expenditure \***

**Expenditure ( in Lakhs ) \***

Expenditure (2019-2020)	Capital *	Revenue expenditure other than salaries *	Salaries *	Others *	Total Expenditure (in Lakhs) *	Percentage Expenditure
For R&D Activities						
For Non R&D Activities						
Total Expenditure						

Upload relevant page from Account statement / Balance sheet of Legal entity (and Institution if so) (2019-2020) \* ?

Additional document n  No file chosen

Upload IT Returns (2019-2020) \* ?

Additional document n  No file chosen

YEAR - 3 \*

Please Select

**Income \***

**Income ( in Lakhs ) \***

Income (2020-2021)	Grants *	Donations *	Project(s) related *	Foreign Contribution *	Testing *	Others *	Total Income (in Lakhs) *
For R&D Activities							
For Non R&D Activities							
<b>Total Income</b>							

**Expenditure \***

**Expenditure ( in Lakhs ) \***

Expenditure (2020-2021)	Capital *	Revenue expenditure other than salaries *	Salaries *	Others *	Total Expenditure (in Lakhs) *	Percentage Expenditure
For R&D Activities						
For Non R&D Activities						
<b>Total Expenditure</b>						

Upload relevant page from Account statement / Balance sheet of Legal entity (and Institution if so) (2020-2021) \* ?

Additional document n  No file chosen

Upload IT Returns (2020-2021) \* ?

Additional document n  No file chosen

**8. Investments Clause ( Investments should be strictly in accordance with the provisions contained in the I.T. Act. 1961/2017)**

8.1 Date as of which following information is provided

8.2 Is investment clause as per section 11(5) of IT Act ? If YES , please specify \*

**Details (Amount in Lakhs)**

Fixed deposits with scheduled banks	Fixed deposits with companies	In Securities	In shares , debentures	Cash in Hand	Others

**9**

9. Whether accounts of the Organization are audited ? \*

**10. R and D facilities available for Research**

10.1 Land, building and area earmarked for R&D Activities \*

**Total Land & Building area for R&D \***

Total Land & Building Area	Total Land area (in acres) *	Total Built up area (in Sq. m) *
Total Land & Building area for R&D		
Total Land & Building area with Orga		

**Details of upto 20 Major R&D Equipments \***

S.No *	Equipment Type *	Name of Particulars *	Year of Purchase *	Cost of Equipment ( Rs in Lakhs) *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total worth of all R&D equipments ( in Lakhs ) \*

Upload full list of all R&D equipments \* ?

Additional document n  No file chosen

**11. Managing Committee**

Total Members of Managing Board/Governing Board/Managing Committee \*

**11. Composition of Managing Board/Governing Board/Managing Committee \***

S.No *	Name *	Profession / Occupation *	Designation *	Official Address *	E-Mail *	Mobile Number *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Whether there is a separate governing body ? \* ?

Please Select

**Composition of Governing Body**

S.No	Name	Profession / Occupation	Designation	Official Address	E-Mail	Mobile Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**12. Research Advisory Board**

Total Members of Research Advisory Board \*

Number of EXTERNAL Members \*

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

S.No *	Name *	Designation *	Internal/ External *	Organisation *	Official Address *	E-Mail *	Mobile Number *	Letter of Acceptance *
<input type="text"/>	<input type="text"/>	<input type="text"/>	Please S <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Please <input type="button" value="v"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Please S <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Please <input type="button" value="v"/>

Upload Letter(s) of Acceptance \* ?

Additional document n  No file chosen

**13. Staff engaged in Research**

**Staff engaged in research \***

Qualification	Full - Time *	Part - Time *	Total *
PhD engaged in R&D			
ME/M.Tech engaged in R&			
Other PG(s) engaged in R&			
Other Staffs engaged in R&			
Total Manpower engaged i			
Manpower engaged in Nor			
Total Manpower with the (			

**14. Areas of Research**

14. Areas of Research Undertaken \*

**15. Past Research Programmes**

Total number of Research programmes completed in last 3 years \*

**Details of upto 10 best past (completed) research programmes ( in last three years) \***

S.No *	Title and Scope of Project *	Sponsoring Agency if any *	Project Leader *	Year in which Started *	Year of Completion *	Duration in months *	Capital (in Lakhs) *	Recurring (in Lakhs) *	Total (in Lakhs) *	Foreign Exchange (in INR)	Remarks

Upload complete list of Research programmes completed in last 3 years and any other details \* ?

Additional document n  No file chosen

**16. On-going Research Programmes**

Total number of ongoing research programmes \*

**Details of upto 10 best on-going research programmes \***

S.No *	Title and Scope of Project *	Sponsoring Agency if any *	Project Leader *	Year in which Started *	Duration in months *	Capital (in Lakhs) *	Recurring (in Lakhs) *	Total (in Lakhs) *	Foreign Exchange (in INR)	Remarks

Upload complete list of ongoing research programmes and any other details \* ?

Additional document n  No file chosen

**17. Scientific Research Achievements**

**17.1.1 Research Papers & Articles \***

Research Papers & Articles	Year - 2019 *	Year - 2020 *	Year - 2021 *	Total *
No. of Research Papers /Artic				



Upload year-wise lists of Research Papers & Articles \* ?

Additional document n

Choose File

No file chosen

**17.1.2 Bibliographic Details of 10 Best Publications made during last 3 years \***

S.No \* Details of Bibliographic Details of 10 Best Publications \*

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Upload full reprints of above 10 publications \* ?

Additional document n

Choose File

No file chosen

**17.2.1 Books/Book-Chapters etc**

Books/Book-Chapters etc    Year - 2019 \*                      Year - 2020 \*                      Year - 2021 \*                      Total \*

No. of Books /Bo				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Upload year-wise lists of Books/Book-Chapters etc ?

Additional document n

Choose File

No file chosen

**17.2.2 (Books/Book-Chapters etc) Details upto 10 best publications made during last 3 years.**

S.No    Books/Book-Chapters etc. Details

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Upload best publications ?

Additional document n

Choose File

No file chosen

**17.3. New products/processes/methods/techniques developed**

**17.3. New products/processes/methods/techniques developed ( 10 Best )**

S.No    Details of new products/processes/methods/techniques developed

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Upload complete List of New products/processes/methods/techniques ?

Additional document n

Choose File

No file chosen

**17.4. Improvements in existing products/processes/methods/techniques**

**17.4. Improvements in existing products/processes/methods/techniques ( 10 Best )**

S.No    Details of Improvements in existing products/processes/methods/techniques

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Upload complete List of Improvements in existing products/processes/methods/techniques ?

Additional document n

Choose File

No file chosen

**17.5. Societal outcome of the R&D activities undertaken**

**17.5. Societal outcome of the R&D activities undertaken**

S.No    Details of Societal outcome of the R&D activities taken

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Upload complete List of Societal outcome of the R&D activities taken ?

Additional document n

Choose File

No file chosen

17.6. Import substitution (Give estimate of foreign exchange saved or likely to be saved per annum)

17.6. Import substitution (Give estimate of foreign exchange saved or likely to be saved per annum)

S.No Details of Import substitution


Upload complete List of Import substitution ?

Additional document n

Choose File

No file chosen

17.6.1 Duty Exemption

Duty Exemption	2018 - 2019 *	2019 - 2020 *	2020 - 2021 *	Total *
----------------	---------------	---------------	---------------	---------

Duty Exemption (claim€)				
-------------------------	--	--	--	--

17.7. Linkages with industry-projects carried out on their behalf (Give details)

17.7. Details

S. No	Name of Industry	Details
-------	------------------	---------


Upload complete List ( Industry projects - details) ?

Additional document n

Choose File

No file chosen

17.8. Indicate particulars of patents filed/granted, if any

17.8.1. Patent Details \*

Total number of Patents filed *	Total number of Patents granted *
---------------------------------	-----------------------------------

--	--

17.8.2. Indicate particulars of patents filed/granted, if any

S.No	Year	Application Number	Details	Status
------	------	--------------------	---------	--------

				Please
				Please

Upload complete List of Patents ?

Additional document n

Choose File

No file chosen

17.9. Whether products/processes/methods/techniques mentioned in (17.1) and (17.2) above have been commercialized or implemented ?

Please Select

17.9. Details

S.No	Implementing/Commercialization Agency	Details
------	---------------------------------------	---------


17.10. Collaborations/ Awards and Recognitions (Both National and International Awards)

a. Total number of National awards

**17.10.1. National Awards ( 10 Best )**

S.No National Award Details ( important 10)


Upload complete list of National Awards ?

Additional document n

Choose File No file chosen

b. Total number of International awards

**17.10.2. International Awards ( 10 Best )**

S.No International Award Details ( important 10 )


Upload complete list of International Awards ?

Additional document n

Choose File No file chosen

**18. Future Research Programmes**

Total number of research programmes planned to be undertaken during the next 3 years \*

**. Details of upto 10 best research programmes planned to be undertaken during the next 3 years \***

S.No *	Title and scope of project *	Sponsoring Agency if any *	Project leader *	Proposed Year of start *	Duration in months *	Capital (in lakhs) *	Recurring (in lakhs) *	Total (in lakhs) *	Foreign Exchange(in INR)	Remarks	Specified equipment to be purchased	Specialized raw material
--------	------------------------------	----------------------------	------------------	--------------------------	----------------------	----------------------	------------------------	--------------------	--------------------------	---------	-------------------------------------	--------------------------


Upload complete list of research programmes planned to be undertaken during the next 3 years and any other details \* ?

Additional document n

Choose File No file chosen

**19. Details of Seminars , Conferences , Workshops , Training Courses conducted during the last 3 years**

**Details**

Details of Seminars , Conferences , Workshops , Training Courses conducted during the last 3 years

	Year - 2019 *	Year - 2020 *	Year - 2021 *	Total *
--	---------------	---------------	---------------	---------

<b>No. of Seminars, Conferences, Workshops, Trainir</b>				

**Details of Seminars , Conferences , Workshops , Training Courses conducted during the last 3 years**

S.No Details of Seminars , Conferences , Workshops , Training Courses conducted during the last 3 years ( 10 most important )


Upload year- wise lists of Details of Seminars , Conferences , Workshops , Training Courses conducted ?

Additional document n

Choose File No file chosen

**20. PPT, Video and Any other Information(s)**

Upload PPT on R&D achievements of past 3 years \*

Additional document n  No file chosen

Paste URL link to access walk-in video of the Organization and R and D facilities \*

Paragraph on salient R&D achievements in last 3 years including at least 2 major highlights and it's societal importance

Whether SIRO carries hospital related activities ? \*

Please Select

Any other Information Details(s)

Upload the relevant document(s)

Additional document n  No file chosen

### Declaration

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 the recognition as laid down by the Department of Scientific and Industrial Research, Ministry of Science and Technology, New Delhi and violation of the same may lead to de-recognition automatically. \*

I Agree

Signature (To be signed by M.D./Chief Functionary / Head of the organization) \*

No file chosen

Please upload colored scan of above undertaking ( ink-signed by M.D./Chief Functionary / Head of the organization) on the letter head of the Organization \*

Additional document n  No file chosen

Name \*

Signatory \*

Designation

Address Line 1 \*

Address Line 2

Address Line 3

Country \*

Please Select

State \*

Please Select

District

Please Select

Postal / Zip Code \*

E-Mail \*

Mobile Number \*

### Additional Details

Apply to the Office \*

Department of Scientific and Industrial Research(CENTRE)

### Word verification

Please enter the characters shown above



Site is technically designed, hosted and maintained by National Informatics Centre  
Contents on this website is owned, updated and managed by the Ministry of Panchayati Raj  
POWERED BY SERVICEPLUS