Department of Scientific & Industrial Research (DSIR) Industrial R&D Promotion Programme (IRDPP) Scheme of Recognition/registration of Public Funded Research Institutions (PFRI)

General Guidelines

Preamble

DSIR is the nodal Department for granting recognition/registration of Public Funded Research Institutions (PFRI) such as Universities, Indian Institute of Technology (IITs), Indian Institute of Science (IISc.}, Bangalore, Regional Engineering Colleges (other than a hospital). The registered PFRI institutions are eligible for availing concessional customs duty exemption on import of equipment, spares and accessories and consumables for research purposes. The heads of the public funded research institutions/organizations duly registered with DSIR can certify the R&D goods for customs duty exemption.

Background

To give boost to R&D activity, Ministry of Finance vide Notification No. 51/96 – Customs dated 23.07.1996 has allowed PFRI institutions to avail custom duty exemptions on import of equipment/spares/consumables to be utilized for R&D purposes.

Further, coinciding with the presentation of Union Budget for the year 2014, Ministry of Finance amended the notification no. 51/96-Customs vide notification no. 28/2003-Customs dated 01.03.2003, as per the amendment, departments & laboratories of central government and state governments (other than a hospital) are not required to register with DSIR for availing the concessional customs duty exemption. The consignments imported can be cleared on production of certificate from the Head of the Institution certifying that the said goods are required for research purposes only. Another significant change in the notification is that Regional Cancer Centres have been included in the list of institutions eligible for DSIR registration for importing goods for research purposes at a concessional rate of customs duty.

The Union Government of India enacted the Constitution(101st Amendment) Act, 2016 w.e.f 16th September, 2016, as introduction of Goods and Service Tax required amendments in the constitution to concurrently empower the Centre and States to levy and collect Goods and service Tax (GST). Central Government vide Notification no. 03.2017-Central Tax dated 19.06.2017 has notified Central Goods and Services Tax Rules, 2017 w.e.f. 22nd June, 017. The introduction of Central Goods and Services Tax Act, 2017 (No. 12 of 2017) on 1st July, 2017 was a very significant step in the field of Indirect Tax Reforms in India. After introduction of CGST Act, 2017, import of goods would be treated as inter-state supplies and would be subject to integrated tax (IGST) in addition to the applicable customs duties.

Central Government vide Notification no. 47/2017-Integrated Tax(Rate) dated 14.11.2017 and Notification no. 45/2017 – Central Tax (Rate) dated 14.11.2017, Notification no. 45/2017 – Union Territory Tax (Rate) dated 14.11.2017, as amended from time to time has granted concessional GST benefits to Public funded research institutions, Universities, IITs, IISc., Bangalore, Regional Engineering College (other than a hospital).

Government Of India, Ministry Of Finance (Department of Revenue) issued Notification No. 11/2022-Central Tax (Rate) dated 13th July, 2022 and Notification No. 11/2022-Integrated Tax (Rate) Dated 13th July, 202, Notfn. No. 42/2022dt. 13.07.2022 to amend the GST exemption for R&D equipment.

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Scope

As per the notification, customs duty exemption on scientific & technical instruments, apparatus and equipment (including computers), as also accessories parts and consumables and live animals (for experimental purposes), Computer software, Compact Disc Read-Only Memory (CD-ROM), recorded magnetic tapes, micro-films and micro-fiches, is available to: "public funded research institutions".

Eligibility Criteria

Any Public funded research institution or a University or Indian Institute of Technology or Indian Institute of Sciences, Bangalore or a Regional Engineering College, other than a Hospital

Mode of PFRI Application:

Eligible institutions or organizations may submit their application for PFRI registration in the prescribed format (duly signed by Head of the Institute) throughout the year.

"Head" means -

- (i) In relation to an institution, the Director thereof (by whatever name called);
- (ii) In relation to a University, the Registrar thereof (by whatever name called);
- (iii) In relation to a college, the Principal thereof (by whatever name called);

Renewal of PFRI Registration:

The already registered PFRI institution should submit their application along with complete details well in advance preferably three (3) months before the expiry date of validation. The copy of earlier PFRI registration certificate may be enclosed while submitting the renewal application.

Details on Research Advisory Committee (RAC), R&D Programme, Research Staff, Research Infrastructure, R&D Budget Allocation, Publication

Research Advisory Committee (RAC)

RAC should be broad based consisting of at least 10 Expert Members, out of which 40% should be external experts. It is also advised that the affiliation of esteemed members on RAC board should be mentioned in the application. RAC members are supposed to guide the research policy for the Institute and review the research outcomes to enable holistic development and progress of the Applicant Institution. RAC meeting must be held at least twice in a calendar year.

R&D Programmes

The applicant institute should have at least 2 extramural/internal ongoing R&D programmes, of high impact value. The institutions/organization must have future research focus vision viz. Future Research Programmes.

Research Staff

Institute should have Research Cell/ Centre with adequate qualified manpower to work on Institute Research programmes. The Institute must have at least 5 Scientist/faculty having PhD/Master degree working on full time basis to manage research cell and research projects.

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Research Infrastructure

Applicant Institute must be equipped with sufficient infrastructure/ equipment to carry out the research programmes.

R&D Budget allocation:

The applicant Institute must have annual budget allocation for research work and it should not be less than 5% of the total allocation for the Institute.

Publication:

The applicant Institute must have at least **10** Research Papers/ published report/ Patent during last three (3) years.

Duration of Validity of Registration

The new registration are generally considered for a period of 1 -3 years depending upon the Research outcomes/output, RAC constitution and Infrastructure available with the applicant Institution/Organization.

Renewal of Registration of existing PFRI institutions are considered for a period of **3 -5** years, depending upon the Research outcomes/output, infrastructure and budgetary allocation for R&D.

Cutoff date for Renewal application

The registered PFRI has to submit renewal application three months prior to validity of registration. The late application may be considered subject to thorough review based on satisfactory delay statement and clarification. If the institution/organization fails to submit their application for renewal in time, they may submit renewal application within 2(two) years of the expiry of the registration. However, such proposal(s) will be reported to Screening Committee for their considered views/recommendations. In such cases, the decision/recommendation of the Screening Committee will be applicable and final.

It may be noted that the validity of renewal of PFRI Registration, where applicant institute/organization fails to submit their application before the registration validity date, the renewal (subject to Screening Committee recommendation) will be effective from the date of issue of the Certificate by the department and institution/organization may not be able to claim any custom duty exemption/GST exemption for the lapse period.

Screening Committee for PFRI

An Inter-ministerial Committee consisting of experts from CSIR, ICAR, ICMR and UGC review and evaluate the proposals submitted for PFRI registration. Based on the recommendation of Screening Committee, the institutions are accorded registration.

The periodicity of Screening Committee may be quarterly preferably in the month of March, June, September and December of a Calendar year.

The decision of Screening Committee on new proposals will be final and binding. However, based on comments of Screening Committee, the rejected applicants, if so desires may apply again for reconsideration of their application. No relaxation by Screening Committee will be made.

Initially PFRI registration are accorded for a period of five (5) years. However, Screening Committee may recommend lesser duration of registration such as one(1) or two(2) or three(3) year based on the merit of the proposals.

The Screening Committee have the right to consider the recognition application and relax the criteria as mentioned and deliver its recommendations.

N.B.: The guidelines are subject to change periodically if desired so by the Competent Authority/Department for further strengthening of the scheme.

[Explanation:

- (a) "Public funded research institutions" means a research institution in the case of which not less than fifty per cent of the recurring expenditure is met by the Central Government or the Government of any State or the administration of any Union territory;
- (b) "University" means a university established or incorporated by or under a Central, State or Provincial Act and includes:-
 - (i) An institution declared under section 3 of the University Grants Commission Act, 1956 (3 of 1956) to be a university for the purposes of that Act;
 - (ii) An institution declared by parliament by law to be an institution of national importance;
 - (iii) A college maintained; or affiliated to a University
- (c) "Hospital" include any Institution, Centre, Trust, Society, and association, Laboratory, Clinic or Maternity Home which renders medical, surgical or diagnostic treatment.]

Application Format

File No.:	Date of receipt in DSIR:
(For official use only)	(For official use only)

DEPARTMENT OF SCIENTIFIC & INDUSTRIAL RESEARCH MINISTRY OF SCIENCE AND TECHNOLOGY GOVERNMENT OF INDIA

Proforma Of Application For Registration / Renewal Of Public Funded Research Institutions Or A University Or An Indian Institute Of Technology Or Indian Institute Of Science, Bangalore Or A Regional Engg. College, Other Than A Hospital, For The Purposes Of Availing Customs Duty Exemption In Terms Of Notfn. No. 51/96-Customs Dated 23.07.1996, As Amended From Time To Time

Note: Institutions are requested to read the notifications, instructions before filling up the form

- 1. Name of the Institution
- 2. Registration No. & Date; valid upto

 (enclose copy of the last registration certificate issued by DSIR)
- Address along with Phone/Fax/Telex/Grams/E-mail address
- 4. Legal status of the Institution(Enclose a copy of the Act, amended MOA or relevant notification).
- 5. Name & designation of the Head of the Institution
- 6. Broad areas of research & major research programmes (Enclose a copy of the latest annual report.)

7. Composition of Research Advisory Committee (RAC) for guiding the research activities of the institution.

(Indicate number of meetings held during the last 2 years. Also enclose a copy of the minutes of the most recent meeting).

8. Details of R&D activities as per Appendix-1 & 2

(Also enclose a note on the R&D activities giving details of past achievements, ongoing programmes & future programmes)

9. Details of staff engaged in research activities

(Enclose a total list of scientific personnel / faculty (department wise, total no.) working in the institution, engaged in research activities along with their designation, qualifications)

10. Details of infrastructure available for research

(Enclose a list of equipment and facilities available with the institution for undertaking research activities)

11. Sources of funding to the Institution:

Share of Central/State/UT Government and others

(Enclose the statement of receipts & recurring expenditure of the institution along with sample copies of last 3 sanction orders issued by the concerned Government Department for release of grants for non-plan recurring expenditure of the institution and a letter from the concerned central/state/UT Govt. Department regarding the commitment to meet atleast 50% of the recurring expenses of the institution.)

12. Annual budget for research for last two years (in Rs. Lakhs)

Year	Yea	ar 1	Year 2		
	Extramural	Intramural	Extramural	Intramural	
Capital					
Revenue					
Total					

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- 13. Average yearly import/domestic purchases of goods for R&D (In Rs. Lakhs)

 (Enclose copies of half-yearly returns of import/domestic purchases from the date of last registration)
- 14. Number of papers published during last two years

(Enclose list of publications, their authors, journals/journal pages and the year in which they were published along with the copy of selected research papers with high IF)

Sl. No.	Title of Publication along	Name of Journal	Impact Factor	Citation Index
	with their authors name		_	

- 15. List of patents filed during last two years:
 - (a) Indian

- (b) Foreign
- 16. Awards and any other recognitions won by the institution:
- 17. Any other information you may like to provide:
- 18. I, _______(Name & Designation of the head of the Institution) of _______ hereby certify that the information given above is correct. I also undertake:
- (i) to utilise the customs duty exemption facility in terms of Notfn. Nos. 51/96-Customs dt. 23.7.1996, as amended from time to time for research purposes only.
- (ii) not to avail / utilize the customs duty exemption facility in terms of Notfn. Nos. 51/96- Customs dt. 23.7.1996, as amended from time to time for hospitals* or patient care activities (*The definition of hospital may be seen in the notification*)
- (iii) to provide separate budget for research activities, which will be spent according to the approvals by the Research Advisory Committee (RAC) and imports as well as domestic purchases will be made out of budgets for research.
- (iv) to submit half-yearly returns of goods imported by availing customs duty exemption facility

in terms of Notfn. Nos. 51/96-Customs dt. 23.7.1996, as amended from time to time, to the Department of Scientific & Industrial Research every year (by June 30 and December 31) and to provide all such information and documentation to DSIR as requested by the Department, as also access of DSIR officials / teams sent by DSIR to my institution, in order to have continuity of and maintain the registration.

Place:	Signature with Designation
Date :	of the Head of the Institution
	(Seal)

(Note: The Head of the institution signing above should create a mechanism for strict compliance of the undertakings.)

* Certificate of registration is not valid for activities falling within the definition of "hospital" as per notification no. 51/96 — Customs dated 23-07-1996 issued by the Department of Revenue. The institutions are cautioned to go through the notification before availing duty exemptions under this notification.

INSTRUCTIONS / DOCUMENTS ACCOMPANYING APPLICATION

- 1. Copy of the Notification to establish the legal name of the institution. If any name change was made, kindly submit the respective notification.
- 2. Copy of the last registration certificate issued by the Department, in case of renewal of registration.
- 3. Give full postal address. In case there is a change in address, kindly submit the relevant official documents justifying the address change.
- 4. Gazette notification, UGC notification, Unique Identification number on NGO Darpan Portal or relevant notification copy to establish legal status of the Institute/ University.
- 5. Name & Designation of the Head of the Institution (VC/ Registrar/ Director) along with his Tele- fax and official email address.
- 6. Give the major areas of research and must enclose a copy of the latest Annual report.
- 7. Give names of the external & internal members of Research Advisory Committee (RAC), with their designation, institutional affiliation. Submit minutes of the latest RAC meeting and number of such meetings conducted in past 2 years.
- 8. Give past, ongoing and future R&D activities as per the appendix format. Submit sponsored projects from DBT, DST, ICMR, ICAR etc as per the format of **Appendix -1.**
- 9. Enclose a total list of scientific personnel / faculty including contractual/Permanent (department wise, total no.) working in the institution, engaged in research activities along with their designation, qualifications
- 10. Brief listing of Infrastructure available to carry out research activities.
- 11. Source of funding i.e. either from state or central or UT. Enclose the statement of receipts & recurring expenditure of the institution along with sample copies of last 3 sanction orders issued by the concerned Government Department for release of grants for non-plan recurring expenditure of the institution and a letter from the concerned central/state/UT Govt. Department regarding the commitment to meet at least 50% of the recurring expenses of the institution. Also provide copy of latest Budget sanctions for University/Institute.
- 12. Give the amount sanctioned by institution for research in past two years.
- 13. Mention average yearly import/domestic purchases of goods for R&D and submit the half-yearly returns of import/domestic purchases from the date of last registration as per the format enclosed, **Annexure -1.**
- 14. Enclose list of publications, their authors, journals/journal pages and the year in which they were published along with the copy of selected research papers with high IF.
- 15. List of patents filed within India and abroad during last two years:
- 16. Awards and any other recognitions won by the institution in past two years:
- 17. Any other information which applicant may like to provide.
- 18. Submit an "Undertaking" on an institute/university letter head signed by the head of the Institution (VC/ registrar/ Director). Format for the undertaking is enclosed as **Annexure-2**.

The signed hard copy of application along with all the enclosures should be submitted by speed post at the following address:-

Head PFRI

Department of Scientific & Industrial Research, Technology Bhawan, New Mehrauli ad, New Delhi – 110016.

APPENDIX-1

DETAILS OF R&D PROGRAMMES/PROJECTS IN PROGRESS

Sl. No.	Title & Scope of The R&D project	Year in which started	Budgeted Project Cost (Rs. in Lakhs)			Remarks* (Status: Completed/Not Completed)
			Capital	Recurring	Total	

^{*} Enclose a small write-up on each project indicating important aspects of the project, progress made so far and balance R&D work remaining to be done in the project.

APPENDIX-2

DETAILS OF PROPOSED R&D WORK (FOR THE NEXT THREE YEARS)

Sl. No.	Title & Scope of the project proposed	Duration of the Project	Project cost (Rs. in Lakhs)			Equipment required and their cost	Remarks
			Capital	Recurring	Total		(Use separate

Annexure -1

HALF YEARLY RETURNS BY A PUBLIC FUNDED RESEARCH INSTITUTION or A UNIVERSITY or AN IIT or IISC BANGALORE or A REGIONAL ENGINEERING COLLEGE, OTHER THAN A HOSPITAL REGISTERED WITH DSIR FOR CUSTOMS DUTY EXEMPTION IN TERMS OF GOVERNMENT NOTIFICATION NO. 51/96-CUSTOMS DATED 23 JULY 1996 AND /OR CENTRAL DUTY EXEMPTION IN TERMS OF GOVERNMENT NOTIFICATION NO. 10/97-CENTRAL EXISE DATED 1 MARCH 1997, AS AMENDED FROM TIME TO TIME.

- 1. DSIR Registration No. & Date:
- 2. Name of the Institution:
- 3. Name & Designation of the 'Head of the Institution':
- 4. Goods imported for research availing customs duty exemption** / Domestic purchase of goods for research availing central excise duty exemption on / GST.

	_	For Customs			
S. No	Period of Half Yearly Returns	Total Value (fob/cif) of consumables imported. (in Lacs)	Total Value (fob/cif) of equipments imported. (in Lacs)	Total imports availing customs duty exemptions. (in lacs)	Date of Half Yearly Return Submission

^{(**}In case of university, include the value of imports/domestic purchases by colleges affiliated to the university, based on essentiality certificates issued by the university)

- (i) I certify that the information given above is correct.
- (ii) The facility of customs and central excise duty exemption / GST is being utilised for research purposes only,

Place:	Signature with Designation of Head of the Institution
Date:	

Format for Registration Certificate

TU/V/RG-CDE (PFRI No)/2021 – 2024(Duration) --- in bar Code No. TU/V/RG-CDE (PFRI No)/2021 (Year of start)

To,

ABC [Name of PFRI]

Address

Subject: Registration of Public Funded Research Institutions or a University or an Indian Institute of Technology or Indian Institute of Science, Bangalore or a Regional Engg. College, other than a Hospital*, for purposes of availing Customs Duty exemption in terms of Notfn. No. 51/96-Customs dt. 23.07.1996, as amended from time to time.

With Reference: Your letter dated xx-yy-zzzz on the above subject, this is the certificate of registration.

CERTIFICATE OF REGISTRATION

This is to certify that **ABC** (name of **PFRI**), City, State, other than Hospital*, is registered with the Department of Scientific and Industrial Research (DSIR) for purposes of availing Customs Duty exemptions in terms of Notfn. No. 51/96- Customs dt. 23.07.1996, by Notfn. No. 43/2017 dt.30.06.2017, Notfn. No. 42/2022 dt. 13.07.2022, as amended from time to time, for research purposes only. as amended from time to time for research purposes only. This Registration is subject to terms and conditions mentioned overleaf.

This Registration is valid up to 31.08.20aa.

Please acknowledge the receipt.

Yours faithfully,

Authorized Signatory

Dated: xx-yy-20zz

^{*} Certificate of registration is not valid for activities falling within the definition of "hospital" as per notification no. 51/96 – Customs dated 23-07-1996 issued by the Department of Revenue. The institutions are cautioned to go through the notification before availing duty exemptions under this notification

[TO BE PUBLISHED IN THE GAZETTE OF INDIA, EXTRAORDINARY, PART II, SECTION 3, SUB-SECTION (i)]

GOVERNMENT OF INDIA

MINISTRY OF FINANCE

(DEPARTMENT OF REVENUE)

Notification No. 47/2017-Integrated Tax (Rate)

New Delhi, the 14th November, 2017

G.S.R....(E).- In exercise of the powers conferred by sub-section (1) of section 6 of the Integrated Goods and Services Tax Act, 2017 (13 of 2017) (hereafter in this notification referred to as "the said Act"), the Central Government, on being satisfied that it is necessary in the public interest so to do, on the recommendations of the Council, hereby exempts the goods specified in column (3) of the Table below, from the so much of the integrated tax leviable thereon under section 5 of the said Act, as in in excess of the amount calculated at the rate of 5 per cent., when supplied to the institutions specified in the corresponding entry in column (2) of the Table, subject to the conditions specified in the corresponding entry in column (4) of the said Table-

Table

S.	Name of the Institutions	Description of the goods	Conditions
No.			
(1)	(2)	(3)	(4)
1.		(a) Scientific and technical instruments, apparatus, equipment (including computers); (b) accessories, parts, consumables and live animals (experimental purpose); (c) computer software,	 (i) The goods are supplied to or for – (a) a public funded research institution under the administrative control of the

			Department of Scientific and Research and such institution produces a certificate from an officer not below the rank of the Deputy Secretary to the Government of India or the Deputy Secretary to the State Government or the Deputy Secretary in the Union territory in concerned department to the supplier at the time of supply of the specified goods; (ii) The institution produces, at the time of supply, a certificate to the supplier from the Head of the Institution, in each case, certifying that the said goods are required for research purposes only; (iii) In the case of supply of live animals for experimental purposes, the institution produces, at the time of supply, a certificate to the supplier from
2.	Research institution, other than a hospital	(a) Scientific and technical instruments, apparatus, equipment (including computers); (b) accessories, parts, consumables and live animals (experimental purpose); (c) computer software,	certificate to the supplier from the Head of the Institution that the live animals are required for research purposes and enclose a no objection certificate issued by the Committee for the Purpose of Control and Supervision of Experiments on Animals. (1) The institution is registered with the Government of India in the Department of Scientific and Research, which- (i) produces, at the time of supply, a certificate to the supplier from the head of the institution, in each case, certifying that the said
		Compact Disc-Read Only Memory (CD-ROM), recorded magnetic tapes, microfilms, microfiches; (d) Prototypes, the aggregate value of prototypes received by an institution does not exceed fifty thousand rupees in a financial year.	purposes and will be used for stated purpose only; (ii) in the case of supply of live animals for experimental purposes, the institution produces, at the time of supply, a

3.	Departments and	(a) Scientific and technical	research purposes and enclose a no objection certificate issued by the Committee for the Purpose of Control and Supervision of Experiments on Animals. (2) The goods falling under (1) above shall not be transferred or sold by the institution for a period of five years from the date of installation. (i) The institution produces, at
	laboratories of the Central Government and State Governments, other than a hospital	instruments, apparatus, equipment (including computers); (b) accessories, parts, consumables and live animals (experimental purpose); (c) Computer software, Compact Disc-Read Only Memory(CD-ROM), recorded magnetic tapes, microfilms, microfiches; (d) Prototypes, the aggregate value of prototypes received by an institution does not exceed fifty thousand rupees in a financial year.	to the supplier from the Head of the Institution, in each case, certifying that the said goods are required for research purposes only; (ii) in the case of supply of live animals for experimental purposes, the institution produces, at the time of supply, a certificate to the supplier from the Head of the Institution that
4.	Regional Cancer Centre (Cancer Institute)	(a) Scientific and technical instruments, apparatus, equipment (including computers); (b) accessories, parts, consumables and live animals (experimental purpose); (c) Computer software, Compact Disc-Read Only Memory(CD-ROM), recorded magnetic tapes, microfilms, microfiches.	(i) The goods are supplied to the Regional Cancer Centre registered with the Government of India, in the Department of Scientific and Research and such institution produces a certificate from an officer not below the rank of the Deputy Secretary to the Government of India or the Deputy Secretary to the State

only; (iii) in case of supply of live animals for experimental purposes, the institution produces, at the time of supply, a certificate to the supplier from
the Head of the Institution that the live animals are required for research purposes and enclose a no objection certificate issued by the Committee for the Purpose of Control and Supervision of Experiments on Animals.

Explanation. - For the purposes of this notification, the expression, -

- (a) "Public funded research institution" means a research institution in the case of which not less than fifty per-cent. of the recurring expenditure is met by the Central Government or the Government of any State or the administration of any Union territory;
- (b) "University" means a University established or incorporated by or under a Central, State or Provincial Act and includes -
 - (i) an institution declared under section 3 of the University Grants Commission Act, 1956 (3 of 1956) to be a deemed University for the purposes of this Act;
 - (ii) an institution declared by Parliament by law to be an institution of national importance;
 - (iii) a college maintained by, or affiliated to, a University;
- (c) "Head" means -
 - (i) in relation to an institution, the Director thereof (by whatever name called);
 - (ii) in relation to a University, the Registrar thereof (by whatever name called);
 - (iii) in relation to a college, the Principal thereof (by whatever name called);
- (d) "hospital" includes any Institution, Centre, Trust, Society, Association, Laboratory, Clinic or Maternity Home which renders medical, surgical or diagnostic treatment.
- 2. This notification shall come into force with effect from the 15th day of November, 2017.

[F. No. 354/320/2017-TRU] (Ruchi Bisht) Under Secretary to Government of India