GUIDELINES

Recognition and Registration of In-house R&D units of Corporate Industries

Department of Scientific & Industrial Research (DSIR)
Ministry of Science & Technology

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1. The Department of Scientific & Industrial Research (DSIR) is operating a scheme for granting recognition & registration to In-house R&D units established by corporate industry.
2. The In-house R&D units applying for recognition to DSIR are expected to be engaged in innovative research & development activities related to the line of business of the firm, such as, development of new technologies, design & engineering, process/product/design improvements, developing new methods of analysis & testing; research for increased efficiency in use of resources, such as, capital equipment, materials & energy; pollution control, effluent treatment & recycling of waste products or any other areas of research.
3. It may be noted that market research, work & methods study, operations & management research, testing & analysis of routine nature for operation, process control, quality control and maintenance of day to day production, maintenance of plant are not considered as R&D activities.
4. This is the only scheme in the entire government set-up for benchmarking the industrial R&D. Government of India has announced a number of fiscal incentives for research and development by industry from time to time and many of these incentives are implemented through DSIR. In-house R&D units recognised by DSIR are not only eligible for these incentives (wherever applicable) but also for receiving funds for R&D from other government departments and agencies such as DST, DBT, Deity, MoEF, MNRE, MoFPI, CSIR, ICMR, ICAR, TDB where recognition to the in-house R&D centre by DSIR is a requirement.

5. **Eligibility Criteria for Recognition of In-house R&D units of Corporate Industries**

i. The applicant should be a company registered under the Companies Act, 1956 or 2013.

ii. The company shall be eligible for consideration only after the completion of three financial years after formation.

iii. The applicant should have regular source of income at least during the last two years to sustain the business and this needs to be elaborated in the application.

iv. The companies seeking recognition to their in-house R&D units should be engaged in manufacture or production or in rendering technical services.

v. Companies fully engaged in contract research are also eligible for consideration provided independent infrastructure is available for research activities. Those engaged in research only at present but have plans to start manufacture at a later date may also be considered for the recognition, if there is a potential.

vi. The R&D unit(s) should not be located in residential areas but should be operating in premises authorized by the relevant Central/State Government. (Proof for such authorization needs to be furnished).

vii. Independent infrastructure for research activities and adequate technically qualified manpower should be available (Minimum area for the R&D activities should be at least 1000 Sq. ft.).

viii. At the time of application, the R&D unit(s) should be functional and should have well defined, time-bound R&D programmes leading to development of innovative products and/or technology (ies).

6. **Biotechnology Start-ups:**

To promote Entrepreneurship in Biotechnology sector, DSIR has announced relaxation in 3 years of existence for granting short term fresh recognition to Biotech start-ups established in Incubation Centre or Technology Parks.

The Company should submit the following profile:

a) Name of the Company and Permanent Account Number (PAN No.)
b) Registration number and date of incorporation under the Companies Act, 1956 or 2013
c) Complete address of the R&D unit, with Email and Phone.
d) Brief write up on ongoing research activities and achievements
e) Details of existing and proposed sources of funding and revenue

Eligibility criteria for recognition of Biotech start-ups

i. The applicant should be a Biotech start-up company conducting high end research with a scope for generating IPs and revenues out of it.

ii. The start-up should have qualified R&D manpower and basic minimum R&D infrastructure.

iii. The Company should have focused research objectives based on innovative and recent advanced technologies, a clear business model and sources of funds for sustainability.

iv. The Company should furnish documents / details of collaborations, agreements, MOUs etc. with the Incubator Centre or Technology Parks.

v. The Company should furnish a list of Biotechnology based project proposals submitted / approved for Government of India funding.

7. Deep Tech Start-ups:

To promote Entrepreneurship in Deep Tech sector, DSIR has announced relaxation in 3 years of existence for granting short term fresh recognition to Deep Tech start-ups preferably established in Incubation Centre or Technology Parks. The focus areas in Deep tech sector to include Electronics and Semiconductors, Telecom, Medtech, Advanced Robotics, Quantum Computing and Cybersecurity, Agritech, Space tech, AI/IoT and/or any other relevant area.

Eligibility Criteria for recognition of Deep Tech Startups:

i. The applicant should be a Deep Tech start-up company (Electronics and Semiconductors, Telecom, Medtech, Advanced Robotics, Quantum Computing and Cybersecurity, Agritech, Space tech, AI/IoT and/or any other relevant area) conducting high end research with a scope for generating IPs and revenues out of it. The applicant should be registered under the Companies Act, 1956 or 2013.

ii. The start-up should have qualified R&D manpower and basic minimum R&D infrastructure.

iii. The Company should have focused research objectives based on innovative and recent advanced technologies, a clear business model, concrete R&D plan and sources of funds for sustainability.

iv. The Company should furnish documents / details of collaborations, agreements, MOUs etc. with the Incubator Centre or Technology Parks.

v. The Company should furnish a list of Deeptech based project proposals submitted/ approved from Government of India.

vi. The companies having projects previously recommended or vetted under an established R&D funding scheme operated by DST, DoT, Meity, ANRF, CSIR etc. would receive due consideration.

8. Other criteria for Recognition:

a. The company must spell out a long term R&D policy which should be displayed prominently in the In-house R&D unit(s).

b. R&D activities should be separate from routine activities of the firm, such as, production and quality control. The units should have separate & identifiable infrastructure for carrying out R&D work.

c. It is preferable that the in-house R&D unit(s) be located outside the factory premises, or it may be located in a separate building within the factory premises or it may be located in a separate floor. In case of small companies, the R&D unit may be

located in a separate room or area. The R&D activities should be clearly demarcated from the manufacturing/quality control activities.

d. The R&D units should have well defined, time bound R&D programmes. The unit should maintain proper record of its R&D activities in the form of documentation.

e. The units should have qualified staff exclusively engaged in R&D and should be headed by a full-time qualified & experienced R&D person who has direct access to the Chief Executive or to the Board of Directors, depending on the size of the company. The number of R&D manpower should be commensurate with the S&T manpower size of the company. The R&D units should maintain separate books of accounts for all the R&D expenditures.

ii. Expenditure should be booked when incurred and not allocated. The Company should reflect the R&D expenditure (both capital & revenue) in the Annual Report and Statement of Accounts of the company in separate schedules. The R&D expenditure incurred should be commensurate with the financial size of the company.

9. During the course of processing the applications, DSIR may hold discussions with the chief of the R&D unit and executives of the firm, in order to obtain first-hand information on R&D activities of the applicant firms. If needed the units may be visited by a team comprising of representatives of DSIR along with domain experts. Based on the discussion notes, visit reports, and the Department's own evaluation, final decision on recognition & registration would be taken by DSIR.

10. Notwithstanding any clause(s) in the criteria mentioned above, the Chairman of the Screening Committee can relax any of the given conditions for consideration of recognition.

11. Checklist for submissions

i. Complete application along with all supporting documents in PDF format <20 MB size signed by the MD/whole-time Director of the company should be sent through Email only at following email(s):

For **Fresh** Recognition of In-House R&D Units: rdi-fresh@gov.in

For **Renewal** of Recognition of In-House R&D Units: rdi-renewal@gov.in

ii. A walk-in video containing detailed information on R&D facilities/infrastructure/manufacturing activities/QC and Test Lab may be sent along with e-mail.

iii. Latest Annual Report of the company

iv. 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

v. A brief write-up on some of the major past achievements, ongoing and future projects

vi. Details of scientific personnel working in the R&D unit(s) along with qualifications & designation

vii. Details of infrastructure available for research giving the date of installation & value of all major facilities

viii. Layout drawing of the R&D unit vis-à-vis the plant/production unit

ix. A copy of the memorandum & Articles of Association of the company (in case of newly formed companies).

x. All attachments should be submitted one single pdf file less than 20 MB size.

How to Apply: Companies desirous of seeking recognition to their In-house R&D units should apply to DSIR though e-mail **only** duly signed by the MD/whole-time Director of the company to DSIR along with all uploaded annexures. The applications for Recognition & Registration should be sent to the following email(s) only:

For **Fresh** Recognition of In-House R&D Units: rdi-fresh@gov.in

For **Renewal** of Recognition of In-House R&D Units: rdi-renewal@gov.in

For further information, please contact:

Head, RDI
Department of Scientific & Industrial Research
Technology Bhawan, New Mehrauli Road
New Delhi-110016

Note: Application Format is Annexed for ready reference.

APPLICATION FOR 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: (Any change in name of the Company to be supported by required documents such as letter from Registrar of Companies or any other applicable documents in this regard)

Permanent Account Number (PAN) of the company

Company Registration Number

Company Registration Date

3. Brief history of the company:

4. Address:
(a) Head office:
Street Address - State - TELEFAX: Fax - Email:

(b) Registered office:
Street Address - State - TELEFAX: Fax - Email:

(Any change in registered address from previous recognition letter is to be substantiated with Form INC22 from MCA)

(c) Factory/factories:

(d) Correspondence Address:
Street Address - State - TELEFAX: Fax - Email:

(e) (i) R&D laboratory (ies) recognized : (**Address of R&D Unit as per previous recognition letter)**

(ii) R&D laboratory (ies) applied for recognition: (**Current address of R&D unit)**

A. Any shifting of location of R&D unit is to be supported with following documents

1. Lease agreement of new R&D facility
2. Video, photographs and layout of new facility
4. Transfer and shifting Status of R&D manpower and equipment's respectively to new facility

5. Charter engineer occupancy certificate regarding desired approvals and functionality of the new facility

B. In case of closure of any one or more R&D units following information may please be submitted:

1. The reason and justification for closure.
2. Whether the Income Tax authority and Fiscal Incentive division of DSIR has been informed of the same (a copy of letter for such intimation)

3. The status of capital assets and manpower of R&D unit being closed

4. An undertaking by MD of the Company that all the concerned authorities (custom, excise & IT) have been informed of the closure of R&D unit of the Company.
(f) R&D laboratory (ies) other than (d) and (e):

5. Nature of business and business sector (Any one or two among following sectors: Dyes & Chemical / Healthcare / Agriculture / Engineering / Electronics / Food & Food processing / Any other)

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):

S No.	Name of Foreign equity participant	Percentage

(c) Name of the Directors of the Board:

S No.	Name of Director	Designation

(d) Name and address of NRI(s), if any:

S No.	Name of the NRI	Address	Email

7. Capital structure

(a) Authorized Capital (In Lakhs):

(b) Paid-up Capital (In Lakhs):

8. Category of the firm: Large / Medium / Small Scale Unit/ **Start up**:

9. Administrative Ministry Concerned:

10. Technical Collaboration, if any

(a) Foreign :

S. No.	Product (Max 150 characters)	Name of the technical collaborator (Max 150 characters)	Address of the technical collaborator (Max 150 characters)	History of collaboration
1.				

(b) Indian:

S. No.	Product (Max 150 characters)	Name of the technical collaborator (Max 150 characters)	Address of the technical collaborator (Max 150 characters)	History of collaboration
1.				

(c) Details of R&D collaboration entered with:

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

S. No.	Year	Indigenous (In Lakhs)	Export (In Lakhs)	Total (In Lakhs)

12. Main products manufactured

Product	Installed Capacity	Yearly Production for the last 3 years		
		2023-2024	2022-2023	2021-2022

12.1 Places of Manufacturing

S. No.	State	City

13. Total manpower **employed by the Company as a whole** including those **of R&D, administration, HR, production, QC, marketing etc**:

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

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

Past Three years (Actuals) (In Lakhs)			Current year (Budgeted) (In Lakhs)	Next three year (Estimated) (In Lakhs)		

PART-B: RESEARCH & DEVELOPMENT

(In case the 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 (Complete R&D address as per previous recognition letter):

Unit Name:

2. Is the R&D unit has already been recognised with DSIR? If yes:

a. Date 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:

(a) Manpower

(b) Floor area

(c) R&D and pilot plant facilities

(d) Any other: Shifting of R&D location to be highlighted

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?:

Please provide the specifications of R&D establishment

8. R & D Unit Details

(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. Details of Major R&D Equipments:

(a) Value of indigenous R&D equipment, as on date (In Lakhs):

(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 (In Lakhs):

(e) Gross cumulative value of all quality control and testing facilities/equipment (other than R&D facilities), as on date :

9.1 Major R&D equipments available

S. No.	Name of equipment

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

(b) Designation

(c) Qualification

(d) Experience (In Years)

(e) Date of appointment to the post

(f) Email

(g) Mobile

(h) Telephone

(i) Fax

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.	Product / Process	Country	Year	Patent Number

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

(a) Commercialized by the company:

S No.	Technology	Year of commercialization

(b) Exported :

S No.	Technology	Year	Party	Country

(c) Sold to other parties in India/abroad :

S No.	Technology	Party	Year

14. Give particulars of R&D projects in progress :

Title of project	
Scope of project	
Sponsoring Agency if any	
Project leader	
Year in which started	
Duration in months	
Capital(Estimated in lakhs)	
Recurring(Estimated in lakhs)	
Total (Estimated in lakhs)	
Foreign Exchange(in INR)	
Remarks/Brief write-up of the R&D Projects	

15. R&D project proposed during the next three years :

Title of project	
Scope of project	
Sponsoring Agency if any	
Project leader	
Year in which started	
Duration in months	
Capital(Estimated in lakhs)	
Recurring(Estimated in lakhs)	
Total(Estimated in lakhs)	
Foreign Exchange(in INR)	
Remarks/Brief write-up of the R&D Projects	
Specified equipments to be purchased	
Specialized raw material	

16. Details of imports effected for R&D purposes :

Details of imports effected for R&D purposes (Capital goods)

S. No.	Year of Import	Description	CIF Value (In Lakhs)	How utilized

Details of imports effected for R&D purposes (Raw Materials)

S. No.	Year of Import	Description	CIF Value (In Lakhs)	How utilized

Details of imports effected for R&D purposes (Other details)

S. No.	Year of Import	Description	CIF Value (In Lakhs)	How utilized

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.

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

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

Year	35(1)	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

S. No.	Organization & Dept.	Amount(In Lakhs)

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

S. No.	Year	Sales Turnover (In Lakhs)

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

S No.	Qualification	Full-Time (Number)	Part-Time (Number)	Proposed Recruitment of R&D manpower in next three years

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:

S. No.	Year	Source	Other details

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

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

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 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.

Signature and Company Stamp
(To be signed by Managing Director./ Member of Board of Directors)
Name: Designation:
Full Address: Tel. Nos. :
Fax No.:
Email:
Mobile No. :

Place:

Date: