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भारत सरकार
विज्ञान और प्रौद्योगिकी मंत्रालय
वैज्ञानिक और औद्योगिक अनुसंधान विभाग
टेक्नोलॉजी भवन, नया महरौली मार्ग,
नई दिल्ली - 110016
GOVERNMENT OF INDIA
MINISTRY OF SCIENCE AND TECHNOLOGY
Department of Scientific and Industrial Research
Technology Bhawan, New Mehrauli Road,
New Delhi - 110016

F.No. RDI/Ren.In-House R&D/(1)/2024

Dated: 22.11.2023

(Attention: Chairman, Managing Director)
Sub: Renewal of Recognition of in-house R&D unit(s) beyond 31.03.2024

Madam/Sir,

As per our records, recognition/renewal of In-house R&D recognition granted to your In-house R&D unit is valid upto **31st March 2024**. In accordance with the terms and conditions of the recognition, application for renewal of recognition is required to be submitted three months prior to the expiry of the validity of recognition. DSIR has initiated process for renewal of recognition of R&D centers beyond **31st March 2024**. As online submission of application is presently not functional, companies are requested to submit the application as per the proforma available at https://www.dsir.gov.in/sites/default/files/2019-11/rdi_af_blank_0.pdf duly signed by Managing Director/Member of Board of Director of the Company before 31st January, 2024 on **Email only** addressed to **Dr. P.K. Dutta, Scientist "G" & Head RDI, DSIR, Ministry of Science and Technology, Technology Bhawan, New Mehrauli Road, New Delhi-110 016 at pkdutta@nic.in** with a copy to sarika.madan@nic.in

2. Please note that **No Hard Copy of the application needs to be submitted**. Company is required to submit a covering letter with filled Checklist (Annexure-I) and desired Annexures and documents as mentioned in the Checklist in the form of **single PDF scan document (Scanned document not exceeding 20MB file size)**. In case of scanned file size exceeding 20MB limit, files may be compressed accordingly. Please note that the company may combine multiple scanned files into **single pdf file** (of upto 20MB size only) in the email being sent to DSIR with the subject of email clearly indicating request for **"Renewal of Recognition beyond 31.03.2024 submitted by Name and Recognition number of the company"**.

3. In case, the Company has more than one recognized R&D unit under the same recognition letter/number, **Separate Part B of the application is to be submitted for each unit**. Also, in respect of video of R&D unit, the same may please be pasted as link in the body of the email.

4. The Companies seeking recognition of **"New additional R&D centre"** may provide details of such R&D centre along with details of R&D centres due for Renewal beyond 31.03.2024. However, in such case it may be ascertained that the company must send separate application to DSIR in PDF, scan and signed by the Managing Director/ Member of Board of Director of the Company along with all enclosures with **"Separate Covering Letter"** attached in email with subject clearly indicating request for **"Renewal of Recognition"** and other email with subject clearly indicating request for **"Recognition of New Additional R&D centre"**. These two sets of emails containing the application may be sent to **Dr. P.K. Dutta, Scientist "G" & Head RDI, Department of Scientific and Industrial Research, Ministry of Science and Technology, Technology Bhawan, New Mehrauli Road, New Delhi-110 016 at pkdutta@nic.in**


(Dr. P. K. Dutta)

Scientist 'G', Head RDI

Check list for APPLICATION FOR RENEWAL OF RECOGNITION OF IN-HOUSE R&D UNIT(S) of Companies

	Documents to be enclosed with the application	Tick or NA (not applicable)
1.	Covering letter with purpose of application mentioning DSIR recognition Number and names of the R&D units applied for renewal of recognition	
2.	Duly signed Part-A and Part-B of application Form (Separate Part-B for each R&D Unit due for renewal of recognition)	
3.	Copy of previous recognition/ registration letter	
4.	Copy of PAN card	
5.	Layout, video and photographs of R&D facility(ies)	
6.	Filled Data sheet in editable MS WORD (Word document soft copy)	
7.	Latest audited financial statement / Annual report	
8.	A note on the R&D activities, highlighting the on-going & proposed research activities and details of past achievements/completed research	
9.	Details of equipment and scientific personnel working in the R&D unit	
10.	One page write-up on how the recognition helped your R&D performance & business	
11.	Documents supporting any change in Name and registered address of the Company	
12.	Documents supporting shifting or closure of recognized R&D unit(s)	
13.	Single PDF scan document not exceeding 20MB file size and Filled Data sheet in editable MS WORD submitted on email	

NOTE:

1. No column in the application or check list is to be left blank
2. Department will not be responsible for any delays due to submission of late, incomplete or incorrect applications
3. Kindly submit soft copy of renewal application, enclosures and above required documents as single scanned PDF file of signed & stamped documents on email only at pkdutta@nic.in with copy to sarika.madan@nic.in
4. In case, the company has more than one recognized R&D unit under the same recognition letter/number, Separate Part-B of the application is to be submitted for each unit.

CP K Dutta
Head, RDI

Soft copy of Filled DATA SHEET To be submitted in Editable MS WORD format along with the application

(Email at pkdutta@nic.in, copy to sarika.madan@nic.in)

No. TU/IV-RD/Recognition No./2024									
DEPARTMENT OF SCIENTIFIC & INDUSTRIAL RESEARCH									
Subject: Application for renewal of recognition to in-house R&D centre of M/s. Company Name , Head Office Address beyond 31.3.2024.									
1.	It is a <Company Structure, i.e. Ltd./Pvt. Ltd./Public Sector > company engaged in the business of Nature of Business , Refer Para-5, Part-A renewal application								
2.	<p>The firm is having an ATO of:</p> <table border="0"> <thead> <tr> <th>Period</th> <th>(In Lakhs)</th> </tr> </thead> <tbody> <tr> <td>Year 2022-23</td> <td><-----></td> </tr> <tr> <td>Year 2021-22</td> <td><-----></td> </tr> <tr> <td>Year 2020-21</td> <td><-----></td> </tr> </tbody> </table> <p>They have employed <Total Company Manpower, Refer Para-13, Part-A> personnel of which <Total Company Scientific Manpower, Refer Para-13a, Part-A> Scientific & Technical Manpower</p>	Period	(In Lakhs)	Year 2022-23	<----->	Year 2021-22	<----->	Year 2020-21	<----->
Period	(In Lakhs)								
Year 2022-23	<----->								
Year 2021-22	<----->								
Year 2020-21	<----->								
3.	<p><Unit Address> (to be filled for each R&D unit)</p> <p>Initial recognition to R&D centre located at <R&D unit address, Refer Para-01, Part-B> was granted in <Year of Initial Recognition> & the current recognition is valid upto 31.03.2024 and there is no break in the recognition. The R&D centre is stated to be located <Inside/Outside/separate> the factory premises and is <Separate/Not Separate> from production & QC and the firm is maintaining <Separate/ Not Separate> accounts for R&D.</p>								
4.	R&D activities are looked after by a full time R&D Head <designation and qualification of R&D head>. R&D manpower is <Total Manpower Engaged in R&D, Refer Para-21, Part-B> (full-time). Full-time R&D manpower includes <No. of Doctorates> doctorates, <No. of Master's> master's degree holders, <No. of Graduates> graduates, <No. of Diplomas> diplomas & <No. of Others Qualified> others.								
5.	Their R&D expenditure has been reported as Rs. <Total R&D Expenditure for the year 2022-23, Refer Para-17, Part-B> lakhs during the year 2022-23, Rs. <Total R&D Expenditure for the year 2021-22, Refer Para-17, Part-B> lakhs during the year 2021-22 and Rs. <Total R&D Expenditure for the year 2020-21, Refer Para 17, Part-B> lakhs during the year 2020-21.								
6.	During the period under review, they have developed new products such as <New Products Developed by the Company during the Renewal Period, Refer Para-11a, Part-B> during the past 3 years. During the period under review, they have developed new Process such as <New Processes Developed by the Company during the Renewal Period, Refer Para-11b, Part-B>. During the last 3 years improvement in existing production process <Improvement in existing production Process by the Company during the Renewal Period, Refer Para-11c, Part-B>. Company has <number and list> of new programmes ongoing and proposed for next 3 years respectively.								
7.	During the period under review, they have filed Patents in India or abroad such as <Patents filed by the Company during the Renewal Period, Refer Para-12, Part-B> during the past 3 years.								
8.	During the period under review, they have developed technologies that have been commercialized and/or exported <Technologies developed by the company that have been commercialized and/or exported by the Company during the Renewal Period, Refer Para-13, Part-B> during the past 3 years.								

(PKDutta)
Head, RDI