

File No.:
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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, NOTFN. NO. 47/2017-INTEGRATED TAX (RATE) DATED 14.11.2017 AND NOTFN. NO. 45/2017- CENTRAL TAX (RATE) DATED 14.11.2017, NOTFN. NO. 45/2017- UNION TERRITORY TAX (RATE) DATED 14.11.2017, 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)
3. 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	Year 1	Year 2
Capital		
Revenue		
Total		

State whether the budget includes staff salaries: Yes/No

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)
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 / GST facility in terms of Notfn. Nos. 51/96-Customs dt. 23.7.1996, Notfn. No. 47/2017-Integrated Tax (Rate) dt. 14.11.2017 and Notfn. No. 45/2017- Central Tax (Rate) dt. 14.11.2017, Notfn. No. 45/2017- Union Territory Tax (Rate) dt. 14.11.2017, as amended from time to time for research purposes only.
- (ii) not to avail / utilize the customs duty exemption / GST facility in terms of Notfn. Nos. 51/96-Customs dt. 23.7.1996, Notfn. No. 47/2017-Integrated Tax (Rate) dt. 14.11.2017 and Notfn. No. 45/2017- Central Tax (Rate) dt. 14.11.2017, Notfn. No. 45/2017- Union Territory Tax (Rate) dt. 14.11.2017, 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 / GST facility in terms of Notfn. Nos. 51/96-Customs dt. 23.7.1996, Notfn. No. 47/2017-Integrated Tax (Rate) dt. 14.11.2017 and Notfn. No. 45/2017- Central Tax (Rate) dt. 14.11.2017, Notfn. No. 45/2017- Union Territory Tax (Rate) dt. 14.11.2017 as amended from time to time, to the Department of Scientific & Industrial Research every year (by December 31 and June 30) 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 :

Date :

Signature with Designation

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.*

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	Total estimated project cost (Rs. in Lakhs)			List of specialised equipment required to be purchased and indicate their cost	Remarks (indicate specific reasons, if any, for proposing the R&D project)
			Capital	Recurring	Total		
						(Use separate sheet if necessary)	

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:-

Scientist ‘G’ & Head RDI,
Department of Scientific & Industrial Research,
Technology Bhawan,
New Mehrauli Road,
New Delhi – 110016.

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, AND /OR GST FACILITY IN TERMS OF GOVERNMENT NOTIFICATION No. 47/2017-INTEGRATED TAX (RATE) DT.14.11.2017, NOTIFICATION No. 45/2017- CENTRAL TAX (RATE) DT. 14.11.2017 AND NOTIFICATION NO. 45/2017- UNION TERRITORY TAX (RATE) DT. 14.11.2017, 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 exemptionon / GST.

		For Customs Duty Exemption**			For Excise Duty Exemptions / GST**			
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)	Total Value of consumables procured. (in Lacs)	Total Value of equipment procured. (in Lacs)	Total purchases availing Central Excise Duty exemptions / GST (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:

Annexure -2 (This undertaking should be taken on a letter head)

UNDERTAKING

I, _____ (Name & Designation of the head of the Institution) of _____ hereby certify that the information given above is correct. I also undertake:

- (v) to utilise the customs duty exemption / GST facility in terms of Notfn. Nos. 51/96-Customs dt. 23.7.1996, Notfn. No. 47/2017-Integrated Tax (Rate) dt. 14.11.2017 and Notfn. No. 45/2017- Central Tax (Rate) dt. 14.11.2017, Notfn. No. 45/2017- Union Territory Tax (Rate) dt. 14.11.2017, as amended from time to time for research purposes only.
- (vi) not to avail / utilize the customs duty exemption / GST facility in terms of Notfn. Nos. 51/96-Customs dt. 23.7.1996, Notfn. No. 47/2017-Integrated Tax (Rate) dt. 14.11.2017 and Notfn. No. 45/2017- Central Tax (Rate) dt. 14.11.2017, Notfn. No. 45/2017- Union Territory Tax (Rate) dt. 14.11.2017, as amended from time to time for hospitals* or patient care activities (*The definition of hospital may be seen in the notification*)
- (vii) 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.
- (viii) to submit half-yearly returns of goods imported by availing customs duty exemption / GST facility in terms of Notfn. Nos. 51/96-Customs dt. 23.7.1996, Notfn. No. 47/2017-Integrated Tax (Rate) dt. 14.11.2017 and Notfn. No. 45/2017- Central Tax (Rate) dt. 14.11.2017, Notfn. No. 45/2017- Union Territory Tax (Rate) dt. 14.11.2017 as amended from time to time, to the Department of Scientific & Industrial Research every year (by December 31 and June 30) 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.

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