

CONSULTANCY PROMOTION PROGRAMME

(CPP)

**GUIDELINES
FOR
PROJECT SUPPORT**

**GOVERNMENT OF INDIA
DEPARTMENT OF SCIENTIFIC & INDUSTRIAL RESEARCH
MINISTRY OF SCIENCE & TECHNOLOGY
NEW DELHI**

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1. CONSULTANCY PROMOTION PROGRAMME

1.1 Introduction

Consultancy is essentially a knowledge based profession and Consultants play an important role in technological, industrial and economic developments, and are effective agents of change in the society. Over the years, consultancy capabilities have grown in several sectors, public and private and more recently a number of foreign consultants have also started operations in India. The performance of Indian consultants has been progressing. The consultancy exports has risen from Rs. 1700 crores in 1994-95 to Rs.4240 crores in 2001-02 including software export. The consultancy companies/firms have increased from about 500 numbers in 1986-87 to about 5,000 numbers now and the consultancy professionals from 10,000 to about 75,000. However, the domestic consultancy capabilities need to be further strengthened and skills be upgraded continually in several sectors, since the consultancy profession growth in India has not kept pace with the industrial and economic developments over the years. Thus, there is a need to support and strengthen the domestic consultancy capabilities, in order to meet the emerging challenges and business opportunities in domestic and export markets, particularly in the context of new policy environment and WTO. At the same time, there is a need for professionally competent and reliable multidisciplinary services at affordable costs to the clients including SMEs as well as for greater awareness about the role of consultants.

We have large skilled and trained manpower including scientists, designers and engineers, strong S&T facilities, and also vast industrial capabilities, there is immense potential for the growth of consultancy sector in our country, including for export of services similar to that of computer software and information technology.

Department of Scientific & Industrial Research (DSIR) is concerned with the task of Technology Promotion, Development and its utilization has taken several measures in this direction including promotion and strengthening the consultancy services in the country among its other responsibilities. Towards this, a Scheme "Promotion and Support to Consultancy Services" is being implemented in DSIR.

1.2 Objectives

The main objectives of the Programme are to strengthen and promote consultancy services in various areas including :

- ◆ Consultancy services for acquisition or import of technologies, requiring technological and managerial competence to evaluate the technologies and engineering them as per local requirements, Promoting quality Foreign Direct Investments (inward and outward).
- ◆ Consultancy services for export of projects, technologies and services and setting up Joint Ventures abroad, etc.
- ◆ Consultancy services for development and transfer of technologies from R&D institutes and strengthening linkages of R&D system with industry.

- ◆ Consultancies for new and emerging areas of national interest.
- ◆ Other areas as may be identified including special efforts for consultancies for SMEs and tiny sector.

1.3 Promotional Measures

Support to Consultancy Development Centre

As one of the promotional measures under the Promotion and Support to Consultancy Services scheme, Consultancy Development Centre (CDC) has been set up as an autonomous institution promoted by DSIR with the main objective of nurturing the growth of consultancy profession in the country. The important activities / projects of CDC includes Creation and maintenance of industry specific sectoral National online database of consultants and consultancy organizations in India, Export promotion of consultancy & management services, study on consultancy export potential in 4 African countries, for study on Environmental Consulting in India, study on export potential in Latin American Countries (Brazil, Argentina, Mexico and Colombia), organising training programmes on Disaster management in Technical Consultancy Development Programme for Asia & Pacific (TCDPAP). The Centre is running a 24 months Post Graduate (M.S.) degree programme in Consultancy Management in association with Birla Institute of Technology and Science (BITS), Pilani. CDC is equipped with the computerized facilities for collection and dissemination of technological and commercial information / data, relevant to consultants and clients. More information on CDC activities may be seen at CDC website : www.cdc.org.in

In addition to above, support has been provided to various consultancy organizations/institutions to carry out many programmes/projects which include Directories of Consultancy Services from India, Consultancy Capability Studies in several industrial sectors such as Powder Metallurgy, Fertilizers, Plastic Processing, Automobile Ancillaries, Water Resources Development, Energy Conservation, Pollution Control, Food Processing, Cement, Civil Engineering and Construction, Electronics, Telecommunication & Computers, Textile, etc., in addition. Consultancy Capabilities in select States have been documented. To provide door-step consultancy services to SMEs, Consultancy Clinics for Lime Kiln Industry at Katni and for Textile Industries at Bhilwara have been supported through MPCON and RAJCON, respectively. To develop sector-specific design engineering and consultancy capabilities, a Centre for "Food Processing Technologies & Services Centre" (FPTSC) at Kanpur is being set up as a joint project of UPICO and CFTRI, and further strategies are being evolved to set up a few more consultancy clinics and design engineering centres.

At the international forum, to develop regional capabilities and cooperation in the area of technical consultancy, the "Technical Consultancy Development Programme for Asia and the Pacific (TCDPAP)", a joint initiative of DSIR and ESCAP is being supported for which secretarial services are being provided by CDC. Efforts are being made to develop TCDPAP as an independent entity.

1.4 DSIR Support

Support would be generally considered by DSIR to consultancy promotion organisations / institutions and related agencies through measures such as -

i. **Strengthening consultancy capabilities –**

- ◆ Support R&D efforts of consultancy organisations and consultancy efforts of national R&D organisations.
- ◆ Support for pilot studies, infrastructural facilities, etc for commercialisation of indigenous know-how.
- ◆ Support for studies related to assessment of National consultancy capabilities in various sectors / fields.
- ◆ Support for skill Upgradation, training, quality management, etc to consultants.
- ◆ Support for developing consultancy capabilities in emerging and newer areas including IPR, Bio-Technology, new materials, etc.
- ◆ Consultancy for Venture Capital.

ii. **Development of Consultancy for SMEs**

- ◆ Promote and support the availability of consultancy services to tiny and small & medium sector.
- ◆ Supporting the setting up of consultancy clinics and design & engineering services facilities in specific sectors particularly for SMEs.
- ◆ Supporting the setting up of Consultancy Parks.
- ◆ Support for consultancy for commercialisation of technologies from R&D, and academic institutions for multiple licensing for SMEs.
- ◆ Training programmes etc.

iii. **Documentation of experiences / information dissemination, etc**

- ◆ Providing incentives to consultancy promotion agencies and consulting firms to document their useful experiences in major projects, particularly abroad.
- ◆ Support to prepare publicity material, such as video films, Web sites directories, brochures, etc. particularly for exports.
- ◆ Build up linkages with various institutions/organisations within the country and abroad.

- ◆ Support for organising and participation in training programmes, workshops, seminars and trade fairs etc in India and abroad.

iv. Support to consultancy promotion organisations / institutions

- Provide support to consultancy promotion organizations to enable them to discharge their functions more effectively.

v. International Cooperation & Export of Consultancy Services

- ◆ Promote international co-operation
- ◆ Support for studies related to consultancy export potential from India aiming at assessment of potential and consultancy needs of other developing countries to meet those needs.
- ◆ Support to consultancy needs for export production etc.
- ◆ Enhance the capabilities and supporting the activities related to accelerated technology transfer, particularly in the context of Technical Co-operation among Developing Countries (TCDC).
- ◆ Support TCDPAP and other international programmes & activities.
- ◆ Any other activity relevant to the objectives of the scheme, would also be considered.

1.5 Proposals Invited

Proposals are invited under various programmes mentioned above. The guidelines for submitting proposals are given at Annexure-I to IV. Information related to Annexure-I to IV are to be furnished for all Projects/programmes, as applicable.

2. CONSULTANCY CLINICS

2.1 Introduction

Small scale sector has played and would continue to play an important role in our industrial and economic development, more so in the new emerging economic scenario. It has contributed very significantly to the national economy, in terms of employment generation, exports and manufacturing. In India, small scale industries are widely dispersed all over the country. Small scale industries have been developed and supported through establishment of Industrial Estates, Industrial Parks, S&T Parks, Industrial Areas in Rural and Backward Regions, Export Processing Zones (EPZ) etc. As a result, there are clusters of industries which have come up in various parts of the country. The industrial units in these clusters often do not have ready access to various types of professional services and facilities required by them as mentioned above. It is therefore, necessary that such services and facilities are made available to them at affordable costs.

The Central and State Governments have taken several initiatives and evolved policies and mechanisms to provide technical and technological support services to the small industries. DCSSI has set up a chain of institutions in the form of prototype and Development centres, test and development centres, training institutions etc. Small Industrial Development Bank of India (SIDBI) is also playing an important role in the development of small industries. NSIC and other organisations are providing various types of technical and commercial services to the small industries. However, as these institutions are not easily approachable to a large number of industries, mainly because of physical distances and limited expertise. Thus, keeping in view the present facilities and mechanisms already available to the small industries, it becomes essential that professional and expert services need to be provided to the small units at the places of clusters of industries so that they can become competitive and grow on sustainable basis. This is more so in areas of fast changing technologies and export production facilities as well as for the units producing technology intensive products and services. Similar needs have been recently identified by UNIDO through a study carried out for clusters in India. Organisations such as SBI, SIDBI, UNIDO and DCSSI have undertaken programmes on pilot basis to support SME clusters. However, sustainable mechanisms need to be evolved.

DSIR would consider to support the setting up of consultancy Clinics for SMEs where specific experts and specialists are available to help the SMEs for specific Technical, Technological and related problems.

2.2 Objectives

To provide need based professional advisory and expert services at door step to the industry, particularly to SMEs, to make them technologically and managerially more effective and competitive.

2.3 Scope

The scope of services to be provided would generally include :

- Estimated cost reduction through process / technology improvement, technology Upgradation, and better management practices
- Quality improvement and ISO 9000 Quality Management Systems and Standardization
- Value Engineering, product design and improvement
- Modernisation including automation
- Marketing skills and strategies
- Development and installation of planning and control systems
- Organisational and HRD programmes
- Interacting with R&D Organisations and institutes providing training and technical services, machinery manufacturers, raw material suppliers, and large customers etc.
- Services for new Emerging Technologies and their demonstration, networking and Training Programmes.

2.4 Methodology and Mechanism to operate the Clinics

The consultancy clinics will be promoted in different parts of the country where there are large concentration of industries, mainly SMEs, including backward areas and industrial clusters. The objective is to provide First AID Consultancy Services at the site through consultants / professionals. Consultants in identified areas would be available to the clients in the clinic on specified days and timings who in turn may refer to specialists organisations if need be, for detail investigations / studies / tests etc. The services thus provided would be packaged with marketing, financial and management services so that the clients get an implementable solution.

2.5 Who can be a Promoter

Preference will be given to associations/organisations of manufacturers of particular Industrial sectors. However, State level Technical Consultancy Organisations (TCOs), Industrial Development Corporations, R&D institutions, leading academic institutions, consultancy organisations etc. can also be considered provided they have experience and professional capabilities to provide or arrange consultancy services through networking with other organisations/ experts in areas of operations relevant to the majority of small industries.

2.6 Execution of Clinics

The programme is to be executed through select organisations, as indicated above by inviting proposals through interactive approach i.e. writing letters / arranging meetings and or by advertising if considered necessary. The execution of the programme will be in a phased manner as under after identifying clusters of industries needing consultancy services.

PHASE-I : Setting up facilities within or outside premises of the Promotee for rendering consultancy services to the industry. Facilities should be preferably be established near to the cluster / group of industries.

PHASE-III : Clinic will start actual operation by way of providing services to the industries. It will network with other agencies / specialist organisations, and financial institutions etc.

The proposals received from interested Promotees will be examined and evaluated for consideration of Technical Advisory Committee for recommendation. The DSIR will nominate the Chairman of the Project Review Committee of Consultancy Clinics even after the support of DSIR ceases to be available or as may be considered necessary.

2.7 Commercial Viability and Duration

The DSIR will generally provide partial support of about 70 - 80% of the total estimated cost of the clinic for first two or three years. The services to the industry particularly SMEs will be made on payment basis as decided and considered feasible by the promote Technical Consultancy Organisation (TCO) and R&D organisation. The clinic should be self supporting after a period of about three years, after which DSIR support will normally not be available.

2.8 Facilities to be Created

The facilities would include desired facilities including testing and other services including computer systems for informatics and data base, office furniture, and services of experts/ consultants etc.

2.9 DSIR Support- Financing Mechanism

DSIR support to the extent of 70-80% of the Project cost will be generally considered towards the following expenses:

- Services of experts / consultants
- Specialized equipments and computer systems /hardwares/software etc.
- Salaries for the core staff

- Travelling, office expenditure, information dissemination and advertisement etc.
- Any other relevant expenditure

It is expected that about 20-30% of the expenditure in implementation of Consultancy Clinic would also be contributed by the executing agency.

2.10 Sustainability of Clinics

To be assured based on business model plan of 5 years.

2.11 Proposal Invited

Guidelines for submitting proposals are given at Annexure II.

3. DESIGN AND ENGINEERING SERVICE CENTRES

3.1 Introduction

Small and medium enterprises constitute the backbone of Indian Industry and have shown tremendous potential to adopt to new situation, to innovate and to grow over the years. To stay in domestic and export markets, continuous technological innovations are crucial for industry to enhance its competitive strength.

Strong design and engineering capabilities are essential for effective transfer of technology from other countries to India and also for transferring of technologies from R&D institutions to industry. Effective absorption and up-gradation of imported technologies as well as improvements and modifications in processes and plant and machinery in terms of required capacity, characteristics of raw materials and components, level of automation, and so on need design and engineering and support facilities for entrepreneurs. Large companies may be able to have in-house capabilities for design and engineering (D&E) for their diversification and expansion activities while small companies generally may not have adequate in-house capabilities and resources for doing so. Similarly, R&D institutions and consultants may not have adequate D&D capabilities for commercialisation of their technologies.

Design and Engineering capabilities and facilities have been built up over the years in several areas such as chemicals and petro-chemical, metallurgy, power sector, civil engineering and construction, computer software and several other areas. These facilities are, however, mostly available with large consultancy organisations and also within the large manufacturing companies. There are several sectors such as food processing, leather, automobile, bio-technology, waste management and pollution control etc where design and engineering facilities are not readily or adequately available particularly to the small scale sector. Some of the R&D institutions specializing in the respective areas are providing design and engineering services to the industry. However, these institutions are generally not able to meet the requirements of the entire industry all over the country nor the industries particularly small scale industries are able to take advantage of these institutions due to several reasons. There are a large number of individual experts and professionals who have considerable experience and capabilities in design and engineering of processes and products but are not fully utilised mainly due to lack of appropriate mechanisms or fully utilised mainly due to lack of appropriate mechanism or access to industry. Export is a thrust area of national importance and there is an increasing need for export of technology intensive and higher value added products and services. Higher value addition can be obtained through better design and engineering of processes and equipments meeting international quality requirements. Industrial / product designing is another area of immense importance for design and Upgradation of products, particularly to meet the emerging quality, safety and environmental requirements.

3.2 Objectives

To promote sector specific centres / facilities for SME's to meet their design, engineering and consultancy requirements with the following aims :

1. To assist small and medium enterprises (SMEs) by providing access to the design and engineering centres.
2. To assist in acquisition and unpacking the imported technologies for acquiring cost effective competitive technologies and products.
3. To interact with laboratories and provide complimentary services for lab scale technologies leading to full package of technologies to SME's
4. Training in new techniques / aids and skill Upgradation.
5. To provide a package of technical and management services including arranging finances to implement the proposals.
6. To enhance commercialization of indigenous technologies and supply of capital equipments form indigenous sources.
7. To assist plant and machinery suppliers in modification / Upgradation of their design, manufacturing processes etc.
8. To improve and produce more competitive machineries, processes, products and services meeting desired standards and quality using indigenous resources maximally.
9. To enhance sustainable export of higher value added projects, products and services.
10. To make available better technological support services.
11. To reduce dependence on Foreign Technological Assistance.
12. To sustain growth of small and medium scale sector in the emerging economic scenario.

3.3 Activities

The major activities of the design and engineering centres are expected to include the following :

- a. Data collection and dissemination about the technology and technical aspects in the specific sector.
- b. Commercialization of technologies available from National Labs and from else where in the specific industrial sector.
- c. To adopt existing designs developed by various engineering institutes / centres and re-engineer them if necessary for scale up or scale down operations.

- d. Developments of equipments by taking up design modifications from different sources both from India and abroad suitable for small and medium size industries in the identified areas.
- e. Design and development of proto-type plants.
- f. Support / undertake product design and engineering activities.
- g. Providing low cost design engineering services for process as well as plant and equipments.
- h. Testing and quality certification.
- i. Conducting seminars and workshops for promotion of new technologies.
- j. Trouble shooting of the problems faced by the local small and cottage industries in their plant and equipments.
- k. Training of manpower for taking up various assignments in the specific industrial sectors.

3.4 Methodology

- ◆ Initially a few performing TCOs / industrial development organisations / voluntary organisations etc in specific regions are proposed to be identified for support to establish the facilities.
- ◆ The requirements in Design and Engg. activities of SMEs in specific sectors will be ascertained through interactive process. The established facilities would include modern computer systems, design aids, test facilities, information services, expert manpower etc.
- ◆ The agency involved for setting up of the Centre will provide the basic amenities and space for the Centre. DSIR may provide support towards purchase of required equipment / machinery and other designing aids such as drafting machines, CAD facility, plotters, specific Furniture and gadgets. DSIR also may consider support for recurring expenditure which includes salary / wages of the full time core staff and honorarium for the experts / consultants engaged.
- ◆ The support of DSIR will be usually limited for a period of three to five years. There after the Centres are expected to become self sustainable.
- ◆ DSIR will review the progress and achievement of the Centre through a Project Review Committee and the Chairman of this Committee shall be nominated by DSIR.

3.5 Expected Output

Proposed design and engineering facilities are expected to enhance the technical and technological capabilities of the industry in general, and SMEs in particular, in select areas. Networking of R&D, academic and consultancy organisations with industry would be strengthened. There would be better utilisation of R&D and expert facilities available in R&D and related organisations. The Centres would enhance or accelerate commercialisation of indigenous technologies or indiginisation of imported technologies. The design and engineering and related services would enhance the growth and sustainability of SMEs, contributing to employment, exports and the industrial growth as a whole.

3.6 Budgeting for the Centre

60% support of total budget of the project mainly services & experts/ consultants, capital equipments, salary of core staff, traveling, office expenditure, advertisement or any other relevant expenditure excluding space may be provided by DSIR for the initial years i.e. 2 or 3 years. The Centres are expected to be self supporting in due course.

3.7 Sustainability of DEC's

To be assured based on business plan of 5 years.

3.8 Who can be a Promoter

Preference will be given to Associations/ Organisations of manufacturers of particular Industrial Sectors. However, State level Technical Consultancy Organisations (TCOs), Industrial Development Corporations, R&D Institutions, leading Academic Institutions, consultancy organisations etc. can also be considered provided they have experience and professional capabilities to provide or arrange consultancy services through networking with other organizations.

3.9 Proposals invited

Guidelines for DSIR support for submitting the proposals as given at Annexure III.

ANNEXURE I-A

GUIDING FORMAT FOR SUBMITTING PROPOSAL FOR CARRYING OUT SECTORAL CONSULTANCY STUDIES/EXPORT POTENTIAL FOR CONSULTANCY SERVICES FROM INDIA

1. Title of the Project :
2. Name and address of the organisation :
 - Telephone(s) :
 - Fax (s) :
 - E-Mail (s) :
 - Mobiles (s) :
3. Details of the organisation :
 - i) Area of specialization :
 - ii) Services offered :
 - iii) Year of establishment :
 - iv) No. of employees :
 - Full time :
 - Part time :
 - v) No. of technically qualified personnel employed (full time) :
 - vi) Annual turnover (past three years) (Rs. in lakhs) :
 - vii) Exports if any (Rs. in lakhs) :
4. Objective, Scope and Methodology of the Study :
5. Duration of the Study :
6. Need, relevance and justification for the Study :

7. Detailed item-wise Budget Estimates :
Giving DSIR support expected
8. Networking and interactions or financial/
technical involvement of other relevant
organisations, if any. :
9. Expected outputs and benefits
from the study. :
10. Whether any such study has already :
Been completed. If so, give justification
for the present study proposed
11. Any other information relevant to the :
Study

(Please enclose 2 copies of your latest Annual Report and Memorandum and Article of Association in case the proposee is an Organisation/ Consultancy Company.)

Date:

Place:

(Signature of the Head/ Chief Executive)

Name:

Designation:

Organisation Seal:

SUGGESTED CONTENTS OF SECTORAL CAPABILITIES & CONSULTANCY EXPORT POTENTIAL STUDIES

3.1 Contents of the Sectoral Consultancy Capability Studies

The contents of the studies for specific sector would generally be on following aspects:

- Status of specific sector – An overview
- Appraisal of consultancy services in India
- Evaluation, Assessment and Analysis of consultancy capabilities
- Import & Export of consultancy
- SWOT Analysis
- Gap in consultancy capabilities in India vis-à-vis foreign consultancy capabilities in the sector
- Supporting organisations and Institutions
- Conclusion and Recommendations
- Profile of consultants

3.2 Contents of Studies related to Export Potential for Consultancy Services from India

The contents of these studies would generally be on following aspects:

PHASE-I: It will mainly based on literature / desk research in India through networking with other countries.

1. Country profile – An Overview.
2. Industrial Scenario – Appraisal.
3. Investment Opportunities – Sectoral Appraisal.
4. S&T infrastructure of the country.
5. Potential areas/Industries needing consultancy.
6. Consultancy needs by sector/Entrepreneurs/Industries.
7. Appraisal of consultancy services available in the target country including rules, regulation of Import of Consultancy
8. Sourcing of Consultancy.
9. Sectoral Appraisal of Consultancy Services from India as per Needs of Target country.

10. Strategic alliances and specific requirement, potential for R&D collaboration in the overseas countries.
11. Conclusions and Recommendations

Other terms and conditions for studies and other programmes shall be communicated with the sanction letters, for respective programmes.

PHASE-II : Contents for this phase will be decided after it is decided to go for studies in overseas countries.

ANNEXURE I-C

- | FORMAT FOR WORKSHOPS/
PROGRAMMES | SUBMITTING SEMINARS/
PROGRAMMES | PROPOSALS FOR INTERACTION | FOR ORGANISING MEETS/TRAINING |
|---|--|----------------------------------|--------------------------------------|
| 1. | Title of the Workshop/Seminar etc. | : | |
| 2. | Name and address of the organisation | : | |
| | Telephone(s) | : | |
| | Fax(s) | : | |
| | E-Mail (s) | : | |
| | Mobiles (s) | : | |
| 3. | Name of the organisation | : | |
| | i) Year of establishment | : | |
| | ii) No. of employees | : | |
| | Full time | : | |
| | Part time | : | |
| | iii) No. of technically qualified personnel employed (full time) | : | |
| | iv) Annual turnover (past three years) (Rs. in lakhs) | : | |
| | v) Exports if any (Rs. in lakhs) | : | |
| | vi) Area of specialisation | : | |
| | viii) Services offered | : | |
| 4. | Objective, Scope of Workshop/ Seminar/ Interaction meet/Training Programmes, etc. including Its level of participation, No. of Participants etc. | : | |
| 5. | Duration and venue of the Event | : | |

6. Need, relevance and justification for the Event :
7. Detailed item-wise Budget Estimates :
8. Networking and interactions or financial/ technical involvement of other relevant organisations including co-sponsorship :
9. Expected outputs and benefits from the Event :
10. Any other information :

(Please enclose 2 copies of your latest Annual Report and Memorandum and Article of Association in case the proposal an Organisation/Consultancy Company.)

(Signature of the Head/ Chief Executive)

Name :

Designation:

Organizational Seal:

Date:

Place:

**FORMAT FOR SUBMITTING PROPOSALS FOR SETTING UP
“CONSULTANCY CLINICS”**

1. Title of the Project :
2. Name and address of the organisation :
Telephone(s) :
Fax(s) :
Email(s)
Mobile(s)
3. Details of the Organisation :
 - i. Year of establishment
 - ii. No. of employees
Full Time
Part Time
 - iii. No. of technically qualified personnel employed (full time)
 - iv. Annual turnover (past three years)
(Rs. In lakhs)
 - v. Exports if any (Rs. In lakhs)
 - vi. Area of specialisation
 - vii. Services offered
4. Objective and scope of the proposed “Consultancy Clinic” :
5. How will it be implemented ? :
Operational nature and details including the legal entity
6. Details of facilities to be established and services to be provided by the proposed Clinic :
7. Networking and interactions or financial / technical involvement of other relevant organisations, if any :

8. Have the experts/ professionals who would provide services, been identified? If so details thereof. How will they be paid and the fee to be charged from the clients :

9. Total financial requirements including the support required from DSIR. (Details of the costs such as, equipment, manpower, space, advertisement, travel, technical library, office expenditure, etc. may please be indicated) :

10. Will this activity be self supporting over a period of time? If so, details of the expected cash flows for five years may please be given :

11. Locational advantages of proposed "Consultancy Clinic" in terms of Industrial Scenario, and other facilities. :

12. Expected outputs and benefits over next five years :

13. Any other information :

(Please enclose 2 copies of your latest Annual Report and Memorandum and Article of Association of your Organisation)

Date:

Place:

(Signature of the Head/ Chief Executive)

Name :

Designation:

Organizational Seal:

FORMAT FOR SUBMITTING PROPOSALS FOR SETTING UP “DESIGN & ENGINEERING SERVICES CENTRES”

1. Title of the Project :
2. Name and address of the organisation :
 - Telephone(s) :
 - Fax(s) :
 - E-Mail(s) :
 - Mobiles(s) :
3. Details of the organisation :
 - i) Year of establishment :
 - ii) No. of employees :
 - Full time :
 - Part time :
 - iii) No. of technically qualified personnel employed (full time) :
 - iv) Annual turnover (past three years) (Rs. in lakhs) :
 - v) Exports if any (Rs. in lakhs) :
 - vi) Area of specialisation :
 - vii) Services offered :
4. Objective and scope of the proposed “D&E Centre/Cell/Facilities” :
5. How will it be implemented? Operational details including the legal entity :
6. Details of facilities to be established and services to be provided by the D&E centre/ cell :

7. Networking and interactions or financial/ technical involvement of other relevant organisations, if any. :

8. Total financial requirements including the support required from DSIR. (Details of the costs such as, equipment, manpower, space, advertisement, travel, technical library, office expenditure, etc. may please be indicated) :

9. Will this activity be self supporting over a period of time? If so, details of the expected cash flows may please be given :

10. Status of the industrial sector and the business opportunities in which the D&E facilities are proposed to be provided. :

11. Expected outputs and benefits over next five years :

12. Any other information :

(Please enclose 2 copies of your latest Annual Report and Memorandum and Article of Association of your Organisation)

Date:
Place:

(Signature of the Head/ Chief Executive)
Name :
Designation:
Organizational Seal:

**TERMS AND CONDITIONS GOVERNING THE SANCTION AND IMPLEMENTATION
OF CONSULTANCY CLINICS AND DESIGN & ENGINEERING SERVICE
CENTRES**

1. This has reference to letter No. _____ dated _____ to DSIR.
2. The amount(s) under reference has been sanctioned for the specific activity/ purpose and is to be utilised for that purpose only. In no case these amounts will be diverted from one activity to other without prior approval of DSIR.
3. Unspent balance, if any, out of DSIR grant may be refunded to government or specific approval of DSIR may be obtained for utilisation of the same during the next financial year.
4. The Promotee will maintain separate audited account for the Consultancy Clinic/ Design & Engineering Service Centres and keep a part or whole of the grant in a bank account earning interest, the interest earned, should be reported to the DSIR. The interest thus earned will be treated as credit to the institute to be adjusted towards further installment of the grant.
5. Promotee will provide all information/ details, whatsoever when DSIR or its representatives wish to visit the Clinic to see accounts/ infrastructure created out of the support of DSIR.
6. Funds released will be reflected both as receipt and expenditure in the Statement of accounts of the TCO/ Promotee.
7. Government of India (DSIR) reserves the right to withdraw, discontinue or curtail the grant if the progress of the Consultancy Clinic / D&E Service Centre is not satisfactory.
8. The assets (movable & immovable) being acquired by Promotee for Consultancy Clinic/ D&E Service Centre out of Govt. of India funds, title of property would rest with Govt. of India and the same would be made available to Govt. of India whenever required by it. In no case, whatsoever, Promotee will have no right to lease out or dispose off the same without the approval of DSIR.
9. A register of permanent/ semi-permanent assets purchased wholly or substantially out of Government grant will be maintained by the Promotee in the prescribed Proforma, GFR 19, and a copy thereof furnished to DSIR ("Asset" mean (a) immovable property and (b) movable property of a capital nature where the value exceeds Rs. 10,000) and above (each item) and having a life of not less than five years. Relevant extracts of this register should be appended to the annual statement of accounts to be submitted by Promotee. This register/ extract should also be sent to this Department and shall contain progressive figures (both stores and value). This register shall also be subject to check by audit parties.

10. Any dispute arising out of DSIR support, decision of DSIR will be final and abiding to Promotee.
11. Promotee will submit Quarterly progress report to DSIR.
12. Promotee will submit audited statement of expenditure and utilisation certificate to DSIR as per proforma enclosed.
13. In matters of public appointments, Promotee will follow Government rules and standard procedures, as amended from time to time. DSIR will be kept informed in writing of the same.
14. The staff that may be employed for the Consultancy Clinic/ D&E Service Centre by Promotee would not be treated as employee of the Government of India. They will be subjected to administrative control and service rules as applicable of the Promotee. In case of any special post(s) the pay may be decided by DSIR.
15. DSIR nominee would be the Chairman of the management committee of Consultancy Clinic/ D&E Service Centre which would be constituted to monitor, review and advise the functioning of the Clinic/ D&E Service Centre, even after the support of DSIR is ceases to be available to Promotee for Clinic/ D&E Service Centre.
16. The Promotee may not entrust the implementation of the Consultancy Clinic / D&E Service Centre to another institute and divert the grant receipts to the later institute.
17. Promotee will inform DSIR in writing the commencement of the Clinic/D&E Service Centre, which will normally be the date on which they receives the Sanction Order from DSIR.

**DETAILS TO BE SUBMITTED FOR FURTHER RELEASE/ANNUAL
INSTALLMENT WITH UP-TO-DATE STATEMENT OF EXPENDITURE**

1. Sanction Letter No: _____ 5. Grant Received in each year:
2. Total Project Cost : _____ a. I year Rs. _____
3. Sanctioned/Revised Project Cost (if applicable) _____ b. II Year Rs. _____
- c. III Year Rs. _____
4. Date of Commencement of Project: Rs. _____ d. Interest Rs. _____
- e. Total Rs. _____
6. Statement of Expenditure

Sl. No.	Sanctioned Heads	Funds Allocated (*)	Expenditure Incurred			Total	Balance as on 31 March i.e. (Col.iii-vii)		Requirement of funds	Remarks (if any)
			I Yr.	II Yr.	III Yr.		viii.	ix.		
i.	ii.	iii.	iv.	v.	vi.	vii.	viii.	ix.	x.	
1.	Salaries									
2.	Permanent Equipments									
3.	Supplies & Materials									
4.	Travel									
5.	Contingencies									
6.	Overhead Expenses									
7.	Others (if any)									
8.	Total									

COST DETAILS OF PERMANENT EQUIPMENT/ ASSETS

(Amount in Rs.)

Sl. No.	Name of Equipment/ Asset with model Name, etc. and date of procurement	Sanctioned Amount	Actual (*) Expenditure	Other (**) Expenses, if any
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- (*) This should include only the cost of equipment, insurance and freight charges.
(**) Other expenses such as bank charges, agency commission etc. should be avoided through appropriate negotiations. If unavoidable expenses incurred, may be indicated.

**Signature of Chief Executive
with date and rubber stamp**

**Signature of Competent Financial Authority
with date and rubber stamp**

NOTE:

(*) **Indicate sanctioned/ revised allocation as applicable.**

1. Expenditure under the sanctioned heads, at any point of time, should not exceed funds allocated under that head, without prior approval of DSIR i.e. Figures in Column (vii) should not exceed corresponding figures in column (iii).
2. Utilisation Certificate for each financial year ending 31st March has to be enclosed, alongwith request for carry forward permission to next year.

**FORMAT FOR UTILISATION CERTIFICATE (TWO COPIES)
FOR THE FINANCIAL YEAR..... (ENDING 31ST MARCH)**

1. Title of the Project/ Scheme
2. Name of the Institution
3. Chief Executive
4. DSIR letter No. & date
Sanctioning the project
5. Head of account as given in the
original sanction letter
6. Amount brought forward from the
previous financial year quoting DSIR
letter No. and date in which the
authority to carry forward the said
amount was given
 - i) Amount
 - ii) Letter No.
 - iii) Date
7. Amount received during the financial
Year (Please give No. & Date of
DSIR's sanction letter for the amount)
 - i) Amount
 - ii) Letter No.
 - iii) Date
8. Total amount that was available for
expenditure (excluding commitments)
during the financial year (S.No. 6 + 7) Rs.
9. Actual expenditure (excluding commitments)
incurred during the financial year
(upto 31st March) Rs.
10. Balance amount available at the end of
financial year Rs.
11. Unspent balance refunded if any (Please
give details of cheque no.etc.) Rs.
12. Amount to be carried forward to the
Financial year (if applicable)

UTILISATION CERTIFICATE

Certified that out of Rs._____ of grants-in-aid sanctioned during the year _____ in favour of _____ under this Ministry/ Department letter No._____ and Rs._____ on account of unspent balance of the previous year, a sum of Rs._____ has been utilised for the purpose of _____ for which it was sanctioned and that the balance of Rs._____ remaining unutilised at the end of the year has been surrendered to Government (vide Challan No.)_____ dated _____)/ will be adjusted towards the grants-in-aid payable during the next year_____.

Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been fulfilled/ are being fulfilled and that I have exercised the following checks to see that the money was actually utilised for the purpose for which it was sanctioned : -

- 1.
- 2.

Signature of Competent Financial Authority
With date and rubber stamp

Signature of Chief Executive
with date and rubber stamp

OTHER GENERAL TERMS AND CONDITIONS FOR IMPLEMENTATION OF PROJECTS/ PROGRAMMES

1. Every project/ programme shall be implemented as per the terms and conditions stipulated with the sanction order and in consultation with DSIR.
2. There shall be no deviation of objectives/ scope of the project/ programmes after the approval is communicated to the promotee unless or otherwise it is thought desirable in the opinion of DSIR to do so.
3. No activity shall be entrusted to any other organisation for implementation by the promotee/ grantee.
4. The promotee/ grantee are expected to give the output within the stipulated time period, no extension shall be granted in the completion of the project/ programme without the approval of DSIR.
5. For seeking further grant (Installment), Promotee/ Grantee institution will have to submit Statement of Expenditure and Utilization Certificate in the prescribed proforma for each project/ programme/ event as applicable to case to case basis.
6. Funds would be utilized as per approved head without deviation from one activity to the other. Unspent amount shall be returned to Govt. of India, DSIR or prior approval will be sought from DSIR for utilization of the same in the next financial year.
7. In case the expenditure incurred exceeds the funds available, the same will be borne by the organization and no further support will be made available from DSIR.
8. The “Consultancy Clinics” and Design & Engineering” Centres will have separate identity and legal status, as supported by DSIR.
9. Any other terms and conditions as considered necessary by DSIR, from time to time, will also be applicable.

For details and further information, please write or contact :

The Head
Consultancy Promotion Division
Department of Scientific and Industrial Research
Ministry of Science and Technology,
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