

F.No. F.2(1)/2010-RDI

Dated : November, 2010

To

(Attention : Head, R&D Division)

Sub : Renewal of Recognition of in-house R&D unit(s) beyond 31.03.2011

Dear Sir,

As per our records, recognition/renewal of recognition granted to your in-house R&D unit is valid upto 31st March 2011. 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 valid recognition. It is requested that you may kindly submit three sets of the duly filled-in renewal application in the prescribed format along-with latest Annual Report & photographs etc. to this Department by 31st December, 2010.

2. In case, the companies are having more than one recognized R&D units under the same recognition letter, Part-B of the application may be submitted separately for each unit.

3. The application format is available on website at address : www.dsir.gov.in . You may download the application format from above site by indicating Proforma A regarding renewal of recognition of in-house R&D unit. In case of any difficulty you may kindly get in touch with DSIR.

4. It has also been decided to bring out a compendium on in-house R&D centres 2011 and necessary Proforma for furnishing the data for inclusion in the compendium 2011 maybe downloaded from the above website. It is requested that the necessary material may kindly be sent along with good photographs of sophisticated R&D facilities / products developed with capitation (in one set only).

5. The complete application should be filled-in along with Annexures / Appendices using Micro Soft Word. In addition to the three sets of hard copies, the application should be submitted in CD / Pen Drive for the purpose of computerization/updating R&D records. The CD / Pen Drive should be **free from Virus** and may be properly packed to avoid any damage transit. Similarly, the write-up for inclusion in the compendium on in-house R&D centres, may also be sent along-with the data in the CD as indicated above. The application(s) received without the information on a CD and write-up for inclusion in the compendium may not be considered for renewal.

6. It may kindly be noted that this letter is being sent as an act of courtesy and non-receipt of the same can not be treated as a reason for non-submission or delayed submission of application for renewal.

Yours faithfully,

- Sd/ -

(K.V.S.P. Rao)
Scientist-G