

## RFP 3

### R&D (RESEARCH AND DEVELOPMENT) & PLANNING PORTAL

(Planning and Performance Division, Unit for Science Dissemination, and  
International Science and Technology Affairs Directorate)

### MODULE A

### PLANNING AND PERFORMANCE DIVISION (PPD)

#### INTERVENTION

**Automate all the planning, development, performance evaluation, and other activities pertaining to Research and Development in the National labs of CSIR and industries undertaking CSIR funded Industrial Research.**

#### ACHIEVED THROUGH

(i) System Study, (ii) Analysis, (iii) Application of thought, knowledge, concepts, applications and Experiences / expertise (iv) **Validation of proposed approaches** and (v) Suggesting innovative designs, strategies, approaches, methods, tools, policies etc to guarantee successful transformation

#### PURPOSE

Incorporate better planning and management practices which will help the Organization efficiently address **necessary changes** in its response system, procedures, policies and skillsets.

#### OUTCOME / DELIVERABLE:

#### 1.1 AUTOMATION OF PLANNING ACTIVITIES OF PPD

- **Five Year Plan**
- **Annual Plan**
- **Demands for Grants**
- **Outcome Budget**

- **CSIR Annual Report**
- **Half yearly Performance Report (HPR)**
- **CSIR-National Innovation Foundation (NIF) Innovation Collaboration**

*Details of these activities have been provided in Annexure – I.*

## **1.2 AUTOMATION OF PROJECT SPECIFIC DETAILS REPOSITORY**

This sections deals with all the project-specific information which have been undertaken by different labs. This information will be provided from different labs and depending upon the type of project, few or all details will be available to other labs, CSIR HQ and/or public.

### **ELABORATION OF SCOPE:**

*Scope to include but not limited to;*

- **Name and No. of the Project**
- **Name of the Lab** - Name of the lab where the project has been undertaken.
- **Type of Project** - The project can be of the following three types based on various factors like funding, labs involved, agencies involved, etc.
  - Supra Institutional (SI)
  - Networked facility (NW)
  - Inter-agency (IA)
  - National Facility Creation
- **Nodal Lab/Agency (For NW/IA Projects)** - For Networked or Inter-agency projects, one of the labs/ Agency acts as a nodal lab which supervises and monitors the ongoing Project.
- **Nodal Scientist (For NW/IA Projects)** - Name of the lead Scientist from the Nodal lab, called the Nodal Scientist.
- **Participating Scientists (from other labs/ External Agencies)** - All of the other scientists participating in the project are mentioned under this head.
- **Co-ordinating Scientist from CSIR Headquarters:** Name of the scientist coordinating the project from CSIR Headquarters.
- **ECF (External Cash Flow)** - ECF is the total amount from various external sources like Royalties, licensing, awards, etc. Details of ECF, how and where that has been distributed/ utilized also needs to be there.

- **Commercial Rupee** : Purely Private+from foreign+ tech services+ royalty premia.
- **Cost Statements** - costing of the project
- **Achievements** - This subsection details the achievements of project specific achievements of a Research lab.
  - **Publications in Journals** - This subsection will have details of International Journal publications, published in the name of CSIR or the lab, written by any number of the Participating Scientist.
  - **Awards and Honours** - Only CSIR recognized Awards and Honours will be considered as significant achievement in the project, if any.
  - **No. of Research Students (Fellowships)** - Total number of Research Students being involved in the Project and thereafter fellowship awarded.
  - **Ph. D. produced** - Total number of Ph. Ds produced in the Project.
  - **Temporary staff** - Details of all the temporary staff employed for the specific project including designation, tenure, etc.
- **Monitoring**
  - **Task force** - Result/Performance based monitoring of the project and those working on the project.
  - **Meetings** - Number of meetings held, with dates and outcomes of the meetings or decisions taken in the meeting in the form of minutes.
  - **Budget** - Budgeting on the basis of effective utilization of resources and results produced. This section will include information like
    - Estimates,
    - Budgeting allocation
    - Actual expenditure incurred
  - **Technology transfer** - Technology transfer is the process of sharing of skills, knowledge, technologies, methods of manufacturing, samples of manufacturing and facilities among the various Labs and CSIR Headquarters to ensure that scientific and technological developments are accessible to a wider range of users who can then further develop and exploit the technology into new products, processes, applications, materials or services. PPD identifies

research which has potential commercial interest and strategies for how to exploit it.

Relevant details of all the projects completed or undertaken by different labs will be available in this section to all other labs in order to facilitate Technology transfer or knowledge transfer (KT).

- **Availability of information** - The above mentioned information must also be available to other concerned divisions as per their requirement for various purposes.
- **Activity Status** - At all stages of any activity, the user should be able to know the status of the project, e.g., whether the proposal is pending with PPD or GB, Details of approval from DG/MC/GB, etc.
- **Customer Satisfaction Report**

### 1.3 AUTOMATION OF LAB SPECIFIC DETAILS REPOSITORY

#### ELABORATION OF SCOPE:

*Scope to include but not limited to;*

- **Manpower details** - No. of Scientists, Technical Officers and Other cadre employees, employed in the project.
- **Core competency** - A core competency can take various forms, including technical/subject matter know-how, a reliable process and/or close relationships with industries and agencies. It may also include product development or culture, such as employee dedication.
- **Infrastructure** - This subsection will have details of the existing infrastructure of the lab which will help further in budget formulation and preparation through analysis of existing infrastructure and updates from the labs in this regard.
  - Area (Building + Open)
  - Recreational facilities
  - Housing Facilities (Quarters , Hostels, International hostels, if any, etc)
  - Water Tank Capabilities
  - School
  - Dispensaries
- **Major Unique facilities** - Many labs have some unique facilities as directed by the Government of India for testing of various materials, e.g., A

shipment of imported edible oil can only be unloaded if as sample from the shipment is first tested by CFTRI lab, and approved as edible.

- **Recognition & Awards (Recognized by CSIR)** - This subsection sums up all the CSIR recognized Awards and Honours of the lab irrespective of the project being undertaken by the lab.
- **Publications** - This subsection will have details of publications in International Journal, published in the name of CSIR or the lab, written by any number of the Scientists of the lab.
- **Patents** - This section will only contain the number of all the patents filed or granted and patents in force in India or abroad. The rest of the details are managed by IPMD.
- **Manpower details** - Details of Scientific, Technical, and Other cadre employees, employed in the lab.
- **No. of Projects, CSIR funded** - This subsection contains brief summary of the CSIR funded projects. Detailed information about any of these projects can be easily located through a link to the “Projects” section.
- **No. of Projects, funded by other agencies (Govt., PSU, Foreign, Industry etc)** - This subsection contains brief summary of the other projects and again, detailed information about any of these projects can be easily located through a link to the “Projects” section.
- **Temporary staff** - Details of all the temporary staff employed in the lab including designation, tenure, etc.
- **Major equipments/Software**
  - **Utilization** - Effective utilization of the Equipment/Software, e.g., Monthly/Daily Usage in Man-Hours, etc
  - **Year of Purchase**
  - **Year of Installation**
  - **Log Book** - Log Book of the equipment/software.
- **Technological Licensing and Transfer** -Lab only + NRDC
- **ECF (External Cash Flow)** - ECF is the total amount from various sources like Royalties, licensing, awards, etc. Details of ECF and how and where that has been distributed/ utilized also needs to be there.
- **MoU signed** - HQ needs only the summary of MoUs signed in a year. MoUs signed only with Government, National NGOs and International agencies are required.
- **Agreements and Contracts Repository** - above some value it will be made mandatory to upload on the web.

- **Availability of information** - The above mentioned information must also be available to other concerned divisions as per their requirement for various purposes.
- **Distribution of honorarium for Distributable Projects** -

## 1.4 AUTOMATION OF NMITLI PROGRAMME AND ITS ACTIVITIES

The New Millennium Indian Technology Leadership Initiative (NMITLI) is the largest public-private-partnership effort within the R&D domain in the country. It looks beyond today's technology and thus seeks to build, capture and retain for India a leadership position by synergising the best competencies of publicly funded R&D institutions, academia and private industry. The Government finances and plays a catalytic role. It is based on the premise of consciously and deliberately identifying, selecting and supporting potential winners. NMITLI has carved out a unique niche in the innovation space and enjoys an excellent reputation. NMITLI has so far evolved 57 largely networked projects in diverse areas viz. Agriculture & Plant Biotechnology, General Biotechnology, Bioinformatics, Drugs & Pharmaceuticals, Chemicals, Materials, Information and Communication Technology and Energy. These projects involve 80 industry partners & 270 R&D groups from different institutions. Approximately 1700 researchers are engaged in these projects. These 57 projects cumulatively have had an outlay of approximately Rs. 500 crore.

**Various features of NMITLI are given below-**

- **A proactive programme** - Instead of funding a project based on requests/applications, the programme identifies the areas for development based on national consultation and invites best partners from institutions, academia and private sector to play a role in the development
- **Types of Projects:** Both 'push' and 'pull' type of projects are evolved under NMITLI, which are appropriately named as
  - Nationally Evolved Projects (NEP), and
  - Industry Originated Projects (IOP)
- **PPP mode** - Almost all projects are built in a public-private partnership mode

- **Emphasis on identifying and building the projects** - Greater emphasis is laid on identifying the niche areas and building the projects with the help of best brains in the country. A specially constituted project wise expert group builds the project by interacting with a large number of researchers and stake holders with focus on technology development
- **S&T inputs** - High quality technical inputs are provided at both project development as well as at implementation stage;
- **Monitoring & review system** - A two-tier tight monitoring system is introduced to ensure realization of the objectives and deliverables. At the first level, is an internal Steering Committee, comprising PIs (meets once in 3 months) and at the second level an external independent Monitoring Committee comprising recognized peers (meets at least once in six months). The later committee is entrusted with the responsibilities to recommend:
  - foreclosure or modification of the project or sub component
  - inclusion of additional institutional / industrial partners wherever necessary, and
  - revising the funding support to any / or all implementing partners

*Annexure III contains the format for work report to be submitted to these committees and Annexure IV contains the formats for Financial Statements.*

- **IP mapping** - The programme provides for continuous mapping of the IP scenario for each project and in licensing of IP with a view to building of a portfolio and achieving the leadership position;
- **Foreclosure of projects** - the programme also provides for foreclosure of the non-performing or non-achievable project components; and
- **Financial support** - An innovative feature of the programme is that it provides financial support to all players in the project. The financial support is in the form of grant-in-aid to the institutional partners in public domain and as soft loan with 3% interest to the private sector industrial partners having more than 50% of shareholding by Indians/Non-resident Indians and with 5% interest to the private sector industrial partners having less than 50% shareholding by Indians/Non-resident Indians but with manufacturing base in India.
- **Management structure in NIMTILI**-A dynamic and vibrant management system has been put in place to manage the Programme and projects. At

the hub of the management structure is the Planning and Performance Division (PPD), which manages the entire programme. It interacts with PIs and the Monitoring Committee on one hand and the High Powered Committee, DG, CSIR and Governing Body of CSIR on the other.

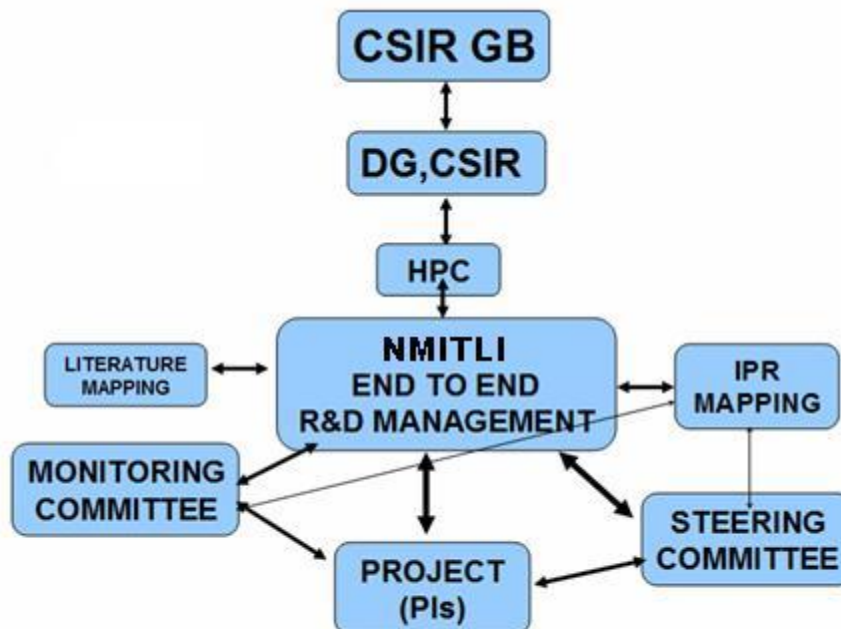


Figure 1 Management Structure

- **Activities of NIMTILI**

**ELABORATION OF SCOPE:**

*Scope to encompass, but not limited to following activities –*

- **Basic Project initiation Activities** – From inviting proposals to finally allocating the budget, there are a lot of steps involved in short listing, screening and then finally providing a loan/grant to the concerned agency/institute. After that, repayment of loan takes place in a maximum of 10 installments.

- **For an NEP Project –**

- **National consultation done**, some time ideas invited from various experts
- **Selection of suggestions/ideas** – involves a 2-tier screening mechanism
- The **committee** formed by DG, CSIR first shortlists the candidates

- Assessment by **Expert Group** is used to shortlist the project ideas further, finally selecting 1-2 ideas from each field
- **Preparation of Project Proposals**
- **Involving industry partners**
- **Approvals from DG, CSIR/GB (SFC)/EFC** as appropriate for final consideration and approval
- **Disbursal of funds**
- **For an IOP Project -**
  - **Soliciting proposals/conceptual ideas** - In form of a formal advertisement in newspapers and on the CSIR website and letters from CSIR
  - **Selection of proposals-** involves a 2-tier screening mechanism
  - The **committee** formed by DG, CSIR first shortlists the candidates
  - Rating from **Experts** is used to screen the project ideas further, finally selecting 1-2 ideas from each field
  - **Development of conceptual ideas into projects**
  - **Approvals from DG, CSIR/GB (SFC)/EFC** as appropriate for final consideration and approval
  - **Disbursal of funds**

*Details of these activities have been provided in Annexure VI and VII.*

- **Monitoring and Review** - For closely monitoring and reviewing the projects, a two tier system is adopted which ensures realization of the objectives and deliverables. At the first level, there is an internal Steering Committee comprising Principal Investigators (PIs), which meets once in 3 months, monitors and sets its own periodic targets to be achieved. At the second level, an external independent Monitoring Committee comprising recognized peers reviews the project once in six months and guides the project towards its final objectives. Besides reviewing the progress of the project in conformance with the objectives, the later committee is entrusted with the responsibilities to recommend:
  - Foreclosure or modification of the project or sub component

- Inclusion of additional institutional / industrial partners wherever necessary
- Revising the funding support to any / or all implementing partners.

*Annexure VIII contains the format of Utilization Certificate used for monitoring purpose.*

#### **Scope of future enhancements in NMITLI functionalities to include -**

- **Funding along with industry (50:50 initiatives)** - There are many Indian companies who are doing financially very well but do not have the necessary expertise and intellectual resources to develop focused network projects for development of technologies/products in their line of activities. Their efforts need complementation from suitable R&D institutions and guidance from recognized peers to develop and commercialize newer technologies/products. Therefore, NMITLI proposes to leverage its experiential base to encourage and assist such companies for developing network projects for those companies in product/technology development through a specific scheme, proposed to be called as 'NMITLI 50:50 initiative'. The projects will be developed and implemented with same rigour as that of other NMITLI projects.

This initiative would be made applicable to all Indian or foreign companies having manufacturing base in India. It is envisaged to provide 50% financial support from NMITLI as grant and the rest 50% project cost would come from the company for development and commercialization of the technology/product. On successful commercialization of the technology/product, the company shall pay a commensuration royalty to CSIR.

- **Co-financing with Venture Capital Funds** - Many venture capitals are limited in scope and risk taking, due to lack of domain knowledge within the organization. Venture Capitals are therefore interested in joining hands with NMITLI, which has strong domain knowledge base, to jointly finance projects. Such projects would be identified and evolved following the procedures established by NMITLI. The funding would be joint with pre-determined ratio, but not more than 50% contribution from NMITLI.

These projects are envisaged to be monitored by a joint team of experts as per the NMITLI monitoring mechanism. The proposed funding would follow the venture funding norms. The successes and failures resulting from the projects will be shared on equitable basis. This initiative would encourage venture capital funds to venture into more risky R&D areas.

- **Joint development and support of projects with other departments of science and technology and economic ministries** - Many government departments particularly in economic ministries are engaged in research and development activities in areas of relevance to them. These activities often have considerable degree of overlap with other scientific departments. However, these departments' expertise is limited to undertake multi-disciplinary projects in cutting edge areas requiring wide-spectrum of intellectual and infrastructural inputs. Such multi-disciplinary areas need expertise, inputs and concerted efforts from all concerned government departments to generate IPR, technologies and products besides high quality publications. Therefore, it is proposed to utilize part of the NMITLI funds to generate inter-departmental projects in the XI FY Plan. The proposed scheme apart from generating intellectual capital, technologies and products in cutting edge areas would act as a catalyst to bring better co-ordination among various departments of government in the R&D sphere.
- **Setting up of NMITLI Innovation Centers in selected areas for long term sustained efforts** - In many areas, country has limited expertise scattered across different institutions. Such diffused expertise has not led to any worthwhile innovation in those areas. Even the networking of NMITLI would not be very effective in such cases because these areas would require long term commitment and creation of facilities at different locations. Therefore, these areas need long term sustained support with requisite human resource as well as infrastructure, assembled at one place to cross the threshold of intellectual barrier in order to generate globally competitive technologies and products, IPR, and high quality publications. It is thus proposed to set up 'NMITLI Innovation Centers' in PPP mode for sustained efforts in some selected areas for example, Photovoltaics, Fuel Cells, White LEDs, Industrial Enzymes, Medical Implants, Vaccine development, Seed Development etc.

These centers would be set up in an identified institution or independently. These centres will work only in the identified area. To attract and retain best talent, the scientists engaged in the activity will receive Salary plus, where salary comes from government and the plus comes from industrial partners. As suggested by EFC, such centers will be created where it utmostly required.

The financial implications for setting up each such centre will be worked out and placed before GB, CSIR for approval.

- **Support to post NMITLI projects** - Despite the excellent R&D and developments, the technologies and products developed in the laboratory do not reach to the market due to lack of 'last mile approach'. The companies need CSIR's hand holding to develop and package the technologies/products further and commercialized it. The concept of 'Post-NMITLI' is being proposed to fulfill the objective of providing financial and technical assistance for pre-commercialization related activities such as scale up, pilot plants, field trials, market seeding of products, market surveys, etc. The proposed assistance in case of industry would be in the form of soft loan. Even these Post-NMITLI projects would be monitored on the same lines as that of NMITLI vis-à-vis pre-defined objectives.
- **Acquisition of early stage relevant knowledge / IP for portfolio building** - External ideas / leads / IP acquisition are assuming greater significance in the chain of innovation and mind to market. The availability of a large number of unencumbered IP (being developed in several laboratories globally) is providing a fillip to this approach. Several countries across the globe are striving to take advantage of the diversity of creativity available in different parts of world and integrate with its own developments to bring out new products / processes for global competitiveness. Since NMITLI aims to provide the Technological Leadership to the Indian industry, it becomes imperative for NMITLI to adopt such practices to achieve its objectives. As recommended by the EFC, such acquisitions shall be limited to carefully chosen areas with a view to creating a portfolio where NMITLI projects are in operation.

Before acquiring IP, necessary due diligence will be carried out and the proposal will be placed to competent authority for approval.

- **Crossing the boundaries** - It is increasingly being felt that to achieve leadership in niche technology areas, relying totally on internal expertise and capabilities may not be adequate. To achieve the objective of global leadership, it would be helpful to broaden the programme by bringing in international expertise. The international expertise may be in the form of
  - expert advice of international experts at various stages of project development and implementation;
  - involving international companies for product/technology development and commercialization at global scale; and
  - engaging research institutions and/or CROs across the globe where Indian expertise need outside complementation.

Thus, NMITLI seeks to draw upon or outsource the expertise, wherever it is available at a global level. The proposal would inter-alia involve relaxing the condition of Indian institutions and companies could only be partners in the NMITLI as well as releasing funds in foreign currency for drawing upon experts and expertise from abroad. As recommended by the EFC, the provision will be used selectively.

While implementing the proposal, GFR provisions, to the extent possible and feasible shall be followed. Wherever, a change is required, approval of GB, CSIR shall be obtained.

### **1.5 AUTOMATION OF Business Development Activities**

- **Technology Transfer**
- **Sensitivity and Security Clearing**
- **Knowledge base Generation**
- **Establishing of Business and Marketing entities by CSIR Laboratories**
- **Deputation of scientists along with the knowledge base released to industries.**
- **Business development consultant**
- **Scheme for setting up incubation centre with Industrial centers.**
- **Scheme for mobility of Scientists /technologies/engineers from CSIR to industry/ R&D institutions and vice versa.**

- Scheme for creation of professional development fund.
  - Setting up of special purpose vehicle for technology transfer and utilization of knowledge.
  - Knowledge Alliance
  - Award Schemes
    - CSIR Technology Award
    - CSIR Diamond jubilee Award
    - CSIR Award in S&T innovation for Rural Development
  - National Research & Development Corporation (NRDC)
  - CSIR Innovation Scheme
  - Research Development and Manufacturing Corporation (RDMC)
- **Activities of CReaTE (CSIR Research & Technology Ensemble)**

**ELABORATION OF SCOPE:**

*Scope to encompass, but not limited to following activities -*

- **R&D Capacity Utilization and Augmentation** - is a database of all relevant information corresponding to all **Contract R&D projects**. Under Contract R&D projects, we have 3 categories -
  - Sponsored projects
  - Collaborative Projects
  - Grant-in Aid

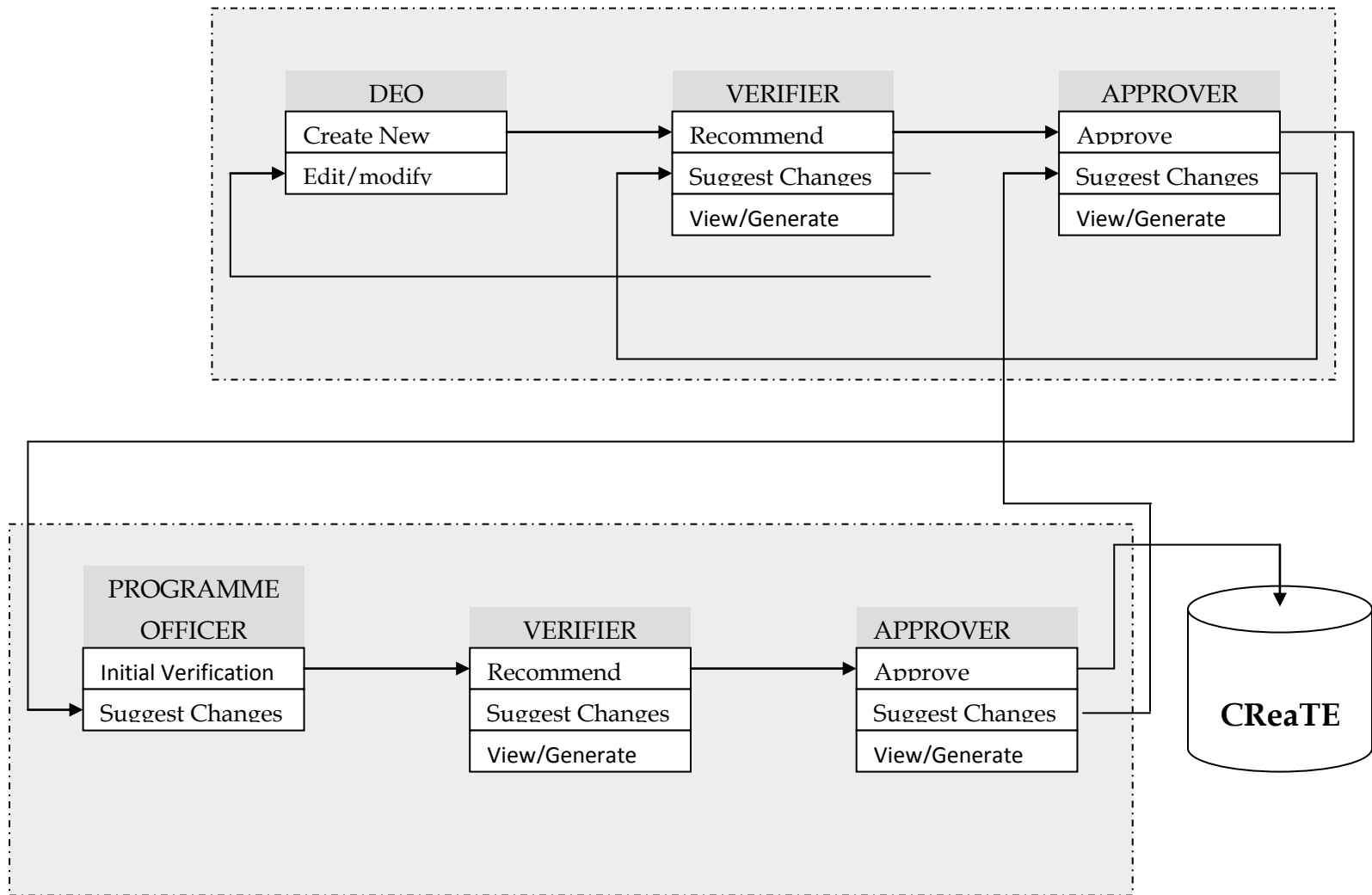
The information in CReaTE is used from time to time for monitoring purpose, Parliament Questions, Audits, RTI, etc.
- **Resource base** -The database contains the exhaustive list of scientists (Lab Directory) of each lab and the corresponding project they have undertaken or been working on as well as the whole CSIR employees. Research Facilities and Core competency, etc are also there for each of the labs.
- **Knowledge Base Generation** - details of knowledge generated, IP (Intellectual Property) status with details of project emanated from, Commercial status, Sale/ Licensing details, Technology Profile, Earnings, etc.

*Annexure IX provides sample format for Knowledge base generation.*

- **Other Activities** - Consultancy, technical Services, Board of Directors, Material transfer, Consultants engagement, etc. As an example, details of Technical/BD consultants may encompass, but not limited to -

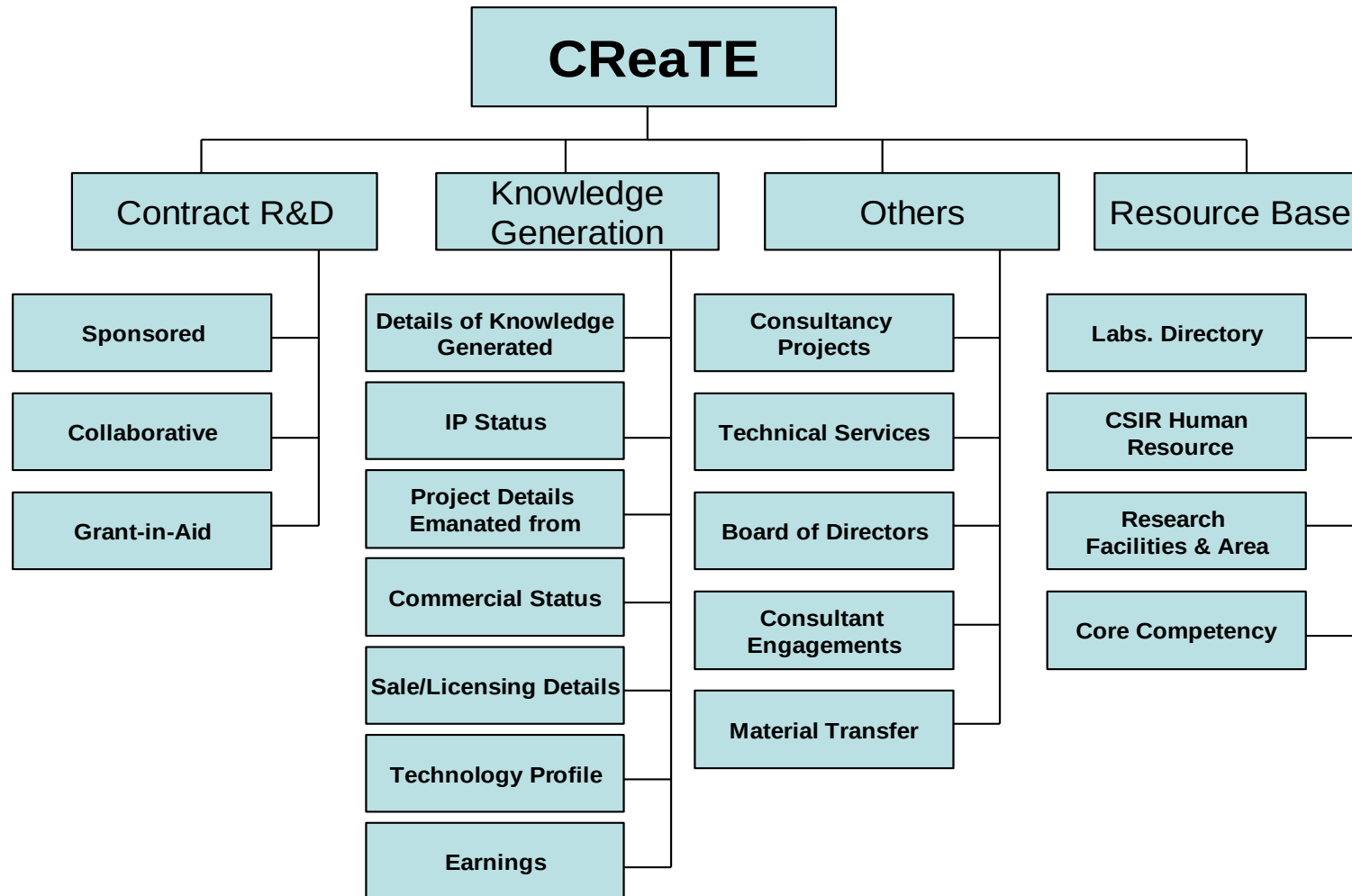
- **Technical and BD Consultants** – Details of any Technical or business Development Consultants hired for any of the following work(not limited to this list) related to project -
  - Evolving Business plans and strategies
  - Forecasting of the technology
  - Specialized technical inputs to R&D programmes
  - Carrying out market/demand surveys
  - Evaluation and upscaling of technology
  - Negotiations and contracting of the IP/knowledgebase
  - International Marketing of IP/Knowledgebase
  - Tying up with design engineering consultants/companies, financial institutions and other agencies for packaging the laboratory knowledgebase
- **Audit Questions** - Audit questions are becoming proactive, enhanced in length and breadth and seek connected data, and corporate memory needs to be building with changing CSIR guidelines. Audit Q&A repository will contain the details of various audit questions; access restricted to certain job roles only.

- User Roles, Rights and Data Flow



- **Structure Of CReaTE**

The following diagram summarizes the functions and kind of information available in CReaTE.



## 1.6 AUTOMATION OF MISCELLANEOUS ACTIVITIES

### ELABORATION OF SCOPE:

*Scope to include but not limited to;*

- **Committees** - This section deals with formation and details of various planning, management and monitoring councils/committees. This will fast-track the process of formation of these councils/committees, as well as, will provide readily available information about the progress of various projects through the minutes of meetings of these councils/committees. Although this information will be available in “Projects-> monitoring-> Meeting” subsection, a person can directly fetch all the information about any of the councils/committees, its members, various meetings, the projects a particular council/committee is monitoring, etc.
  - **Research Council (RC)** in CSIR national labs
  - **Management Council (MC)** in CSIR national labs
  - **Monitoring Committee** for NMITLI Programme
  - **High Powered Committee (HPC)** for NMITLI Programme
  - **Other committees**
- **Parliament Questions** - Sometimes, questions are raised by the members of Parliament regarding various issues of a lab/project. Such questions are sent to the labs through headquarters for answering. Once the answer is received, it is then converted into the required format and only necessary information is provided.
- **Audit Questions** - Audit questions are becoming proactive, enhanced in length and breadth and seek connected data, and corporate memory needs to be building with changing CSIR guidelines. Audit Q&A repository will contain the details of various audit questions; access restricted to certain job roles only.
- **Right to information act** - The portal may include information on questions received by any lab or CSIR Headquarters, date of receipt, the content of question, marked to which division for seeking information, the date of information received, the date of reply by PIO to the person. Content of the reply may not be put on the website. Further, it may include date of question raised before Appellate Authority, content of the question, date of decision of Appellate Authority, date of communication

of the reply to the person. Further, if person goes for appeal before Information Commissioners, details may be included in the portal. The content of the reply may not be disclosed at any point of time.

- **Activities involving other ministries** – Many activities which involve interaction with other ministries and Departments of Government of India, needs to be logged on the system with documentary proof, in form of scanned documents or otherwise, for correct performance evaluation based on activity logging.
- **CSIR activities in Labs**
  - **Sports Promotion** - Details of Sports Events being organized by various labs, Host of the Event, Winner of each of the activities in an Event, etc.
  - **Green Building Initiative/ Energy Efficient Initiative, etc** – Details of how various Energy efficient initiatives, green building initiatives, etc are being incorporated in the lab for environmental protection and pollution control.

## MODULE B

### UNIT FOR SCIENCE DISSEMINATION (Working towards Furthering Public Image of CSIR)

#### INTERVENTION

**Automate the process of dissemination of information related to important technological developments amongst the groups or persons of relevance to CSIR in proper perspective.**

#### ACHIEVED THROUGH

- (i) Analysis of existing system.
- (ii) Application of thought, knowledge, concepts, applications and Experiences / expertise
- (iii) **Validation of proposed approaches** and
- (iv) Suggesting innovative designs, strategies, approaches, methods, tools, policies etc to guarantee successful transformation
- (v) Sharing and Learning Progressive Practices for Leadership, Accountability, Transparency and Management of various Operations.
- (vi) Disseminate Ethics & Values and Policies for compliance

#### PURPOSE

Incorporate better planning and management practices which will help the Organization efficiently address **necessary changes** in its response system, procedures, policies and skill sets.

#### OUTCOME / DELIVERABLE :

**1.1 Availability of relevant information from all action centres on a single Portal.**

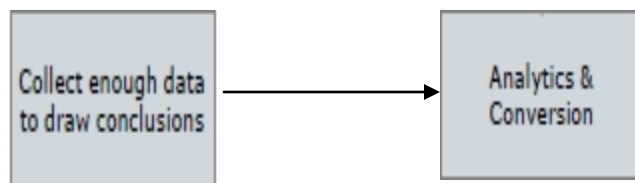
- Streamlined data flow from all the 37 labs or action centres, published literature and corporate HQ in various relevant and authorized formats as in text document, Jpeg's , Mpeg's, audio's, videos, pie charts, graphs, tables etc.
- Repository which has all authenticated and authorized information available for use in promotional purpose.
- One point solution to all the existing information and data related issues.
- Serves as an arena of information as all information is available on a click.
- A Common platform for all processes and needs.

## **1.2 Development of a database management system for storage, analysis and retrieval of desired information.**

- Central resource of data, from where data can be accessed, analysed and manipulated as per requirement in different applications.
- User friendly Platform for all kind of Database queries
- Easy processing of the information into different formats depending upon the requirement.
- Queries on general information regarding CSIR profile, its activities and achievements are well handled.
- Data updations on regular basis.
- Extensive storage of the information thus collected for quick retrieval as and when required.

## **1.3 Processing of information for statistical analysis.**

- Refinement of design features to be used in the portal so as to make it a common platform.
- Persistently seek innovative ways to improve Portal's efficiency and quality.



- Quickly respond to user request to remove or update any new and relevant information available.

- Ensuring that all databases elements like tools, login information, presentations etc are organized, readily available, and present at the Critical requirement stage all the time.
- Matching of tools and techniques for Information Distribution with examples.

#### **1.4 Internal communication system to disseminate information in CSIR to reach back employees.**

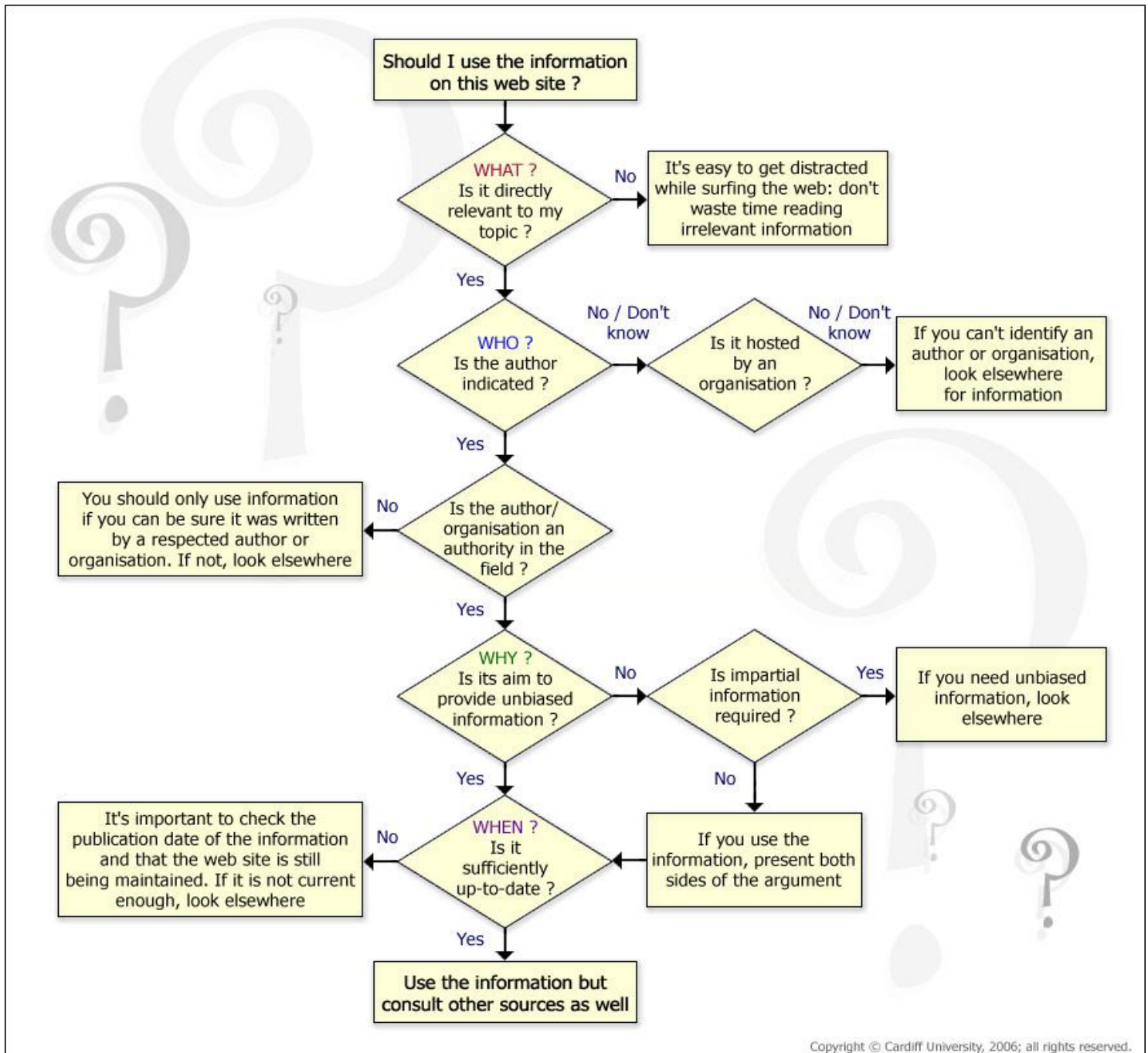
- Advertising on some popular web-based search engines on important occasions.
- A way to build and develop new skills to develop the interest of employees in the transformation.
- Increasing awareness of information resources.
- Taking feedback of employees at regular intervals.

#### **1.5 Reduction of dependency on other departments for data and information.**

- Accurately Present and Display the CSIR Data from its various functions over a single platform to maximize the availability of data.
- Information will be available on the central portal which can be processed and manipulated for use in advertisements.
- Maintain and continuously upload the portal with latest information and documents available.
- Trainings for the technical staff to reduce dependencies.

*Annexure X contains Work Plan initiatives of USD and Annexure XI contains Promotional Activities undertaken by USD for public image building of CSIR.*

Below flowchart shows the process of validation and authorization of an information piece to be used by USD for promotional purpose.



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## MODULE C

### INTERNATIONAL SCIENCE AND TECHNOLOGY AFFAIRS DIRECTORATE (ISTAD)

#### INTERVENTION

**Automating all the activities of the ISTAD, one of the main technical divisions of the CSIR headquarters, which serves Government of India, CSIR labs and International Science in order to accomplish overall mission of CSIR.**

#### ACHIEVED THROUGH

- (vii) Analysis of existing system.
- (viii) Application of thought, knowledge, concepts, applications and Experiences / expertise
- (ix) **Validation of proposed approaches** and
- (x) Suggesting innovative designs, strategies, approaches, methods, tools, policies etc to guarantee successful transformation
- (xi) Sharing and Learning Progressive Practices for Leadership, Accountability, Transparency and Management of various Operations.
- (xii) Disseminate Ethics & Values and Policies for compliance

#### PURPOSE

Easing the processes of ISTAD and promoting the professional work-culture in CSIR to achieve advancement and readily available repositories.

#### OUTCOME / DELIVERABLE:

##### **1.1 AUTOMATION OF ISTAD ACTIVITIES**

All the functions of ISTAD use standard forms/templates for the proposals required for funding from CSIR. Since, the activities performed by ISTAD are

mostly approvals; they have very well defined activities. Scope of this section encompasses but is not limited to the following functions –

- **PFA Scheme** – PFA (Partial Financial Scheme) for regular Govt. Employees (non-CSIR e.g., professors of educational institutions, etc) helps employees to get financial assistance for international conference/seminar, etc.
- **Generic Scheme: Conference participation abroad** – This scheme is for CSIR regular Employees and it helps CSIR employees to get financial assistance for international conference/seminar, etc.
- **Generic Scheme: DFS/SFS** – DFS (Distinguished foreign Scientist)/SFS (Senior Foreign Scientist) scheme allow foreign scientists (experts of their field) to be invited for involvement in specific projects. CSIR bears all expenses of visiting scientists.

As part of the several new initiatives launched under the 11th Five Year Plan by the International Science & Technology Affairs Division (ISTAD), New Delhi to strengthen CSIR's international linkages, the following Generic Schemes have been operationalized:

- **CSIR Distinguished / Senior Foreign Scientist Award Scheme**

To enhance international scientific and technological cooperation with its global partners, the Council of Scientific & Industrial Research (CSIR), India has launched the CSIR Distinguished / Senior Foreign Scientists Award Scheme. Under this scheme, eminent and promising foreign scientists, nominated by established CSIR scientists, will be encouraged to visit CSIR labs to

- Carry out research projects of their own choice or participate in the host institution's research project without any claim on intellectual property rights (IPR).
- Interact and identify areas for cooperation and participate in workshops and conferences and
- Deliver series of lectures and seminars in the fields of biology and biotechnology, chemical science and technology, material science, manufacturing technology, geosciences and electronics or in any other emerging field of global significance.

- **CSIR International Fellowships for Developing Countries**

In order to strengthen CSIR's international collaboration with developing countries and to promote "South-South" cooperation in a big way, the Council of Scientific & Industrial Research (CSIR), New Delhi has instituted the prestigious CSIR International Fellowships for Developing Countries.

- Under this scheme it is proposed to attract highly talented researchers and students from developing countries, who have limited avenues at home, and provide them an opportunity to be associated with advanced research and state-of-the-art infrastructural facilities in the cutting edge areas of science and technology at some of the premier laboratories of CSIR in India. Essentially, the fellowship is focused at augmenting and shoring the research capabilities of the developing countries. Hence, while awarding the fellowships, the individual training needs as well as the technological demands of the parent organization of the trainee and the focus of his country's scientific and technological endeavours and capacity building would be accorded equal priority.

*Proforma for IFDC scheme is attached in Annexure XII*

- **Internship Scheme for Foreign Students in CSIR Labs**

In view of the rapidly escalating requests being received by the premier laboratories of the Council of Scientific & Industrial Research (CSIR), New Delhi to provide advanced training to foreign students in cutting edge areas of science and technology, CSIR has instituted an Internship Scheme for Foreign students in its labs in India.

- Under this scheme, CSIR will facilitate foreign scholars, who are statutorily required to spend a few months at a research or educational institution in a foreign country, to receive hands on training at its state of the art facilities in several frontier labs in such niche areas as biology and biotechnology, chemical science, material science, manufacturing, geosciences and electronics or any other emerging area of global significance. The internship is available in diverse disciplines of science and technology

across all the CSIR labs in India to bright young researchers pursuing graduate and postgraduate programmes in their countries. Slots are also available for foreign doctoral students who wish to undergo training in highly specialized and advanced research techniques.

- **CSIR Post Doctoral Fellowships for Foreign Scholars**

In order to attract bright young foreign scholars working in advanced areas of science and technology for placement in various CSIR laboratories, CSIR has instituted the CSIR Post Doctoral Fellowships for Foreign Scholars scheme under the 11Th Five Year Plan initiative to enable outstanding researchers to work in such diverse areas as Aerospace and materials for aerospace, health care, pollution monitoring and mitigation, biotechnology, electronics, materials, metals and minerals, chemicals, food and food processing and energy.

- **Bilateral S&T Cooperation** – This includes bearing expenses pertaining to Bilateral Programmes of CSIR and other collaborative projects. For Indian scientists going abroad in such projects, only airfare is permissible and for foreign scientists, local expenses (transportation, etc) are CSIR borne.
- **Visits under sponsored projects/network Projects** (of Scientist 'G' are above) – For Scientists upto 'F' grade, Director of the corresponding lab can approve their abroad visit under such projects, but, for Scientists of 'G' and above, they need approval from CSIR Headquarters (ISTAD).
- **Foreign visits of Directors** – Only approval is required from CSIR HQ (ISTAD) for foreign visits of Directors of any national lab.
- **Holding International Symposia/Conference/Seminar, etc.** – When CSIR labs or other National Labs/institutes require funding for holding International Symposium/Conference/Seminar, etc., they need to fill a proposal form and submit to ISTAD for approval and grant. The maximum amount permissible is 5 lacs.
- **Deputation of Directors** – The proposal for deputation of directors of the national laboratories needs to be submitted for approval to CSIR HQ (ISTAD).
- **Deputation Report** – This report needs to be submitted by the Scientist who was deputed abroad from CSIR within two weeks of return from deputation.

- **Acceptance of foreign contribution** - Application for seeking prior permission from the Central Government under the foreign contribution (regulation) act, 1976 for the acceptance of foreign contribution by an association having a definite cultural, economic, educational, religious or social programme.
- **Security/sensitivity clearance for projects involving foreigners** - Many collaborative projects require knowledge and content sharing between the participating organizations (international). In such projects, in view of national security, any foreign material entering the country or leaving the country is first scrutinized and allowed to leave or enter the country if and only if it is cleared by concerned authorities.

*Sample format for Security/Sensitivity Clearance has been provided in Annexure XIII.*

- **Overseas Training** - Whenever some new equipment/software is purchased, some scientists/employees may need to go abroad for training of that particular equipment/software. CSIR provides their expenses too.
- **Sabbatical Leave/EOL/Study Leave/Special leave abroad** - Such special leaves for higher studies or any other purpose needs approval of CSIR HQ (ISTAD) to be in effect (e.g., EOL - Extraordinary leave in which the employee doesn't get paid, but leave is sanctioned).
- **TWAS Fellowships** - The TWAS - CSIR (Third World Academy of Sciences) Fellowships to young scientists of developing countries (other than India) who wish to pursue post-doctoral research in emerging areas of S&T for which facilities are available in CSIR labs. Duration is for 6-12 months.

## **ANNEXURES -**

**Annexure I** - An Abstract of Activities of PPD

**Annexure II** - Sample Format of the Annual Plan of PPD

**Annexure III** - Work Report format for monitoring of projects under NMITLI programme

**Annexure IV** - Formats for Financial Statements for projects under NMITLI programme

**Annexure V** - Sample Assessment Sheet sent to Experts for evaluation in second level screening under NMITLI

**Annexure VI** - Step-wise procedure for developing Nationally Evolved Projects (NEP) under NMITLI

**Annexure VII** - Step-wise procedure for developing Industry Originated Projects (IOP) under NMITLI

**Annexure VIII** - Utilization certificate format for Project Monitoring in NMITLI

**Annexure IX** - Sample format for Knowledge base Generation in CReaTE.

**Annexure X** - Work plan initiatives of USD

**Annexure XI** - Promotional Activities undertaken by USD for image building of CSIR.

**Annexure XII** - Sample format for International Fellowships for Developing Countries of CSIR.

**Annexure XIII** - Sample format for Security/sensitivity clearance for projects involving foreigners

Following paragraphs provide brief outline of the activities being carried out by PPD. The list is not exhaustive.

### **1. CSIR Annual Report**

CSIR Annual Report is an important document, which primarily provides the proceedings of the CSIR Society and of all work undertaken during the financial year. This document, along with Annual Accounts, is placed before the Society for its consideration and approval. The approved copies are sent to the Government of India to be laid before the Parliament. The Report highlights the significant S&T achievements, Central Management Activities, Headquarters Activities, Intellectual Property data, information about publications in SCI journals, human resource development, awards and recognition of scientists and other details of the CSIR laboratories during the year. In addition it also contains list of patents granted to CSIR in foreign countries, members of CSIR Society, Governing Body, Comptroller and Auditor General Report, list of CSIR funded projects, list of CSIR laboratories with their addresses, websites etc.

As per the proforma enclosed, information is sought from all the 37 laboratories of CSIR and various divisions of CSIR Headquarters. The inputs are analyzed, significant contributions identified, compiled, edited and put up in a printable format (draft Annual Report). The draft Annual Report is then placed before the Governing Body for its recommendation. After getting recommended from GB (with modification/ improvement as suggested by GB, if any), the copies are printed. Parrallely, the draft copy of the English version is sent to Rajbhasha section for Hindi translation. Both Hindi and English versions of Annual Report gets printed and placed before the Society for its adoption and approval. Then it is sent to the Parliament for laying it on the floor of the House. Once it is laid in **Parliament**, it is distributed amongst various stakeholders.

### **2. Five Year Plan**

The Eleventh Five Year Plan (EFYP) was formulated against the backdrop of high expectations from S&T sector coupled with the government's resolve to plan for a GDP growth rate of 8.5%. The Eleventh Five Year Plan programmes and activities of CSIR were formulated on the recommendations of a Working Group constituted by the Planning Commission in 2006 under the Chairmanship of the then Secretary DSIR & DGCSIR. The Working Group, keeping in view the broad

objectives of the national development and the role of S&T in general and CSIR in particular, had recommended broad based programmes for implementation by the laboratories. Adopting a sectoral approach the programmes were classified into sixteen broad sectors viz, Aerospace Science & Engineering; Agro, Food Processing & Nutrition Technology; Biology & Biotechnology; Chemical Science & Technology; Earth system science; Ecology & Environment; Energy: Resources & Technology; Electronics, Photonics & Instrumentation; Engineering Materials, Mining/Minerals & Manufacturing Technology; Pharmaceutical, Healthcare & Drugs; Housing, Road & Construction; Information: Technology, Resources & Products; Leather; Metrology; Rural Development; Water: Resources & Technology. Under each of the Sectoral Plans, the Working Group had broadly recommended major projects/programmes.

The Working Group had recommended budgetary support of Rs. 17580 crore for the Plan. The recommendations of the Working Group were examined by the Planning Commission appointed Steering Committee on Science & Technology chaired by the Principal Scientific Adviser to the Prime Minister and it finally recommended a Plan budgetary support of Rs. 8400 crore only. Based on the premise of the Plan outlay of Rs. 17580 crore, targets were set for CSIR as a whole and reflected in the Report of the Working Group. However in view of the down-sizing of the budgetary support, CSIR limited its projects/programmes to 96. Besides, continuation of Tenth Plan schemes (except scheme on ICT infrastructure renovation and refurbishment) with new components, a new scheme on Setting up of Institute of Translational Research was also initiated.

The guiding principle for CSIR during the Eleventh Five Year Plan (EFYP) is inherent in its mission, i.e. to provide scientific industrial R&D that maximizes the economic, environmental and societal benefits for the people of India. Guided by this principle CSIR laboratories shall enhance the leverage of their unique scientific and technological capabilities to attain the goals working through:

- Supra-institutional project wherein the laboratory has at least one flagship project in which the majority of the groups within the laboratory participate. This aims to synergize the in-house capabilities for achieving optimized outputs.

- Inter-laboratory network mode, as initiated in Tenth Five Year Plan. In the Eleventh Plan, these networks has been further strengthened with a sharp focus to develop products/processes and knowledge which is of interest to the nation.
- Inter-institutional network mode, with institutions/agencies outside CSIR to develop advanced technologies/products/prototypes/knowledge base that require multi disciplinary inputs and synergies.
- Offering and augmenting existing facilities as national facilities in R&D service mode to other academic and R&D institutions to help maximize their outputs and build synergies with them. In the Eleventh Plan, few major national facilities will be created in frontier areas to help in generation of competitive knowledge capabilities at par with international standards of future relevance.

CSIR activities and programmes in the Eleventh Five Year Plan are operated through following six schemes.

1. National Laboratories;
2. National S&T Human Resource Development;
3. Intellectual Property & Technology Management;
4. R&D Management Support
5. New Millennium India Technology Leadership Initiative (NMITLI), and
6. new scheme on Setting up of Institute of Translational Research

Among these schemes, National Laboratories under which major R&D programmes/projects have been undertaken was the major scheme accounting for more than 75% of CSIR Plan funds.

### **3. Annual Plan**

Five year plans are operationalised through Annual Plans. The Annual Plans represents the year-wise achievements and progress in respect of implemented programmes of the Five Year Plan, targets set for the coming year, the strategies for achieving the set goals, resources required, and mid course corrections if any to be adopted. The Annual Plans helps the organization to review its programmes continually for achieving the set objectives and to decide on future

strategy to be adopted. The CSIR's Annual Plan is an integral part of the Annual Plan review of the Planning Commission and the annual budgetary allocations are provided to CSIR based on the progress and achievements of the plan programmes.

*Sample format For Annual Plan has been provided in Annexure – II.*

#### **4. Demands for Grants**

Every year, Background Note on Demands for Grants is submitted to **Department Related Parliamentary Standing Committee on Science & Technology, Environment & Forests** for consideration of the budget requirement of the Department as proposed in the Annual Plan. The Committee comprises of Members of Parliament, from both the Houses, across the party line. They consider the demands made by the Department and approved by the Ministry of Finance and Planning Commission.

PPD prepares CSIR's portion of the document. It contains activities of CSIR, names of attached offices, activities being pursued for which provision in the Demands for Grants would be made, details of any new projects/activities for which demand has been projected, total budget for the particular year indicating in particular the allocations for the thrust areas, physical and financial targets and achievements so far in respect of the Plan schemes/programmes of the Eleventh Five Year Plan.

The document submission is time-bound activity. The document, both in Hindi and English, is prepared before the deadline as indicated by Rajya Sabha Secretariat.

#### **Action Taken Report**

Based on the background Note on Demands for Grants, the Parliamentary Standing Committee on Science & Technology makes certain recommendations/observations. They send the comments to the concerned Ministry/Department for taking action on each of the recommendations made.

PPD prepares the Action Taken Report. Sometimes it seeks inputs from CSIR laboratory, other government departments etc. depending upon the nature of observation.

#### **5. Outcome Budget**

**Ministry of Finance** has made it mandatory to submit Outcome Budget for all Ministries/ Departments. The document provides significant achievements made during the year and output/outcome expected. It gives Finance Ministry to evaluate the projects yearly and future funding of the projects/ schemes. Department provides project-wise, scheme-wise expected deliverables for the coming year.

PPD, for preparation of CSIR's portion, seeks information from each laboratory about the progress made as against the deliverables they have provided earlier. All the inputs are analyzed, compiled, edited and requisite document is prepared. CSIR's portion is sent to DSIR who, after merging it with their portion sends the consolidated document to Department of Science & Technology. Department of Science & Technology prepares the consolidated document of the Ministry for submission to the Ministry of Finance.

## **6. Half yearly Performance Report (HPR)**

**Planning Commission** reviews the performance of various plan schemes running under DSIR including CSIR half yearly. The importance of the document lies in the fact that report provides the progress of the Department which enables Planning Commission to assess the performance and suggest midway corrections, if any.

PPD seeks inputs from all 37 laboratories as per the attached proforma. The inputs are analyzed, significant contributions identified, compiled, edited so as to prepare the halfyearly performance as per the guidelines of Planning Commission.

## **7. CSIR-National Innovation Foundation (NIF) Innovation Collaboration**

CSIR and National Innovation Foundation (NIF) joined hands for empowering grass root innovators who have developed the ability of creativity and innovation by blending formal science with informal creativity and innovation in two areas viz.

(i) 'Mechanical and Energy technologies' and (ii) 'Herbal value addition Neutraceuticals'.

NIF presents innovations/ health practices before the Committees, members select innovation for validation/value addition, build project proposal around that. PPD put it up for recommendation by the Sub-committee and get it

approved by the Competent Authority. The funds will be provided by CSIR to concerned CSIR Laboratory to undertake the validation/value addition.

Joint Implementation Committee meets at least once in a year, reviews the progress of the projects being implemented under the scheme; suggests mid-way corrections, if any; suggests foreclosure of the project, if progress is not satisfactory; judges the improvement/value addition done in the innovation provided by NIF; and recommends the improved innovator for commercialization.

Sub-Committees meet at least twice in a year; screen grass-root innovations and recommend for value addition/validation; recommend project proposals built around the selected innovations for funding from CSIR; review the progress of projects periodically and suggest midway correction, if any; recommend foreclosure of the project, if progress is not satisfactory; brief JIC about overall progress of projects running under the scheme.

## ANNUAL PLAN

YEAR-----

(ELEVENTH FIVE YEAR PLAN - 2007-2012)

## PART - A: GENERAL LAB. INFORMATION

1. Name of the Laboratory
  
2. Significant Accomplishment During the year-----

**Provide half page write-up (each) on the significant S&T achievement/s of your laboratory. The number of significant achievements may be restricted to top 10. The information shall also include technology transfers/commercialization.**

3. National/international recognition/awards conferred to Scientists. The information shall also include fellows of various national academies.
  
4. Measurable performance

| Head/Year                                          | (Previous<br>Year)<br>Actual | (current<br>Year)<br>Anticipated | ( Next<br>Year)<br>Target |
|----------------------------------------------------|------------------------------|----------------------------------|---------------------------|
| <b>(i) Self Financing Position*<br/>(Rs. lakh)</b> |                              |                                  |                           |
| ECF Total                                          |                              |                                  |                           |
| ECF Govt.                                          |                              |                                  |                           |
| ECF Foreign                                        |                              |                                  |                           |
| ECF Industry                                       |                              |                                  |                           |
| Lab. Reserve Generated                             |                              |                                  |                           |
| <b>(ii) Papers (No.)*</b>                          |                              |                                  |                           |
| Total                                              |                              |                                  |                           |

|                                    |  |  |  |
|------------------------------------|--|--|--|
| SCI Journals                       |  |  |  |
| Other(specify)                     |  |  |  |
| <b>(iii) Patents Filing (No.)*</b> |  |  |  |
| Indian                             |  |  |  |
| Foreign                            |  |  |  |
| <b>(iv) Patents Granted (No.)*</b> |  |  |  |
| Indian                             |  |  |  |
| Foreign                            |  |  |  |

\* Please provide 4 lines on each of the achievement

**CONSOLIDATED ANNUAL PLAN**  
**YEAR-----**  
**(LABORATORY AS A WHOLE)**

**Rs. in Lakh**

| Heads                                                                                | (Current Year)<br>Allocation |          |       | (Current Year)<br>Expenditure |          |       | (Next Year)<br>Proposed |          |       |
|--------------------------------------------------------------------------------------|------------------------------|----------|-------|-------------------------------|----------|-------|-------------------------|----------|-------|
|                                                                                      | Plan                         | Non-plan | Total | Plan                          | Non-plan | Total | Plan                    | Non-plan | Total |
| Capital                                                                              |                              |          |       |                               |          |       |                         |          |       |
| <b>Works &amp; Services</b>                                                          |                              |          |       |                               |          |       |                         |          |       |
| <b>Equipment</b>                                                                     |                              |          |       |                               |          |       |                         |          |       |
| <b>Total (A)</b>                                                                     |                              |          |       |                               |          |       |                         |          |       |
| Recurring                                                                            |                              |          |       |                               |          |       |                         |          |       |
| Travel/Conferences/Seminar                                                           |                              |          |       |                               |          |       |                         |          |       |
| 1. In India                                                                          |                              |          |       |                               |          |       |                         |          |       |
| 2. In Abroad                                                                         |                              |          |       |                               |          |       |                         |          |       |
| Contingency                                                                          |                              |          |       |                               |          |       |                         |          |       |
| Maintenance                                                                          |                              |          |       |                               |          |       |                         |          |       |
| Chemicals & Consumables                                                              |                              |          |       |                               |          |       |                         |          |       |
| Other research expenditure<br>(including salary of<br>temporary project staff, etc.) |                              |          |       |                               |          |       |                         |          |       |
| Salary (regular staff)                                                               |                              |          |       |                               |          |       |                         |          |       |
| <b>Total (B)</b>                                                                     |                              |          |       |                               |          |       |                         |          |       |
| <b>Grand Total (A+B)</b>                                                             |                              |          |       |                               |          |       |                         |          |       |

**PART B: INFORMATION ON ELEVENTH PLAN PROJECTS**  
**(Supra-institutional, Network, Inter-agency & Facility creation projects)**  
**YEAR-----**

*(Note: Proforma to be filled by Nodal lab. after obtaining information from participating labs.)*

**1. Title of the Project:**

(State category viz. Supra, Network, Inter-agency and Facility)

**2. Achievements during the year(Previous)**

| Anticipated Deliverables | Achieved |
|--------------------------|----------|
| ▪                        | ▪        |
| ▪                        | ▪        |

**3. Measurable outputs in numbers**

| Head/Year                       | (Previous Year) |          | (Current Year)<br>Expected | (Next Year)<br>Targeted |
|---------------------------------|-----------------|----------|----------------------------|-------------------------|
|                                 | Expected        | Achieved |                            |                         |
| <b>(a) Paper*</b>               |                 |          |                            |                         |
| Total (No.)                     |                 |          |                            |                         |
| In SCI journals                 |                 |          |                            |                         |
| Other (specify)                 |                 |          |                            |                         |
| <b>(b) Patents filing*</b>      |                 |          |                            |                         |
| Total no.                       |                 |          |                            |                         |
| Indian                          |                 |          |                            |                         |
| Foreign                         |                 |          |                            |                         |
| <b>(c) Technology Transfer*</b> |                 |          |                            |                         |
| Indian clients                  |                 |          |                            |                         |
| Foreign clients                 |                 |          |                            |                         |

\* Please provide 4 lines on each of the performance

**4. The Anticipated Achievements during the current year**

| Targeted Deliverables | Anticipated |
|-----------------------|-------------|
| ▪                     | ▪           |
| ▪                     | ▪           |

**5. Targeted deliverables from the project during Next Year**

|              |
|--------------|
| Deliverables |
| •<br>•       |

## 6. Financial Resource Deployment:

Project as a whole only

(Rs. In lakh)

|                                                                                      | Total | Previous year |             | Current year |                                                  | Next year |
|--------------------------------------------------------------------------------------|-------|---------------|-------------|--------------|--------------------------------------------------|-----------|
|                                                                                      | Cost  | Allocation    | Expenditure | Allocation   | Anticip. expenditure till 30 <sup>th</sup> March | Proposed  |
| <b>(a) Capital</b>                                                                   |       |               |             |              |                                                  |           |
| Works & Services                                                                     |       |               |             |              |                                                  |           |
| Equipment                                                                            |       |               |             |              |                                                  |           |
| <b>(b) Recurring</b>                                                                 |       |               |             |              |                                                  |           |
| Travel/<br>Conferences /<br>Seminar                                                  |       |               |             |              |                                                  |           |
| In India                                                                             |       |               |             |              |                                                  |           |
| In Abroad                                                                            |       |               |             |              |                                                  |           |
| Contingencies                                                                        |       |               |             |              |                                                  |           |
| Maintenance                                                                          |       |               |             |              |                                                  |           |
| Chemicals &<br>Consumables                                                           |       |               |             |              |                                                  |           |
| Other research<br>expenditure<br>(Including Salary<br>of Temporary<br>project staff) |       |               |             |              |                                                  |           |
| <b>(c) Salary</b><br>(Regular Staff)                                                 |       |               |             |              |                                                  |           |
| <b>Grand total</b><br>(a+b+c)                                                        |       |               |             |              |                                                  |           |

## PART-C: INFORMATION ON NON-NETWORK PROJECTS

YEAR-----

- (i) List of Projects/Programmes under Non-network project initiated during previous & current year along with their objectives and deliverables
- (ii) Financial Resource Deployment (Plan only)

**Rs. in Lakh**

| Items            | (Previous Year)<br>Actual | (Current Year)<br>Anticipated | (Next Year)<br>Proposed |
|------------------|---------------------------|-------------------------------|-------------------------|
| <b>Capital</b>   |                           |                               |                         |
| <b>Recurring</b> |                           |                               |                         |
| <b>Total</b>     |                           |                               |                         |

## PART-D: POWERPOINT PRESENTATION FOR DG, CSIR

YEAR-----

Please provide five major achievements of your lab during the year previous & current year in Power Point presentation format along with brief write-up.

**ANNEXURE - III**

**WORK REPORT FOR THE PERIOD \_\_\_\_\_ TO \_\_\_\_\_ (MONTH/YEAR)**

**I. Objectives** (100 words)

**II. Brief Experimental details** (List/ Brief detail of experiments carried out with references, if any) (1500 words) -

**III. Results/ Achievements obtained for each experiment** (supplemented with data, figures, charts, etc) (1500 words) -

**IV. Summarized conclusion of work done** (100 words) -

**V. Future Plan/Target for next quarter/year** (100 words) -

## ANNEXURE - IV

## FINANCIAL STATEMENT

## PROJECT WISE ANALYSIS

| P.No | Project Name | Total outlay and Duration | Industrial Partners | R&D Institute | Total Budget allocated | 2007-08 | 2008-09 | 2009-10 | Total | Total Expend. Up to (Date) | Unspent money refunded | Mode - Grant/ Loan | Objective of the project | Outcomes of the project |
|------|--------------|---------------------------|---------------------|---------------|------------------------|---------|---------|---------|-------|----------------------------|------------------------|--------------------|--------------------------|-------------------------|
|      |              |                           |                     |               |                        |         |         |         |       |                            |                        |                    |                          |                         |
|      |              |                           |                     |               |                        |         |         |         |       |                            |                        |                    |                          |                         |
|      |              |                           |                     |               |                        |         |         |         |       |                            |                        |                    |                          |                         |
|      |              |                           |                     |               |                        |         |         |         |       |                            |                        |                    |                          |                         |
|      |              |                           |                     |               |                        |         |         |         |       |                            |                        |                    |                          |                         |
|      |              |                           |                     |               |                        |         |         |         |       |                            |                        |                    |                          |                         |
|      |              |                           |                     |               |                        |         |         |         |       |                            |                        |                    |                          |                         |
|      |              |                           |                     |               |                        |         |         |         |       |                            |                        |                    |                          |                         |

## PARTNERS/PARTICIPANTS WISE ANALYSIS

| S.No | Party Name | Approved Budget | 2009-10 | 2010-11 | 2011-12 | 2012-13 | Unspent money refunded |         |         |         | Total Unspent | Loan refunded |
|------|------------|-----------------|---------|---------|---------|---------|------------------------|---------|---------|---------|---------------|---------------|
|      |            |                 |         |         |         |         | 2009-10                | 2010-11 | 2011-12 | 2012-13 |               |               |
| 1    |            |                 |         |         |         |         |                        |         |         |         |               |               |
| 2    |            |                 |         |         |         |         |                        |         |         |         |               |               |
| 3    |            |                 |         |         |         |         |                        |         |         |         |               |               |
| 4    |            |                 |         |         |         |         |                        |         |         |         |               |               |
| 5    |            |                 |         |         |         |         |                        |         |         |         |               |               |

## PROJECT WISE STATEMENT

| Detail of loan released and refund of loan installment |                         |                       |                 |               |             |             |             |             |                             |   |                                 |   |                             |   |                     |   |                     |  |            |                                              |
|--------------------------------------------------------|-------------------------|-----------------------|-----------------|---------------|-------------|-------------|-------------|-------------|-----------------------------|---|---------------------------------|---|-----------------------------|---|---------------------|---|---------------------|--|------------|----------------------------------------------|
| S.N<br>o.                                              | Proje<br>ct<br>Nam<br>e | Part<br>y<br>Na<br>me | Appr.Bud<br>get | Loan released |             |             |             |             | Loan<br>Repa<br>y 11-<br>12 |   | Loa<br>n<br>repa<br>y 12-<br>13 |   | Loan<br>Repa<br>y 13-<br>14 |   | Total<br>refun<br>d |   | Total<br>refun<br>d |  | Rema<br>rk | Date of<br>start of<br>loan<br>repayme<br>nt |
|                                                        |                         |                       |                 | 200<br>9-10   | 201<br>0-11 | 201<br>1-12 | 201<br>2-13 | 201<br>3-14 | P                           | I | P                               | I | P                           | I | P                   | I |                     |  |            |                                              |
| 1                                                      |                         |                       |                 |               |             |             |             |             |                             |   |                                 |   |                             |   |                     |   |                     |  |            |                                              |
| 2                                                      |                         |                       |                 |               |             |             |             |             |                             |   |                                 |   |                             |   |                     |   |                     |  |            |                                              |
| 3                                                      |                         |                       |                 |               |             |             |             |             |                             |   |                                 |   |                             |   |                     |   |                     |  |            |                                              |
| 4                                                      |                         |                       |                 |               |             |             |             |             |                             |   |                                 |   |                             |   |                     |   |                     |  |            |                                              |

**PLANNING AND PERFORMANCE DIVISION  
(NMITLI Scheme)**

**Area wise Expert Committee Evaluation of Industry Originated Proposals**

**Engineering & Mechanical, Information Technology and Miscellaneous**

| <b>Sr.No</b> | <b>Title of the Proposal</b>                                                                                                                                                                | <b>*Score</b> |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 1.           | Development and manufacture of near net-shape 'Diabide' based tungsten carbide products                                                                                                     |               |
| 2.           | Development and Commercialization of Nanopositioning Technology                                                                                                                             |               |
| 3.           | Development of light weight Hard Luggage using third generation welding technology                                                                                                          |               |
| 4.           | Die Cast Copper Rotor Technology for improving the efficiency of motors                                                                                                                     |               |
| 5.           | Engineering Excellence: Tool-Room process engineering focussing on tool development, Complex machining spares development and CNC e-Edming Technologies application to manufacturing sector |               |
| 6.           | UnitelIndia (UIG)- a grid computing network for India                                                                                                                                       |               |
| 7.           | Finding solutions to everybody Human needs                                                                                                                                                  |               |

**\*Proposals should be assessed on a scale of 1-10 (10 being maximum and 1 being minimum)**

**Name of the Expert :**

**Signature of the Expert :**

**TECHNOLOGY NETWORKING AND BUSINESS DEVELOPMENT DIVISION  
(NMITLI Scheme)**

**Area wise Expert Committee Evaluation of Industry Originated Proposals**

**Biotechnology (BT) & Bio-informatics, Drugs & Pharmaceuticals;**

| <b>S. No.</b> | <b>Title of the Proposal</b> | <b>CM</b> | <b>CL</b> | <b>MRS</b> | <b>Total</b> | <b>Average</b> | <b>Rank</b>   |
|---------------|------------------------------|-----------|-----------|------------|--------------|----------------|---------------|
| 1.            | Project 1                    | 9         | 9         | 8          | 26           | 8.67           | <b>First</b>  |
| 2.            | Project 2                    | 6.5       | 8         | 4          | 18.5         | 6.17           |               |
| 3.            | Project 3                    | 8.5       | 8         | 6          | 22.5         | 7.5            | <b>Second</b> |
| 4.            | Project 4                    | 7.5       | 6         | 7          | 20.5         | 6.8            |               |
| 5.            | Project 5                    | 8         | 7         | 5          | 20           | 6.6            |               |
| 6.            | Project 6                    | 7.5       | 7         | 7          | 21.5         | 7.17           | <b>Third</b>  |
| 7.            | Project 7                    | 6         | 5         | 5          | 16           | 5.3            |               |

**Step-wise procedure for developing the Nationally Evolved Projects (NEP) under NMITLI**

**I. National Consultations**

- (i) Wide-spread and wide-ranging national consultations are held to identify the potential niche ideas. The consultations are usually done through letters from DG, CSIR to eminent personalities in all walks of life.
- (ii) The suggestions so received are compiled into a database.

**II. Selection of suggestions / ideas**

**The two-tier mechanism as given below:**

**First Level:**

- (i) A Screening Committee comprising of experts including senior officers from Government departments with wide exposure over different disciplines shortlist the suggestions / ideas for their conformance to NMITLI objectives;
- (ii) The Screening Committee's recommendations are placed to DG, CSIR for his consideration, review and confirmation; and
- (iii) The short listed suggestions / ideas are then categorized into different areas, e.g. Agriculture, Biotechnology, Chemicals, Drugs and Pharmaceuticals, Energy, Materials, Information and Communication Technology etc.

**Second Level:**

- (i) Separate Expert Groups are constituted by DG, CSIR to consider the short listed suggestions / ideas for selecting those of the few ideas that could provide an advantage to India. Each of the Expert Group has 4-5 experts from the relevant areas;
- (ii) The selected suggestions / ideas are then put up to DG, CSIR for his consideration, review and approval; and

- (iii) Selected ideas are then communicated to all the contributors.

In addition, CSIR proactively scout for project ideas through interaction with industry and researchers. This is done by organizing interactive meetings with researchers in specific areas to catalyze potential project ideas. The selected ideas are then taken through a brainstorming meeting and the concepts are placed before DG, CSIR for his consideration and approval. These concepts are then developed into projects following the subsequent steps.

### **III. Preparation of Project Proposals**

- (i) For each selected idea, a Specialist Expert Group (Champions Group) is commissioned to evolve the selected idea into a project. The Group comprises of three to four experts in the relevant area with at least one of them being from industry, to provide an industrial perspective to the project. The Champions Group is provided a free hand in zeroing in on the niche segment within the selected area, developing it into a project, selecting the (best) partners, project time frame and budget estimates etc.
- (ii) Towards evolving the project, the Champions Group, besides having internal meetings among themselves, have at least one meeting with the domain specific researchers from academia, institutions & industry.

It is important to recognize that participation in NEP category of NMITLI projects is not by application, but by invitation. Further, individuals who suggested an area may or may not be part of the research project

### **IV. Involvement of Industrial Partners**

**Some of the approaches among others that are followed to enlist the industry partners are:**

- (i) Industrial partners are invited for the brainstorming meeting at the time of evolving the projects;
- (ii) Where the industry participation in the brainstorming meeting is minimal or nil, CSIR specially addresses letters to the firms in that industry sector for soliciting their interest;

- (iii) TNBD Division at CSIR independently also interacts with the relevant industries and solicit their participation in the project; and
- (iv) Firms that show interest in participating in the programme are enlisted in the projects.

## **V. Approvals**

- (i) The final project as developed is submitted for consideration of a High-Powered Committee (HPC), which is constituted by DG, CSIR. In facilitating the HPC to arrive at a decision, the Champions are invited to make a presentation to the HPC; and
- (ii) The project proposal along with HPC comments / recommendations including the funding aspect is then put up to DG, CSIR/GB(SFC)/EFC as appropriate for final consideration and approval.

## **VI. Disbursal of Funds**

A MOU / legal agreement is entered among the partners and funds are then released to implement the project.

## **Step-wise procedure for developing Industry Originated Projects (IOP) under NMITLI**

### **I. Soliciting conceptual ideas/proposals**

- 1) Through press advertisement in leading national newspapers inviting conceptual proposals from Indian industry under the scheme; and
- 2) Letters from CSIR are addressed to a large number of Indian industries inviting conceptual ideas / proposals for support under the scheme.

### **II. Selection of conceptual proposals**

#### **First level:**

- 1) Compilation of the conceptual ideas / proposals received within the specified time; and
- 2) *Prima facie* evaluation of the conceptual ideas / proposals for their conformance to NMITLI objectives by a committee of experts drawn from different fields (set up by DG, CSIR).

#### **Second level:**

- 3) Assessment of short listed conceptual ideas / proposals by a committee of eminent technical domain experts (minimum of 3 experts) rated on 1 to 10 scale for further consideration and examination; and
- 4) Selection of top rated one or two ideas based on average rating with a minimum rating of 5) in each broad area.

### **III. Development of conceptual ideas into projects**

Development of selected idea / conceptual proposal into project proposal with the guidance of national experts and concerned industry partner. CSIR identifies and provides these experts for helping the industry to build the proposal.

#### **IV. Approvals**

- 1) The final project proposal as developed is submitted to the High-Powered Committee for consideration and recommendation; and
- 2) The project proposal along with HPC recommendations is then put up to DG, CSIR/SFC (GB)/EFC, as appropriate for final consideration and approval.

#### **V. Disbursal of Funds**

An agreement is entered among the partners and then funds are released to partners for implementation of the project.

## ANNEXURE - VIII

## Form GFR 19-A

## FORM OF UTILIZATION CERTIFICATE

| Sl. No. | Letter No.<br>and date | Amount |
|---------|------------------------|--------|
|         |                        |        |
|         |                        |        |
|         |                        |        |
|         |                        |        |
|         | Total                  |        |

Certified that out of Rs. \_\_\_\_\_ of grant-in-aid sanctioned during the year \_\_\_\_\_ in favour of \_\_\_\_\_ under CSIR Office Order No. given in the margin and Rs. \_\_\_\_\_ on account of unspent balance of the previous financial year, a sum of Rs. \_\_\_\_\_ has been utilized for the purpose of \_\_\_\_\_ for which it was sanctioned and that the balance of Rs. \_\_\_\_\_ remaining unutilized at the end of the year has been surrendered to Government (vide no. \_\_\_\_\_ dated \_\_\_\_\_) /will be adjusted towards the grants-in-aid payable during the next year \_\_\_\_\_.

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

Kinds of checks exercised:

- 1.
- 2.
- 3.
- 4.
- 5.

Signature  
Name  
Designation  
with date  
(Competent Financial Authority)

Signature  
Name  
Designation  
with date  
(Head of the Institute)

**UTILIZATION CERTIFICATE FOR NMITLI PROJECT**  
**FOR THE FINANCIAL YEAR ENDING 31<sup>ST</sup> MARCH 200**

(Please submit in duplicate)

- |     |                                                                                                                                                                                           |                                              |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| 1.  | Title of the Project                                                                                                                                                                      |                                              |
| 2.  | Name of the Institution                                                                                                                                                                   |                                              |
| 3.  | Principal Investigator(s)                                                                                                                                                                 |                                              |
| 4.  | CSIR Office Order No. & Date and<br>CSIR budget head of the sanctioning<br>project                                                                                                        |                                              |
| 5.  | Amount brought forward from the<br>previous financial year (if<br>applicable) quoting CSIR letter no.<br>and date in which the authority to<br>carry forward the said amount was<br>given | i. Amount (Rs.)<br><br>ii. Letter No. & Date |
| 6.  | Amount received during the<br>financial year                                                                                                                                              | i. Amount (Rs.)<br><br>ii. Letter No. & Date |
| 7.  | Total amount that was available for<br>expenditure during the above<br>financial year (s.no. 5+6)                                                                                         | Rs.                                          |
| 8.  | Actual expenditure (including<br>commitments) incurred /<br>committed to be incurred during the<br>above financial year                                                                   | Rs.                                          |
| 9.  | Balance amount available at the end<br>of the financial year                                                                                                                              | Rs.                                          |
| 10. | Unspent balance refunded if any<br>(please give details of cheque no.<br>etc.)                                                                                                            | Rs.                                          |
| 11. | Amount requested to be carried<br>forward to the next financial year (if<br>applicable with justification)                                                                                | Rs.                                          |

**Statement of Expenditure:**

| S.No. | Sanctioned Heads               | Funds Allocated | Expenditure Incurred |        |         | Total Expenditure | Balance as on | Funds committed upto 31 <sup>st</sup> March | Remarks (if any) |
|-------|--------------------------------|-----------------|----------------------|--------|---------|-------------------|---------------|---------------------------------------------|------------------|
|       |                                |                 | I Yr.                | II Yr. | III Yr. |                   |               |                                             |                  |
| i     | ii                             | iii             | iv                   |        | v       | vi                | vii           | viii                                        | ix               |
| 1.    | Project manpower               |                 |                      |        |         |                   |               |                                             |                  |
| 2.    | Equipment(s)                   |                 |                      |        |         |                   |               |                                             |                  |
| 3.    | Consumables                    |                 |                      |        |         |                   |               |                                             |                  |
| 4.    | Travel                         |                 |                      |        |         |                   |               |                                             |                  |
| 5.    | Contingencies                  |                 |                      |        |         |                   |               |                                             |                  |
| 6.    | Overhead Expenses              |                 |                      |        |         |                   |               |                                             |                  |
| 7.    | Others (if any please specify) |                 |                      |        |         |                   |               |                                             |                  |
| 8.    | Total                          |                 |                      |        |         |                   |               |                                             |                  |

Signature

Name

Designation Of Principal Investigator

Date: \_\_\_\_\_

Signature

Name

Designation of Competent Financial Authority

Date: \_\_\_\_\_

Note:

1. Expenditure under the sanctioned heads, at any point of time, should not exceed funds allocated under that head, without prior approval.
2. The institution/ organization receiving the grant shall submit a Utilization Certificate for the period ending 31<sup>st</sup> March and 30<sup>th</sup> September by 31<sup>st</sup> May and 30<sup>th</sup> November of the year respectively. Where the second / third year grant is due the institute will also submit a provisional Utilization Certificate by first week of March for facilitating the release of funds for the subsequent years.

## Format for KNOWLEDGEBASE

## I. Knowledge base Generation

|               |                                                                                                                                          |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Laboratory    | (Selected from Dropdown List)                                                                                                            |
| Unique ID No. | Unique No. of Item in following format: <b>AUTO Generated by Programme</b><br>“LAB in Short/Classification(as given below) /Sl.No./Year” |

|    |                    |                                                                                       |                                                                                     |                                         |  |
|----|--------------------|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------------------|--|
| 1. | Title              |                                                                                       |                                                                                     |                                         |  |
| 2. | Category           | <input type="checkbox"/> Unencumbered <input type="checkbox"/> Encumbered             |                                                                                     |                                         |  |
| 3. | Classification     | <input type="checkbox"/> New Product (NP)                                             | <input type="checkbox"/> Technology (TG)                                            | <input type="checkbox"/> Know how (KH)  |  |
|    |                    | <input type="checkbox"/> Process (PS)                                                 | <input type="checkbox"/> Process Improvements (PI)                                  | <input type="checkbox"/> Technique (TQ) |  |
|    |                    | <input type="checkbox"/> Design (DN)                                                  |                                                                                     |                                         |  |
| 4. | Date line          | DD    MM    YYYY<br>Y                                                                 | Indicate Date(s) of Development (separately for each category as classified above)  |                                         |  |
| 5. | a. R&D Area        | (Please ✓ mark in the appropriate Box)                                                |                                                                                     |                                         |  |
|    |                    | <input type="checkbox"/> Aerospace Science & Engineering                              | <input type="checkbox"/> Pharmaceuticals, Health Care & Drugs                       |                                         |  |
|    |                    | <input type="checkbox"/> Agriculture Science and Technology                           | <input type="checkbox"/> Housing, Road & Construction                               |                                         |  |
|    |                    | <input type="checkbox"/> Food Processing & Nutrition Technology                       | <input type="checkbox"/> Information: Technology, Resources & Products              |                                         |  |
|    |                    | <input type="checkbox"/> Biology and Biotechnology                                    | <input type="checkbox"/> Leather                                                    |                                         |  |
|    |                    | <input type="checkbox"/> Chemicals Science & Technology                               | <input type="checkbox"/> Metrology                                                  |                                         |  |
|    |                    | <input type="checkbox"/> Earth System Science                                         | <input type="checkbox"/> Rural Development, Weaker Sections, Women & North-East     |                                         |  |
|    |                    | <input type="checkbox"/> Ecology & Environment                                        | <input type="checkbox"/> Water: Resources & Technology                              |                                         |  |
|    |                    | <input type="checkbox"/> Energy: Resource & Technology                                | <input type="checkbox"/> If combination of more than one above areas, give details: |                                         |  |
|    |                    | <input type="checkbox"/> Electronics, Photonics & Instrumentation                     | <input type="checkbox"/>                                                            |                                         |  |
|    |                    | <input type="checkbox"/> Engineering, Materials, Mining/Minerals &                    | <input type="checkbox"/> Any other, Please Specify                                  |                                         |  |
|    |                    | <input type="checkbox"/> Manufacturing Technology                                     | <input type="checkbox"/>                                                            |                                         |  |
|    | b. Sub Area(s)     | Define <b>Sub area(s)</b> within the above selected area                              |                                                                                     |                                         |  |
|    | c. Unique keywords | Define few <b>unique scientific keywords</b> used in the research project description |                                                                                     |                                         |  |

|                                      |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                      |                           |                          |                          |                           |                          |                          |              |                          |          |       |                          |                          |                          |                     |         |                          |    |                          |                 |    |                          |  |                          |                          |     |                          |            |                          |                   |  |         |            |    |  |  |    |  |  |
|--------------------------------------|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|---------------------------|--------------------------|--------------------------|---------------------------|--------------------------|--------------------------|--------------|--------------------------|----------|-------|--------------------------|--------------------------|--------------------------|---------------------|---------|--------------------------|----|--------------------------|-----------------|----|--------------------------|--|--------------------------|--------------------------|-----|--------------------------|------------|--------------------------|-------------------|--|---------|------------|----|--|--|----|--|--|
| 6.                                   | IPR Status                                 | <p>(Please ✓ in the Appropriate Box)</p> <p style="text-align: right;">Ownership: <input type="checkbox"/> CSIR <input type="checkbox"/> Joint</p> <p style="text-align: right;">Give details if Joint: <input style="width: 150px;" type="text"/></p><br><table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; text-align: center;">PCT</td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 10%; text-align: center;">Yes</td> <td style="width: 10%; text-align: center;">Date:</td> <td style="width: 20%; text-align: center;">dd/mm/yyyy</td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 10%; text-align: center;">No</td> </tr> </table><br><table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; text-align: center;">Filed:</td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 10%; text-align: center;">Yes</td> <td style="width: 10%; text-align: center;">Date:</td> <td style="width: 20%; text-align: center;">dd/mm/yyyy</td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 10%; text-align: center;">No</td> </tr> </table><br><table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"></td> <td style="width: 45%; text-align: center;">Country</td> <td style="width: 50%; text-align: center;">Application No.</td> </tr> <tr> <td style="text-align: center;">1.</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">2.</td> <td></td> <td></td> </tr> </table><br><table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; text-align: center;">Granted:</td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 10%; text-align: center;">Yes</td> <td style="width: 10%; text-align: center;">Date:</td> <td style="width: 20%; text-align: center;">dd/mm/yyyy</td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 10%; text-align: center;">No</td> </tr> </table><br><table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"></td> <td style="width: 45%; text-align: center;">Country</td> <td style="width: 50%; text-align: center;">Patent No.</td> </tr> <tr> <td style="text-align: center;">3.</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">4.</td> <td></td> <td></td> </tr> </table> <p>If Specify</p> <p><input type="checkbox"/> Patent <input type="checkbox"/> Design <input type="checkbox"/> Copyright</p> <p><input type="checkbox"/> Utility Model <input type="checkbox"/> Trade Mark <input style="width: 50px;" type="text"/></p> <p><b>In Process:</b> <input type="checkbox"/> <b>Details:</b> <input style="width: 250px;" type="text"/></p> | PCT                                  | <input type="checkbox"/>  | Yes                      | Date:                    | dd/mm/yyyy                | <input type="checkbox"/> | No                       | Filed:       | <input type="checkbox"/> | Yes      | Date: | dd/mm/yyyy               | <input type="checkbox"/> | No                       |                     | Country | Application No.          | 1. |                          |                 | 2. |                          |  | Granted:                 | <input type="checkbox"/> | Yes | Date:                    | dd/mm/yyyy | <input type="checkbox"/> | No                |  | Country | Patent No. | 3. |  |  | 4. |  |  |
| PCT                                  | <input type="checkbox"/>                   | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Date:                                | dd/mm/yyyy                | <input type="checkbox"/> | No                       |                           |                          |                          |              |                          |          |       |                          |                          |                          |                     |         |                          |    |                          |                 |    |                          |  |                          |                          |     |                          |            |                          |                   |  |         |            |    |  |  |    |  |  |
| Filed:                               | <input type="checkbox"/>                   | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Date:                                | dd/mm/yyyy                | <input type="checkbox"/> | No                       |                           |                          |                          |              |                          |          |       |                          |                          |                          |                     |         |                          |    |                          |                 |    |                          |  |                          |                          |     |                          |            |                          |                   |  |         |            |    |  |  |    |  |  |
|                                      | Country                                    | Application No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                      |                           |                          |                          |                           |                          |                          |              |                          |          |       |                          |                          |                          |                     |         |                          |    |                          |                 |    |                          |  |                          |                          |     |                          |            |                          |                   |  |         |            |    |  |  |    |  |  |
| 1.                                   |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                      |                           |                          |                          |                           |                          |                          |              |                          |          |       |                          |                          |                          |                     |         |                          |    |                          |                 |    |                          |  |                          |                          |     |                          |            |                          |                   |  |         |            |    |  |  |    |  |  |
| 2.                                   |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                      |                           |                          |                          |                           |                          |                          |              |                          |          |       |                          |                          |                          |                     |         |                          |    |                          |                 |    |                          |  |                          |                          |     |                          |            |                          |                   |  |         |            |    |  |  |    |  |  |
| Granted:                             | <input type="checkbox"/>                   | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Date:                                | dd/mm/yyyy                | <input type="checkbox"/> | No                       |                           |                          |                          |              |                          |          |       |                          |                          |                          |                     |         |                          |    |                          |                 |    |                          |  |                          |                          |     |                          |            |                          |                   |  |         |            |    |  |  |    |  |  |
|                                      | Country                                    | Patent No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                      |                           |                          |                          |                           |                          |                          |              |                          |          |       |                          |                          |                          |                     |         |                          |    |                          |                 |    |                          |  |                          |                          |     |                          |            |                          |                   |  |         |            |    |  |  |    |  |  |
| 3.                                   |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                      |                           |                          |                          |                           |                          |                          |              |                          |          |       |                          |                          |                          |                     |         |                          |    |                          |                 |    |                          |  |                          |                          |     |                          |            |                          |                   |  |         |            |    |  |  |    |  |  |
| 4.                                   |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                      |                           |                          |                          |                           |                          |                          |              |                          |          |       |                          |                          |                          |                     |         |                          |    |                          |                 |    |                          |  |                          |                          |     |                          |            |                          |                   |  |         |            |    |  |  |    |  |  |
| 7.                                   | Brief Description of the IP/ Knowledgebase | Not more than 250 Words                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                      |                           |                          |                          |                           |                          |                          |              |                          |          |       |                          |                          |                          |                     |         |                          |    |                          |                 |    |                          |  |                          |                          |     |                          |            |                          |                   |  |         |            |    |  |  |    |  |  |
| 8.                                   | Emanated from (Details of the Project)     | <p>Title of The Project:</p> <p>Type of the Project: (Please ✓ in the Appropriate Box)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: center;">Contact R&amp;D Project:</td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 20%; text-align: center;">Sponsored</td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 40%; text-align: center;">Collaborative/Cooperative</td> </tr> </table><br><table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"></td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 20%; text-align: center;">Grant in Aid</td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 40%; text-align: center;">In-house</td> </tr> <tr> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Bilateral</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Supra-Institutional</td> </tr> <tr> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Network Project</td> </tr> <tr> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Inter-Agency</td> </tr> <tr> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">National Facility</td> </tr> </table><br><p><input style="width: 100px;" type="text"/> <input type="checkbox"/> Any other, Indicate <input style="width: 100px;" type="text"/></p> <p><b>PI(s):</b></p> <p><b>Project Team:</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Contact R&D Project:                 | <input type="checkbox"/>  | Sponsored                | <input type="checkbox"/> | Collaborative/Cooperative |                          | <input type="checkbox"/> | Grant in Aid | <input type="checkbox"/> | In-house |       | <input type="checkbox"/> | Bilateral                | <input type="checkbox"/> | Supra-Institutional |         | <input type="checkbox"/> |    | <input type="checkbox"/> | Network Project |    | <input type="checkbox"/> |  | <input type="checkbox"/> | Inter-Agency             |     | <input type="checkbox"/> |            | <input type="checkbox"/> | National Facility |  |         |            |    |  |  |    |  |  |
| Contact R&D Project:                 | <input type="checkbox"/>                   | Sponsored                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <input type="checkbox"/>             | Collaborative/Cooperative |                          |                          |                           |                          |                          |              |                          |          |       |                          |                          |                          |                     |         |                          |    |                          |                 |    |                          |  |                          |                          |     |                          |            |                          |                   |  |         |            |    |  |  |    |  |  |
|                                      | <input type="checkbox"/>                   | Grant in Aid                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/>             | In-house                  |                          |                          |                           |                          |                          |              |                          |          |       |                          |                          |                          |                     |         |                          |    |                          |                 |    |                          |  |                          |                          |     |                          |            |                          |                   |  |         |            |    |  |  |    |  |  |
|                                      | <input type="checkbox"/>                   | Bilateral                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <input type="checkbox"/>             | Supra-Institutional       |                          |                          |                           |                          |                          |              |                          |          |       |                          |                          |                          |                     |         |                          |    |                          |                 |    |                          |  |                          |                          |     |                          |            |                          |                   |  |         |            |    |  |  |    |  |  |
|                                      | <input type="checkbox"/>                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <input type="checkbox"/>             | Network Project           |                          |                          |                           |                          |                          |              |                          |          |       |                          |                          |                          |                     |         |                          |    |                          |                 |    |                          |  |                          |                          |     |                          |            |                          |                   |  |         |            |    |  |  |    |  |  |
|                                      | <input type="checkbox"/>                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <input type="checkbox"/>             | Inter-Agency              |                          |                          |                           |                          |                          |              |                          |          |       |                          |                          |                          |                     |         |                          |    |                          |                 |    |                          |  |                          |                          |     |                          |            |                          |                   |  |         |            |    |  |  |    |  |  |
|                                      | <input type="checkbox"/>                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <input type="checkbox"/>             | National Facility         |                          |                          |                           |                          |                          |              |                          |          |       |                          |                          |                          |                     |         |                          |    |                          |                 |    |                          |  |                          |                          |     |                          |            |                          |                   |  |         |            |    |  |  |    |  |  |
| 9.                                   | Scale                                      | <p>(Please ✓ in the Appropriate Box)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: center;"><input type="checkbox"/> Bench Level</td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 30%; text-align: center;">Pilot Level</td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 30%; text-align: center;">Commercial Level</td> </tr> </table> <p>Details: <input style="width: 100px;" type="text"/></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> Bench Level | <input type="checkbox"/>  | Pilot Level              | <input type="checkbox"/> | Commercial Level          |                          |                          |              |                          |          |       |                          |                          |                          |                     |         |                          |    |                          |                 |    |                          |  |                          |                          |     |                          |            |                          |                   |  |         |            |    |  |  |    |  |  |
| <input type="checkbox"/> Bench Level | <input type="checkbox"/>                   | Pilot Level                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/>             | Commercial Level          |                          |                          |                           |                          |                          |              |                          |          |       |                          |                          |                          |                     |         |                          |    |                          |                 |    |                          |  |                          |                          |     |                          |            |                          |                   |  |         |            |    |  |  |    |  |  |

|       |                                      |                                                       |       |        |
|-------|--------------------------------------|-------------------------------------------------------|-------|--------|
| 10.   | Time Taken<br>for<br>Developmen<br>t | <table><tr><td>Years</td><td>Months</td></tr></table> | Years | Months |
| Years | Months                               |                                                       |       |        |
| 11.   | Cost of<br>Developmen<br>t (Rs.)     |                                                       |       |        |
| 12.   | Give profile                         | Proforma at <b>Annexure-A &amp; B</b>                 |       |        |

## II. Knowledgebase Licensing

|       |                                                                                                                                                                          |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Title | Selected by Dropdown from the list of IP/Knowledgebase Developed in the existing Database<br>If details do not exist, user to fill details of IP/Knowledgebase Generated |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                          |                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |                           |                          |                             |                          |                |                          |                 |                          |                |                          |                  |                          |                       |                          |                 |                          |          |                          |                       |                          |                 |                          |           |                          |                       |
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| 1.                       | Licensed Through                                                                  | <b>Agency Name:</b> (Like Lab/CSIR/NRDC/other TT agency etc) with complete address, Ph.,Fax, and Email address<br><b>Contact Person:</b> Name of contact person with Ph., Fax, and Email address                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                          |                           |                          |                             |                          |                |                          |                 |                          |                |                          |                  |                          |                       |                          |                 |                          |          |                          |                       |                          |                 |                          |           |                          |                       |
| 2.                       | Licensee details                                                                  | <b>A. Address</b><br>i). Name & Complete address with Ph., Fax and email address<br>ii). Name of the nodal contact person with Ph., Fax and email address<br><b>B. Product Domain</b><br>i). Licensee's Area of operation<br>ii). Product range<br><b>C. R&amp;D centres</b><br>i). Details of R&D Centres with complete address, Ph.,Fax Nos & email address and name of the contact person.<br>ii). List of the research facilities available at R&D Centres<br><br><b>The Licensee is :</b><br>(Please √ in the Appropriate Box)<br><div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> <b>Indian Agency</b><br/>         Please specify further<br/> <table border="1" style="width: 100%;"> <tr><td><input type="checkbox"/></td><td>Public Sector-State Govt.</td></tr> <tr><td><input type="checkbox"/></td><td>Public Sector-Central Govt.</td></tr> <tr><td><input type="checkbox"/></td><td>Industry-Large</td></tr> <tr><td><input type="checkbox"/></td><td>Industry-Medium</td></tr> <tr><td><input type="checkbox"/></td><td>Industry-Small</td></tr> <tr><td><input type="checkbox"/></td><td>Industry-Cottage</td></tr> <tr><td><input type="checkbox"/></td><td>Research Organisation</td></tr> <tr><td><input type="checkbox"/></td><td>Cooperative/NGO</td></tr> </table> </div> <div style="width: 48%;"> <input type="checkbox"/> <b>Foreign Agency</b><br/>         Please specify further<br/> <table border="1" style="width: 100%;"> <tr><td><input type="checkbox"/></td><td>Industry</td></tr> <tr><td><input type="checkbox"/></td><td>Research Organisation</td></tr> <tr><td><input type="checkbox"/></td><td>Cooperative/NGO</td></tr> <tr><td><input type="checkbox"/></td><td>UN Agency</td></tr> <tr><td><input type="checkbox"/></td><td>Other, Please specify</td></tr> </table> <div style="border: 1px solid black; height: 20px; width: 150px; margin-top: 5px;"></div> </div> </div> | <input type="checkbox"/> | Public Sector-State Govt. | <input type="checkbox"/> | Public Sector-Central Govt. | <input type="checkbox"/> | Industry-Large | <input type="checkbox"/> | Industry-Medium | <input type="checkbox"/> | Industry-Small | <input type="checkbox"/> | Industry-Cottage | <input type="checkbox"/> | Research Organisation | <input type="checkbox"/> | Cooperative/NGO | <input type="checkbox"/> | Industry | <input type="checkbox"/> | Research Organisation | <input type="checkbox"/> | Cooperative/NGO | <input type="checkbox"/> | UN Agency | <input type="checkbox"/> | Other, Please specify |
| <input type="checkbox"/> | Public Sector-State Govt.                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |                           |                          |                             |                          |                |                          |                 |                          |                |                          |                  |                          |                       |                          |                 |                          |          |                          |                       |                          |                 |                          |           |                          |                       |
| <input type="checkbox"/> | Public Sector-Central Govt.                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |                           |                          |                             |                          |                |                          |                 |                          |                |                          |                  |                          |                       |                          |                 |                          |          |                          |                       |                          |                 |                          |           |                          |                       |
| <input type="checkbox"/> | Industry-Large                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |                           |                          |                             |                          |                |                          |                 |                          |                |                          |                  |                          |                       |                          |                 |                          |          |                          |                       |                          |                 |                          |           |                          |                       |
| <input type="checkbox"/> | Industry-Medium                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |                           |                          |                             |                          |                |                          |                 |                          |                |                          |                  |                          |                       |                          |                 |                          |          |                          |                       |                          |                 |                          |           |                          |                       |
| <input type="checkbox"/> | Industry-Small                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |                           |                          |                             |                          |                |                          |                 |                          |                |                          |                  |                          |                       |                          |                 |                          |          |                          |                       |                          |                 |                          |           |                          |                       |
| <input type="checkbox"/> | Industry-Cottage                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |                           |                          |                             |                          |                |                          |                 |                          |                |                          |                  |                          |                       |                          |                 |                          |          |                          |                       |                          |                 |                          |           |                          |                       |
| <input type="checkbox"/> | Research Organisation                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |                           |                          |                             |                          |                |                          |                 |                          |                |                          |                  |                          |                       |                          |                 |                          |          |                          |                       |                          |                 |                          |           |                          |                       |
| <input type="checkbox"/> | Cooperative/NGO                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |                           |                          |                             |                          |                |                          |                 |                          |                |                          |                  |                          |                       |                          |                 |                          |          |                          |                       |                          |                 |                          |           |                          |                       |
| <input type="checkbox"/> | Industry                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |                           |                          |                             |                          |                |                          |                 |                          |                |                          |                  |                          |                       |                          |                 |                          |          |                          |                       |                          |                 |                          |           |                          |                       |
| <input type="checkbox"/> | Research Organisation                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |                           |                          |                             |                          |                |                          |                 |                          |                |                          |                  |                          |                       |                          |                 |                          |          |                          |                       |                          |                 |                          |           |                          |                       |
| <input type="checkbox"/> | Cooperative/NGO                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |                           |                          |                             |                          |                |                          |                 |                          |                |                          |                  |                          |                       |                          |                 |                          |          |                          |                       |                          |                 |                          |           |                          |                       |
| <input type="checkbox"/> | UN Agency                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |                           |                          |                             |                          |                |                          |                 |                          |                |                          |                  |                          |                       |                          |                 |                          |          |                          |                       |                          |                 |                          |           |                          |                       |
| <input type="checkbox"/> | Other, Please specify                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |                           |                          |                             |                          |                |                          |                 |                          |                |                          |                  |                          |                       |                          |                 |                          |          |                          |                       |                          |                 |                          |           |                          |                       |
| 3.                       | Date on which the Agreement signed                                                | <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 30px; text-align: center;">DD</td> <td style="width: 30px; text-align: center;">MM</td> <td style="width: 30px; text-align: center;">YYY<br/>Y</td> </tr> </table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | DD                       | MM                        | YYY<br>Y                 |                             |                          |                |                          |                 |                          |                |                          |                  |                          |                       |                          |                 |                          |          |                          |                       |                          |                 |                          |           |                          |                       |
| DD                       | MM                                                                                | YYY<br>Y                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                          |                           |                          |                             |                          |                |                          |                 |                          |                |                          |                  |                          |                       |                          |                 |                          |          |                          |                       |                          |                 |                          |           |                          |                       |
| 4.                       | Whether the agency is New Entrant to CSIR IP/knowledgebase Domain                 | <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                          |                           |                          |                             |                          |                |                          |                 |                          |                |                          |                  |                          |                       |                          |                 |                          |          |                          |                       |                          |                 |                          |           |                          |                       |
| 5.                       | a. Terms of the License<br><br>b. Qualifying Criteria<br><br>c. Nature of License | Detail description license terms.<br><br>Define royalty/Premia qualifying criteria<br><br><div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> <b>Exclusive</b> <input type="checkbox"/> <b>Non-Exclusive</b> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                          |                           |                          |                             |                          |                |                          |                 |                          |                |                          |                  |                          |                       |                          |                 |                          |          |                          |                       |                          |                 |                          |           |                          |                       |

|    |                                    |                                                                                                                                                                                                                                                                                                                              |                 |                           |                     |                                                            |
|----|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------|---------------------|------------------------------------------------------------|
|    | c. Indicate Premia & Royalty rate  | Premia                                                                                                                                                                                                                                                                                                                       |                 | Royalty rate              |                     |                                                            |
|    |                                    |                                                                                                                                                                                                                                                                                                                              |                 |                           |                     |                                                            |
| 6. | Dues Written off                   | Total Due Amount                                                                                                                                                                                                                                                                                                             | Due from (Date) | Written off Approval Date | Approving Authority | Brief description                                          |
|    |                                    |                                                                                                                                                                                                                                                                                                                              |                 |                           |                     |                                                            |
| 7. | Effective date of License & Period | <div>DD</div> <div>M</div> <div>YYYY</div> <div>Indicate Date of license</div>                                                                                                                                                                                                                                               |                 |                           | Period:             | <div>Year</div> <div>Month</div> <div>s</div> <div>s</div> |
| 8. | Production Status                  | <p>Whether Productionized ?</p> <div> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <p><b>If</b> <b>Yes</b>, please indicate:</p> <div> i). Date of Commencement of production <div> <div>DD</div> <div>MM</div> <div>YYY</div> <div>Y</div> </div> </div> ii). Plant Capacity iii). Details of investment |                 |                           |                     |                                                            |

### III. Outright Sale of IP

|    |                                                    |                                                                                                                                                                                                                                                                                 |
|----|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Name of the Laboratory                             |                                                                                                                                                                                                                                                                                 |
| 2. | Title of IP                                        |                                                                                                                                                                                                                                                                                 |
| 3. | Unique ID of IP                                    |                                                                                                                                                                                                                                                                                 |
| 4. | Classification of IP and its field of exploitation | <div> <input type="checkbox"/> Patent <input type="checkbox"/> Design <input type="checkbox"/> Copyright </div> <div> <input type="checkbox"/> Utility Model <input type="checkbox"/> Trade Mark <input type="text"/> </div> <div> <b>Details</b> : <input type="text"/> </div> |
| 5. | Name & Address of the IP purchaser                 |                                                                                                                                                                                                                                                                                 |
| 6. | Details of the Payments Made                       |                                                                                                                                                                                                                                                                                 |
| 7. | Date of Agreement                                  |                                                                                                                                                                                                                                                                                 |

## Technology Profile

|     |                                     |  |
|-----|-------------------------------------|--|
| 1.  | Equipment/Product/Process           |  |
| 2.  | Application/Uses                    |  |
| 3.  | Salient Technical Features          |  |
| 4.  | Level/Scale of Development          |  |
| 5.  | Status of Commercialisation         |  |
| 6.  | Major Raw Materials                 |  |
| 7.  | Major Plant Equipment and Machinery |  |
| 8.  | Techno-Economics                    |  |
| 9.  | Environmental Considerations        |  |
| 10. | Technology Package                  |  |
| 11. | Contact                             |  |

## Technology Profile of Agro Technologies

|     |                          |  |
|-----|--------------------------|--|
| 1.  | Product/Process          |  |
| 2.  | Crop/Uses                |  |
| 3.  | Brief description        |  |
| 4.  | Propagation              |  |
| 5.  | Soil & Climate           |  |
| 6.  | Agripractices            |  |
| 7.  | Distillation             |  |
| 8.  | Yield                    |  |
| 9.  | Economics of Cultivation |  |
| 10. | Contact                  |  |

**Technology Profile of Variety developed**

|     |                          |  |
|-----|--------------------------|--|
| 1.  | Variety Name             |  |
| 2.  | Derivatives              |  |
| 3.  | Application/ uses        |  |
| 4.  | Medicinal use, if any    |  |
| 5.  | Brief description        |  |
| 6.  | Propagation              |  |
| 7.  | Soil & Climate           |  |
| 8.  | Agripractices            |  |
| 9.  | Yield                    |  |
| 10. | Economics of Cultivation |  |
| 11. | Contact                  |  |

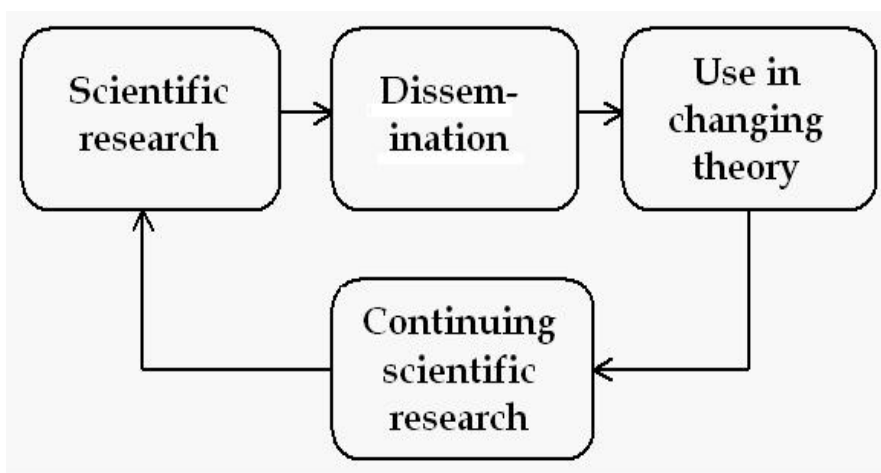
**Technology Profile of Drug Developed**

|     |                                              |  |
|-----|----------------------------------------------|--|
| 1.  | Product/drug/process                         |  |
| 2.  | Application/uses                             |  |
| 3.  | Brief description                            |  |
| 4.  | Major Raw Materials used                     |  |
| 5.  | Efficacy/ Quality Control Studies            |  |
| 6.  | Level/Scale of Development (Clinical trials) |  |
| 7.  | Status of Commercialization                  |  |
| 8.  | Techno Economics                             |  |
| 9.  | Technology package                           |  |
| 10. | Contact                                      |  |

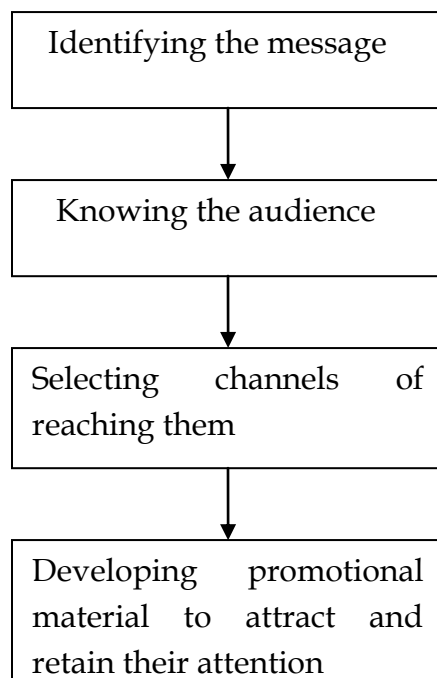
**WORK PLAN INITIATIVES OF USD SYSTEM**

The important mandate aimed at furthering the public image of CSIR entails an image building function, involving the following processes:

- Identifying the message
- Knowing the audience
- Selecting channels of reaching them
- Developing promotional material to attract and retain their attention



An effective image building strategy would involve an appropriate mix of all the above image-building functions.



## 1.1 Identifying the Message

The various messages that are considered for dissemination to the mix of stakeholders of CSIR include:

- Important technological developments in the form of products, processes and technologies
  - Breakthroughs
  - Milestones achieved in the entire process of development
  - Technology transfer or pilot production
  - Patents granted
- New S&T collaborations/interactions with industry within India and abroad
- International/national level events organized by CSIR
- International/national recognitions conferred on CSIR/CSIR employees
- Human resource development initiatives of CSIR
- Societal missions of CSIR & achievements therein
- Welfare schemes introduced by CSIR as role model in overall Indian R&D set-up

## 1.2 Identifying the Audience

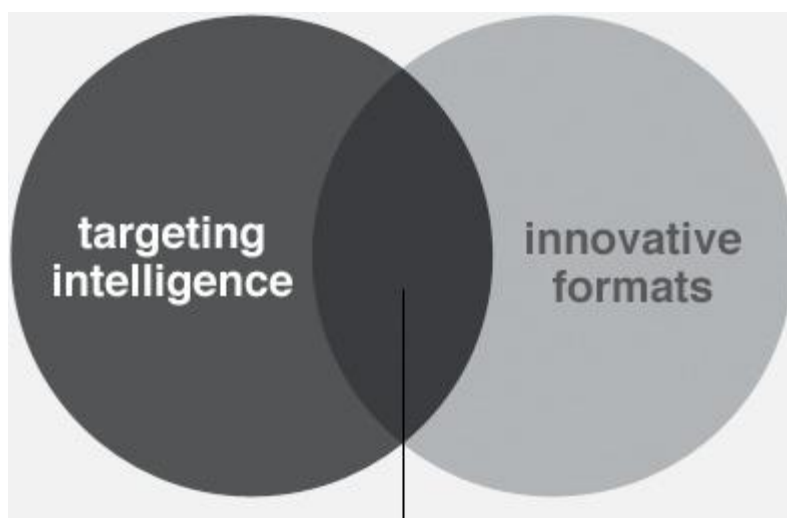
- Policy makers, including the Parliament and other government bodies

- Top management of CSIR, including members of CSIR Society, Governing Bodies and other Statutory bodies of CSIR
- Industry (both within the country & outside)
- Fellow scientists in other research and academic organizations within the country and outside
- Existing employees of CSIR
- Potential employees of CSIR
- Opinion makers, including parents and teachers of potential S&T professionals
- General public

### **1.3 Selecting Channels of Reaching the Audience**

- Preparing executive summaries on important developments (for the consumption of policy makers in Government and top management of CSIR)
- Organizing/participating in special theme exhibitions (for promoting business development with the relevant industries)
- Announcing breakthroughs in special publications (for the fellow scientists in other research organizations within the country and outside)
- Publishing house bulletins (for bridging communication gap amongst employees as also for projecting the activities amongst targeted groups)
- Publishing special technology bulletins on regular basis (for targeted groups in all categories)
- Developing an appropriate and effective web site on Internet (for worldwide dissemination)
- Publishing specialized brochures on achievements, R&D infrastructure, and other career and personal environment related facilities (for use in academic institutes with an aim to attract talent)
- Disseminating information on important developments through mass communication (both print and audio and film) media (for the benefit of general public)
- Participating appropriately in national level events, including National Science Day, National Technology Day, CSIR Foundation Day, etc (for achieving desired impact of dissemination of relevant information on CSIR)
- Organizing events like open days (for the benefit of groups of relevance to the CSIR)

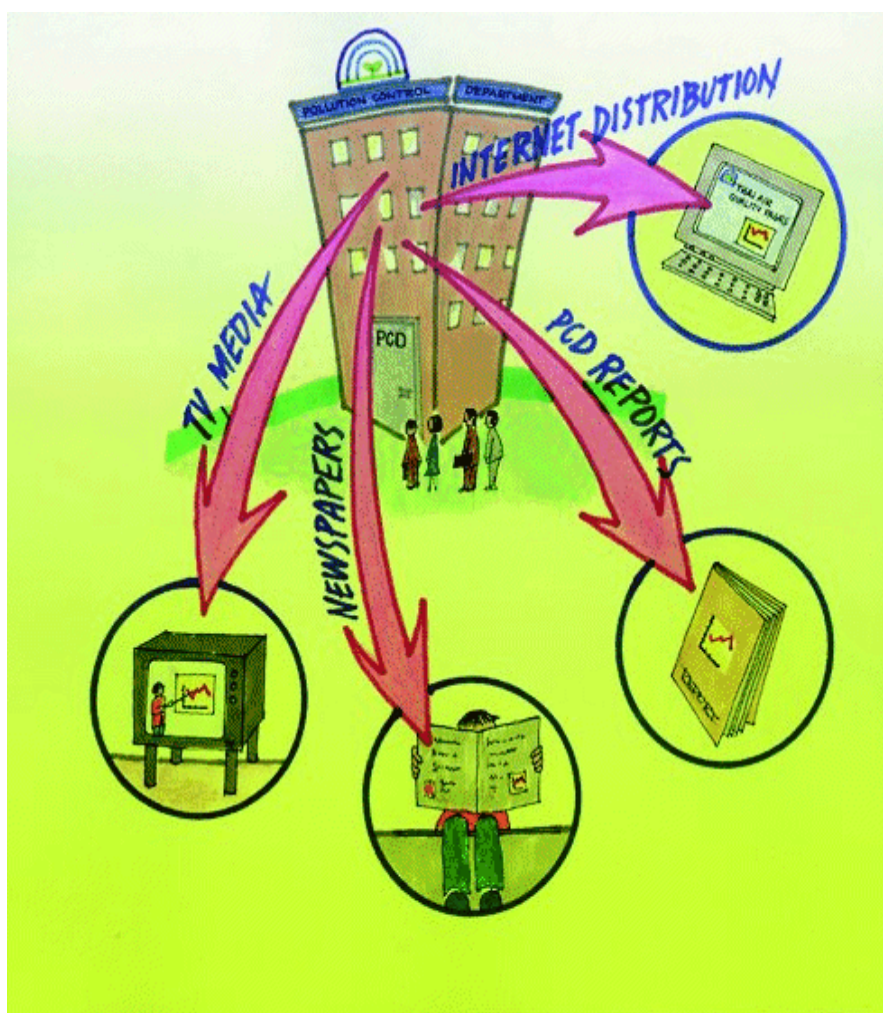
#### 1.4 Developing Promotional Material to Attract/Retain the attention of the Audience



- Preparation of appropriate press releases on breakthroughs, landmarks achieved, and other important CSIR developments of considerable news value
- Preparation of features, digests, and special articles on CSIR developments of relevance to large segments of our population
- Making of special film and audio programmes, reflecting development events behind each special achievement of CSIR, having relevance to a broad segment of our population
- Preparation of exhibits, including interactive exhibits as also the audio-visual CDs on important technological achievements of CSIR
- Preparation of special pamphlets on the products/technologies/processes developed
- Preparation of special brochures on the various theme areas as also the schemes promoted by CSIR , including R&D infrastructure/facilities at CSIR
- Real-time updation of web site with appropriate write-ups
- Production of digital products based on the above inputs for mass distribution

### PROMOTIONAL ACTIVITIES UNDERTAKEN BY USD

Several special image building activities, including publication of corporate advertisements, exhibitions within India and abroad, audio-visual campaigns, production of promotional material, etc are required to be handled by USD from time to time



#### 1.1 Handling of information on various achievements, including

- Collection of relevant information from the various sources, namely, the CSIR action centres, published literature, and corporate HQs.
- Proper storage of the information thus collected for quick retrieval when needed

- Processing of the information into different formats depending upon the requirement

## **1.2 Disseminating information through Print Media, including**

- **Media relations** – Publication of press releases (regular news items and occasional feature articles) on CSIR developments by way of active coordination with key media professionals, including organization of press conferences, conducted visits of media professionals to the sites of action in CSIR, and day-to-day interaction
- Publication of advertorials in specialized publications (on DAVP rates or competitive rates for non-DAVP publications)
- Regular columns, as CSIR Technology Scan in selected newspapers/magazines (by way of specially negotiated rates for ‘editorial space’ that vary from publication to publication)
- Corporate advertisements on national occasions of relevance to CSIR, namely, CSIR Foundation Day, SSB Award Function, National Science Day, and National Technology Day, on DAVP rates. Besides, certain advertisements are coordinated by USD on behalf of other Divisions, including TNBD for their Diamond Jubilee Technology Award and Award for S&T Innovation and Rural Development and IPMD for their Innovation Awards (To be released on DAVP rates as per the DAVP policies through professional advertising agencies officially empanelled with CSIR).

## **1.3 Disseminating information through Digital Media, including CSIR Web Site**

- Development of new web site on CSIR, proposed to be executed by hiring the services of a professional agency, on a limited tender basis with international level specifications.
- Updation of data and refinement of design features of the CSIR web site, on regular basis (the latter by the same agency, as a part of the contract)
- Advertising on some popular web-based search engines on important occasions, on special negotiated rates
- Production and distribution of digital information products amongst students and other targeted stakeholders of CSIR

## **1.4 Participation in National and International Exhibitions**

- Hiring of space at the identified national/international events (the average current rate for hiring of space for the various events of interest to CSIR is about Rs. 7000 per sq m of bare space)
- Fabrication of CSIR Pavilions in the events of special significance to CSIR through already identified specialized exhibition agencies on limited tender basis (on current rates, the fabrication of special pavilion on turn-key basis with all related services is about Rs. 4000 per sq m).
- Fabrication of exhibits and production of other relevant promotional material and related activities

### **1.5 Disseminating information through Audio-Visual Media by way of short movies/documentaries and audio programmes on major CSIR developments**

- Production of audio software for broadcast purposes through officially empanelled production houses, on DAVP rates.
- Production of video software for telecast and other dissemination purposes, including corporate film on CSIR through officially empanelled production houses, on DAVP rates.
- The telecast/broadcast would be on the rates charged by the intended communication channel.

### **1.6 Publication of Promotional Material, including**

- Publishing of theme publications and brochures on major CSIR developments, including comprehensive brochure on CSIR for general dissemination, hiring the services of professional advertising agencies empanelled with CSIR on limited tender basis, on international level specifications
- Regular publishing of a technology bulletin (Proposed to be launched as Quarterly thereafter increasing its frequency as bimonthly) for dissemination to important stakeholders of CSIR

### **1.7 Information Services, including Press Clipping Service**

- Scanning of newspapers and magazines

- Digitization of core information, its storage and effective retrieval for dissemination by way of one time development of software and digitization of archival information, employing the services of a professional agency
- Handling of general information queries on CSIR profile, its activities and achievements

## **1.8 Miscellaneous**

- On-the-job training for the technical staff
- Procurement and maintenance of specialized equipment, furniture and consumables
- Travel for coordination purposes
- Consultancy on overall communication strategy by hiring the services of a professional PR agency on retention basis

# ANNEXURE - XIII

## IFDC-1

|                                                                                                                                                                                                                                                                                                            |                           |                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|------------------------------------------------------------------------------------------------------------------------|
| <b>GENERAL INFORMATION</b> Please remember to attach a photo of yourself as a separate JPEG file and copy of passport (even if expired), only of the page with personal details.                                                                                                                           |                           |                                                                                                                        |
| Surname (family name):                                                                                                                                                                                                                                                                                     | First name(s):            | Passport No:                                                                                                           |
| Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>                                                                                                                                                                                                                                      | Date of birth:            | Date and place issued:                                                                                                 |
| Nationality:                                                                                                                                                                                                                                                                                               | Place of birth (country): | Expiry date:                                                                                                           |
| Applicant's contact address:<br><br>Phone:<br><br>Fax:<br><br>E-Mail:                                                                                                                                                                                                                                      |                           | Name and contact details of a person to be contacted in case of an emergency:<br><br>Phone:<br><br>Fax:<br><br>E-Mail: |
| Name & Address of Institution where employed <b>(Supporting statement in favour of the visit by the employer must be attached):</b><br><br>Name and Title of the Head of your institution:<br><br>Phone: Your Position:<br><br>Fax: Is the post regular or temporary?<br><br>E-Mail: Duties and work done: |                           |                                                                                                                        |

### ACADEMIC/PROFESSIONAL INFORMATION

|                                                                                                         |       |      |                  |                      |
|---------------------------------------------------------------------------------------------------------|-------|------|------------------|----------------------|
| <b>Higher education</b> Please enclose copies of all degrees awarded and university-issued transcripts. |       |      |                  |                      |
| Degrees awarded                                                                                         | Grade | Year | Field/Discipline | University           |
|                                                                                                         |       |      |                  |                      |
|                                                                                                         |       |      |                  |                      |
|                                                                                                         |       |      |                  |                      |
|                                                                                                         |       |      |                  |                      |
| Current subject of specialization:<br>Title of thesis if one was submitted for MSc or equivalent:       |       |      |                  |                      |
| <b>Academic/professional employment</b>                                                                 |       |      |                  |                      |
| Name and address of past employer(s)                                                                    | From  | To   | Position         | Duties and work done |

|                                                                                                 |                                                                            |                                                                            |                                                                            |                                                                            |
|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|----------------------------------------------------------------------------|----------------------------------------------------------------------------|----------------------------------------------------------------------------|
|                                                                                                 |                                                                            |                                                                            |                                                                            |                                                                            |
|                                                                                                 |                                                                            |                                                                            |                                                                            |                                                                            |
|                                                                                                 |                                                                            |                                                                            |                                                                            |                                                                            |
|                                                                                                 |                                                                            |                                                                            |                                                                            |                                                                            |
|                                                                                                 |                                                                            |                                                                            |                                                                            |                                                                            |
|                                                                                                 |                                                                            |                                                                            |                                                                            |                                                                            |
|                                                                                                 |                                                                            |                                                                            |                                                                            |                                                                            |
|                                                                                                 |                                                                            |                                                                            |                                                                            |                                                                            |
| <b>Referees.</b> Names and addresses of three senior scientists familiar with applicant's work. |                                                                            |                                                                            |                                                                            |                                                                            |
| Referee 1                                                                                       | Referee 2                                                                  |                                                                            | Referee 3                                                                  |                                                                            |
| Relationship to candidate:                                                                      | Relationship to candidate:                                                 |                                                                            | Relationship to candidate:                                                 |                                                                            |
|                                                                                                 |                                                                            |                                                                            |                                                                            |                                                                            |
| <b>Language skills</b>                                                                          |                                                                            |                                                                            |                                                                            |                                                                            |
| ENGLISH                                                                                         | Understanding<br>spoken language                                           | Reading                                                                    | Speaking                                                                   | Writing                                                                    |
|                                                                                                 | Excellent<br>Good<br>Poor                                                  | Excellent<br>Good Poor                                                     | Excellent<br>Good<br>Poor                                                  | Excellent<br>Good Poor                                                     |
|                                                                                                 | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
|                                                                                                 |                                                                            |                                                                            |                                                                            |                                                                            |
| <b>Have you ever attended an English course/examination? If so provide details.</b>             |                                                                            |                                                                            |                                                                            |                                                                            |
| Other courses/exams<br>passed:                                                                  | Name of Institute where held:                                              |                                                                            | Year carried out and marks<br>obtained:                                    |                                                                            |
|                                                                                                 |                                                                            |                                                                            |                                                                            |                                                                            |

## FELLOWSHIP DETAILS

|                                                                                                                 |          |          |
|-----------------------------------------------------------------------------------------------------------------|----------|----------|
| <b>Name and address of the Council of Scientific and Industrial Research laboratory which has accepted you.</b> |          |          |
| Name of the institute/laboratory                                                                                |          | Address  |
| University where candidate is registered for PhD in India or in home country.                                   |          |          |
| Name of Institute:                                                                                              |          |          |
| Institute address:                                                                                              |          |          |
| Phone                                                                                                           | Fax      | E-Mail   |
| Date of registration for PhD:                                                                                   |          |          |
| <b>Name and position of PhD supervisor where registered for PhD</b> (Please provide a supporting letter)        |          |          |
| Name:                                                                                                           | Surname: | Position |
| Phone:                                                                                                          | Fax:     | E-mail   |
| <b>Field/Area of proposed research/study</b>                                                                    |          |          |

|                                                                                                                      |      |                            |                |
|----------------------------------------------------------------------------------------------------------------------|------|----------------------------|----------------|
| Proposed PhD project Please provide a detailed description (synopsis) of the proposed doctoral study / research plan |      |                            |                |
| Title                                                                                                                |      |                            |                |
| Project details:                                                                                                     |      |                            |                |
| <b>Accompanying dependents.</b> NB: The Fellowships do not provide support for family members                        |      |                            |                |
|                                                                                                                      | Name | Relationship(mother, son.) | Period of stay |
| 1.                                                                                                                   |      |                            |                |
| 2.                                                                                                                   |      |                            |                |

|                                                                                                                                                                       |  |  |       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|-------|
| 3.                                                                                                                                                                    |  |  |       |
| 4.                                                                                                                                                                    |  |  |       |
| 5.                                                                                                                                                                    |  |  |       |
| <b>Applicant's acceptance of conditions governing the IFDC Fellowships in India</b>                                                                                   |  |  |       |
| Please note that unsigned applications cannot be accepted. Please send this page with the signatures via fax, if you are unable to send a scanned version via e-mail. |  |  |       |
| I accept the terms and conditions governing these fellowships. Moreover, I confirm that I shall return to my home country upon completion of my fellowship in India.  |  |  |       |
| Signature:                                                                                                                                                            |  |  | Date: |

#### ENCLOSURES

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Important: Ensure that ALL relevant enclosures are included with the completed application form!</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <input type="checkbox"/> Passport size photograph as a separate JPEG file.<br><input type="checkbox"/> A copy of passport (even if expired), only of the page with personal details.<br><input type="checkbox"/> Curriculum Vitae and complete list of publications ( <i>do not send papers</i> ).<br><input type="checkbox"/> University degree certificates and relevant university transcripts of advanced courses for all academic degrees.<br><input type="checkbox"/> Official letter of acceptance from CSIR host institution in India from supervisor or head of department.<br><input type="checkbox"/> Registration & No Objection Certificate (see sample attached) IF registered for PhD.<br><input type="checkbox"/> Supporting statement in favour of the visit by the employer.<br><input type="checkbox"/> Certificate of proof of some proficiency in English.<br><input type="checkbox"/> Detailed description(synopsis) of the proposed doctoral study/research plan |

(Institution's Letterhead)

**Registration & No Objection Certificate**

This is to certify that Mr/Mrs/Ms \_\_\_\_\_ son / daughter \_\_\_\_\_ has been registered in the Department of.....at the University of \_\_\_\_\_ for PhD in the area of \_\_\_\_\_ since.....

We hereby convey our No Objection towards his/her study/work in CSIR, India, and also agree to accept the CSIR Supervisor as a Co-Supervisor in the final assessment of the thesis/dissertation

based on which the Ph.D. degree could be offered to  
Mr/Mrs/Ms.....

..... by us.

[Signature with Seal]

NOTE: This certificate should be signed by the Vice-Chancellor or Registrar of the University where the candidate is registered for his/her PhD

### SAMPLE ACCEPTANCE LETTER FROM CSIR(INDIA) LABORATORIES

Candidates applying to the CSIR-IFDC Postgraduate/Postdoctoral Fellowships programme must check the website [www.csir.res.in](http://www.csir.res.in) to obtain details of CSIR labs and the links to individual CSIR institutions to find the laboratory most suited to their research interests. A request may then be sent to the Director of the concerned CSIR laboratory, providing a brief CV plus details of the work currently being carried out by the candidate and that proposed to be undertaken under the IFDC Fellowship. Candidates should submit this signed acceptance letter on headed paper (as per draft given below) and submit it with their application to CSIR before the deadline.

(Institution's Letterhead)

Dear \_\_\_\_\_ {candidate's name and surname} (\_\_\_\_\_) {country of citizenship}

This is to inform you that, as a candidate for a CSIR- IFDC Postgraduate/Fellowship under the agreement established by IFDC and CSIR, you have been accepted in principle for a period of \_\_\_\_\_ [*months/years*] for a Postgraduate/Postdoctoral Fellowship in \_\_\_\_\_ [*field of specialization/academic programme*], at this institution.

If subsequently selected for a CSIR-IFDC Fellowship, you should begin your studies/research from \_\_\_\_\_ [*month/year*] and expect to conclude by \_\_\_\_\_ [*month and year*]. While researching at this institution, you will be under the supervision of Professor/Dr. \_\_\_\_\_ [*name and surname of supervisor*].

Yours sincerely,

\_\_\_\_\_

Signature and name of the Director of CSIR (India) Laboratory or Research Coordinator

## COUNCIL OF SCIENTIFIC &amp; INDUSTRIAL RESEARCH

(International S &amp; T Affairs Division)

## CERTIFICATE OF PHYSICAL FITNESS

*(To be filled by the Doctor of **WHO/Government** recognized Hospital)*

Name of Applicant----- Age

Nationality----- Address-----

----- (Street and Number)----- (City)-----

----- (Country)-----

**I HISTORY**

Check after each disease and symptom with (+) for positive findings and (-) for negative findings:-

|                            |     |                      |     |              |     |
|----------------------------|-----|----------------------|-----|--------------|-----|
| Past History Scarlet Fever | ( ) | Palpitation          | ( ) | Tuberculosis | ( ) |
| Rheumatic Fever            | ( ) | Diphtheria           | ( ) | G.C.         | ( ) |
| Typhoid                    | ( ) | Pneumonia            | ( ) | Vertigo      | ( ) |
| Smallpox                   | ( ) | Malaria              | ( ) | Scabies      | ( ) |
| Inventor by symptoms       | ( ) | Cholera              | ( ) | Spots        | ( ) |
| Geng.headache              | ( ) | Fever                | ( ) | Epistaxis    | ( ) |
| Vision disorders/ailment   | ( ) | Obstruction          | ( ) | Cough        | ( ) |
| Hearing disorders/ailment  | ( ) | Chest pain           | ( ) | Haemoptysis  | ( ) |
| Nasal disorders/ailment    | ( ) | Short of breath pain | ( ) | Tachycardia  | ( ) |

Cardiorespiratory disorders / ( ) Sweat ( ) HIV ( )  
ailment

Expectoration ( ) Night sweat ( ) Any other - specify

Give details of any injury, illness or operation during the past five years (be sure to list all illnesses or injuries).

|                   | Month & Year | Period of disability |
|-------------------|--------------|----------------------|
| Injury or illness | from         | to                   |
|                   | from         | to                   |
| Operation         | from         | to                   |

## II. PHYSICAL EXAMINATION

|                   |                         |           |
|-------------------|-------------------------|-----------|
| Height:           | Weight:                 |           |
| Chest for normal: | Describe abnormalities: |           |
| Head:             | Nose:                   | Lungs:    |
| Eyes:             | Pharynx:                | Heart:    |
| Ears:             | Neck:                   | Reflexes: |

III. **Lungs:** Comment more fully on condition of applicant's lungs.

## IV. Summary

I believe this applicant is/was not physically able to carry on a full-course of study, involving long hours of work in a college or university in India. In my opinion the applicant's health and physical condition are:

**Excellent**

**Good**

**Poor**

She/he was successfully vaccinated against smallpox on (Date)

She/he was successfully inoculated against typhoid on (Date)

She/he presents no evidence of communicable disease or of any fatigue and has no physical defects.

She/he is free from HIV(HIV test report be enclosed)

**REMARKS**

Signature with Seal \_\_\_\_\_  
Name of the Doctor \_\_\_\_\_  
\*Name & Address of the \_\_\_\_\_  
WHO/Government Recognized Hospital \_\_\_\_\_

Date\_\_\_\_\_

**IMPORTANT**

\*The Certificate should be signed by the Doctor of **WHO/Government** recognized Hospital.

As a protective measure, those planning to study in India are strongly advised to get vaccinated against smallpox and against typhoid before coming to India and should be tested HIV negative.



COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH

(international S&T Affairs Division)

Anusandhan Bhawan 2, Rafi Marg, New Delhi-110001

### UNDERTAKING TO BE GIVEN BY THE IFDC FELLOWS

1. I will register myself at the nearest Foreigners Registration Office/Police immediately on arrival in India.
2. I will not move out of the station of work without prior permission of supervisor and Head of the Institute.
3. I will not take any assignment out side the CSIR Institute during my fellowship tenure.
4. I will not visit any restricted/sensitive place in the Institute or in India without prior permission of the Competent Authority.
5. I will maintain the secrecy of the work being carried out by me or any other work of the Institute known to me.
6. I will submit a detailed report of the work carried out before returning.
7. As per the CSIR-IFDC norms, I am entitled for CSIR accommodation in Guest House. If my family member(s) join me, I will stay out of the campus.

(Signature of the Candidate)

Endorsement by the Head of the Institution

Where the candidate is presently working

**SECURITY/SENSITIVITY CLEARANCE FOR PROJECTS INVOLVING  
FOREIGNERS**

**CHECK-LIST**

1. Title of the project :
2. Initiating Institute of project :
3. Sponsoring Agency/Ministry :
4. Total cost of the project :

Nature and Quantum of foreign collaboration sought

- a. Financial support
  - b. Equipment support
  - c. Technical support
  - d. Manpower training
  - e. Miscellaneous
5. Is there any possibility, however, remote of use of data, information of result of the work which may impinge on India's national security? If yes, the nature of such a use may be indicated. (in case concern scrutinizing Ministries do not have clear answer, the matter should be referred to the Ministry of Home Affairs & Ministry of Defence, DRDO for comments.

**II. ORIGIN OF THE PROJECT AND ITS SPONSORS**

6. If the proposal is foreign originated, what is the background of the foreign agency or organization which is sponsoring the project? Information available,

if any on past collaboration by foreign agency with Indian Institutions.

7. Are the foreign agency, organization, scientists concerned, known to have taken up any project of military significance in the past or are known to be associated with any military organization or project?  
If the above information is not known or if there is a definite information that there is no such association, these should be clearly indicated.
8. Is the proposer (Indian) known to the foreign collaborator and his group for sometime and has this emerged naturally from the research work done by the two sides?

### **III. FUNDING OF THE PROJECT**

9. Is the funding source known to have funded research into sensitive and national security areas in its own country or in any other country?
10. Are there reasons to believe that the foreign source is a cover name for some other sponsor?

### **IV. ADMINISTRATION AND CONTROL OF THE PROJECT**

11. Give a list of the likely places of visit within the country planned by the foreign collaborator. Also give a list of the institutions which the collaborator is likely to visit.
12. Will any sensitive source material be referred to during the course of the research?
13. Does the collaboration involve:

- a. transfer of biological material(s)
  - b. use of radioactive materials
  - c. use of environmentally or otherwise hazardous material(s)
  - d. use of genetically modified organisms
  - e. Field trials or testing
  - f. Ethical issues
  - g. Issues related to Intellectual Property Rights.
14. If the answer to any section of question 13 is yes, are the investigators/proposes aware of the relevant regulations and have they agreed to abide by them?
15. Will the research be conducted in accordance not only with the country's own ethical and environmental standards, but with international standards as well?

Signature of Project Investigator  
(Indian side)

**Signature with seal of the Director**

**FOR OFFICE USE ONLY**

**Signature with seal of the designated Officer in  
Administrative Department/Sponsoring Ministry**

**Certificate of Director of the Institute  
On Security / Sensitivity Clearance**

This collaborative research project entitled " \_\_\_\_\_ ", as detailed in the enclosed checklist, does not involve any aspect from security and/or sensitivity angles either proximately or remotely now or in the foreseeable future.

Signature and Seal of the Director of the Institute

## PROJECT SUMMARY

1. Project Title :
2. Total cost of the Project :  
(Indian side (in Rs.))
3. Duration of the Project :
4. Project Investigators (PIs)  
and Co-investigator
  - 4.1 Indian PIs :
  - 4.2 Foreign Pis :
5. Other Project participants
  - 5.1 Indian :
  - 5.2 Foreign :
6. Implementing Agency/Institutions
  - 6.1 Indian :
  - 6.2 Foreign :
7. Sponsoring Agency/Department/  
Ministry
  - 7.1 Indian :
  - 7.2 Foreign :
8. Administrative Ministry in :  
Government of India

9. Has the project been cleared by Secretary of the Administrative Ministry/Department from Security/sensitivity angle? Yes/No
10. If answer to (9) above is 'No' then does the Administrative/Sponsoring Ministry/Department recommend the project to To be considered by High Level Committee of Secretaries.

**Signature of the Project Investigator**

(Indian side)

**Notes:**

1. The summary sheet should be attached with the Checklist.
2. The project proposal must be signed by the Project Investigator and the Head of the Implementing Institution (Indian side).
3. The checklist must be signed by the Project Investigator (Indian side) and the designated officer of the Sponsoring Agency/Department along with the seal.
4. Answers to various items in the Checklist must be given in unambiguous terms. Answer to Sl.No.5 must be either 'Yes' or 'No' and Not 'NA', 'Not known' or just keep blank.
5. Clearances from concerned regulatory authorities on the issues under Col.13 of Checklist (whatever applicable) must be obtained and copies of such clearances attached with the communication to DST conveying security/sensitivity approval.

**FOR OFFICE USE ONLY**

Signature with seal of the designated Officer  
in Administrative Department/Sponsoring Ministry