Instruction for Online Application Submission for SIRO-Renewal

1. Applicants may refer SIRO scheme details, guidelines etc. at https://www.dsir.gov.in/scientific-and-industrial-research-organizations-siro.

2. Before filling Online Applications, applicants are advised to keep required information and documents ready for upload. Form fields of the applications are mentioned below this document for ready reference.

3. For online submission of application, the applicant will have to click *Renewal of Recognition* on DSIR portal, which will take to the service plus portal at https://serviceonline.gov.in/dbt (**Please note this URL with …./dbt**).

4. The applicant shall first have to register (one time only) for accessing the schemes on the **Service Plus portal** (The credentials of other than ServicePlus portal will not work).

5. **For the SIRO RENEWAL scheme, applicants are required to register in the name as mentioned in the previous SIRO recognition letter.**

6. After registering, the applicant organization can log in with the registered login credentials.

7. Applicants can manage the profile after registering like, name of applicant which should be organizations as per SIRO letter, not an individual's name.

8. After log in, SIRO scheme can be reached through: Apply for Services → View all Available services → **SIRO-RENEWAL** (Search SIRO for quick access)

9. It's advisable to **keep saving data** by **clicking frequently** on **DRAFT** while filling the form. Please refer table at item 19 for possible solutions to other issues like Data Tampering etc.

10. Once it saves in Draft, applicant will get a pop-up notifying App Ref No.

11. This App Ref No. will be used to further track the saved Draft Application as: Login → View status of Application → View Incomplete Application.

12. After submission, the applicant organization will receive an Acknowledgement receipt where it will have the final Application Reference Number (App Ref No.) (Different from daft App Ref No.).

13. Applicant may check the application status as: Login → View Application status → Track Application status → App Ref No. → Get Data.

14. The applicant is required to fill all the required fields and upload all the relevant documents viz. Audited accounts, PAN, Registration document, MoA, AoA / trust deed, Annual reports, Undertakings, and other approvals as detailed in the application.

15. The applicant is required to fill zero (0)/ NIL, where ever there is 'nil' information and upload an 'undertaking' for this.

16. **Applicants are advised to keep available previous SIRO Recognition letter and Certificate of Registration (if issued) and also advised to read carefully the advisory given in the help [🌐] in various sections of the application.**

17. Applicants are advised to **observe patience** as draft saving/submission/data pop-up may take little time on many occasions.

18. Some of the fields are auto-fill like 'Total' (addition), which have to be clicked in the field box for auto-fill and calculation.

19. For issues like Data tampering, Data loss, etc. refer possible solutions below:

Problem Criteria	Possible Solution
Data Tampering Issue	• **Compress** '**all**' pdf files to be uploaded and '**rename**' them **without spaces** in the file name. • Clear Browser cache & history and tryagain • Check Network and Firewall settings.
To Avoid Data Loss	• Frequently use the **draft** button to save the data.
Session Time out	• On few occasions, server takes time to save the data and get timed-out. • Have patience, keep trying and keep the page active.
Disappearing of the collapsingfields	• Re-click the dropdown and select **"Please Select"** (**default option**) and then re-select the required option as per the case for reappearance of collapsing field.
View uploaded document	• In case of viewing issue of uploaded document, it is suggested to **reattach** the documents under doubt.
Registration in the name of the Organization	• Profile details can be modified before submission of application. • Edit and change the Name of Profile (from person to Organisation's Name).

20. All attachments to the online applications must be in the .pdf file format only.

21. DSIR reserves the right to summarily reject the application at any stage, if it is convinced that the application is not properly filled or the relevant information is not provided.

22. For any queries regarding the submission of online proposals under SIRO, please write to: query-siro@gov.in

23. Expanded Application Form and fields are appended below.

Government of India

Ministry of Science and Technology

Department of Scientific and Industrial Research

Technology Bhavan, New Mehrauli Road New Delhi - 110016

Scientific and Industrial Research Organizations (SIRO)

Scientific And Industrial Research Organization - SIRO (RENEWAL)

1. Application Type

1.1 Application is for *

| Please Select | ⌄ |

1.2 Recognition Number *

Category *   File Number *   /   Year *   Scheme

| Please Select ⌄ | [   ]   /   [   ]   -TU-V

1.3 Recognition valid up to *

| 31-03-2024 | ⌄ |

Upload latest Recognition letter *

| Additional document name | Choose File   No file chosen

Upload latest Registration Certificate (if issued)

| Additional document name | Choose File   No file chosen

Upload all previous Recognition letters , available *

| Additional document name | Choose File   No file chosen

Upload all previous Registration Certificates (if issued)

Additional document name | Choose File | No file chosen

2. Details of the Organization

2.1 Name of Organization as per SIRO recognition *

2.2 Organization Type *

Please Select ⌄

Whether Government Organization/Institute ? *

Please Select ⌄

Darpan Id

Upload copy of Registration (Darpan Id) ?

Additional document name | Choose File | No file chosen

Upload family tree of Legal Entity * ?

Additional document name | Choose File | No file chosen

2.3 List of independent Institutions under the organization (e.g. different colleges under educational Society/Trust etc.)

S.No	Name of Institution	Place	
			❌➕

2.4 Address of the Organization *

☐ Registered Office Address / Correspondence Address

3. Information about R&D Center(s)

3.1 SIRO R&D Center(s)

S.No *	SIRO R&D Center *	
		❌
		❌➕

3.2 Name , Designation and Address of the officer-in-charge of the Laboratory/ R&D Center(s)

Name *	Designation *	Address *	E-Mail *	Mobile Number *

4. Legal Status of the Organization

4.1 Legal Status *

> Please Select

4.2 Organization Name of the Legal entity *

4.3 Date of Registration *

4.4 Registration Documents * ⑦

Additional document name | Choose File | No file chosen

4.5 MOA,AOA / Trust Deed etc * ⑦

Additional document name | Choose File | No file chosen

4.6 Annual Reports of last 3 years * ⑦

Additional document name | Choose File | No file chosen

5. Research Undertaken

5.1 Objectives of Research being taken *

5.2 Whether objective of undertaking of research specified in MOA/AA/Trust deed ? *

> YES

Upload relevant page stating research objective in MOA/Trust Deed document * ⑦

Additional document name | Choose File | No file chosen

6. Source of Income Details

6.1 Sources of income of the organization *

6.2 List of 5 major donors along with the donation amount in lakhs
*

S.No *	Donor Name *	Donation Amount (Rs in Lakhs) *	Purpose *	
				❌ ➕

6.3 Have Your Organizations received Foreign Contributions ? *

YES ▾

6.3.1 Details of Sources *

6.3.2 Upload Copy of Registration Certificate by the Ministry of Home Affairs under Foreign Contributions Regulation Act * ❔

Additional document name | Choose File | No file chosen

6.4 Are you notified by the CBDT under 35(I)(ii)/35(I)(iii) ? *

YES ▾

Upload the copy * ❔

Additional document name | Choose File | No file chosen

6.5 Upload other approvals like 80(G) of IT Act / section 3 , 2(f) , 12(B) of UGC Act / University Affiliation Letter / University approval as Research Centre , ethical and any other applicable approval(s)

Details *

S.No *	Other Approvals details *	
		❌
		❌ ➕

Upload above mentioned Approvals ❔

Additional document name | Choose File | No file chosen

7. Income and Expenditure (Last 3 years)

Are you maintaining separate accounts for scientific research ? *

NO ▾

Upload undertaking to maintain separate account and reflect in the Account statement / Balance sheet before next renewal * ❔

Additional document name | Choose File | No file chosen

7.1 Income & Expenditure Details *

☑ YEAR - 1 : 2020-2021

7.1 Income & Expenditure (Year - I : 2020-2021)

Income (Rs in Lakhs) *

Income (2020-2021)	Grants *	Donations *	Project(s) related *	Foreign Contribution *	Testing *	Others *	Total Income (Rs in Lakhs) *
For R&D Activities							
For Non R&D Activities							
Total Income							

Expenditure (Rs in Lakhs) *

Expenditure (2020-2021)	Revenue expenditure other than salaries *	Capital *	Salaries *	Others *	Total Expenditure (Rs in Lakhs) *	Percentage Expenditure
For R&D Activities						
For Non R&D Activities						
Total Expenditure						

Upload relevant page from Account statement / Balance sheet of Legal entity (and Institution if so) (2020-2021) * ⊙

| Additional document name | | Choose File | No file chosen |

Upload IT Returns (2020-2021) * ⊙

| Additional document name | | Choose File | No file chosen |

7.2 Income & Expenditure Details * ☑ YEAR - 2 : 2021-2022

7.2 Income & Expenditure (Year - II : 2021-2022)

Income (Rs in Lakhs) *

Income (2021-2022)	Grants *	Donations *	Project(s) related *	Foreign Contribution *	Testing *	Others *	Total Income (Rs in Lakhs) *
For R&D Activities							
For Non R&D Activities							
Total Income							

Expenditure (Rs in Lakhs) *

Expenditure (2021-2022)	Capital *	Revenue expenditure other than salaries *	Salaries *	Others *	Total Expenditure (Rs in Lakhs) *	Percentage Expenditure
For R&D Activities						
For Non R&D Activities						
Total Expenditure						

Upload relevant page from Account statement / Balance sheet of Legal entity (and Institution if so) (2021-2022) * ❓

[Additional document name] [Choose File] No file chosen

Upload IT Returns (2021-2022) * ❓

[Additional document name] [Choose File] No file chosen

7.3 Income & Expenditure Details * ☑ YEAR - 3 : 2022-2023

7.3 Income & Expenditure (Year -III : 2022-2023)

Income (Rs in Lakhs) *

Income (2022-2023)	Grants *	Donations *	Project(s) related *	Foreign Contribution *	Testing *	Others *	Total Income (Rs in Lakhs) *
For R&D Activities							
For Non R&D Activities							
Total Income							

Expenditure (Amount in Lakhs) *

Expenditure (2022-2023)	Capital *	Revenue expenditure other than salaries *	Salaries *	Others *	Total Expenditure (Rs in Lakhs) *	Percentage Expenditure
For R&D Activities						
For Non R&D Activities						
Total Expenditure						

Upload relevant page from Account statement / Balance sheet of Legal entity (and Institution if so) (2022-2023) * ❓

[Additional document name] [Choose File] No file chosen

Upload IT Returns (2022-2023) * ❓

| Additional document name | Choose File | No file chosen |

---

8. Investments Clause (Investments should be strictly in accordance with the provisions contained in the I.T. Act. 1961/2017)

8.1 Date as of which following information is provided

[   ] 📅

8.2 Is investment clause as per section 11(5) of IT Act ? If YES , please specify *

Please Select ⌄

Details (Rs in Lakhs)

Fixed deposits with scheduled banks	Fixed deposits with companies	In Securities	In Shares , Debentures	Cash in Hand	Others

---

9. Organization Audit

Whether accounts of the Organization are audited ? *

NO ⌄

Remarks * ❓

[   ]

---

10. R&D Facilities Available for Research

10.1 Total Land & Building area for R&D *

Total Land & Building Area	Total Land area (in acres) *	Total Built up area (in Sq. m) *
Total Land & Building area for R&D		
Total Land & Building area with Organization		

10.2 Details of up to 5 Major R&D Equipment *

S.No *	Equipment Type *	Name of Particulars *	Year of Purchase *	Cost of Equipment (Rs in Lakhs) *	
					❌
					❌ ➕

10.3 Total worth of all R&D Equipment (Rs in Lakhs) *

Upload full list of all R&D Equipment * ⍰

Additional document name | Choose File | No file chosen

---

11. Managing Committee

11.1 Total Members of Managing Board/Governing Board/Managing Committee *

11.1.1 Composition of Managing Board/Governing Board/Managing Committee *
⍰

S.No *	Name *	Profession / Occupation *	Designation *	Official Address *	E-Mail *	Mobile Number *	
							❌
							❌➕

11.2 Whether there is a separate governing body ? *

YES

11.2.1 Composition of Governing Body
⍰

S.No *	Name *	Profession / Occupation *	Designation *	Official Address *	E-Mail *	Mobile Number *	
							❌
							❌➕

---

12. Research Advisory Board

12.1 Total Members of Research Advisory Board *

12.2 Number of EXTERNAL Members *

12.3 Composition of Research Advisory Board (Furnish copies of letters of acceptance) *

S.No *	Name *	Designation *	Internal/ External *	Organisation *	Official Address *	E-Mail *	Mobile Number *	Letter of Acceptance *
			Please Select ⌄					Please Select ⌄
❌								
			Please Select ⌄					Please Select ⌄
❌ ➕								

Upload Letter(s) of Acceptance * ❓   [Additional document name] Choose File No file chosen

13. Staff Engaged

Details *

Qualification	Full - Time *	Part - Time *	Total *
PhD engaged in R&D			
ME/M.Tech engaged in R&D			
Other PG(s) engaged in R&D			
Other Staffs engaged in R&D			
Total Manpower engaged in R&D			
Total Manpower engaged in Non R&D activities			
Grand Total Manpower with the Organization			

14. Areas of Research

14.1 Areas of Research Undertaken *   [   ]

15. Past Research Programmes

15.1 Total number of research programmes completed in the last 3 years *

[   ]

15.2 Details of upto 3 best past (completed) research programmes (in last three years) *

S.No *	Title and Scope of Project *	Sponsoring Agency if any *	Project Leader *	Year in which Started *	Year of Completion *	Duration in months *	Total Project Cost (Rs in Lakhs) *	
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	❌
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	❌➕

Upload complete list of Research programmes completed in last 3 years and any other details * ❓

[Additional document name] [Choose File] No file chosen

16. On-going Research Programmes

16.1 Total number of ongoing research programmes *

[   ]

16.2 Details of upto 3 best on-going research programmes *

S.No *	Title and Scope of Project *	Sponsoring Agency if any *	Project Leader *	Year in which Started *	Duration in months *	Total Project Cost (Rs in Lakhs) *	
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	❌
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	❌➕

Upload complete list of ongoing research programmes and any other details * ❓

[Additional document name] [Choose File] No file chosen

17. Scientific Research Achievements

17.1 (a) Research Paper and Articles *   ☑ year-wise Number

17.1(a) Number of Research Papers & Articles *
❓

Year - 2021 *	Year - 2022 *	Year - 2023 *	Total *
[ ]	[ ]	[ ]	[ ]

Upload year-wise lists of Research Papers & Articles mentioned in 17.1(a) above *

[Additional document name]   [Choose File] No file chosen

17.1 (b) Research Paper & Articles *

☑ Details

17.1(b) Details of 3 best during last 3 years *

S.No *   Bibliographic Details (in IEEE format) *

[ ]   [   ]   ❌

[ ]   [   ]   ❌ ➕

Upload full reprints of 3 Publications mentioned in 17.1(b) above *

[Additional document name]   [Choose File] No file chosen

17.2 (a) Books / Book-Chapters *

☑ year-wise Number

17.2(a) Number of Books/Book-Chapters etc *

Year - 2021 *   Year - 2022 *   Year - 2023 *   Total *

[   ]   [   ]   [   ]   [   ]

Upload year-wise lists of Books/Book-Chapters etc mentioned in 17.2(a) above *

[Additional document name]   [Choose File] No file chosen

17.2 (b) Books / Book-Chapters *

☑ Details

17.2(b) Details of 3 best during last 3 years. *

S.No *   Bibliographic Details (in IEEE format) *

[ ]   [   ]   ❌

[ ]   [   ]   ❌ ➕

Upload full reprints of 3 Publications mentioned in 17.2(b) above *

[Additional document name]   [Choose File] No file chosen

17.3 New Products / Processes / Methods / Techniques developed *

☑ Details

17.3(a) Details of 3 best during last 3 years *

S.No *   **Particulars** *

| | |
| | |

Upload complete list of New Products / Processes / Methods / Techniques * ⑦

[Additional document name]   [Choose File] No file chosen

17.4 Improvements in existing Products / Processes / Methods / Techniques *   ☑ Details

17.4(a) Details of 3 best during last 3 years *

S.No *   **Particulars** *

| | |
| | |

Upload complete list of improvements in existing products / processes / methods / techniques * ⑦

[Additional document name]   [Choose File] No file chosen

17.5 Societal outcome of the R&D activities undertaken *   ☑ Details

17.5(a) Details of 3 best during last 3 years *

S.No *   **Particulars** *

| | |
| | |

Upload complete list of Societal outcome of the R&D activities undertaken * ⑦

[Additional document name]   [Choose File] No file chosen

17.6 (a) Import substitution *   ☑ year-wise Duty Exemption

17.6(a) Duty Exemption (claimed in Rs lakhs) *

2020 - 2021 *	**2021 - 2022** *	**2022 - 2023** *	**Total** *

17.6 (b) Import substitution *   ☑ Details

17.6(b) Details *

❓

S.No *	Particulars *		
		❌	
		❌ ➕	

Upload complete list of Import substitution * ❓   [Additional document name]   [Choose File] No file chosen

17.7 Linkages with Industry-projects *   ☑ Details

17.7(a) Details of 3 best during last 3 years *

❓

S. No *	Name of Industry *	Particulars *	
			❌
			❌ ➕

Upload complete list (Industry projects - details) * ❓   [Additional document name]   [Choose File] No file chosen

17.8 (a) Patents *   ☑ Number

17.8(a) Patent Details *

❓

Total number of Patents filed so far *	Number of Patents filed during last 3 years *	Total number of Patents granted so far *	Number of Patents granted during last 3 years *

17.8 (b) Patents *   ☑ Details

17.8(b) Details of 3 best during last 3 years

❓

S.No *	Year *	Application Number *	Particulars *	Status *	
				Please Select ▾	❌
				Please Select ▾	❌ ➕

Upload complete list of Patents mentioned in 17.8(b) * ❓   [Additional document name]   [Choose File] No file chosen

17.9 Products / Processes / Methods / Techniques commercialized or implemented ? *   ☑ Details

17.9(a) Details of 3 best during last 3 years *

❓

S.No *	Implementing / Commercialization Agency *	Particulars *	
			❌
			❌➕

Upload complete list of Products / Processes / Methods / Techniques commercialized or implemented * ❓ | Additional document name | Choose File   No file chosen

17.10 (a) Collaborations/ Awards and Recognitions *   ☑ National Awards

A. Total number of National awards *   [   ]

17.10(a) Details up to 3 best during last 3 years *

❓

S.No *	Particulars *	
		❌
		❌➕

Upload complete list of National Awards * ❓ | Additional document name | Choose File   No file chosen

17.10 (b) Collaborations/ Awards and Recognitions *   ☑ International Awards

B. Total number of International awards *   [   ]

17.10(b) Details up to 3 best during last 3 years *

❓

S.No *	Particulars *	
		❌
		❌➕

Upload complete list of International Awards * ❓ | Additional document name | Choose File   No file chosen

18. Future Research Programmes

18.1 Total number of research programmes planned to be undertaken during the next 3 years *

18.2 Details up to 3 best *

S.No. *	Title and Scope of project *	Sponsoring Agency if any *	Project leader *	Proposed Year of start *	Duration in months *	Total Project Cost (Rs in Lakhs) *	Foreign Exchange (in INR)

Upload complete list of research programmes planned to be undertaken during the next 3 years and any other details *

Additional document name | Choose File | No file chosen

19. Details of Seminars , Conferences , Workshops , Training Courses conducted during the last 3 years

19.1 Details *

Year - 2021 *	Year - 2022 *	Year - 2023 *	Total *

19.2 Details up to 3 best during last 3 years

S.No	Particulars

Upload year- wise lists of Details of Seminars , Conferences , Workshops , Training Courses conducted

Additional document name | Choose File | No file chosen

20. PPT, Video and Any other Information(s)

Upload PPT on R&D achievements of past 3 years *

Additional document name | Choose File | No file chosen

Paste URL link to access walk-in video of the Organization and R and D facilities *

Paragraph on salient R&D achievements in last 3 years including at least 2 major highlights and it's societal importance

Whether SIRO carries hospital related activities ? *

Please Select ⌄

Any other Information Details(s)

Upload the relevant document(s) 🔵

Additional document name | Choose File | No file chosen

Declaration

I hereby certify to the best of my knowledge and belief that all the particulars furnished above are correct and complete. I agree to comply with the terms and conditions of the recognition as laid down by the Department of Scientific and Industrial Research, Ministry of Science and Technology, New Delhi and violation of the same may lead to de-recognition automatically. *

☐ I Agree

Signature (To be signed by M.D./Chief Functionary / Head of the organization) (.jpg format) * 🔵

Choose File | No file chosen

Please upload colored scan of above undertaking (ink-signed by M.D./Chief Functionary / Head of the organization) on the letter head of the Organization *

Additional document name | Choose File | No file chosen

Name *

Signatory *

Please Select ⌄

Designation

Address Line 1 *

Address Line 2

Address Line 3

Country *

Please Select ⌄

State *

Please Select ⌄

District

Please Select ⌄

Postal / Zip Code *

E-Mail *

Mobile Number *

Word verification

578925

Please enter the characters shown above

[Draft] [Submit] [⊗ Close] [⟳ Reset]

MINISTRY OF PANCHAYATI RAJ
GOVERNMENT OF INDIA

Digital India
Power To Empower

data.gov.in
Open Government Data (OGD) Platform India

india.gov.in

MeitY
Government of India

PMINDIA

Site is technically designed, hosted and maintained by National Informatics Centre
Contents on this website is owned, updated and managed by the Ministry of Panchayati Raj
POWERED BY SERVICEPLUS