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 <u>Renewal of Recognition</u> 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 [20] 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 collapsing fields | • 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.

Language <



Government of India

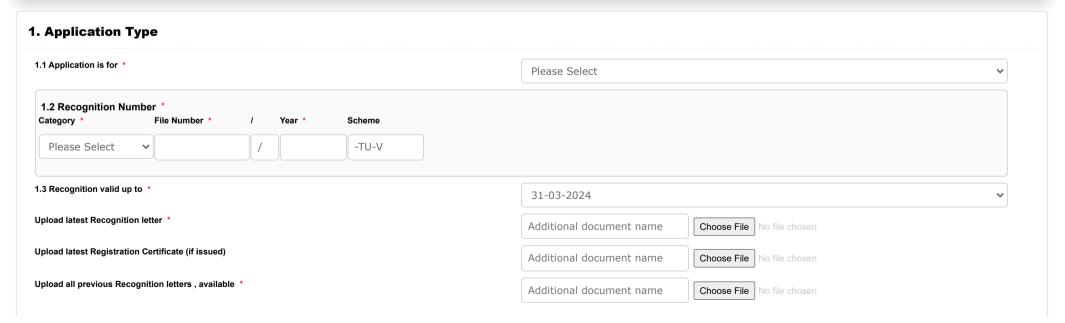
Ministry of Science and Technology

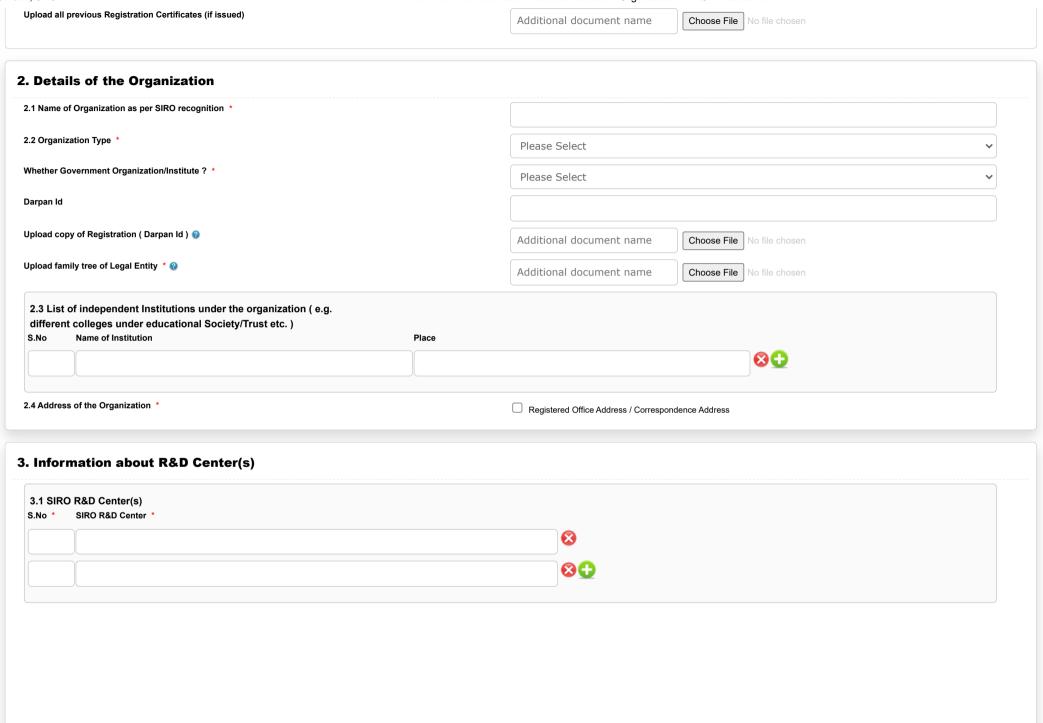
Department of Scientific and Industrial Research

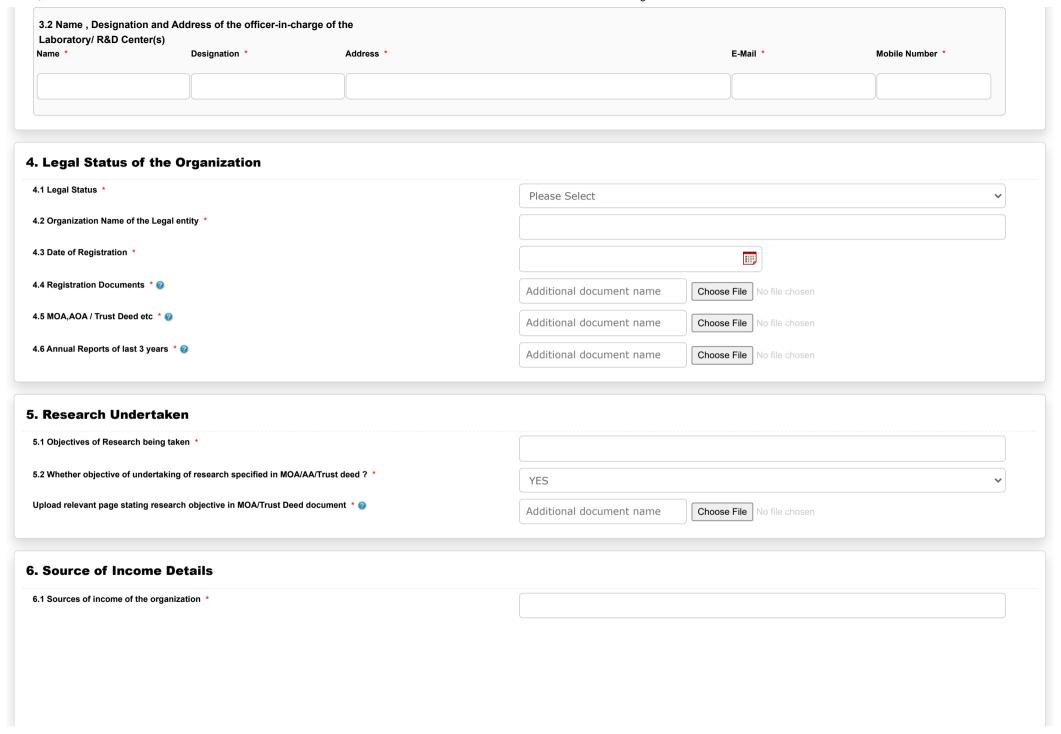
Technology Bhavan, New Mehrauli Road New Delhi - 110016

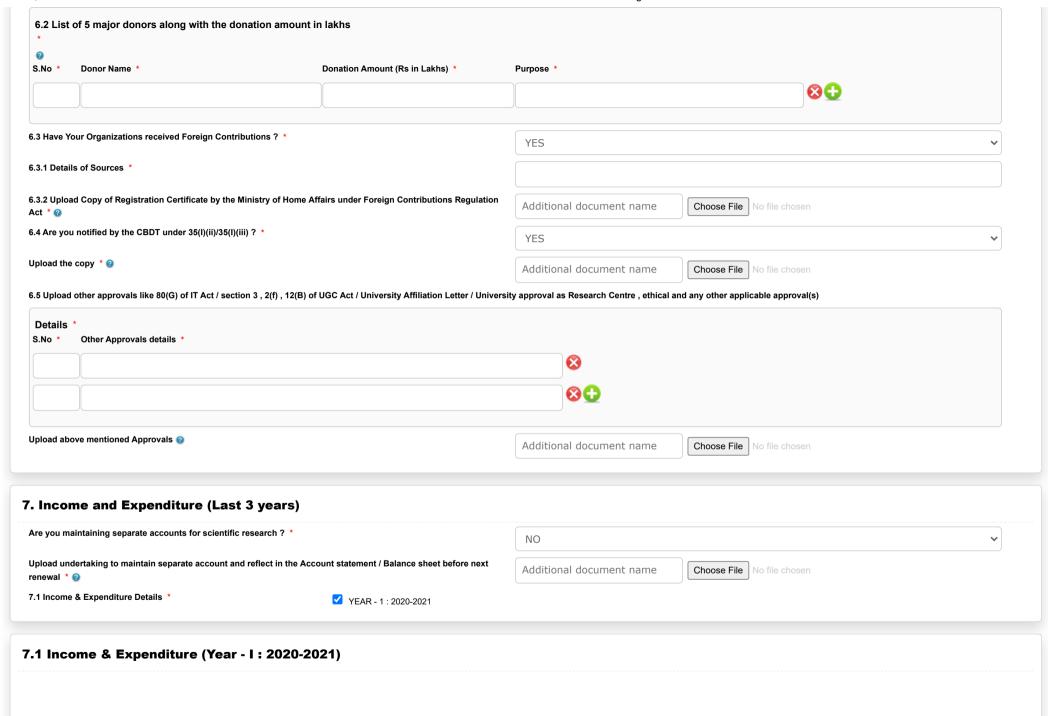
Scientific and Industrial Research Organizations (SIRO)

Scientific And Industrial Research Organization - SIRO (RENEWAL)



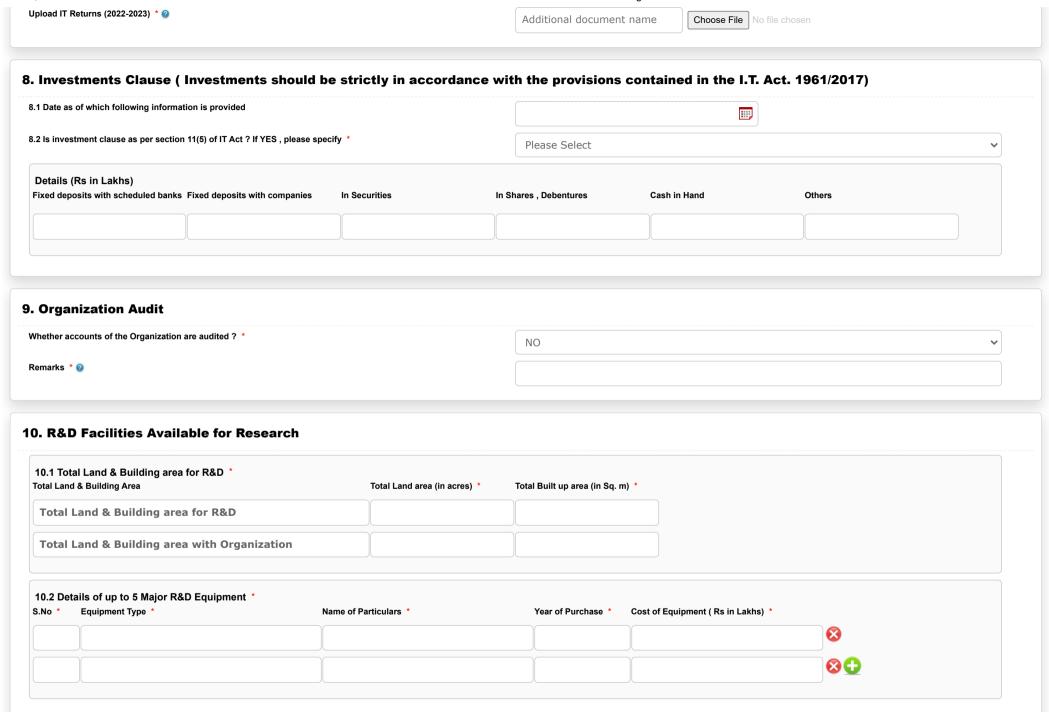




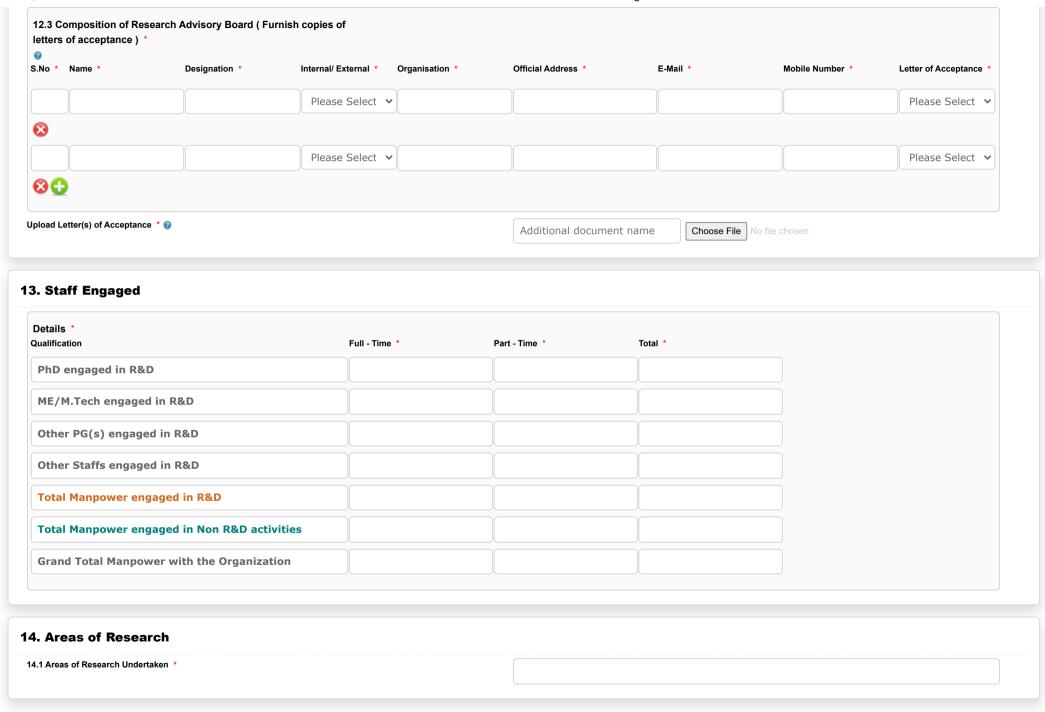


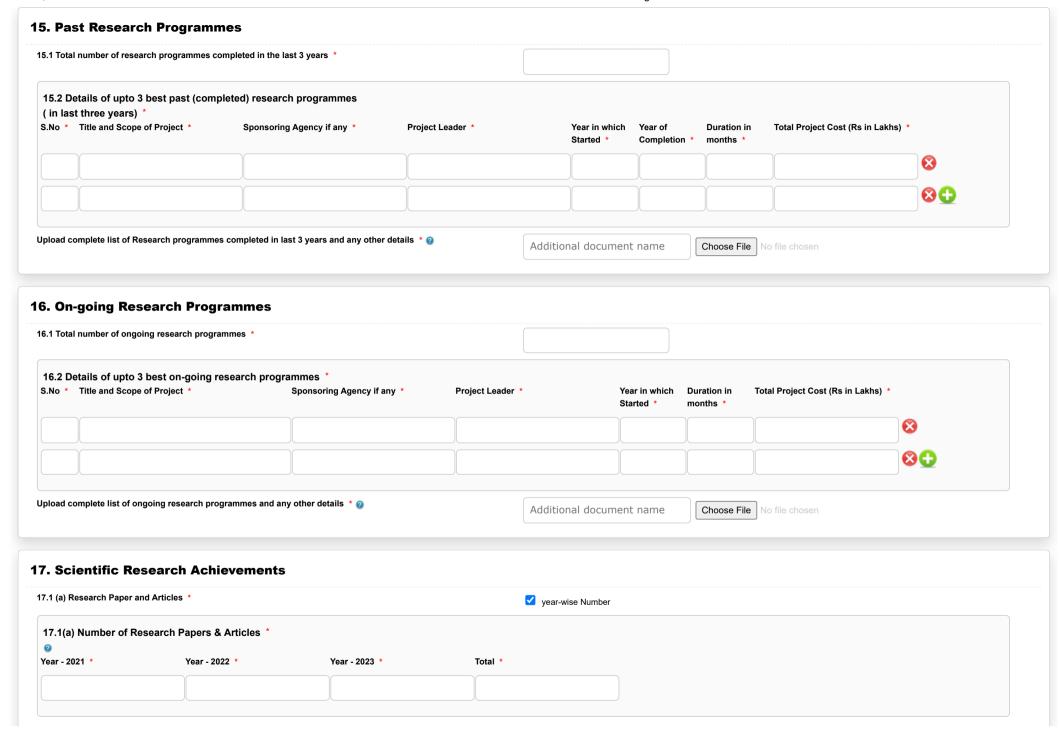
| come (2020-2021) | Grants * | Donations * | Project(s) related * | Foreign Contribution * | Testing * | Others * | Total Income (Rs in Lakhs) * |
|--|--|---------------------------|----------------------|--------------------------|-------------------------|----------------------|---------------------------------|
| For R&D Activities | | | | | | | |
| For Non R&D Activities | | | | | | | |
| Total Income | | | | | | | |
| Expenditure (Rs in Lakhs) * Expenditure (2020-2021) | Revenue expenditure othe than salaries * | er Capital * | Salaries * | Others * | Total Exper Lakhs) * | nditure (Rs in Perce | entage Expenditure |
| For R&D Activities | | | | | | | |
| | | | | | | | |
| For Non R&D Activities | | | | | | | |
| Total Expenditure | ment / Balance sheet of Legal entit | ty (and Institution if so | p) (2020-2021) * ② | Additional document nar | me Choose F | ile No file chosen | |
| Total Expenditure pload relevant page from Account stater pload IT Returns (2020-2021) * @ 2 Income & Expenditure Details * | | | | Additional document name | | ile No file chosen | |
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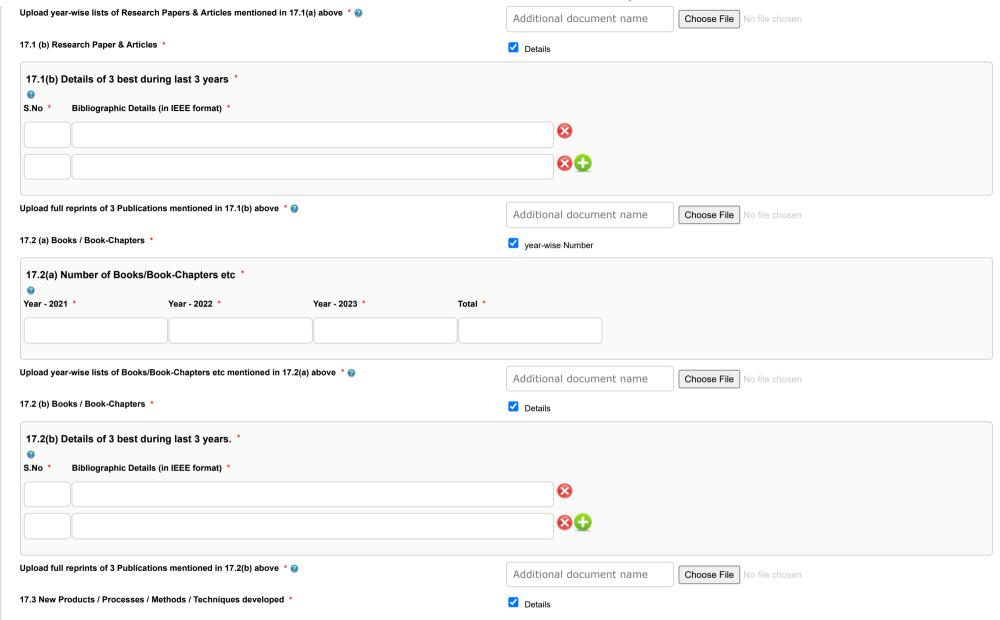
| Expenditure (2021-2022) | Capital * | Revenue expenditure of than salaries * | ther Salaries * | Others * | | Total Expenditure (Rs in Lakhs) * | Percentage Expendi | ture |
|---|--------------------------|---|--------------------|------------------------------------|-----------|---|--------------------|---------------|
| For R&D Activities | | | | | | | | |
| For Non R&D Activities | | | | | | | | |
| Total Expenditure | | | | | | | | |
| pload relevant page from Account stateme | nt / Balance sheet of Le | egal entity (and Institution if so) (20 | 021-2022) * 🕝 | Additional document n | ame | Choose File No file ch | osen | |
| pload IT Returns (2021-2022) * 🥹 | | | | Additional document n | ame | Choose File No file ch | osen | |
| 3 Income & Expenditure Details * | | ✓ YEAR - 3 : 2022-2023 | | | | | | |
| 3 Income & Expenditure (| Year -III : 202 | 2-2023) | | | | | | |
| Income (Rs in Lakhs) * | | | | | | | | |
| | Year -III : 2022 | 2-2023) Donations * | Project(s) related | * Foreign Contribution * | Testing * | Others | Total I Lakhs | Income (Rs in |
| Income (Rs in Lakhs) * | | | Project(s) related | * Foreign Contribution * | Testing * | Others | | • |
| Income(Rs in Lakhs)* ncome (2022-2023) | | | Project(s) related | * Foreign Contribution * | Testing * | Others | | • |
| Income (Rs in Lakhs) * ncome (2022-2023) For R&D Activities | | | Project(s) related | * Foreign Contribution * | Testing * | Others | | • |
| Income (Rs in Lakhs) * ncome (2022-2023) For R&D Activities For Non R&D Activities | | | Project(s) related | * Foreign Contribution * | Testing * | Others | | • |
| Income (Rs in Lakhs) * ncome (2022-2023) For R&D Activities For Non R&D Activities | | | | * Foreign Contribution * Others * | | Others Total Expenditure (Rs in Lakhs) * | | * |
| Income (Rs in Lakhs) * ncome (2022-2023) For R&D Activities For Non R&D Activities Total Income Expenditure (Amount in Lakhs) * | Grants * | Donations * Revenue expenditure of | | | | Total Expenditure (Rs in | Lakhs | * |
| Income (Rs in Lakhs) * ncome (2022-2023) For R&D Activities For Non R&D Activities Total Income Expenditure (Amount in Lakhs) * Expenditure (2022-2023) | Grants * | Donations * Revenue expenditure of | | | | Total Expenditure (Rs in | Lakhs | * |



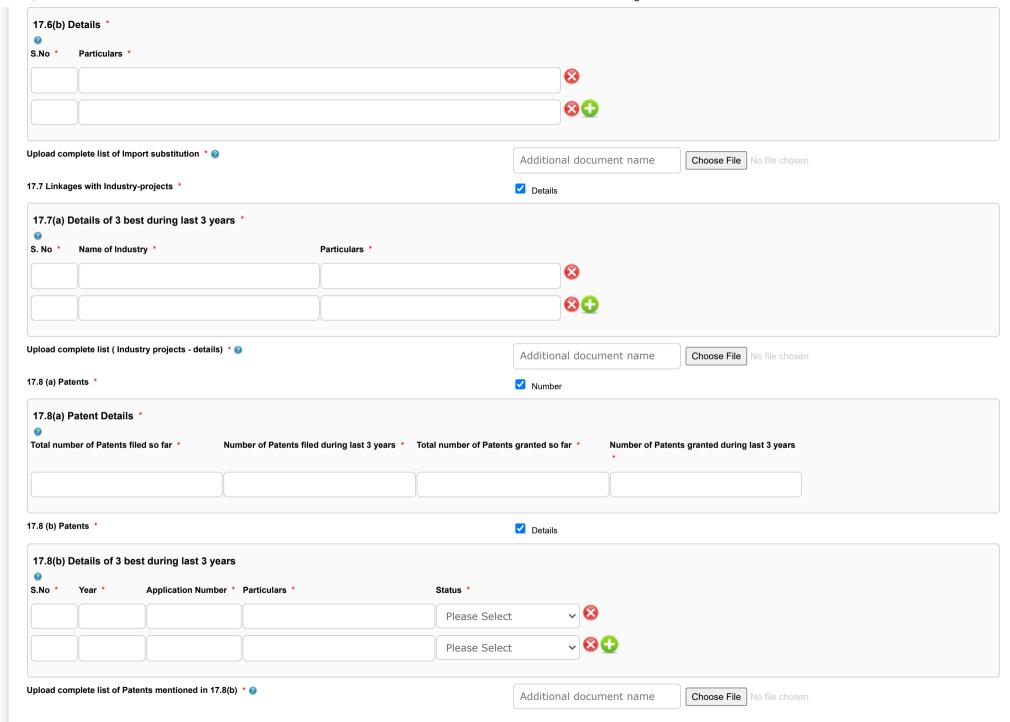
| Total worth of all R&D Equ | ipment (Rs in Lakhs) * | | | | | | | | |
|--------------------------------|--|---------------|--------------------------|---------------------------|----------|-----------------|------------|--|--|
| oad full list of all R&D Equip | pment * @ | | Additional document name | Choose File No file chose | en | | | | |
| Managing Comn | nittee | | | | | | | | |
| 1 Total Members of Managin | ng Board/Governing Board/Managing Comm | ittee * | | | | | | | |
| Committee * | anaging Board/Governing Board/Man | aging | | | | | | | |
| No * Name * | Profession / Occupation * | Designation * | Official A | ddress * | E-Mail * | Mobile Number * | | | |
| | | | | | | | 8 | | |
| | | | | | | | ⊗ ⊕ | | |
| | | | | | | | | | |
| .2 Whether there is a separat | te governing body ? * | | | YES | | | ~ | | |
| 11.2.1 Composition of Go | overnina Body | | | | | | | | |
| S.No * Name * | Profession / Occupation * | Designation * | Official A | ddroee * | E-Mail * | Mobile Number * | | | |
| Name | Profession/ Occupation | Designation | Official A | uuless | L-Wall | Mobile Hullibel | 8 | | |
| | | | | | | | | | |
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| | | | | | | | | | |
| 2. Research Advis | | | | | | | | | |
| | h Advisory Board * | | | | | | | | |
| 2.1 Total Members of Researc | | | | | | | | | |
| 2.1 Total Members of Researc | mbers * | | | | | | | | |
| | mbers * | | | | | | | | |
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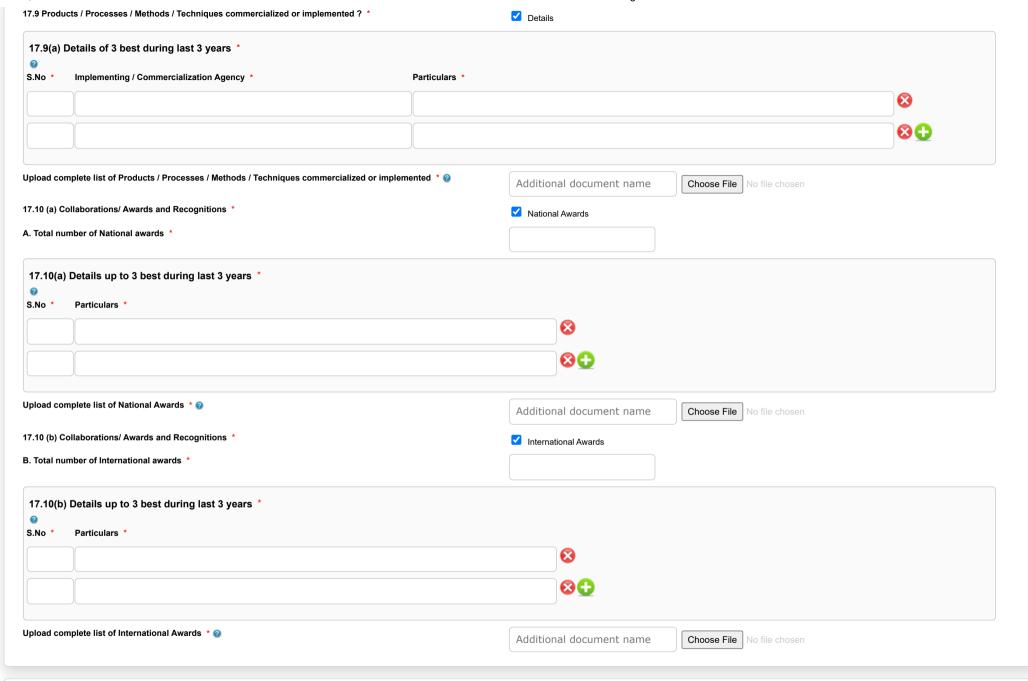






| 0 | etails of 3 best during last 3 years * | |
|-----------------------------|--|---|
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| pload comp | plete list of New Products / Processes / Methods / Techniques * @ | Additional document name Choose File No file chosen |
| 7.4 Improve | ements in existing Products / Processes / Methods / Techniques * | ✓ Details |
| 0 | etails of 3 best during last 3 years * | |
| | | |
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| pload comp | plete list of improvements in existing products / processes / methods / techniques * @ | Additional document name Choose File No file chosen |
| 7.5 Societal | outcome of the R&D activities undertaken * | ✓ Details |
| 0 | etails of 3 best during last 3 years * Particulars * | |
| | | |
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| pload comp | plete list of Societal outcome of the R&D activities undertaken * ② | Additional document name Choose File No file chosen |
| 7.6 (a) Impo | ort substitution * | ✓ year-wise Duty Exemption |
| 17.6(a) Du ② 2020 - 2021 | uty Exemption (claimed in Rs lakhs) * * 2021 - 2022 * 2022 - 2023 * Total * | |
| | | |
| | ort substitution * | ✓ Details |





18. Future Research Programmes

| | tails up to 3 best * Title and Scope of project * | Sponsoring | Agency if any * | Project leader * | Proposed Year of start * | Duration in months * | Total Project Cost (I | Rs in Lakhs) * | Foreign Exchange (in INR) | |
|--|--|---|---------------------|---|--------------------------|----------------------|-----------------------|-----------------|---------------------------|--|
| | | | | | | | | | | |
| 3 | | | | | | | | | | |
| 8⊕ | | | | | | | | | | |
| oload coi | mplete list of research progra | nmes planned to | be undertaken durin | ng the next 3 years and any other details | Additional do | cument name | Choose File | le No file chos | en | |
| | | | | | | | | | | |
| . Det | | | | | | | | | | |
| | alls of Seminars , | Conferenc | es , Worksh | ops , Training Courses o | conducted du | ring the las | st 3 years | | | |
| | | Conferenc | es , Worksh | ops , Training Courses o | conducted du | ring the las | st 3 years | | | |
| 19.1 De | tails * | Conferenc | | ops , Training Courses o | conducted du | ring the las | st 3 years | | | |
| 19.1 De | tails * | | | | conducted du | ring the la | st 3 years | | | |
| 19.1 Dei Year - 202 | tails * | r - 2022 * | | | conducted du | ring the las | st 3 years | | | |
| 19.1 Dei Year - 202 | tails * | r - 2022 * | | | conducted du | ring the las | et 3 years | | | |
| 19.1 Dei Year - 202 | tails * 11 * Yea | r - 2022 * | | | conducted du | ring the las | et 3 years | | | |
| 19.1 Der Year - 202 | tails * 11 * Yea | r - 2022 * | | | 8 | | et 3 years | | | |
| 19.1 Dei Year - 202 | tails * 11 * Yea | r - 2022 * | | | | | et 3 years | | | |
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| 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) ② | 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 | |
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