

विश्वभारती
VISVA-BHARATI



No. Admn./G/U.3.28/ 125

Date: 03.08.2021

1. Adhyakshas of all academic Bhavanas carrying out research work
2. HODs of all Depts. of Siksha Bhavana
3. HODs of all Depts. of Palli Siksha Bhavana
4. The Finance Officer, V.B.
5. The Joint Registrar (Accounts), V.B.
6. The Joint Registrar (Academic & Research), V.B.
7. The Internal Audit Officer (Acting), V.B.
8. The In-charge, Visva-Bharati Computer Centre, V.B.

Sub : Request for furnishing information regarding renewal of Registration Certificate for availing Customs / Central Duty Exemption.

Enclosed please find herewith a copy of the prescribed format for renewal of Registration Certificate for availing Customs / Central duty exemption to be issued by the Department of Scientific & Industrial Research, Govt. of India, New Delhi-16.

Information in this regard may kindly be furnished as per the format, particularly in respect of point No. 6 to 18 to the office of the Assistant Registrar (Purchase & Store) within 10.08.2021 for compilation and forwarding the same to D.S.I.R. for extension of the said exemption certificate for a further period of 5 (five) years with effect from 01.09.2021. Kindly send the soft copy of the data as per enclosed format through email to m_sutradhar@visva-bharati.ac.in within 10/08/2021.

This issues with the approval of the competent authority

Enclo : As stated


Assistant Registrar (Purchase & Store)
&
Convenor of the Committee
Visva-Bharati

File No.:

(For official use only)

Date of rec

(For official use)

DEPARTMENT OF SCIENTIFIC & INDUSTRIAL RESEARCH
MINISTRY OF SCIENCE AND TECHNOLOGY
GOVERNMENT OF INDIA

PROFORMA OF APPLICATION FOR RENEWAL OF REGISTRATION OF A PUBLIC FUNDED RESEARCH INSTITUTION OR A UNIVERSITY OR AN INDIAN INSTITUTE OF TECHNOLOGY OR INDIAN INSTITUTE OF SCIENCE, BANGALORE OR A REGIONAL ENGINEERING COLLEGE, OTHER THAN A HOSPITAL, FOR PURPOSES OF AVAILING CUSTOMS DUTY EXEMPTION IN TERMS OF GOVERNMENT NOTIFICATION NO. 51/96-CUSTOMS DATED 23 JULY 1996 AND CENTRAL EXCISE DUTY EXEMPTION IN TERMS OF GOVERNMENT NOTIFICATION NO. 10/97-CENTRAL EXCISE DATED 1 MARCH 1997, AS AMENDED FROM TIME TO TIME.

Note: Institutions are requested to read the instructions before filling up the form

1. Name of the Institution
2. Registration No. & Date; valid upto
(enclose copy of the registration certificate issued by DSIR)
3. Address along with
Phone/Fax/Telex/Grams/E-mail address
4. Legal status of the Institution (in case of any change since registration with DSIR, enclose a copy of amended MOA, Act)
5. Name & designation of the Head of the Institution
6. Broad areas of research & major research programmes
(Enclose a copy of the latest annual report.)
7. Composition of Research Advisory Committee (RAC) for guiding the research activities of the institution. (Indicate number of meetings held during the last 2 years. Also enclose a copy of the minutes of the most recent meeting).
8. Details of R&D activities as per Appendix-1& 2
(Also enclose a note on the R&D activities giving details of past achievements, ongoing programmes & future programmes)
9. Details of staff
(Enclose a list of scientific personnel working in the institution engaged in research activities along with their qualifications)
10. Details of infrastructure available for research
(Enclose a list of equipment and facilities available with the institution for undertaking research activities)

APPENDIX-1

DETAILS OF R&D PROGRAMMES/PROJECTS IN PROGRESS

Sl. No.	Title & Scope of The R&D project	Year in which started	Budgeted Project Cost			Remarks* (Status: Completed/Not Completed)
			Capital	Recurring	Total	

* Enclose a small write-up on each project indicating important aspects of the project, progress made so far and balance R&D work remaining to be done in the project.

PROFORMA FOR SUBMITTING HALF YEARLY RETURNS BY A PUBLIC FUNDED RESEARCH INSTITUTION or A UNIVERSITY or AN IIT or IISc., BANGALORE or REGIONAL ENGINEERING COLLEGE, OTHER THAN A HOSPITAL REGISTERED WITH DSIR IN TERMS OF GOVERNMENT NOTIFICATION NO.51/96-CUSTOMS DATED 23 JULY 1996 AND/OR CENTRAL EXCISE DUTY EXEMPTION IN TERMS OF GOVERNMENT NOTIFICATION NO.10/97—CENTRAL EXCISE DATED 1 MARCH 1997, AS AMENDED FROM TIME TO TIME.

1. DSIR Registration No. & date: _____
2. Name of the Institution: _____
3. Name & designation of the 'Head of the institution': _____
4. Goods imported for research availing customs duty exemption**

Period: January to June _____ / July to December _____
(Strike-off whichever is not relevant)

- a) Total value (fob/cif) of consumables imported : _____ Rs.
(Please annex details separately)
- b) Total value (fob/cif) of equipment imported : _____ Rs.
(Please annex details separately)
- c) Total imports availing customs duty exemption (a+b) : _____ Rs.

5. Domestic purchase of goods for research availing central excise duty exemption**

Period: January to June _____ / July to December _____
(Strike-off whichever is not relevant)

- a) Total value of consumables procured : _____ Rs.
(Please annex details separately)
- b) Total value of equipment procured : _____ Rs.
(Please annex details separately)
- c) Total purchases availing central excise duty exemption (a+b): Rs. _____

(**In case of 'university, include the value of imports/domestic purchases by colleges affiliated to the university, based on essentiality certificates issued by the university)

- (i) I certify that the information given above is correct.
- (ii) The facility of customs and central excise duty exemption is being utilised for research purposes only.

Place:
Date:

Signature with Designation
of the Head of the Institution

INSTRUCTIONS FOR FILLING UP THE FORM

The application should be filled-in complete, alongwith Annexure/Appendices using Microsoft Word. In addition to the ONE SET of hard copy, the application along with all the annexures should be submitted in 3.5" Floppy for the purpose of computerisation/updating records. The floppy should be free from virus and may be properly packed to avoid any damage during transit. The application(s) for renewal received without the information a floppy will not be considered.

2. The processing of renewal of registration takes about 4 weeks in DSIR. Institutions are, therefore, advised to plan their imports accordingly.
3. For submitting the half-yearly returns photocopy the proforma and use one page for each half-year. Enclose the details of imports/ domestic purchases giving items, quantities and cost in rupees.
4. The completed application & floppy should be submitted to the Secretary, Department of Scientific & Industrial Research, Technology Bhawan, New Mehrauli Road, New Delhi - 110016 and marked attention ~~Scientist-G~~ Scientist-G & Head, RDI, DSIR.

UNDERTAKING

I, _____ (Name &
Designation) of _____

hereby undertake to utilise the customs/ central excise duty exemption facility in terms of notification Nos. 51/96-Customs dt. 23.7.1996 and 10/97-Central Excise dt. 1.3.1997 for research purposes only.

I also undertake to provide separate budget for research activities, which will be spent according to the approvals by the Research Advisory Committee (RAC) and imports as well as domestic purchases will be made out of budgets for research.

Signature of Head of the institution

APPENDIX-2

DETAILS OF PROPOSED R&D WORK (FOR THE NEXT THREE YEARS)

Sl. No.	Title & Scope of the project proposed	Duration of the Project	Total estimated project cost			List of specialised equipment required to be purchased and indicate their cost	Remarks (indicate specific reasons, if any, for proposing the R&D project)
			Capital	Recurring	Total		
							(Use separate sheet if necessary)