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Office of the Textile Commissioner  
Ministry of Textiles  
Government of India

Technology Mission on  
**TECHNICAL TEXTILES (TMTT)**  
2010-11 to 2014-15



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Office Memorandum on  
Technology Mission on  
Technical Textiles (TMTT)



New Delhi, dated the 15<sup>th</sup> December 2010

# Office Memorandum

Subject : GOVERNMENT ORDER ON TECHNOLOGY MISSION ON  
TECHNICAL TEXTILES (TMTT), (2010-11 to 2014-15)

## Introduction:

1. Technical textiles are textile materials and products used for their technical performance and functional properties. Technical textiles are critical for the thrust areas of Government of India in terms of infrastructure development, social responsibility, security of nation and food security. Govt. has taken many initiatives like implementing Scheme for Growth and Development of Technical Textiles (SGDTT), inclusion of major machinery for technical textiles under modified TUFs for 10% capital subsidy etc.
2. In spite of government taking such initiatives, the technical textiles industry still suffers from a number of problems like lack of basic infrastructure in terms of testing facilities, lack of market development support, skilled manpower, lack of R & D, absence of regulatory measures, absence of specifications and standards for technical textiles etc.
3. To address the above issues Govt. has launched Technology Mission on Technical Textiles (TMTT) with two mini- missions for a period of five years (from 2010-11 to 2014-15) with a fund outlay of Rs. 200 crore.

## 4. Mini-Mission-I

**Objectives:** *Standardization, creating common testing facilities with national / international accreditation, indigenous development of prototypes and resource center with I.T. infrastructure.*

## Interventions

### **4.1 Setting up of four Centers of Excellence (COEs) to provide infrastructure support at one place for the convenience of manufacturers of technical textiles.**

In addition to four COEs already established, four additional COEs will be set up for **Nonwovens, Composites, Indutech and Sportech** to support the manufacturers of technical textiles of respective segments.



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### The essential facilities to be created in the Center of Excellence are as follows:

- i) **Facilities for testing and evaluation of products of identified segments of technical textiles with national / international accreditation and collaboration with foreign institutes / laboratories:** The common testing facilities are to be set up as per International Standards like American Society for Testing and Materials (ASTM) , British Standards(BS), German Institute for Standardization(DIN), International Organization for Standardization(ISO) & European Standards(EN) etc. for different products of segment for which they shall be developed as COE. The proposed testing facilities shall cater to the requirement of testing the final product and also the fibre, yarn, fabrics and other elements that go into final product. The testing laboratories of Centres of Excellence shall get the national accreditation by NABL and shall also get their testing labs accredited by international institutes so that their test results are accepted in the international market.
- ii) **Resource Centre with I.T. infrastructure:** The information resource centre of Centres of Excellence shall be equipped with technical literature, reference material, books, specifications, directives and a sample bank containing samples of various products and information about manufacturing, production standards, testing procedures etc. for the products of the segment for which they shall be developed as COE. An exclusive website for that particular segment of the technical textiles shall be developed and maintained by all COEs. These sites shall provide link to each other as well as other sites including international sites with information on technical textiles. The video conferencing facilities will also be set up in COEs for interaction / participation in workshops / seminars organized nationally and internationally.
- iii) **Facilities for indigenous development of prototypes:** Pilot plant facilities shall be created for development of prototypes / technology which shall be transferred to the industry after standardization and optimization of the production process. COEs shall also enlist the services of reputed foreign consultants for providing technology support for development of such products, if necessary.
- iv) **Facilities for training of core personnel and regular training of personnel from the technical textile industry:** COE shall impart training to textile technologists, academicians, scientists etc. from TRAs, institutes and industry to develop a set of core professionals (trainers). The education and training programme shall also cover shop floor training (i.e. training on specific machines/technology).
- v) **Knowledge sharing with stakeholders:** Dearth of knowledge and thus, lack of acceptance of technical textile products by the end-users such as Farmers, Civil



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Engineers, Architects, Medical practitioners, Government agencies (PWD, MMRDA etc.) is a key reason for the low demand for some of the critical technical textile products. The COEs shall conduct workshops with the personnel of allied industries for awareness and promotion of respective technical textile products. Need based audio-visual films will be prepared on various aspects viz. technicality of potential products / application areas / installation & manufacturing process of their respective segments of technical textiles and it will be shown among users, manufacturers, entrepreneurs, etc during workshops/seminars, etc.

- vi) **Incubation Centre:** COEs will be developed as an incubation centre for the products of their respective segments and will provide necessary facilities to the entrepreneurs for incubation of new ideas/technologies.
- vii) **Setting up of standards at par with global level:** Technical textiles are functional textiles. Therefore, stringent performance parameters have been prescribed by the international agencies. In India, the standards and specifications are not available for most of the technical textile products. The COEs will provide support to the BIS in formulation of standards.

#### 4.1.1 Fund Support

- (i). The fund support for setting up of above facilities will be provided. Technical textiles is a new arena and for establishment and maintaining the testing and other facilities of international standards, services of experts with expertise for the respective segment will be required. Therefore, a recurring expenditure of Rs. 1 crore per annum for appointment of such consultants / scientists / technologists for initial period of 3 years will be provided.
- (ii). The overall fund that will be provided for each of the COE is Rs. 25 crore (Rs. 20 crore for capital equipments for lab, pilot plant, prototype development, ancillary equipment, installation / commissioning, accreditation etc., Rs. 2 crore for development of training facilities / manual etc and Rs. 3 crore recurring expenditure for 3 years for appointment of consultants / scientists / technologists etc.). The projects would be considered and sanctioned on the basis of DPR.

*The fund allocation under this head will be Rs. 100 crore.*

- (iii). The format and modalities of funding the COEs (such as creating SPVs or other entities) would be decided by the Empowered Committee.



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## 4.2 Upgradation of existing four Centres of Excellence

As already stated above, 4 COEs have already been established but these centres are not having facilities for development of prototypes, incubation centre for products of their segments and provision for recurring expenditure for appointment of experts. The monitoring of these centres have clearly brought out the fact that the industry needs the incubation centre and support for development of prototypes. Also, lack of provision for recurring expenditure for appointment of experts is also hampering the work of the COEs. Therefore, the existing COEs will be upgraded in line with the new COEs.

### 4.2.1 Fund Support

These COEs have already been provided fund support to the extent of Rs. 11 crore each. Therefore, fund support to the extent of Rs. 14 crore each will be provided to the four existing COEs for setting up above mentioned facilities.

*The fund allocation under this head will be Rs. 56 crore.*

## 5. Mini-Mission-II

**Objectives:** Support for domestic & export market development of technical textiles

### Interventions

#### 5.1 Support for business start-up

Technical textiles is a new area and entrepreneurs find it difficult to invest in this field due to lack of knowledge about technology, raw material, process etc. Therefore, support for 'business start-up' is provided under the Mini Mission II of the TMTT.

The COE and other associations / institutes / independent reputed consultants will be empanelled by the MOT / Office of the Textile Commissioner who will prepare project reports and do the hand holding of the potential entrepreneurs till the completion of the projects.

*The fund allocation under this head will be Rs.3 crore.*

#### 5.2 Providing fund support for organizing workshops

Technical textiles are still at nascent stage and its awareness level is very low. Hence, National and International Conferences, Seminars, Workshops and short term training programmes will be organised across the country to dissipate the knowledge among stake holders of technical textiles.



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Reputed National and International agencies including the Indian Diaspora settled abroad will be invited to conduct Seminars, Conferences, Workshops and short term training programmes in which know how about latest technology, International practices, market details, global scenario, etc will be shared.

*The fund allocation under this head will be Rs.5 crore.*

### **5.3 Social compliance through standardization, regulatory measures**

Some of the technical textile products require mandatory prescriptions for their use. The ECTT has also recommended mandatory prescriptions for certain items. Consultants will be engaged to identify the needed regulatory changes required along with international best practices and also the strategy to facilitate such changes in the rules and regulations.

*The fund allocation under this head will be Rs.5 crore.*

### **5.4 Market development Support for marketing support to bulk and institutional buyers etc.**

Technical textiles are predominantly consumed by the institutional consumers like defence, hospitals, railways, NHAI etc. ICRA Management Consultancy Services Ltd.(IMaCS) has estimated the current consumption of technical textiles from defence, hospitals, railways at around Rs. 1570 crore in its report on the Baseline Survey of Technical Textiles Industry.

Under the Scheme buyers-sellers meet will be organized across the country wherein the indigenous manufacturers can showcase their products and institutional buyers will be invited for enhancing their marketing competitiveness.

Seminars will also be organized in these meets wherein the institutional buyers may provide the information regarding the technical specifications and other quality parameters which are required for meeting their needs.

*The fund allocation under this head will be Rs.15 crore.*

### **5.5 Market development Support for export sales**

There are many reputed technical textile fairs organized abroad like TECHTEXTIL and Industrial Fabrics Exhibition, Index etc., the participation in which will improve the export potential of the indigenous manufacturers. Some of the technical textile units are also participating in the exhibition of application based fairs. The support includes participation in Technical Textile fairs/Application based fairs by the Indian technical textile manufacturers to exhibit their products.



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*The fund allocation under this head will be Rs.5 crore.*

## 5.6 Contract Research and Development through IITs/TRAs/Textile Institutes

Technical textiles is high technology area where most of the new material high-end converted products are imported, there is strong need for indigenous development of products for which R&D is of prime importance. Therefore, contract research will be covered under this head. Individual unit or two or more unit may come together for a contract research proposal.

*The fund allocation under this head will be Rs.11 crore.*

## 6. Management

National level Technology Mission on Technical Textiles to be managed by an **Empowered Committee** consisting of the following:

- Secretary (Textiles) Chairman
- Adviser, Planning Commission
- Representative from Ministry of Agriculture (not below the rank of Joint Secretary)
- Representative from Dept. of Expenditure, Ministry of Finance (not below the rank of Joint Secretary)
- Representative from Ministry of Health and Family Welfare (not below the rank of Joint Secretary)
- Representative from Ministry of Petro chemicals (not below the rank of Joint Secretary)
- Representative from Ministry of Surface and Road Transport (not below the rank of Joint Secretary)
- Representative from Ministry of Science and Technology (not below the rank of Joint Secretary)
- Representative from Ministry of Defence (not below the rank of Joint Secretary)
- All TRAs/COEs
- AS&FA
- JS, MOT (handling technical textiles)
- Chairman, Indian Technical Textile Association
- Textile Commissioner (Member Secretary)



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## 7.1 Mission wise expenditure detail

(Amount in Rs. Crore)

| Sr. no                 | Component  | 2010-11   | 2011-12   | 2012-13   | 2013-14  | 2014-15  | Total      |
|------------------------|--|-----------|-----------|-----------|----------|----------|------------|
| <b>Mini Mission I</b>  |  |           |           |           |          |          |            |
| 1                      | Setting up of Centres of Excellence (COEs)                   | 20        | 60        | 20        | -        | -        | 100        |
| 2                      | Upgradation of existing COEs                                 | 44        | 6         | 6         | -        | -        | 56         |
| <b>Sub Total</b>       |  | <b>64</b> | <b>66</b> | <b>26</b> | <b>-</b> | <b>-</b> | <b>156</b> |
| <b>Mini Mission II</b> |  |           |           |           |          |          |            |
| 1.                     | Support for business start up                                | -         | 1         | 1         | 1        | -        | 3          |
| 2.                     | Workshops /Seminars  | -         | 1         | 2         | 1        | 1        | 5          |
| 3.                     | Consultation Fee for identifying regulatory changes required | 4         | 1         | -         | -        | -        | 5          |
| 4.                     | Market Development Support for sale to institutional buyers  | 1         | 3         | 3         | 4        | 4        | 15         |
| 5.                     | Market Development Support for export sales                  | 1         | 1         | 1         | 1        | 1        | 5          |
| 6.                     | Fund support for Contract R & D                              | 1         | 3         | 2         | 2        | 3        | 11         |
| <b>Sub Total</b>       |  | <b>7</b>  | <b>10</b> | <b>9</b>  | <b>9</b> | <b>9</b> | <b>44</b>  |
| <b>Grand Total</b>     |  | <b>71</b> | <b>76</b> | <b>35</b> | <b>9</b> | <b>9</b> | <b>200</b> |

Administrative/Monitoring & evaluation expenses @ 2% would be earmarked in each of the Mini Missions/ Components.



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## 7.2 Physical targets

- MM-I :-**
- a) Setting up of 4 COEs in the field of Non woven, Composites, Indutech & Sportech.
  - (b) Upgradation of 4 COEs covered in SGDTT scheme for development of prototypes, incubation centres and provision for appointment of experts.

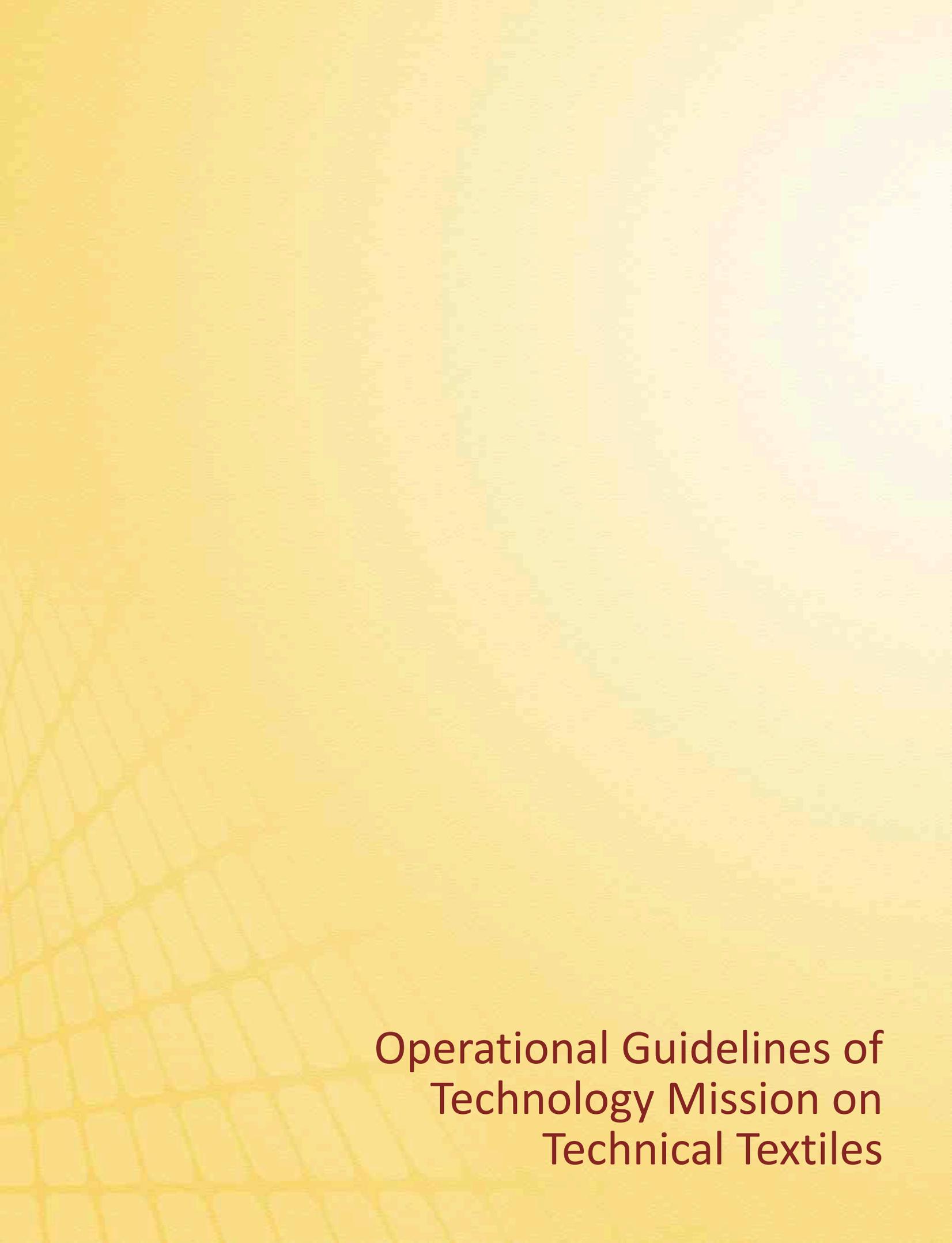
- MM-II :-**
- a) Business Start up : 30 projects
  - (b) Organising workshops : 52 workshops
  - (c) Social compliance through standardization regulatory measures: in 5 segments, viz. Ministry of Health and Family Welfare, Ministry of Home Affairs, Ministry of Road Transport and Highways, Ministry of Agriculture & Ministry of Defence
  - (d) Market Development Support : 30 buyer-seller meetings
  - (e) Market Development support for export Assistance: 50 units to be supported
  - (f) Fund support for contract Research : 20 Research projects

-sd-

(Sitaram Gupta)

Under Secretary to the Government of India





Operational Guidelines of  
Technology Mission on  
Technical Textiles



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# Operational Guidelines of Technology Mission on Technical Textiles

Government Resolution (GR) on Technology Mission on Technical Textiles (TMTT) has been issued vide OM No. 6/1/2010 – AM & MT dated 15.12.2010. The guidelines for operationalising the Mission are detailed below:

## Mini Mission-I

### 1. *Setting up of four Centers of Excellence (COEs) to provide infrastructure support at one place for the convenience of manufacturers of technical textiles*

- COEs will be set up for **Nonwovens, Composites, Indutech and Sportech** to support the manufacturers of technical textiles of respective segment. The fund support will be provided for creation of facilities like Testing facilities with National / international accreditation, Resource Center with I.T. infrastructure, Development of prototypes, Training of core personnel, Incubation centre.
- Textile Research Associations (TRAs), IITs, Recognized Engineering Colleges and other Govt./Govt. Aided Technical Institutions having infrastructure in terms of space, in-house expertise and experience in technical textiles and an annual turn over of 1.5 crore for last three years are eligible for applying to form COEs. In addition the Agencies can form a Special Purpose Vehicle (SPV), Joint Ventures and can apply for setting up of COE.
- For identifying four new Centres of Excellence (COE), Request for Proposal (RFP) based on DPR of General Financial Rules (GFR) will be invited from eligible agencies.
- The Bids would be evaluated on a Technical- cum- Financial Evaluation methodology.
- Based on the analysis of the Bids submitted by various institutes, selected institutes will be asked to make a detailed presentation before the Project Approval Committee (PAC) under the chairmanship of Secretary (Textiles). The composition of the PAC is as under



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|       |  |   |                     |
|-------|--|---|---------------------|
| i.    | Secretary (Textiles)                     | - | <b>Chairman</b>     |
| ii.   | Advisor (Textiles), Planning Commission  | - | Member              |
| iii.  | AS & FA, MOT                             | - | Member              |
| iv.   | Jt. Secretary, Dept. of Expenditure, MOF | - | Member              |
| v.    | Jt. Secretary, MOT                       | - | Member              |
| vi.   | Textile Commissioner, Mumbai             | - | Member              |
| vii.  | Director, MOT                            | - | Member              |
| viii. | Joint Textile Commissioner (E), Mumbai   | - | Member<br>Secretary |

**Note:-Subject matter specialists will be invited/ co-opted at the discretion of Chairman from time to time**

- The PAC would examine the existing resources of the applicant and the fund requirement and other relevant factors for selection.
- The PAC will make the final decision with regard to designation of Centre of Excellence.
- The designated agencies for COE shall sign a Memorandum of Understanding (MoU) with Office of the Textile Commissioner.

## **2. Upgradation of existing four Centres of Excellence**

- Based on the experience of setting up of existing four COEs (Geotech-BTRA, Meditech-SITRA, Protech-NITRA & Agrotech-SASMIRA), it is felt that these COEs need upgradation in terms of additional facilities proposed in line with new COEs – facilities for development of prototypes; incubation centre and appointment of experts for maintaining and running the COEs.
- The existing COEs have already been provided fund support of Rs.11 crore each. For upgradation of facilities at par with new COEs, Rs.14 crore will be provided to each of the existing COEs.
- Detailed Project Report (DPR) of GFR including fund requirement will be called from existing four COEs for upgradation of existing facilities in line with the new COEs.
- The proposal will be examined /evaluated and approved by the Project Approval Committee (PAC).
- The funds will be released after approval of proposal by the PAC and signing of fresh MoU with Office of the Textile Commissioner.



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## Mini Mission – II

### 1. Support for business start-up

Technical Textiles is a new area and entrepreneurs find it difficult to invest in this field due to lack of knowledge about technology, raw material, process etc. Therefore, support for 'business start-up' is provided under the Mini Mission II of the TMTT.

The COE and other associations / institutes / independent reputed consultants will be empanelled by the MOT / Office of the Textile Commissioner who will prepare project reports and do the hand holding of the potential entrepreneurs till the completion of the projects.

#### Eligible Units

- Technical Textile units of SME sector will be eligible for the assistance. The definition of the SME will be as per the Micro, Small and Medium Enterprises Development Act 2006 (MSMED). The Registration with DC (SSI) or Secretariat of Industrial Assistance (SIA) is a prerequisite for availing of the assistance. The units have also to get registered with Office of the Textile Commissioner prior to undertaking the services (Format for applying for registration with O/o TXC is at [Annex-I](#)).
- It is a credit link scheme and units have to avail term loan assistance for their project from any lending agency notified under TUFs.

#### Eligible Institution

- The COE set up under SGDTT/TRAs/IITs/Other Technical Institution/ other Associations, independent reputed consultants etc.
- The eligible institution/consultants will submit the information as per [Annex II & III](#) for empanelment.
- The technical Committee will examine/evaluate the applications received and empanel the consultants based on their technical competency

#### Responsibility of the Institution

- Identification of product.
- Provide support for selection of machinery, raw material, personnel and other aspects as required.
- Assist the unit in formation of project report for submission to the lending agency.



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### Eligible service fee

- The support will be restricted to eligible investment under TUFs as decided by the lending agency plus cost of land and building not exceeding 25% of total investment in plant & Machinery.
- On successful completion of the projects, the empanelled association / institutes / COEs will be eligible for service fee of 2% of the project cost for domestic projects and 3% of the project cost for FDI projects.
- Upper ceiling is recommended at Rs. 5.00 lakhs for domestic projects and Rs. 6.00 lakhs for FDI projects.

### Operational Modalities

- The eligible unit shall approach any empanelled Agency/Consultant for the preparation of project report.
- The unit shall submit the application containing Consultant details along with project proposal to the Office of the Textile Commissioner.
- Technical Committee will examine/evaluate & approve the proposal. The Technical Committee will comprise of members from TRAs, DSIR, Industry, Ministry of Textiles (MoT) and Office of the Textile Commissioner with Textile Commissioner as Chairman.
- If the proposal approved, the unit shall submit the Project report to the Lending Agency which will decide the eligibility of the project.
- The lending agency will decide eligible project cost and submit the same along with copy of project report to Office of the Textile Commissioner.
- The unit will have to submit the progress report periodically

### Release of Funds

- 90% of the eligible service fee will be released after commencement of commercial production. The date of commencement of commercial production will be submitted by the lending agency directly to the Office of the Textile Commissioner.
- Remaining 10% of the eligible service fee will be released after stabilisation of production for six months.

## 2. Providing fund support for organizing workshops

Technical Textiles are still at nascent stage and its awareness level is very low. Hence it is proposed that National and International Conferences, Seminars, Workshops and short term training programmes may be organised across the country to disseminate the knowledge among stake holders of technical textiles. The workshops will be on specific issues and will be outcome oriented.



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Reputed National and International agencies including the Indian Diaspora settled abroad will be invited to conduct Seminars, Conferences, Workshops and short term training programmes in which know how about latest technology, International Practices, Market details, Global Scenario, etc will be shared.

The segments and regions will be identified based on the feedback received from Industry, State Govt., Stake holders etc.

This intervention of the scheme will be operationalised on the lines of creation of awareness component of SGDTT scheme which is already being run by Office of the Textile Commissioner.

### **3. Social compliance through standardization, regulatory measures**

Some of the technical textile products required mandatory prescriptions for their use. The ECTT has also recommended mandatory prescriptions for certain items. Consultants will be engaged to identify the needed regulatory changes required along with international best practices and also the strategy to facilitate such changes in the rules and regulations.

The Consultancy Agency shall prepare a comprehensive report in the identified areas on existing Indian legislations vis-a-vis legislations followed in abroad for use of technical textiles, Suitability of such legislations in Indian context, obtaining comments from an “advisory panel” comprising of lawyers specialized in the area, User industry etc.

#### **Operational Modalities**

- Identified areas in the field of Geotextiles, Agrotextiles, Medical Textiles, and Protective Textiles where regulations are required will be addressed in this Scheme. Any other area identified during the course of the scheme will also be considered.
- Required regulatory changes will be identified by the Evaluation and Approval Committee, from time to time, for engaging consultancy agency.
- Once the area of required regulatory changes is identified, a tender notice for Request for proposal (RFP) based on DPR of GFR will be published in leading news paper (all India), to invite proposal from eligible consultancy agencies.
- Evaluation and Approval Committee with Joint Secretary, MoT (handling technical textiles) as chairman and Textile Commissioner, Directors of COE and Industry Associations as members will evaluate & approve consultancy agency based on its technical competency (Technical Bid) as well as its financial Bid.



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- Once the consultancy agency submitted its report, Evaluation and Approval Committee will evaluate & approve the same and it will be placed before the Empowered Committee for their approval and taking up with concerned Ministry for further necessary action.

#### **4. Market development Support for sale to the institutional buyers**

Technical textiles are predominantly consumed by the institutional consumers like defence, hospitals, railways, NHA etc. ICRA Management Consultancy Services Ltd.(IMaCS) has estimated the current consumption of technical textiles from defence, hospitals, railways at around Rs. 1570 crore in its report on the Baseline Survey of technical textiles industry.

Under the Scheme Buyers-sellers meet will be organized across the country wherein the indigenous manufacturers can showcase their products and institutional buyers may be invited for enhancing their marketing competitiveness.

Seminars may also be organized in these meets wherein the institutional buyers may provide the information regarding the technical specifications and other quality parameters which are required for meeting their needs. For Technical Textile units space at subsidized rates for participation will be provided in Buyer-Seller Meets

##### **Eligible Units**

The units have to get registered with Office of the Textile Commissioner for availing assistance (Format for applying for registration with O/o TXC is at [Annex-I](#)). Office of the Textile Commissioner will register the eligible units.

##### **Eligible Agencies**

- Reputed National Associations, TRAs, Regional office of the Textile Commissioner, etc are eligible for organising Buyer-seller meets.

##### **Eligible Fund Support**

- The fund required for the Buyer Seller meet including rent of total space for making stall will be covered under the scheme. Technical textile manufacturing units will be provided the space @ 50% for setting up stall. The unit cost for stall will be arrived on the basis of cost of total area for making stalls. The nominal amount collected from the participating units will be utilised for promotional activities of the event, organising seminars for institutional buyers and follow up activities, etc.
- Fund support for one event will be restricted to Rs. 20.00 lakhs



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## Operational Modalities

- Buyers-Seller Meets will be organised in consultation with the concerned stakeholders, including industry associations and other agencies involved in Technical textiles.
- The calendar for these events will be finalised well in advance and publicised widely.
- The institutional consumers like defence, hospitals, railways, NHAI etc will be invited to the seminars which will be organized through reputed national associations / agencies etc.
- Agencies will be asked to prepare a programme schedule giving details about the segment(s) of technical textiles on which programme will be conducted, details of speakers, topics, likely benefits/impact of the programme, estimated budget etc. of the programme.
- The programme schedule along with all details will be placed to Textile Commissioner for approval. After approval the agencies will be asked to organise the programme.
- The Agencies will also be responsible for post Buyer seller meet follow up.

## 5. Market development Support for export sales

There are many reputed technical textile fairs organized abroad like TECHTEXTIL and Industrial Fabrics Exhibition, Index etc., the participation in which will improve the export potential of the indigenous manufacturers. Some of the technical textile units are also participating in the exhibition of application based fairs. The support includes participation in Technical Textile fairs/Application based fairs by the Indian technical textile manufacturers to exhibit their products.

### Eligibility

- The units have to get registered with Office of the Textile Commissioner for availing assistance (Format for applying for registration with O/o TXC is at [Annex-I](#)). Office of the Textile Commissioner will register the eligible units.
- The support under this scheme is restricted to two times for a particular unit in a year.
- Regular employee/director/partner/proprietor of Technical Textile Manufacturing unit / Exporters of Technical Textiles will be considered under the scheme.



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## Eligible Fund support

Assistance would be permissible on travel expenses by air, in economy excursion class fair and charges of the built up furnished stall. This would, however, be to the extent of 50% with a financial cap recommended at Rs. 5.00 lacs per visit.

## Operational Modalities

- Registered manufacturing units/Exporters shall submit the intimation application for participating in International trade fair in the prescribed format ([Annex-IV](#)) with a minimum of 14 days clear advance notice excluding the date of receipt of application in the Office of the Textile Commissioner and the date of departure from the country. Intimation and the application must be sent electronically by email also.
- The company shall not be under investigation/charged/prosecuted/debarred/black listed under the Foreign Trade Policy of India or any other law relating to export and import business.
- Office of the Textile Commissioner will examine and issue approval letter to the eligible manufacturer/ exporter preferable within 5 working days of the receipt of the intimation.
- Officials of Ministry of Textiles/ Office of the Textile Commissioner will lead the delegation for participating in the trade fair.
- An indicative list of International trade fairs is given at [Annex-V](#). However, the list will be regularly updated to include new fairs and technical textile units can also suggest application based international trade fairs for inclusion in the list.

## Reimbursement of Assistance

- Claim along with the declaration duly completed and the Certificate (as per [Annex-VII](#)) duly signed by a Chartered Accountant shall be submitted by the manufacturer/exporter to the Office of the textile Commissioner in the prescribed format ([Annex-VI](#)) along with under mentioned papers immediately on return to India after completion of the activity but positively within 45 days of their return to India.
  - Details of activity undertaken earlier with this scheme to the same country/countries.
  - Legible photocopy of passport highlighting the entries about departure from and arrival into India and also the countries visited.
  - In case, passport does not have arrival/departure dates regarding visits to various countries, some documentary evidence such as Hotel Bills, Boarding pass, lodging pass etc. be submitted.



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- Original air ticket/jacket used during the journey. If Original air ticket/jacket is lost, a legible photocopy of the same along with a certificate from the concerned airline indicating following may be sent:
  - Name of the traveler
  - Ticket number
  - Flight No.
  - Date of departure from India
  - Sectors/countries visited
  - Class in which traveled
  - Economy excursion class fare for sectors/countries visited.
- Brief report about the activity participated and achievements made.

## 6. Contract Research and Development through IITs/TRAs/Textile Institutes

Technical textiles is high technology area where most of the high-end products are imported, there is strong need for indigenous development of products for which R&D is of prime importance. Therefore, contract research will be covered under this head. Individual unit or two or more unit may come together for a Contract research proposal.

### Areas for Contract Research

Development of product, process and technology in technical textiles

### Eligible units

The units have to get registered with Office of the Textile Commissioner for availing assistance (Format for applying for registration with O/o TXC is at [Annex-I](#)). Office of the Textile Commissioner will register the eligible units.

### Eligible Agencies

Govt. Approved Research Centres such as TRAs, IITs, Govt./Govt. Aided Institutions/Recognised Engineering colleges, etc. ***The Research institute may take support from another agency or can partially outsource the research activity to domestic/international institutes.***

***Eligible agency will have the first right on IPR which may be shared later on.***

### Eligible Grant

The grant under the scheme will be upto 60 percent excluding cost of land and building subject to ceiling recommended as Rs. 20.00 lakhs per project. ***It is a initial ceiling and is relaxable by the empowered committee on merit.***



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## Operational Modalities

- The interested units shall approach any Govt. Approved Research Centres and shall prepare the detailed Research proposal as per **Annex-VIII**.
- The detailed proposal shall be submitted to Office of the Textile Commissioner.
- Technical Committee will analyse the proposal and recommend to Empowered committee for approval. The Technical Committee will comprise of members from TRAs, DSIR, Industry, MoT and Office of the Textile Commissioner with Textile Commissioner as Chairman.
- The project which is approved for implementation is provided with a financial sanction which is subject to certain terms and conditions which are enclosed as **Annex-IX** with the first sanction order. The following guidelines assist for smooth implementation of the project in conformity with those terms and conditions.

## Guidelines

### Sanction Order

- Once the project is approved by the Empowered Committee (EC), a formal sanction order is issued as per the recommendations of the EC. The total cost of the project is finalised based on the latest quotation(s) of equipment(s) approved under the project and other relevant documents related to manpower, contingencies etc. submitted by the agency. The first sanction order provides the detailed breakup of funds allocated under non-recurring and recurring expenditure heads like Equipment, Manpower, Travel, Consumables, Contingencies etc.
- Copies of the sanction order with the terms and conditions annexed to it are sent to the research agency & the Unit

### Date of Commencement of Project & its Duration

- The duration of contract research project may vary from case to case basis. However, the maximum limit would be 2 years. The Project shall however be completed before 31st March 2015 and this is specified in the first sanction order.
- The project becomes operative with effect from the date on which the Draft/ Cheque is received by the research agency. This date should be intimated by the Research agency/unit to this office. It will, in no case later than one month after the receipt of the draft/ cheque by the Institute.



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## Release of Fund

- The grant will be directly released to the Research agency.
- The fund will be released to the research institute/agency on pro-rata basis along with the unit's contribution.
- After approval of the proposal, first disbursement 20% of the total grant will be released.
- Every disbursement of grant will be released immediately after the contribution by the Unit (i.e. beneficiary) after getting a confirmatory statement from research agency.
- After utilisation of the first disbursement, the Research agency & unit has to submit the progress report as per the **Annex X**, for the release of second disbursement 40% of total grant.
- The progress report will be examined and evaluated by Technical Committee and recommend to Empowered Committee for release of the second disbursement of grant.
- After utilisation of the second disbursement, the same procedure will be followed for the release of final disbursement of grant (i.e. 40%).
- In case the capital investment exceeds 20% of the subsidy amount (which may require in the initial stage of research work); Empowered Committee has the authority to increase the subsidy amount in the first phase.
- Diversion of funds from non-recurring head i.e. Equipment to recurring head like Manpower, Consumable etc. is normally not allowed. However, reallocation/ re-appropriation of grants under different heads require prior approval of the Office the Textile Commissioner / MoT.
- The Equipment sanctioned on the project should be procured at the earliest to avoid any cost escalation. The research agency should complete all formalities in advance for placing the order.
- Any request for release of the next grant should be accompanied by the following documents:
  - a) Utilisation Certificate and Statement of Expenditure for the previous financial year (in original or copy if sent earlier);
  - b) Latest authenticated Statement of Expenditure including Committed Expenditure, for expenditure since 1st April of that financial year till the previous month; and
  - c) Progress Report.
- Formal approval of this office must be taken to carry forward the un-utilised grant from the previous financial year to the present financial year. This



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request may be made while sending the authenticated Statement of Expenditure and Utilisation Certificate after the financial year.

- The research agency will maintain separate audited accounts for the project. Any interest earned should be reported to this Office and should be reflected in the Statement of Expenditure.
- All the assets acquired from the grant will be the property of Government of India and should not be disposed off or encumbered or utilised for purpose other than those for which the grant had been sanctioned, without the prior sanction of MoT/Office of the Textile Commissioner.
- After completion/ termination of the project, the Government of India will be free to sell or otherwise dispose off the assets which are the property of the Government. The Institute shall render to the Government necessary facilities for arranging the sale of these assets. The Government of India also has the discretion to gift the assets to the Institute or transfer them to any other Institute if it is considered appropriate and justified.
- This Office reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilised or appropriate progress is not being made.
- The Comptroller & Auditor General of India, at his discretion, shall have the right of access to the books and accounts of the Research agency maintained in respect of the grant received from the Government of India.

### Progress, Evaluation and Monitoring

- In addition, this Office may designate Scientist/ Specialist or an Expert Panel to visit the Institute periodically to review the progress of the work being carried out and to suggest suitable measures to ensure realisation of the objectives of the project. The implementing Institute will provide all facilities to the visiting scientist/ specialist or the Expert Panel by way of accommodation etc. at the time of their visit.
- On completion of the project, the research agency & unit should send the following documents to this Office:
  - a) Project Completion Report as per **Annex XI**
  - b) Consolidated audited statement of expenditure and utilisation certificates;
  - c) List of assets/ equipment as per **Annex XII**
  - d) DD/ cheque for any un-spent amount with the Institute.

Note: The un-spent balance should be sent through a crossed Cheque/ Demand Draft drawn in favour of Textile Commissioner, Mumbai.



## Details of Annexure under TMTT



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# Annex - I

## Format for obtaining the registration for technical textile units from Office of the Textile Commissioner

|    |  |  |
|----|--|--|
|    | Name and full address of unit  |  |
| 1. | Name of the Managing Director  |  |
|    | Tel. No. :   |  |
|    | Fax :  |  |
|    | E-mail :   |  |
|    | Website address:   |  |
| 2  | Annual Turn over   |  |
| 3  | Whether SME / Non-SME<br>(supporting documents to be enclosed)   |  |
| 4  | Details of products produced/proposed to be produced   |  |
| 5  | Details of Products Exported and exporting country (in case of Exporter)   |  |
| 6  | End use applications of Products   |  |
| 7  | Details of existing Machinery  |  |
| 8  | Name and address of the lending agency along with Tel., Fax and e-mail (in case of units applying for Business start up) |  |

Place:  
Date:

Authorised Signatory



## Annex - II

### Format for submitting details by Consultants for empanelment.

|   |  |                         |          |
|---|--|-------------------------|----------|
|   | Name and full address of the Consultant/Consulting Agency  |                         |          |
| 1 | Tel. No. :   |                         |          |
|   | Fax :  |                         |          |
|   | E-mail :   |                         |          |
|   | Website address:   |                         |          |
| 2 | Year of Establishment of Agency  |                         |          |
| 3 | Educational Qualification of Consulting team/Consultant  |                         |          |
| 4 | Details of Experience in relevant field  |                         |          |
| 5 | Area of Specialisation   |                         |          |
| 6 | Annual turn over/Income from Consultancy in technical textiles during the last three years   | Year                    | Turnover |
|   |  | 1.                      |          |
|   |  | 2.                      |          |
|   |  | 3.                      |          |
| 8 | Details of Consultancy in Technical Textiles provided during the last two years with details like project cost, type of product, along with name, address of the unit and the present status | As per <b>Annex III</b> |          |
| 9 | Any other relevant details   |                         |          |

Place:

Date:

Authorised Signatory



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## Annex - III

|   | Project I | Project II | Project III | Project IV | Etc..... |
|---|-----------|------------|-------------|------------|----------|
| Name of the Unit,<br>Promoter's name<br>along with complete<br>address, email, phone<br>number, etc |           |            |             |            |          |
| <b>Project Cost</b>   |           |            |             |            |          |
| <b>Product</b>  |           |            |             |            |          |
| <b>Type of consultancy<br/>provided (Please give<br/>brief details)</b>                             |           |            |             |            |          |
| Product selection   |           |            |             |            |          |
| Technology selection  |           |            |             |            |          |
| Machinery selection   |           |            |             |            |          |
| HRD   |           |            |             |            |          |
| Marketing   |           |            |             |            |          |
| Finance   |           |            |             |            |          |
| Obtaining licence   |           |            |             |            |          |
| Obtaining land  |           |            |             |            |          |
| Others if any   |           |            |             |            |          |



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# Annex - IV

## Application Form For participation in Technical Textile Trade Fair/Exhibition under Market Development support

1. Name of the firm with full address.
2. Particulars of fair/exhibition

**Trade Delegation:**

**Name of event:**

**Place:**

**Country:**

**From..... To .....**

3. Particulars of visit

Date of departure from India

***Date of arrival in India***

4. Details of proposal(s) already **Submitted in the same financial year.**
5. Details of earlier participations in the same event with assistance from the scheme.
6. Name and designation of the person going abroad

***Place:***

***Date:***

***Authorised Signatory***



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# Annex - V

## Indicative List of International Trade Fairs

- 1) 12-15 January 2011  
Frankfurt, Germany  
**Heimtextil (International Trade Fair for Home and Contract Textiles)**
- 2) 1-2 February 2011  
Brussels, Belgium  
**Personal Protective Clothing and Equipment Conference**
- 3) 6-9 February 2011  
Munich, Germany  
**ISPO Winter 2011 (Sports Textiles)**
- 4) 23-25 February 2011  
Beijing, China  
**ISPO China (Sports Textiles)**
- 5) 23-25 March 2011  
Singapore  
**IFAI Expo Asia (Industrial Fabrics)**
- 6) 22-24 March 2011  
Wiesbaden, Germany  
**Filtech 2011**
- 7) 4-6 April 2011  
London, UK  
**Smart Fabrics**
- 8) 5-6 April 2011  
Coventry, UK  
**Workwear and Corporate Clothing Show**
- 9) 5-7 April 2011  
Hamburg, Germany  
**Aircraft Interiors Expo**
- 10) 12-15 April 2011  
Geneva, Switzerland  
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- 11) 29-31 March 2011  
Paris, France  
**JEC Composites**
- 12) 23-25 May 2011  
Kafr-el-Sheikh, Egypt  
**Smartex 2011**
- 13) 19 - 20 May 2011  
EcoCentre Sokolniki, Russia  
**ProfStyle 2011 (Protective textiles)**
- 14) 17-19 May 2011  
Messe Stuttgart, Germany  
**Automotive Interiors Expo 2011**
- 15) 24-26 May 2011  
Frankfurt, Germany  
**Techtextil 2011**
- 16) 7 – 9 June 2011  
Cape Town  
**Medifest South Africa (medical equipments)**
- 17) 18-20 October 2011  
Singapore, Singapore  
**JEC Composites Asia**
- 18) 20 - 22 October 2011  
Rimini Expo Centre, Italy  
**T&T - TENDE & TECNICA 2011( Home Textiles/contract textiles)**
- 19) 25-27 October 2011  
Baltimore, Maryland, USA  
**Industrial Fabrics Association International (IFAI) Expo 2011**
- 20) 01 - 02 December 2011  
Singapore  
**Medtec Southeast Asia (medical equipments)**
- 21) 7-9 November 2012  
Boston, Massachusetts, USA  
**Industrial Fabrics Association International (IFAI) Expo 2012**



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## Annex - VI

### Claim Form for Market Development support for Participation in Technical Textile Trade fairs/Exhibitions abroad

1. Name of the firm with full address
2. Approval letter No. and date
3. Particulars of event Name:  
City :  
Country  
Duration of fair from \_\_\_\_\_ To \_\_\_\_\_
4. Date of actual departure from India.  
(Please attach self certified photocopy of passport duly highlighting date of departure).
5. Date of actual arrival from India.  
(Please attach self certified photocopy of passport duly highlighting date of arrival).
6. Name & Designation of person who attended the event.
7. Whether assistance availed from other Govt. Bodies for the activity under reference?  
Yes/No.  
(If yes, please give full details)
8. Expenditure incurred
  - a) Actual return airfare by economy excursion class
  - b) Actual expenditure incurred on stall, decoration, water & electricity charges.  
Rs \_\_\_\_\_  
Rs \_\_\_\_\_

(Please attach original air ticket/jacket used during the journey along with self certified photocopies of receipt, bank advice etc. evidencing payment made)

(Contd...)



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9. Amount claimed Rs \_\_\_\_\_

### Undertaking and Declaration

I/We hereby solemnly undertake/declare that the particulars stated above are true and correct to the best of my/our knowledge and belief.

Any information, if found to be incorrect, wrong or misleading, will render/us liable to rejection of our claim without prejudice to any other action that may be taken against us in this behalf.

If as a result of scrutiny any excess payment is found to have been made to me/us, the same may be adjusted against any of the subsequent claims to be made by my/our firm or in the event no claim is preferred, the amount overpaid will be refunded by me/us to the extent of the excess amount paid.

|                         |                         |
|-------------------------|-------------------------|
| Name of the Applicant : | Signature :             |
| Firm                    | Name in Block Letters : |
| Company Seal :          | Designation :           |
| Place:                  |                         |
| Date:                   |                         |



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# Annex - VII

## Chartered Accountant Certificate

I/We hereby confirm that I/We have examined the claim papers, books of account and the prescribed documents in respect of the claim of M/s.-----and hereby certify that:

- (i) The participant is regular employee/director/ partner/proprietor of the company
- (ii) Participation is as per the maximum permissible participations under the MDA Scheme.
- (iii) Minimum of 14 days clear advance notice had been given to the Office of the Textile Commissioner.
- (iv) The participant company/firm/concern is not under investigation/charged/prosecuted/ debarred/black listed under Foreign Trade (Development & Regulation) Act, 1992 , FEMA, Customs Act 1962.
- (v) The total number of participations in this particular trade fair/exhibition is not exceeding three.
- (vi) The date of return to India is within 45/90 days of the date of making this application.
- (vii) It has been ensured that the information furnished is true and correct in all respects, no part is false or misleading and no relevant information has been concealed or withheld.

Neither I/We nor any of our partners is a partner/Director or an employee of the above named entity or its associated concerns.

I fully understand that any submission made in this certificate if proved incorrect or false, will render me/us liable to face any penal action or other consequences as may be prescribed in the law or otherwise warranted.

Signature & Stamp/seal of the Signatory .....

Name .....

Membership No. ....

Full address .....

Name and address of the Institution where registered.

Date:

Place:



# Annex - VIII

## Format for Contract Research Proposal

1. Project Title
2. Broad area of Research
3. Project Duration in Months
4. Total Cost (Assistance under the scheme & Contribution of Industry Partners)
5. Project category
6. Details of Industry Partner
7. Research Team
8. Place of Research
9. Project Summary
10. Technical Details
  - Introduction (Origin and Definition of the proposal, objectives)
  - Review of the status of Research and Development in the subject. (National and International status, Importance of the proposed project in the context of the current status, Expertise available with the investigating group/Institution in the subject of the project, Patent details)
  - Work plan (Methodology, Organisation of work elements, Time schedule of activities giving mile stone)
  - Suggested Plan of Action for utilisation of research outcome expected from the project (Expected product/process outcome, target market, expected income from the research outcome)
11. Budget Estimates Summary

(Budget for Scientists man days, Justification for the man power requirement, budget for Raw materials/consumables, Justification for costly consumables, Budget for travel, Justification for intensive travel, if any, Budget for other costs/contingencies, Justification for specific cost under other costs, if any, Budget for equipment, Justification for the proposed equipment)
12. Time Schedule of Activities through BAR Diagram

(Contd...)



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13. List of Facilities being extended by parent institution for the project implementation  
(Infrastructural facilities, Machineries/Instruments Available with the Institute/Group/Department/other Institutes for the project)
14. Detailed Bio data of the Investigator(s)/ Co- Investigator(s) including name, address, date of birth, Institution's address etc. Academic Qualifications (University/College from where attained, year of Passing, Thesis title, etc)

**Authorised Signatory  
Unit**

**Authorised Signatory  
Agency**



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# Annex - IX

## Terms & Conditions of the Grant under Contract Research

1. Approval of the research proposal and the grant being released is for the specific project sanctioned and should be exclusively spent on the project within the stipulated time. The Research agency and unit is not permitted to seek or utilise funds from any other organisation (Government, Semi-Government, Autonomous and Private Bodies) for this research project. Any **un-spent balance out of the amount sanctioned must be surrendered to the Government of India through a crossed Cheque/ Demand Draft drawn in favour of Textile Commissioner, Mumbai.**
2. For permanent, semi-permanent assets acquired solely or mainly out of the project grants, an audited record in the form of a register in the prescribed format (attached) shall be maintained by the Research agency. The term "Assets" include (a) the immovable property acquired out of the grant; and (b) movable property of capital nature where the value exceeds Rs 1000/-. The Research agency is required to send to the Office of the Textile Commissioner a list of assets acquired from the grant. The grant shall not be utilised for construction of any building. Full infrastructural facilities by way of accommodation, water, electricity, communication etc. for smooth implementation of the project shall be given by the Research agency.
3. All the assets acquired from the grant will be the property of Government of India and should not be disposed off or encumbered or utilised for purpose other than those for which the grant had been sanctioned, without the prior sanction of this Office.
4. At the conclusion/ termination of the project, the Government of India will be free to sell or otherwise dispose off the assets which are the property of the Government. The Institute shall render to the Government necessary facilities for arranging the sale of these assets. The Government of India has the discretion to gift the assets to the Institute or transfer them to any other Institute if it is considered appropriate.
5. In addition, this office may designate Scientist/ Specialist or an Expert Panel to visit the Institute periodically to review the progress of the work being carried out and to suggest suitable measures to ensure realisation of the objectives of the project. During the implementation of the project the Institute will provide all facilities to the visiting scientist/ specialist or the Expert Panel by way of accommodation etc. at the time of their visit. On completion of the project a final consolidated Project Completion Report (Annex XI) on the work done on the project should be sent to this office.
6. At the time of seeking further instalment of grant, The Research agency and unit has to furnish the following documents:
  - a) Utilisation Certificate (**UC**) and Statement of Expenditure (**SE**) for the previous financial year (in original or copy if sent earlier);
  - b) Latest authenticated Statement of Expenditure including Committed Expenditure, for expenditure since 1<sup>st</sup> April of that financial year till the previous month; and
  - c) Progress Report, if not sent earlier.



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7. Request for specific approval of this office to **carry forward** the unutilised grant to the next financial year for utilisation for the same project, should be sent along with SE & UC, after completion of the financial year.
8. **The Comptroller & Auditor General of India, at his discretion, shall have the right of access to the books and accounts of the Institute maintained in respect of the grant received from the Government of India.**
9. The Research agency will maintain separate audited accounts for the project. If it is found expedient to keep a part or whole of the grant in a bank account earning interest, the interest thus earned should be reported to this office and should be reflected in the Statement of Expenditure. The interest thus earned will be treated as a credit to the Research agency to be adjusted towards further instalment of grant.
10. In case the Research agency and unit is not in a position to implement or complete the project, it should, forthwith, refund to this Office the entire grant received by it or the balance grant with it.
11. All the personnel including Research personnel appointed under the project, for the full/ part duration of the project, are to be treated as temporary employees and will be governed by the Administrative rules/ service conditions (for leave, TA/DA etc) of the implementing Research agency. They are not to be treated as employees of the Government of India and this Office will have no liability, whatsoever, for the project staff after completion of the project duration.
12. **The Office of the Textile Commissioner / Ministry of Textiles reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilised or appropriate progress is not being made.**
13. **The project becomes operative with effect from the date on which the Draft/ Cheque is received by the implementing Research agency.** This date should be intimated by *the Research agency / Unit* to this Office. *It will, in no case be later than one month after the receipt of the draft/cheque by the Research agency.*
14. Investigators wishing to publish technical/ scientific papers based on the research work done under the project, should acknowledge the assistance received from this Office, indicating the scheme. Investigators are also requested to publish some of the research papers emerging out of the project work in leading Indian Journals.
15. If the results of research are to be legally protected, the results should not be published without action being taken to secure legal protection for the research results.
16. For projects identified to have a distinct potential for generating know-how, in the form of product/ process, that could be protected through patenting, copyrights etc., the Research agency should carefully follow the **“Guidelines/ Instructions for Technology Transfer and Intellectual Property Rights”** provided in the **Guidelines for Implementing Research Projects** booklet issued by the Department of Science and Technology, Govt. of India.



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# Annex - X

## Progress Report of Contract Research

### Important Points:

- i Three copies of the report giving information on items listed in the format given below are required.
- ii Report should be sent even if project has not become fully operational. Please write "NIL" against items where there is nothing significant to report or if these items are not relevant.
- iii Report should be in the format given below.
- iv The report should be discussed and finalised by the project team before sending it to O/o TXC.

### Instructions for preparing the Manuscript of the Report:

- i Manuscripts should be neatly written/ printed (with single spacing) in the enclosed format for direct reproduction by Xerox/ photo offset process. Any corrections should be redone on a separate slip & then pasted neatly. Don't erase or retype. Don't cut/ cross.
- ii Matter should be first preferably typed on A4 size paper within the prescribed space leaving the same margin as in the enclosed format and then retyped cleanly after careful correction/ changes.
- iii Manuscript should not exceed five pages in any case and should be in the enclosed format.
- iv Photographs should be avoided. Diagrams & graphs should be accommodated within the space provided for the text for direct reproduction.
- v Please do not leave any item unanswered.



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## Progress Report

| 1. Project Title:   |                 | This Office Ref. No:               |                          |   |                      |
|---|-----------------|------------------------------------|--------------------------|---|----------------------|
| 2. PI (Name & Address):   |                 | Date of Birth                      |                          |   |                      |
| 3. Co-PI (Name & Address):  |                 | Date of Birth                      |                          |   |                      |
| 4. Name & address of the unit (beneficiary)   |                 |                                    |                          |   |                      |
| 5. Broad area of Research   |                 |                                    |                          |   |                      |
| 5.1 Sub Area  |                 |                                    |                          |   |                      |
| 6. Approved Objectives of the Proposal :  |                 |                                    |                          |   |                      |
| Date of Start:  |                 |                                    | Total cost of Project:   |   |                      |
| Date of completion:   |                 |                                    | Expenditure as on _____: |   |                      |
| 7. Methodology :  |                 |                                    |                          |   |                      |
| 8. Salient Research Achievements:   |                 |                                    |                          |   |                      |
| 8.1 Summary of Progress   |                 |                                    |                          |   |                      |
| 8.2 New Observations:   |                 |                                    |                          |   |                      |
| 8.3 Innovations:  |                 |                                    |                          |   |                      |
| 8.4 Application Potential:  |                 |                                    |                          |   |                      |
| 8.4.1 Long Term   |                 |                                    |                          |   |                      |
| 8.4.2 Immediate   |                 |                                    |                          |   |                      |
| 8.5 Any other   |                 |                                    |                          |   |                      |
| 9. Research work which remains to be done under the project (for on-going projects)     |                 |                                    |                          |   |                      |
| Ph.Ds Produced no:  |                 | Technical Personnel trained:       |                          | Research Publications arising out of the present project: |                      |
| List of Publications from this Project (including title, author(s), journals & year(s)) |                 |                                    |                          |   |                      |
| (A) Papers published only in cited Journals (SCI)                                       |                 |                                    |                          |   |                      |
| (B) Papers published in Conference Proceedings, Popular Journals etc.                   |                 |                                    |                          |   |                      |
| Patents filed/ to be filed:   |                 |                                    |                          |   |                      |
| Major Equipment (Model and Make)  |                 |                                    |                          |   |                      |
| S No  | Sanctioned List | Procured (Yes/ No)<br>Model & make | Cost (Rs in lakhs)       | Working (Yes/ No)   | Utilisation Rate (%) |
|   |                 |                                    |                          |   |                      |



# Annex - XI

## Project Completion Report of Contract Research

- Notes:**
1. 3 copies of the Project Completion Report (PCR) should be sent within one month of the completion or termination of the project.
  2. The PCR should be in bound form.
  3. Cover page should include the title of the project, file number, names and addresses of the investigators.

1. Title of the project:
2. Principal Investigator(s) and Co-Investigator(s):
3. Implementing Research agency and other collaborating Institution(s):
4. Name & address of the unit (beneficiary)
5. Date of commencement:
6. Planned date of completion:
7. Actual date of completion:
8. Objectives as stated in the project proposal:
9. Deviation made from original objectives if any, while implementing the project and reasons thereof:
10. Experimental work giving full details of experimental set up, methods adopted, data collected supported by necessary table, charts, diagrams & photographs:
11. Detailed analysis of results indicating contributions made towards increasing the state of knowledge in the subject:
12. Conclusions summarising the achievements and indication of scope for future work:
13. S&T benefits accrued:
  - i. List of Research publications

| Sr No | Authors | Title of paper | Name of the Journal | Volume | Pages | Year |
|-------|---------|----------------|---------------------|--------|-------|------|
|       |         |                |                     |        |       |      |



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ii. Patents taken, if any

14. Financial Position:

| No  | Financial Position/ Budget Head | Funds Sanctioned by this Office | Funds contributed by the unit | Expenditure | % of Total cost |
|-----|---------------------------------|---------------------------------|-------------------------------|-------------|-----------------|
| I   | Salaries/ Manpower costs        |                                 |                               |             |                 |
| II  | Equipment                       |                                 |                               |             |                 |
| III | Supplies & Materials            |                                 |                               |             |                 |
| IV  | Contingencies                   |                                 |                               |             |                 |
| V   | Travel                          |                                 |                               |             |                 |
| VI  | Overhead Expenses               |                                 |                               |             |                 |
| VII | Others, if any                  |                                 |                               |             |                 |
|     | <b>Total</b>                    |                                 |                               |             | <b>100%</b>     |

15. Procurement/ Usage of Equipment

a)

| Sr No | Name of Equipment | Make/Model | Cost (FE/ Rs) | Date of Installation | Utilisation Rate (%) | Remarks regarding maintenance/ breakdown |
|-------|-------------------|------------|---------------|----------------------|----------------------|--|
|       |                   |            |               |                      |                      |  |
|       |                   |            |               |                      |                      |  |

b) Plans for utilising the equipment facilities in future

Name and Signature with Date

a. \_\_\_\_\_  
(Authorised signatory of Research agency)

b. \_\_\_\_\_  
(Principal Investigator)

c. \_\_\_\_\_  
(Authorised signatory from the unit)



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## Annex - XII

### Cost Details of Permanent Equipment/ Asset Procured Under Contract Research

| Sr No              | Name of Equipment/<br>Asset with manufacturer<br>& model name, etc. and<br>date of procurement | Cost of the equipment* | Other<br>expenses,<br>if any ** | Total Cost |
|--------------------|--|------------------------|---------------------------------|------------|
|                    |  |                        |                                 |            |
|                    |  |                        |                                 |            |
| <b>Grand Total</b> |  |                        |                                 |            |

\* This should include only the cost of equipment, insurance and freight charges.

\*\* Other expenses such as bank charges, agency commission etc. should be avoided through appropriate negotiations. If unavoidable expenses are incurred, the same may be indicated.







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