

**Scheme for Assistance for Research & Development Activities – 2020**  
**Government Resolution No. GID-102020-327060-G, Dt.01.09.2020**

**CHECKLIST FOR CLAIM APPLICATION**

**Scheme 3 : Assistance to R&D institutions/ laboratories set up by State Government or Government of India**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Yes / No</b>	<b>Page No.</b>
<b>1</b>	Application Form for Claim Application in Prescribed format		
<b>2</b>	Copy of Project Sanction Letter Issued by IC office		
<b>3</b>	Copy of Government Resolution / Notification indicating that the institute / organization is established by GoG / GoI		
<b>4</b>	Copy of CSIR/ DSIR Recognition Letter		
<b>5</b>	Appointment letter of the Technical Agency which prepared Estimates, Engineering Drawings etc. of the project (If Applicable)		
<b>6</b>	Technical Sanction letter from R&B Department or concerned local area authority like Municipality or Municipal Corporation etc. with approved estimate		
<b>7</b>	Copy of Tender Notice along with proof of its publication		
<b>8</b>	Copy of Appointment letter of contractor along with Agreement, Tender copy and Board Resolution		
<b>9</b>	Copy of Appointment letter of Third Party Quality Assurance (TPQA) Agency with agreement		
<b>10</b>	Copy of Proof regarding TPQA agency is enlisted with Road and Building Department / GIDC / GIDB / Any other Government Department/Agency		
<b>11</b>	Project Progress Report along with the details of milestones achieved, Outcomes of R&D proposed, Details of Asset creation, Benefit to the society, Benefit to the Industries, Details of Patent Filed / Granted, Details of International / National Publications, Impact analysis of the R&D and other relevant details related of the project.		
<b>12</b>	Certificate and Statement of expenditure incurred based on prevailing SOR rate of R&B Department or Govt. department prepared by Chartered Engineer		
<b>13</b>	TPQA Certificate with Report containing details regarding Project approved as per provisions of the scheme and some photographs of the project along with necessary lab testing report in original (Photographs indicating Location & Date)		
<b>14</b>	Employment Details of Technical qualified manpower in Prescribed format		
<b>15</b>	Project Completion Certificate (PCC) in Prescribed format		
<b>16</b>	CA Certificate in prescribed format		
<b>17</b>	CA certified Expenditure Statement in Prescribed format		
<b>18</b>	Copy of GPCB Consent ( If Applicable)		
<b>19</b>	Copy of PAN Card		

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<b>20</b>	Proof regarding separate Books of Account is maintained and Separately identifiable fixed capital investment is made as per the provision of the scheme		
<b>21</b>	Bank Details / Cancel cheque for assistance to be received under this scheme		
<b>22</b>	Notarized undertaking for fulfilment of the conditions mentioned in the Sanction letter along with copy of relevant Board Resolution / Competent Authority in Prescribed format		
<b>23</b>	Any other document applicant may wish to submit in support of claim		