

Guidelines for implementation of the scheme
“Building Awareness on Intellectual Property Rights” (IPR) for the
Micro, Small & Medium Enterprises (MSME)
under NMCP.

OFFICE OF THE
DEVELOPMENT COMMISSIONER (MSME)
MINISTRY OF MSME
(GOVERNMENT OF INDIA)
NEW DELHI

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Guidelines for Implementation of the Scheme “Building Awareness on Intellectual Property Rights” (IPR) for the Micro, Small & Medium Enterprises (MSME) under NMCP.

1. Introduction:

In the changing global scenario, the issues of IPR have gained special importance for the Micro, Small & Medium Enterprise (MSME) sector. IPR protection plays a key role in gaining competitive advantage in terms of technological gains for achieving higher economic growth in a market driven economy. It is felt that IPR requires greater understanding and attention by the industry, particularly the MSME sector in India.

The Indian MSME sector needs more information, orientation and facilities for protecting their intellectual powers. While majority of the countries have adopted strategies for implementing strong IPR protection for strengthening their industries and trades Indian industries, particularly the MSME are lagging behind in recognizing the importance of IPR and adopting IPR as a business strategy for enhancing competitiveness.

In the 2005-06 Budget an announcement has been made regarding setting up of the “ National Manufacturing Competitiveness Council (NMCC)” which visualized a National Manufacturing Competitiveness Programme (NMCP) to enhance the competitiveness of the SMEs sector. One of the components of the NMCP is “Building Awareness on Intellectual Property Rights (IPR)” for the MSME. Accordingly, to enable the MSME sector face the present challenges of liberalisation, various activities on IPR are proposed under this scheme.

2. Objectives:

The objective is to enhance awareness of MSME about Intellectual Property Rights (IPRs) to take measure for the protecting their ideas and business strategies. Effective utilisation of IPR tools by MSMEs would also assist them in technology upgradation and enhancing competitiveness.

3. Main Activities:

The main activity and funding limits proposed under this scheme cover the following broad areas of interventions:

Sl. No.	Activity	Maximum grant per application/proposal (Rs. in lakh)
a.	Awareness/ Sensitisation Programmes on IPR.	1.00
b.	Pilot Studies for Selected Clusters/ Groups of Industries.	2.50
c.	Interactive Seminars / Workshops.	2.00
d.	Specialized Training. (i) Short term (ST) (ii) Long term (LT)	(i) ST- 6.00 (ii) LT-45.00
e.	Assistance for Grant on Patent/ GI Registration. (i) Domestic Patent (ii) Foreign Patent (iii) GI Registration	(i) 0.25 (ii) 2.00 (iii) 1.00
f.	Setting up of ‘IP Facilitation Centre for MSME’.	65.00
g.	Interaction with International Agencies. (i) Domestic Intervention (ii) International Exchange Programme	(i) 5.00 (ii) 7.50

4. Definition & Eligibility

Participants	Definition	Eligibility as applicant
MSME Units:	➤ Units with Registration or EM credentials (subject to verification),	3(e) (i) & (ii)
MSME Organisations	➤ Industry Association, Societies /Cooperatives/ Firms/Trust and other bodies including NGOs representing or working for MSMEs, Research/ Technical & Educational Institutions, Universities with a track record of assisting MSMEs etc.	3(a), (b), (c), (e)(iii), (f), (g)
Competent Agencies	➤ Consultancy Organisations, Research Institutes, individual Experts or Agencies having sound technical and financial capabilities to conduct Pilot Studies with atleast five years of previous experience.	3(b).
Expert Agencies	➤ TIFAC (Department of Science & Technology), Patent Facilitation Centre, NRDC, Indian Patent Office (DIP & P), Registrar of Trademark, Registrar of Geographical Indication, D.B.T., Registrar of Copyright, MoHRD, NIIPM, IITs, Law Schools, Patent Attorneys, individual IPR expert, WIPO, EU-TIDP, USPTO, KIPO/KIPA, IIFT, DIT, MoEF, Ministry of MSME, DSIR and other such bodies.	(i) Expert agencies may be associated by the eligible applicant in organising various activities as mentioned in para 3 above. (ii) Eligibility as applicant - 3(a), (c), (d), (g)
IPR Facilitating Agencies	➤ Quasi Government or Government Aided Bodies being run on autonomous or commercial lines ➤ Private units provided it is sponsored by MSME Industry Associations.	3 (f) & (g), 3(f)

5. Modalities for Implementation, Evaluation and Monitoring:

5.(i) The whole scheme will be monitored by a Steering Committee headed by AS & DC (MSME), which will be the apex decision making body. The Steering Committee will provide overall guidance and directions for the implementation of this programme and will have the AS&DC (MSME) or Addl. DC as Chairman and representatives of:

NMCC
DIP&P
Controller General of Patents, Designs, Trademarks
Registrar of GI
DST
HRD
UGC
IIT
DSIR
DIT
DBT
MOEF
Deptt. of Agriculture & Cooperation

5.(ii) It will also have representatives from Industry Association as also IPR Experts, Leading IPR Attorneys, representative IF Wing and International Agencies as member. JDC (MSME) or ADC (MSME) will be the Member-Secretary.

5.(iii) The Committee may invite experts from outside and will meet at least once in four months. The Committee will be empowered to co-opt Members for individual meetings and hire need based Consultants as and when required.

5.(iv) After wider consultations, the Steering Committee may constitute a Project Implementation Committee (PIC) under the Chairmanship of an IPR Expert or a Senior Technical Officer which will be responsible for the day-to-day implementation of the programme and recommending approval of specific proposals within the overall framework of these guidelines. The constitution of the PIC will be reviewed from time to time, to keep it sleek and effective but it will be representational taking into account the current IPR needs of the MSE sector.

5.(v) The activities under the scheme as detailed in the subsequent paras will be considered and approved by the PIC specially constituted for appraisal of the proposals and recommending approvals. The decision of PIC will be placed before Steering Committee for their perusal and seeking further directions, if any for the implementation of this programme.

6. Awareness/ Sensitisation Programme on IPR

6. (i) Objective:

The primary objective of these programmes is to facilitate and support MSMEs, Industry Association and other concerned stakeholders in raising awareness on IPR related issues in general and more specifically on educating them about the value and protection of IPR and its benefits to the economy. The specific objectives of the programme for MSMEs are:

- i) To significantly raise the level of awareness and interest / knowledge about IPR issues.
- ii) To develop a broad understanding of the need to integrate IP in their innovation strategies business planning.
- iii) To improve protection of IP achievements through increased registration of rights and increased use of non-registered protection methods.
- iv) To improve the protection and enforcement IPR from infringements.
- v) To enhance capacity to fight counterfeiting.

6.(ii) Scope and Coverage:

The Sensitisation Programmes will normally be of 1 to 2 days' duration with about 30 participants / beneficiaries. The following subject/ areas to be covered in this programme.

- Introduction to IPR tools such as Patents, Trademarks, Industrial Design, Geographical Indication, Copyright, Trade secrets, Layout designs for integrated circuits, Plant breeder rights etc.
- National and International IP laws.
- Procedure for Registration.
- Fundamentals of Technology Transfer.
- Patenting and Patent law.
- IPR Policies and its Management.
- Problems of Counterfeiting and Piracy.
- Enforcement of Rights.
- TRIPS Agreement.

However, the list of subjects cited above is not exclusive and the proposals for other niche areas can also be considered. The topics may be selected keeping the requirements of target groups in view and issues of local importance should also be included wherever appropriate.

6. (iii) Component of Grant:

The Government of India will provide financial support up to Rs. 1 lakh per programme for organising these sensitisation/awareness programmes. This may cover wherever necessary, the expenses towards rent for venue, training materials, audio/video aids, TA/DA and honorarium to the Guest Faculty, expenditure on transport, purchase of stationary items,

refreshment and other miscellaneous expenses. Government assistance is only for organisational expenses of the proposed event and not for capital items like equipments.

The minimum share of private partners shall be 10% of the total GoI financial support given for organising the event.

6. (iv) Funding Pattern:

The assistance will be released in two instalments. 50% of the sanctioned amount will be released when the proposal is approved by the Project Implementation Committee (PIC) and the balance amount will be released in the shape of reimbursement after receipt of requisite audited statement of expenditure, final report of the programme and other required documents, etc.

6. (v) Expert Agencies/ Faculty:

As mentioned at **Sl. No. 4** above may be associated in such events.

6.(vi) Applications:

Eligible Organisations can apply in the format annexed (**Annex-I**).

7. Pilot Studies for Selected Clusters/ Group of Industries

7. (i) Objective:

To provide financial assistance to eligible applicants as mentioned in para 4 above to conduct Pilot Studies to identify the IP needs of the identified MSME clusters/industries and to recommend measures for further strengthening the IP portfolio. The specific objectives of the programme are:

- (i) To generate information and knowledge required for developing strategies and methodologies for better IP Management of specific industrial clusters (or groups)/industries.
- (ii) To suggest solutions to problems of IP Management.
- (iii) To strengthen the MSME base in the multidisciplinary and emerging areas of IPR.
- (iv) To suggest policy decisions relating to cluster- sector specific IP needs management.

7. (ii) Scope and Coverage:

Ministry of MSME may assign studies based on the felt needs of MSE clusters and specific Industries or invite expert agencies as mentioned at 5(b).1. to submit proposals by providing documentary evidence of

- (i) Having experience on executing similar jobs.
- (ii) Capability to execute the job.
- (iii) Infrastructure facilities.
- (iv) Availability of technical expertise in the area of IPR management.

7 (iii) Eligibility:

As mentioned in para 4 above. Further, sector specific experience and in-house capability to manage the study, will be an added advantage. These applicants would be assessed broadly on the following criteria:

- Credentials of the organisation and constitution.
- Core business and experience.
- Technical and managerial capability.
- Performance record in IP and related subjects.
- Methodology and work programme for the proposed assignment.
- Experience in the field of assignment and qualification of key team members to be deployed (full time & part time separately).
- Likely time period indicated to complete and submit the report.

The short listed applicants will thereafter be asked to submit proposals in two-bid system, with 'Technical' and 'Financial' bids sealed in separate envelopes, put in a bigger envelope duly sealed, before submitted the same to the designated authority.

It is clarified that even if any on industry organisation moves the proposal (on plain paper, citing its essential details), the application for GoI grant will be considered only for the Component, Agency and shall be given directly to it. The proposal of the industry organisation may established the felt need for the study, but the selection of the agency would be decided by the Project Implementation Committee (PIC).

7. (iv) Component of Grant:

The Govt. of India will provide a financial support up to Rs. 2.5 lakh per Pilot Study, primarily to cover expenses of the Expert Agencies for the conduct of the Pilot Study. The private partners i.e. the MSME cluster body shall have to provide funds equal to a minimum of 10% of the GoI's financial support, as also all other facilities and data required for the study.

7. (v) Funding Pattern:

The Govt. of India assistance will be released directly to the Expert Agency on following terms:

➤ Upon award of Assignment	35%
➤ Draft Report	35%
➤ Acceptance of Final Report	30%

7. (vi) How to Apply:

Eligible applicants can apply in the format provided at **Annex-II**.

8. Interactive Seminars/ Workshops

8. (i) Objective:

The primary objective of this activity is to provide a forum to MSME entrepreneurs, Industry Associations and others stakeholders, including professionals having working experience of MSME sector to share knowledge, experience and create mass awareness on various aspects of IPR. The specific objectives of programme, inter alia, include:

- Tailor-made Seminars/ Workshops for IP needs of identified clusters/ industries.
- To discuss recommendations of Pilot Studies.
- To focus on industry / cluster specific IP adoption issue.

8.(ii) Scope and Coverage:

The proposals for seminars / symposia/ workshops/ conferences should have adequate focus on IPR related subject for generating broad understanding amongst stakeholders/ beneficiaries of specific cluster / industry. The following thrust areas have been identified, which may be revised from time to time depending on the contemporary felt needs of clusters/ industries:

- Introduction of IPR tools such as Patent, Trademark, Industrial design, Geographical Indication, Copyrights, Trade Secretes, Layout designs for Integrated Circuits, Plants Breeders Rights etc.
- National & International IP laws.
- Patent laws.
- Trade Environment including bio-diversity.
- Introduction to plant variety protection and farmers rights.
- Procedure for Registration.
- Fundamental of technology transfer.
- Management of IPR.
- Problems of Counterfeiting and Piracy.
- Enforcement of Rights.
- Success stories and best practices.
- TRIPS Agreement, Patent Cooperation Treaty (PCT).

However, the list of subjects cited above is not exclusive and the proposals in other niche area can also be considered. The topics will be selected keeping in view the target group and issues of local importance, would be included wherever appropriate. The duration of these programmes will be one – two days for about 40 participants / beneficiaries.

8.(iii) Component of Grant:

The Government of India may provide financial support up to Rs. 2.00 lakh per programme for organising these programmes. The financial support by GoI may primarily cover expenses towards rent for venue, training materials, audio/video aids, TA/DA and honorarium to the guest faculty, expenditure on transport, purchase of stationary items, refreshment and other

miscellaneous expenses. The financial assistance is only for organisational expenses of the proposed event and not for capital items like construction, equipments, automation, etc.

The private partners, i.e., participants, industries within the cluster group or sector, or industry association, institute or chamber shall contribute (as minimum) an amount equal to 10% of the total GoI support provided for organising the event.

8. (iv) Funding Pattern:

The assistance will be released in two instalments. 50% of the sanctioned amount will be released when the proposal is approved by the Project Implementation Committee (PIC) and the balance amount will be released in the shape of reimbursement after receipt of requisite statement of expenditure, final report of the programme and other required documents, etc.

8. (v) Expert Agencies/ Faculty:

As mentioned in para 4 above may be associated in organising such events

8. (vi) How to Apply

Eligible organisation can apply in the format provided at **Annex-III**

8. (vii) Terms of Reference :

Same as applicable in **Annex-I**, except funding pattern.

9. Specialised Training (Short/Long- term)

9. (i) Introduction:

In a present global scenario there is an urgent need for creating skilled human resources so as to build capacity and develop the MSME sector that is compatible with IPR and commercialisation requirements. To achieve this objective, training programmes (both Short and Long duration) are proposed to be organised for enhancement of knowledge and capacity building of MSME sector in all fields of Intellectual Property.

9. (ii) Objective:

To provide technical inputs and support mechanism for facilitating efficient transfer of knowledge and skills on IPR through trainings so that different spheres of society – industries including MSME, academic and research institutions, academicians, students, entrepreneurs are benefited. One of the objectives of this programme is to increase the availability of the resource persons whose services could specifically be utilised to train/sensitise MSME sector on their specific IPR needs. The training will provide adequate knowledge to people to work in the area of IPRs by protecting their intellectual property, IP protection would help in:

- Preventing competitors from copying or closely imitating a company's products or services;
- Avoiding wasteful investment in research & development and marketing.
- Creating a Corporate identity through trademark & branding strategy and creating market value of the company.
- Protecting and securing foreign markets

9. (iii) Scope and Coverage:

The duration of the Short Term Training Programmes should be 2-3 weeks and long term 3-6 months. The number of participants should not be less than 25 for the Short Term (ST) training programme and 20 for the Long Term (LT) training programmes. For the ST programmes the following subject coverage & category of areas should be focused.

- **Generalised Intellectual Property Management Programme:** Multi-disciplinary programmes will combine the functional areas of business management with IP economics and IP Law, role of IP as a strategic asset and tool through case studies, best IP practices, innovative pedagogy, leveraging assist IP for enhanced and enduring competitive advantage.
- **Specialised Intellectual Property Management Programme:** To develop IP competencies in functional areas of business management and will include IP tools such as patents, trademarks, industrial designs and copyrights which can be strategically leveraged to enhance innovation, marketing or finance.
- **Specialised Intellectual Property Skills and Competence Development Programme:** Developing specific IP skills and competencies in business organizations such as drafting patent specifications, patent search and mapping, licensing and technology transfer, IP audit and valuation, IP conflict management (litigation, mediation and arbitration), methods of protecting inventions, trademarks, designs through national, regional and international systems, including PCT, etc.

- **Industry Specific Programmes:** Developing strategy for industry specific sector (e.g., pharmaceuticals, biotechnology, information technology, consumer electronics, toys) with analysis of political, economic, commercial and regulatory environment affecting the particular sector with special focus on IPR landscape.
- **Training of Trainers:** These programmes should aim at training of trainers and faculties in various legal, technical, managerial aspects of IP to enable them to develop core competency/capacity building in IP management and technology transfer / commercialisation, etc.

9. (iv) Long-term Training Programmes:

3-6 months duration training programmes leading to Diplomas /Certificate will be organised by national level IP institutes/universities/ law schools/ technical institutions etc. These programmes will, inter alia, cover modules on fundamentals of IP, Patenting and Patent laws, licensing, management & use of technology, fundamentals of technology transfer, negotiation skills, business development, practical and comprehensive overview of legal remedies on IPR matters. Case studies and field visits will also be a part of the programme to expose participants to the best international practices and sharing of experiences, etc. These programmes will include advanced courses such as, Copyrights, Biotechnology and IP, E-Commerce and IP, Legal safeguard including Arbitration mechanism for protection of IP etc.

However, above list is not exclusive and the proposals in other niche areas can also be considered. The topics for the event may be selected, keeping in view the target group and issues of local importance wherever appropriate.

9. (v) Eligibility & Grants:

Expert Agencies mentioned at para 4 above are eligible and trainees may be from MSMEs and their relevant bodies. Students completing legal or commercial or managerial courses will also be eligible as trainees for ST courses and pass outs of these courses would be eligible for LT courses.

The Government of India will provide financial support of Rs. 6.00 lakh for organising Short Term training programmes and Rs. 45.00 lakh as lump sum basis for organising Long Term training programmes. The financial support by GoI will primarily cover expenses towards for Faculty/Experts, boarding & lodging of the participants, course material, field visits and other relevant expenses. The beneficiaries/ Industry Associations sponsoring the trainees will have to contribute 10% of the GoI financial support for the proposed

The financial assistance is only for organisational expenses of the proposed event and not for capital items, such as, construction, equipments, automation, etc, and is to be sought vide **Annex-IV**, where more terms and conditions have been spelt out.

9. (vi) Funding Pattern:

The assistance will be released in two instalments. 50% of the sanctioned amount will be released after the approval of the proposal by the PIC and the balance amount will be released in the shape of reimbursement after receipt of requisite statement of expenditure, final report of the programme and other required documents, etc, with 3 months of completion of the course.

10. Financial assistance on grant of Patent and Registration under Geographical Indications of Goods

10. (i) Introduction:

Patent is an exclusive right granted by the State for an invention that is new, involves an inventive step and is capable of industrial application. It gives its owner an exclusive right to prevent or stop others from making, using offering for sale, selling or importing a product or a process, based on the patented invention, without the owner's prior permission. A patent is a powerful business tool for companies to gain an exclusive right over a new product or process, develop a strong market position and earn additional revenue through licensing.

Geographical Indications (GI) are names associated with goods which identify such goods as agriculture goods, natural goods or manufactured goods as originating, or manufactured in the territory of a country or a region or locality in that territory, where a given quality, reputation or other characteristic of such goods is essentially attributable to its geographical origin. A GI cannot be created, it can only be recognised. It confirms the value of products, which already exist.

10. (ii) Objective:

To encourage MSME protects their innovation / R & D in this era of globalisation, or secure their rights over their traditional product or process linked in the public mind with their locality under the GI Act.

10. (iii) Scope and Coverage:

The eligible applicant as mentioned in para 4 above will be provided one time GoI financial support on grant of Patent (domestic/ foreign) and on registration of their products under GI Act .

10. (iv) Component of Grant:

Under this scheme, registered Indian MSME will be provided one-time financial support limited up to Rs. 25000/- for on grant of domestic patent and Rs. 2.00 lakh for foreign patent. For registering under the Geographical Indications of Goods Act, one time financial support will be limited up to Rs. 1.00 lakh. The support of GoI will be in form of reimbursement to the applicant. The amount of grant will be restricted to actual or the ceiling mentioned above, which ever is lower.

10. (v) Funding Pattern:

The applicant will submit their request for the reimbursement in the format Annexed at (**Annex-V or VI**). If the application satisfies the eligibility and acceptance criteria for consideration of support, the reimbursement process will be initiated and payment will be made directly to the beneficiary.

10. (vi) How to Apply

Eligible applicants as mentioned in para 4 above can apply in the format Annexed at (**Annex-V**) or (**Annex-VI**) for reimbursement of patent & GI respectively. The following documents are to be provided by the beneficiaries.

- (i) Reimbursement details.
- (ii) Product brochures.
- (iii) Number of producers in case of GI.
- (iv) Annual Report for the last 2 years (in case of firm /company).
- (v) Copy of the registration of the applicant industries/ producers/entrepreneurs.
- (vi) Copy of the proof for grant of patent/ registration of GI by the competent authority.

11. Assistance for Setting up of IP Facilitation Centre for MSME

11.(i) Introduction:

To assist the MSMEs and other prospective entrepreneurs to have an access to best practices for identification, protection and management of IPR as a business tool.

11.(ii) Objectives:

The primary objective of setting up of IP Facilitation Centre is to guide MSME and other target beneficiaries regarding utilisation of IP tools and technologies for better management of their intellectual property related needs.

The specific objectives of the centre will be as under:

- (i) To provide computerised facilities for searching/ mapping, etc. with respect to patents, industrial designs, trade secrets, etc.
- (ii) To provide basic information to file an application for grant of patent, GI, industrial design, trade marks, etc.
- (iii) To facilitate successful transfer and commercialisation of technologies.
- (iv) To facilitate collaboration with potential clients for exploring possibilities for technology tie-ups and upscaling needs.
- (v) To provide information on best IPR practices.
- (vi) To provide guidance in filing applications with national/ international agencies and execution of other documents concerning to licensing technology transfer agreements, etc.
- (vii) To advise beneficiaries on legal remedies available on issues such as infringement, duplication of patent/ industrial designs, etc.

These Centres will work in close association with the National Patent Offices/ Regional Patent Offices and other National/ International Agencies administering implementation of IPR related matters.

11.(iii) Scope and Coverage:

It is proposed to set up 40 IP Facilitation Centre for MSME in different regions of the country under the programme. At present Department of Science & Technology under TIFAC has set up 20 Patent Facilitation Centre (PFC) with the objective of providing technical, legal and financial support for obtaining patent and also for post-patent action in respect of inventions emanating from a research funded by DST, university, educational institutions and central/ state govt., department/ agency. The facilities available in the existing 20 PFCs may be leveraged to set up dedicated 'IP Facilitation Centres for MSME' with the technical collaboration of TIFAC. The IP Facilitation Centres will guide MSMEs on all IPR related issues by providing facilities mentioned above. Besides, such Centres may also be established for the identified need-based MSME clusters and other MSME sectors.

11.(iv) Eligibility:

Eligible applicants as mentioned in para 4 above may submit proposal for setting up of IP Facilitation Centre in a joint collaborative mode. The project could be implemented either by the applicant acting as the implementing agency or through setting up of SPV (users body).

11.(iv) Component of Grant:

The Govt. of India will provide a total financial support upto Rs. 65.00 lakh each for establishing these centres, which will include one time grant of Rs. 45.00 lakh for and Rs. 18.00 lakh as recurring expenses for 3 years. The recurring expenses will be provided in the ratio of 75% , 60% and 30% over a period of 3 years(within an overall ceiling of Rs.18.00 lakh), and the remaining expenses will have to be met by the implementing agency/ users body through 'users charges'. A provision of Rs. 2.00 lakh will be made towards contingencies and other miscellaneous charges.

While setting up of these centres, no liability will be created for the GoI. The financial support by GoI will primarily cover expenses of hardware/software license fee, furniture and fixtures, networking, hiring the services of external consultant & staff on contract basis, expenses for telecommunication, stationary, miscellaneous/institutional, overhead cost etc. Further, the space for setting up of these Centres would be provided/ arranged by the implementing agencies/ users body.

It is expected that assets and operation of the offices will ultimately be taken by implementing agency for running them on self – sustainable basis after an initial gestation period of 3 years. These centres shall create their own funding mechanism during this period with a view to become financially sustainable over a period of time.

11.(v) Funding Pattern:

The assistance will be released in instalment after approval by the Project Implementation Committee. It will be assured that the next instalment will be released after receipt of requisite statement of expenditure, final progress of the programme and other requisite documents, etc. The amount of instalment will be decided depending on the requirement of IP Facilitation Centre for MSME during their different phases of establishment.

11.(vi) How to Apply:

Eligible applicants can apply in the format annexed (**Annex-VII**). They will also have to submit a brief project proposal containing details as mentioned in para 7 of Annex VII.

12. Activities with the International Agencies

12.(i) Introduction:

India as a developing country needs to work closely with the developed nations to promote innovation, creativity and technological advancement by providing a vivacious IPR management through cooperation in the field of capacity building activities and experience sharing. To achieve this objective, efforts will be met to develop suitable linkages and cooperation with IPR offices in developed countries and other International agencies, such as, WIPO, EU, Japan Patent Office (JPO), German Patent and Trademark Office, U.S. Patent and Trademark Office (USPTO), Korea Intellectual Property Office (KIPO), etc.

Specific cooperation activities to be carried out each year will be jointly finalised in consultation with international agencies in the form of an Action Plan. The Action plan will include detailed planning for carrying out co-operation activities, including the scope of the action, administering assignment, time schedule and any other information deemed necessary. The details of the proposed course of action, broad parameters for implementing specific activities, etc may also be formalised in the form of mutual agreement/MoU.

12.(ii) Objective:

Major areas for cooperation will inter-alia, include:

- Sharing IPR related information between various countries
- Opening avenues for interaction in areas leading to acquisition of knowledge available globally.
- Building bridges to promote and strengthen bilateral ties through participation in joint R&D programmes.
- Capacity building in high-tech areas through training and exchange programmes.
- Sharing of expertise in area of science & technology to facilitate implementation of IPR in the MSME sector in India.
- Understanding the different cultural approaches to scientific research.
- Studying the best country practices on IPR and to explore the possibilities to adopt them in for the MSME in India.

12.(iii) Component of Grant:

The Government of India will provide financial support up to Rs. 5.00 lakh and Rs. 7.50 per event for domestic intervention and International Exchange Programme respectively for approved specific activities as per the recommendations emerging from joint consultative process/MOU.

International IPR Agencies/ Offices will also have to bear the cost of organising such events on a sharing basis. In case of workshops/ seminars, their contribution will be mainly in the form of TA/DA & other expenses of International Experts, etc. (in case of domestic events) and provisioning of necessary logistics/ support, arrangement of resource persons, etc. (in case of international events). For other activities, specific sharing details would be worked out in the form of mutual agreement/ MoU.

The private beneficiaries will also have to contribute 10% of GoI contribution in case of both domestic and international events.

12.(v) How to Apply

Eligible applicants as mentioned in para 4 above can apply in the format Annexed at (**Annexure-VIII**). Ministry of MSME may also initiate proposals for activities to cover areas of international cooperation as mentioned above.

13. Acronyms

CII	Confederation of Indian Industries
CV	Curriculum Vitae
DBT	Department of Biotechnology
DIP&P	Department of Industrial Policy and Promotion
DIT	Department of Information Technology
DSIR	Department of Scientific and Industrial Research
DST	Department of Science and Technology
EU-TIDP	European Union's - Trade and Investment Development Programme
EM	Entrepreneurs Memorandum
FICCI	Federation of Indian Chamber of Commerce and Industry
GATT	General Agreement on Tariffs and Trade
GI	Geographical Indications
GoI	Government of India
HRD	Human Resource Development
IF -W	Integrated Finance Wing
IIFT	Indian Institute of Foreign Trade
IIT	Indian Institute of Technology
IP	Intellectual Property (ies)
IPR	Intellectual Property Right(s)
IT	Information Technology
JCM	Joint Consultative Mechanism
JPO	Japan Patent Office
KIPA	Korean Intellectual Property Agency
KIPO	Korean Intellectual Property Office
LT	Long Term
MoEF	Ministry of Environment & Forest
MoU	Memorandum of Understanding
MSME	Micro, Small & Medium Enterprises
NGO	Non-Governmental Organization(s)
NIIPM	National Institute for Intellectual Property Management
NRDC	National Research Development Corporation
PCT	Patent Cooperation Treaty
PFC	Patent Facilitation Centre
PIC	Project Implementation Committee
R & D	Research & Development
SRCs	Scientific/Staff Research Councils
ST	Short Term
TIFAC	Technology Information, Forecasting and Assessment Council
TRIPS	Trade-Related Aspects of Intellectual Property Rights
UGC	University Grants Commission
USPTO	United States Patent & Trade Office
WIPO	World Intellectual Property Organization

FORM OF APPLICATION FOR GRANT OF FINANCIAL ASSISTANCE FOR ORGANIZING AWARENESS PROGRAMMES

Note: Application is to be submitted in duplicate. Incomplete application will not be entertained.

1. Name of the organisation with complete postal address with Telephone No., Fax No. and E-mail ID.
2. Whether registered or approved under any Act or Regulation, (to be specified) and the date thereof (please enclose a copy of the Registration Certificate).
 - (i) Particulars of the present members of Executive Body/Board of Management, date on which it was constituted and tenure
 - (ii) Name of the person and his/her designation nominated/authorized to act on behalf of the organisation.
 - (iii) Name of the Project Director, his Telephone Number, Fax Number, Mobile Number and E-mail ID.
3. A brief note on work done on IPR issue or for the benefit of MSME sector.
4. Details of the target Group geographical coverage and expected benefits.
5. Budget & item-wise cost break-up, with justification (Attach)
6. Tentative date and Venue for organising the programme.
7. Is it proposed to receive grant/grants from any other source for the same purpose or activity to which this application pertains? If so, details thereof.
8. Information relating to the grants received/or likely to be received from this office for any other activity. (If any grant had been received in the past, details thereof with file/letter No. of the Commission – Copy).
9. Additional information if any.
10. List of documents attached:
 - (i) Certified copy of Registration Certificate.
 - (ii) Certified copy of Memorandum & Articles of Association, where applicable.
 - (iii) Certified copy of Audited Statement of Accounts for the last two years.
 - (iv) Annual Report for the last two years.
 - (v) Details of Expenditure - Document giving an undertaking to properly conduct the Programme and in case the programme is not organised, to return the cheque/refund the advance given by the Commission.

Signature & Designation
With seal/stamp

Terms and conditions

- (i) The financial assistance will only be used for organising the event/activity approved.
- (ii) The assistance will be released in two instalments. 50% of the sanctioned amount will be released immediately after the proposal is approved on receipt write-up on programme, venue, item-wise budget estimates, likely number of participants and relevant documents.
- (iii) The balance amount will be released after the submission of the (i) Utilisation certificates from the Chartered Accountant, (ii) Statement of Accounts (iii) Original vouchers (iv) Report of the Resource Persons of the programme and (v) List of participants to be submitted in a month's time from the date of organising the Awareness Programme.
- (iv) No equipment/asset will be purchased out of the assistance.
- (v) Unspent portion of the assistance will be refunded.
- (vi) In the event of violation of any of the terms and conditions of sanction, the organisation will have to refund the entire sanctioned amount on demand or such part thereof along with penal interest as per the Government rates.

APPLICATION FORM FOR CONDUCTING PILOT STUDIES

1. Name of the Institute/Organization _____

2. Full particulars of the Institute/Organisation

(i) Constitution _____

(ii) Ownership _____

(iii) Organisational structure _____

3. Main activities of the prospective consultant
(Including details of full time professionals) _____

4. Annual reports or audited accounts (for the last two years) _____

5. Names and short CVs of the full time & part time researchers proposed to be involved in the work _____

(The CVs would need to be backed by written commitment of the persons about the availability of his/her service.)

6. Details of major assignments of similar nature undertaken during the last five years

7. List of documents to be attached:

(i) Certified copy of Registration or Equivalent Certificate.

(ii) Certified copy of Memorandum Articles of Association or Rules/Regulation, as applicable.

(iii) Certified copy of Audited statement of Accounts for the last two years.

(iv) Annual Report for the last two years.

(v) Details of Expenditure - Document giving an undertaking to properly conduct the Programme and in case the programme is not organised, to return the cheque/refund the advance given by the Commission.

8. Other terms and conditions will be same as stated in **Annex-I**, except Funding Pattern.

Signature & Designation
With seal/stamp

Form of Application of Grant of Financial Assistance for Organising Seminars / Symposia/ Workshops/ Conferences

1. Title of the proposed Seminars / Symposia/ Workshops/ Conferences.
2. Venue and Proposed date
3. Target group, No. of Participants and Benefits.
4. Name and Address of Organisation / Institute Organising the event.
5. Activity of the Organisation / Institute.
6. Name of the chairperson and members of the organizing committee, if any.
7. Category in which the organising Institution falls:
 - (i) Registered Society or similar body.
 - (ii) Academic Institution.
 - (iii) Government departmental organisation.
 - (iv) Others (please specify).
8. Details of Affiliates, if any. (Attach statement)
9. Name of Expert & Qualifications or Export Agency involved.
10. Additional Information i.e. proposed expenditure & grant. (Attach)
11. List of Documents Attached:
 - (i) Certified copy of Registration or Equivalent Certificate.
 - (ii) Certified copy of Memorandum Articles of Association or Rules/Regulation, etc., as applicable.
 - (iii) Certified copy of Audited statement of accounts for the last two years.
 - (iv) Details of Expenditure - Document giving on Undertaking to properly conduct the Programme and in case the programme is not organised, to return the cheque/refund the advance given by the Commission.
12. Other terms and conditions will be same as stated in **Annex-I**, except Funding Pattern.

Signature & Designation
With seal/stamp

**Form for Organizations/Institutions Submitting Proposal for conducting IPRs
Short term/ Long term Training Programme for MSMEs Sector**

1. Name of Organization/Institution _____
2. Address _____
3. Phone Number
 - (i) Fax
 - (ii) E-mail
4. Head of the Organization/ Institution _____
5. Nodal Person on IPR Related Matters _____
6. Brief Profile of the Organization/Institution (Attach)
7. Brief Note on Proposed Training, including summary/abstract of Course & Faculty (Attach)
8. Documentary evidence for conducting same/similar type of training course/ programme (if any) (Attach)
9. Whether the institution or organisation is recognised by the Government or any statutory body or Board if so, reference number. _____
10. Whether affiliated to any recognized university or deemed to be university or similar organisation, if so, the name _____
11. Full justifications with activity-wise details (including cost) will be necessary for the estimates of expenditure (Attach).
12. A statement of training grants received during the last three years from the State Governments/Central Government or other bodies, indicating in each case:
 - (i) The purpose for which the grant was obtained/ how utilized.
 - (ii) Progress made in the Programme for which assistance was given and
 - (iii) Whether all conditions to previous assistance was duly observed.
13. List of documents to be attached.
 - (i) Proof against Sl. No. 6 to 12 above.
 - (ii) The latest available Annual Report, if any.
 - (iii) A copy of the audited accounts of the institution for the previous two financial years together with a copy of the last balance sheet, if any.

Signature & Designation
With seal/stamp

Terms & Conditions for Grant/Assistance for Applicants:

- (i) The organization/institution/ industry body should be recognized by the Government of India.
- (ii) Educational/ technical/ research institutes should be a recognized one by a State or Central Government or be a university/institution duly accredited by the Competent Authority.
- (iii) The organization receiving grant shall have to give an undertaking that no grant-in-aid has been received from any other authorities of the Central or State Governments and that a grant-in-aid for the same purpose has not been applied for by the organization to any of those authorities.
- (iv) The organization shall have to give an undertaking that the grant shall be utilized for the purpose, and only for the purpose, for which it is sanctioned. Failure to do so shall render the organization liable to refund to the Government the grant in full with such interest thereon as the Central Government may decide.
- (v) Separate accounts for the grant will be maintained and any information sought by the Government of India will be furnished within the stipulated time.
- (vi) Utilization Certificate certifying that the amount has been utilized for the purpose for which it was sanctioned, and duly supported by a statement of audited accounts, from a Chartered Accountant, shall be furnished within 3 months from the date of completion of the course.
- (vii) Grant under this scheme shall not be given for meeting previous liabilities or debts.
- (viii) Government of India reserves the right to reject any application for grant without assigning any reason at any stage.

The grantee in receipt of the grant under the scheme shall be liable to refund full grant with interest thereon as determined by the government, in case of failure to fulfil any of the terms and conditions of the grant.

Format of Application for Financial Assistance on “Grant of Patent”.

APPLICATION FORM

Part 1 Applicant Information

1.1 Type of Applicant Organization

SME		Start-ups	
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√ Tick Appropriately

1.2 Number of patents already filed / granted

National	International

1.3 Number of Patents filed before under this scheme (if any)

1.4 Name and address of Applicant Company

1.5 Registration Number of the Applicant Company with the concerned Govt. Ministry/ Dept.:

1.6 Name of the Company as per the registration

1.7 Website Address, if any:

1.8 Nature of Company's Principle Business Activity:

1.9 Name of contact person:

1.10 Contact numbers:

1.11 Email address:

1.12 Indian Application Filing Number and Date

Number:	Date Of Filing:
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1.13 Name and details of Inventor(s):

No.	Name	Qualification	Age	Designation
1				
2				
3				
4				

1.14 Is R&D for Invention indigenous i.e. developed in house/Collaborative

1.15 If Collaborative give details of the type of Collaboration

Part 2. Invention / Patent Information

2.1 **Title of Invention**

2.2 **Brief Description of Invention**

2.3 **Technical / other fields of Invention:**

2.4 **Advantage(s) of Invention:**

2.5 **Novel features of invention as based on prior art search (Kindly attach a comprehensive prior art search also clearly indicating subject matter on which search was conducted, fields or keywords searched, databases used for the said search and the reference of relevant documents considered relevant to the subject matter of your invention) :**

2.6 **Brief description of commercialization plans or commercialization status for the invention. Anticipated revenues from commercializing the invention:**

2.7 **Potential markets and the basis for the same:**

Part 3 Details of Patent Agent/ Attorney

3.1	Name of Patent Agent/ Attorney firm:					
3.2	Contact Person and his contact Number:					
3.3	No. of years in handling international patents					
3.4	Address of the firm:					
3.5	Is the International application already filed?	<table border="1"><tr><td>Yes</td><td></td><td>No</td><td></td></tr></table>	Yes		No	
Yes		No				
3.6	Route of Filing	<table border="1"><tr><td>PCT</td><td></td><td>Conventional</td><td></td></tr></table>	PCT		Conventional	
PCT		Conventional				
3.7	Countries Filed or Proposed					

DECLARATION

Declaration by the head of the Applicant Company

I/ we, the undersigned, hereby declare that:

The particulars (and all the documents attached herewith) in this application are true and correct to the best of my/ our knowledge, and I / we have not wilfully suppressed any material /fact, which will render this application invalid. If application is accepted, I / we shall provide the Utilization Certificate (in prescribe format) on biannual basis or before the next release. In case of any dispute / problem, the decision of Secretary (MSME) shall be final and binding on us. Ministry of (MSME) shall have the right to recover from this organisation to entire funds released in the event that I / we have breached any of the above conditions.

Signature and seal of the
Executive Head of
Applicant

Company	Date
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Name (in Block Letter)

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Citizenship

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Form of Application For Grant of Financial Assistance For GI Registration

1. Name and Address of organisation / producers.
2. Activity of the organisation / Institute.
3. Name of the Chairman and Member of Organising Committee, if any.
4. Category in which the organising Institution falls:
 - (i) Registered Society or similar body.
 - (ii) Others (please specify).
5. Name of the Geographical Indicator (& particulars)
6. Number of Producers.
7. The advantages of registration.
8. Designation of the country of origin of GI
9. Details of the registration certificate, issued by the competent authority.
10. Name & address of the patent agent / attorney firm.
11. List of Documents Attached:
 - (i) Certified copy of Registration or equivalent Certificate.
 - (ii) Certified copy of Memorandum Articles of Association or Rules/ Regulation etc.(if applicable).
 - (iii) Certified copy of Audited statement of accounts for the last two years, if applicable.
 - (iv) Annual Report for the last two years, if applicable.
 - (v) An affidavit and how to applicant claim to represent the interest of the association of persons / producers.

Signature & Designation
With seal/stamp

Form of Application For Grant of Financial Assistance For Setting up of 'IP Facilitation Centre For MSME'.

1. Title of the proposed project.
2. Name and Address of organisation / institute.
3. Activity of the organisation / Institute, number and size (also in term of installed capacity) of units and number of units.
4. Name of the chairperson and members of the organizing committee, if any.
5. Category in which the organising institution falls:
 - (i) Registered Society or similar body.
 - (ii) Academic Institution.
 - (iii) University College/ Technical Institutions.
 - (iv) Quasi Government or Government aided body.
 - (v) Others (specify).
6. Details of Affiliates, if any. (Attach statement)
7. Details of proposed project
 - (a) Objectives
 - (b) Duration
 - (c) Target groups (including areas to be covered under the project)
 - (d) Major activities to be undertaken
 - (e) Is there any other organization providing similar facilities in the adjoining areas.
If so, the details thereof and justification for setting up of similar facility.
 - (f) Project highlights (a brief project report may be submitted)
 - (g) Proposed costs and time frame (Activity wise costing/ expenditure).
 - (h) Structure of Implementing Agency (IA)/ SPV (users body).
 - (i) Previous track record of MSME initiatives pursued by IA/ SPV (users body) need to be highlighted with support documents.
 - (j) Revenue generation mechanism for sustainability of assets (service/ user charges to be levied, any other to be specified).
 - (k) Project implementation schedule and completion period.

- (l) Benchmarking impact of proposed interventions with regard to international competition (one section of the proposal should be devoted to highlight the likely impact of the project on beneficiary enterprises vis-à-vis export/ global competition, particularly with regard to tradable (any product that may be conventionally exported or imported).
 - (m) Mechanism for monitoring the progress of the centre in assisting MSME.
8. Any Additional Information giving justification for the project.
9. List of Documents Attached:
- (i) Certified copy of Registration or equivalent Certificate.
 - (ii) Certified copy of Memorandum Articles of Association or Rules/ Regulation etc.(if applicable).
 - (iii) Certified copy of Audited statement of accounts for the last two years, if applicable.
 - (iv) Annual Report for the last two years, if applicable.
 - (v) Document giving an undertaking to properly conduct the programme and in case the programme is not organised, to refund the advance given by Government.

Signature & Designation
With seal/stamp

Terms and conditions

- (i) The financial assistance will only be used for setting up of IP Facilitation Centre.
- (ii) The assistance will be released in instalments depending on the progress of the centre. First instalment will be released after the proposal is approved on receipt of write-up on programme, venue, budget estimates item-wise, etc.
- (iii) The balance amount will be release after the submission of the (i) Utilisation certificates from the Chartered Accountant, (ii) Statement of Account (iii) Original vouchers and progress made in term of envisaged deliverables.
- (iv) Unspent portion of the assistance will be refunded to the Office of DC (MSME).
- (v) Separate accounts of the Programme will be maintained and the same will be subjected to test check by the PIC through its representative.
- (vi) In the event of violation of any of the terms and conditions of sanction, the organisation will have to refund the entire amount sanctioned, to the Commission on demand or such part thereof along with penal interest as per the government rates.
- (vii) The office of DC (MSME) may lay down any other condition prior to the release of the assistance.

Form for Organization/Institution Submitting Proposal for Activities with the International Agencies for MSMEs Sector

1. Name of Organization/Institution

2. Address

3. Phone Number:

(i) Fax

(ii) E-mail

4. Head of the Organization/ Institution

5. Nodal Person on IPR Related Matters

6. Brief Profile of the Organization/Institution, along with its current status

7. Brief on the work done as IPR related issues or for the benefit of MSME sector.

8. A statement of grants received during the last three years from the State Governments/Central Government or other bodies indicating in each case:

(i) The purpose for which the grant was obtained

(ii) How it was utilized

(iii) Progress made in the Programme for which assistance was given and

(iv) Whether all conditions to previous assistance was duly observed.

9. Any previous experience of working in collaboration with International agencies in the area of IPR/and/or for the benefit of MSME sector.

10. Activities proposed with the International agencies.

11. Complete details of the international agency.

12. Whether the proposed activities is covered by an agreement/ MoU with the international agency. If so, details thereof.
13. Brief details on the advantage in undergoing activities with the international agencies.
14. Whether interacted in the past with the International agencies, details thereof.
15. List of documents to be attached.
 - (i) Full justifications with details for the estimates of expenditure.
 - (ii) An undertaking that once the estimates of expenditure are approved as reasonable and the grant assessed on the basis of these estimates, they shall not be modified by the institution without prior approval of the sanctioning authority of the grant.
 - (iii) The latest available Annual Report, if any.
 - (iv) A copy of the audited accounts of the institution for the previous two financial years together with a copy of the last balance sheet, if any.

Signature & Designation
With seal/stamp

