

# **PCRA R&D SCHEME FOR INDIVIDUAL / PRIVATE ENTITIES**

FOR DEVELOPMENT OF  
INNOVATIVE PRODUCT AND PROCESS TECHNOLOGIES  
TO CONSERVE PETROLEUM FUELS

## **GUIDELINES AND APPLICATION FORMAT**



**PETROLEUM CONSERVATION RESEARCH ASSOCIATION  
MINISTRY OF PETROLEUM & NATURAL GAS  
GOVERNMENT OF INDIA**

*[www.pcr.org](http://www.pcr.org)*

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# **PCRA R&D Scheme for Individual / Private Entities**

## **SCHEME GUIDELINES & PROCEDURE**

PCRA has been playing the pioneering role in petroleum conservation and environment protection in the past few decades. PCRA now wishes to intensify its R&D efforts by facilitating Individual Innovators / Private entities in developing their concepts from lab stage to commercial stage.

### **1. OBJECTIVES**

- Development of innovative product and process technologies for saving petroleum fuel.
- Accelerating commercialisation of products/ processes successful at lab stage

### **2. SECTORS OF INTEREST**

- Industrial
- Agricultural
- Transport
- Domestic sector

### **3. SCOPE & SUPPORT**

- Proposals to convert original idea/ invention/ know-how into working prototype/ process shall be supported.
- Proposals should involve industry at some stage of project, to ensure commercialization if project is successful.
- Maximum support is Rs. 25,00,000.00. (Excluding of TDS, if any). However, actual amount of financial support may vary case-to-case.

### **4. NATURE OF PROPOSALS SUPPORTED**

In a broad sense, proposals should aim at development of a new product or process, or a major improvement in an existing product or process, with attractive market potential. The projects should result in significant benefits in terms of petroleum fuel consumption.

The proposal may pertain to any of the following thrust areas -

- Development of a new or improved product resulting in prototype development and ending with demonstration in commercial environment.
- Development of a new or improved process resulting in establishment of process know-how, development of process equipment and demonstration of reduced fuel consumption in a pilot plant.
- Indigenization of imported technology.
- Technology development projects for improvement of efficiency of products covered under S&L program of BEE which use petroleum fuel viz. LPG burners, DG sets & Monoset pumps.
- Development & demonstration of technologies for common use by cluster of industries.

## **5. ACTIVITIES SUPPORTED**

Financial support shall be considered by PCRA primarily to cover prototype development, cost of pilot plant, cost of process equipment, consumable cost, test and evaluation of products, user trials etc.

The financial support shall generally cover :

- Manpower cost (eg. Technical Assistant. Costs are based on actual & not exceeding 20% of the total project cost. Innovator's salary and rental expenses for use of own facilities are not eligible for support).
- Running costs (such as expenditure towards raw materials, consumables, hardware/software tools, components/sub-assemblies for prototype, equipment for pilot plant etc. incurred directly as a result of proposed research activity)
- Testing / trials
- Patenting (Maximum 50% of patent application fee)
- Travel cost (based on actual & normally not exceeding 5% of the total project cost).

## **6. ELIGIBILITY**

- Unattached independent innovators working on new product / process.
- Independent innovators scouted, documented, mentored by various agencies like NIF (National Innovation Foundation), CII, FICCI etc.

- Finalists of competitions like GE Edison Challenge, TATA First Dot Powered by NEN Awards, India Innovation Growth Programme etc.
- Must be an Indian citizen, if eligible as any of above.

## **7. LIMITING CONDITIONS**

- Inventors should have the rights to Intellectual property.
- Proposals scouted, documented and mentored by agencies need to be submitted with evaluation by the assisting agency.
- Individuals working in govt. organizations & having innovative ideas may apply for support by furnishing a 'No Objection Certificate' from their employer.

## **7. SELECTION PROCEDURE OF PROPOSALS**

- First level screening of proposals shall be done by PCRA
- Final selection shall be done by Screening Committee.
- Screening Committee may seek opinion / comments from external domain experts, if required.
- Following proposals from individuals/ Private entities shall be summarily discarded:
  - a) Proposals being a copy or replica of already established proof.
  - b) Proposals not aimed at conservation of petroleum products.

## **8. APPLICATION PROCEDURE**

The application format for submitting project proposal is given at Annexure-I. Proposals (2 hard copies and 1 soft copy) on the above lines may be forwarded to:

**Director (R&D)**

**Petroleum Conservation Research Association**

**Sanrakshan Bhawan, 10 Bhikaji Cama Place, New Delhi-110 066.**

**Ph: 011-26183054, Fax: 011-26109668**

**Email: *dirrnd@pcra.org***

# APPLICATION FORM

## (I) MAIN PROPOSAL

1. Title of the proposed project: -----

2.a. Name of the applicant: -----

*(Proof of identity to be enclosed)*

b. Father's name/Husband's name: -----

c. Postal address:

*(Please enclose residence certificate issued by Sub-Divisional Magistrate (SDM)/ District Magistrate (DM) or a copy of ration card or any other document regarding proof of residence)*

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-----  
-----

d. Profession

*(Please tick as applicable)*

- Faculty
- Scientist
- Professor
- Student
- Any other -----  
*(specify)*

f. Date of Birth: -----

*DD / MM / YYYY*

g. Educational status: -----

h. Experience/ Employment status of the applicant:

*(if employed in Govt. Organization, 'No Objection Certificate' from the employer is to be enclosed. Use prescribed format)*

i. Annual Income of the applicant:

*(If you are an Income Tax Payer, provide your PAN No. and attach a copy of the latest Income Tax Returns you filed)*

3. Objectives of the project:

4. Background and scope of work:
  - a. Brief write-up giving broad details of the original idea/ invention/ IPR/ know-how available with the individual / Private entity, highlighting its originality/ novelty and the scientific principle involved therein
  - b. Status of the work already carried out such as
    - Literature survey/patent search
    - Development work done so far, including involvement of agencies, consultation with experts.
    - Patenting of the innovation
      - Tie-up for design, fabrication etc with any external agencies,
      - Techno-economic/ market feasibility studies/reports, if any,
      - Consumers/ users feedback, if any
  - c. Scope of proposed work, with brief description of
    - i. Research
    - ii. Design
    - iii. Engineering and
    - iv. Trial run plans
5. Work Plan (should include stage wise detailed activities to be undertaken, along with name of assisting agencies, if any)
6. Activity Time Schedule (Bar Chart indicating time duration required for completion of each of work plan stages/ activities)
7. Expected benefits (quantitative and qualitative):
  - a. Material/ Energy savings (quantity and cost saving per annum)
  - b. Improvements such as in productivity, yields, efficiency/ quality, value added.
  - c. Annual foreign exchange savings/earnings, if any.
  - d. Any other benefits.

**8. Cost estimates:**

**a. Item wise & year wise break-up of total Project cost:**

<i>Items</i>	<i>(Cost in Rupees)</i>			
<u>Item heads</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Total</u>
i. Capital items				
ii. Chemical/Raw materials				
iii. Consumables				
iv. Utilities				
v. Consultancy				
vi. Travel				
vii. Stationery				
viii. Manpower *				
ix. Workshop/ Seminar				
x. Miscellaneous/ contingency				
GRAND TOTAL :				

**b. Item wise & Year wise break-up of funds required from PCRA for the project:**

<i>Items</i>	<i>(Cost in Rupees)</i>			
<u>Item heads</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Total</u>
i. Capital items#				
ii. Chemical/Raw materials				
iii. Consumables				
iv. Utilities				
v. Consultancy				
vi. Travel				
vii. Stationery				
viii. Manpower*				
ix. Workshop/ Seminar**				
x. Miscellaneous/ contingency***				
GRAND TOTAL :				



**9. Justification of expenditure for additional:**

- a.* Equipment
- b.* Consumables
- c.* Manpower
- d.* Travel

**10.** By the time project completion report is submitted how much energy would have been actually saved ?

**11.** What is the value of such energy that would be saved till completion of project?

**12.** What are the existing equipment & instruments which proposing individual/ private entity is going to utilize for the proposed project?

**13.** Confirm that detailed justification of manpower cost i.e. nos. of man-days & rate of man-days are indicated.

**14.** Confirm that items, which are to be purchased, are listed with estimated cost of each.

**15.** Projects that have potential beneficiaries willing to implement outcome of project in their premises shall be preferred. Confirm that letters from at least two potential beneficiaries (with address, tel nos., mobile nos., email etc.) indicating their willingness is enclosed. Sharing of cost, whatever may be agreed upon, also to be indicated.

**(II) PROPOSAL FOR COMMERCIALIZATION (if applicable):**

Applicant to provide the following for technology transfer to entrepreneurs:

- Names of parties/ entrepreneurs with addresses, email, telephone nos. mobile nos. fax nos. etc.
- Proposed technology transfer fee
- List of interested end users
- Proposal for propagation of technology/ process equipment/ appliances developed through seminars/ consumer meets etc.

### (III) DECLARATION

I hereby declare that

- I have not undertaken this project earlier with any other organization
- I have not taken any financial help for this project from any other institution
- In case of receipt of grant-in-aid from PCRA, financial help shall not be taken from any other organization, Govt. or otherwise, against this project.
- I have made Patent search and the invention/ innovation mentioned is not yet patented by any one else.

*Signature*

Date

**Principal, Investigator**

#### **Note:**

For point no. 8

# Only partial funding/ grant-in-aid may be sought for the Capital items and Instruments to be procured for the project.

\* Manpower engaged for the project should have sufficient relevant knowledge and experience, and project completion should not be hampered due to manpower.

\*\* Individual/ Private entity will have to submit reports with photograph / video film of 10-15 minutes duration

\*\*\* The total estimated cost against miscellaneous/ contingency expenses head should not exceed 10% of the total project cost. If service tax is sought, to be mentioned separately.

**FORMAT OF NOC FOR GOVERNMENT EMPLOYEES**

The innovator ..... is working in our organisation since.....

His/ her current areas of work are:

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The organisation has no objection to the employee innovator taking his/ her innovation to the market with financial support under PCRA R&D scheme. Necessary leave will be provided to the employee innovator to carry out the development.

It is certified that employer will have no rights on the Intellectual Property owned/ generated by the employee as a part of PCRA R&D Scheme project.

Competent authority

.....

## FORMAT FOR SEEKING INSTALLMENT OF GRANT

Date:

1. Title of Project:
2. Name of individual / Private Entity :
3. (i) Total value of the Project (Rs.):  
(ii) Contribution by PCRA (Rs.) :
4. Payment terms
  - a) Initial advance :
  - b) Subsequent payments :
5. Sanction letter no. and date:
6. Date of completion (scheduled):
7. Extension granted, if any:
8. Advance paid by PCRA

Sl no.	Description	Date	Amt. (Rs)
i.	Initial advance		
ii.	Subsequent payments		
iii.	Subsequent payments		
iv.	Total		

9. Expenditure statement
  - a. (PCRA's scope)

Sl no.	Item	Date	Estimated amt.	Actual Amt. (Rs)	Remark
i.					
ii.					
iii.	Total				

- b. (Beneficiary / Individual/ Private entity scope)

Sl no.	Item	Date	Estimated amt.	Amt. (Rs)	Remark
i.					
ii.					
iii.	Total				

10. Status of all quarterly progress reports/ quarterly expenditure statement/ yearly audited utilization certificate submitted to PCRA:
11. Balance advance:
12. Now request for Advance (Rs.):

Signature

## FORMAT FOR PROVIDING NEFT/ RTGS DETAILS

ON LETTER HEAD (if applicable)

To,  
PCRA, New Delhi  
10, Bhikaji Cama Place  
New Delhi-110066

Dear Sir,

The following is a confirmation/ updation of my bank account details and I hereby affirm my/ our choice to opt for payment of amounts due to me under various contracts through electronic mode. I understand that Petroleum Conservation Research Association also reserves the right to send the payments due to me by a cheque/ Demand Draft/ electronic mode or through a banker.

### A. Supplier/ Contractor Details

1. Supplier/ Contractor Name
2. Supplier/ Contractor Code
3. Address (including Pin Code)
4. Controlling Office Name/ SBU
5. PAN No.
6. E-mail ID

### B. Particulars of Bank Account

1. Bank Name
2. Branch Name /branch code
3. Branch Address (incl Pin code)

4. 9 Digit MICR No. of Bank and Branch as appearing on the cheque
5. Account Type (Savings/Cash credit/Current)
6. Account Number (as appearing on cheque book)
7. IFSC Code of the Branch (For **RTGS**)
8. IFSC Code of the Branch (For **NEFT**)

I hereby confirm that the particulars given above are correct and complete and also undertake to promptly advise any changes to the above details to PCRA. If the transaction is delayed or not effected for reasons of incomplete or incorrect information or banking delays, I shall not hold Petroleum Conservation Research Association responsible. I also agree for printing of the bank details on the cheque or DD if the payment is effected by cheque/ DD. The charges, if any, levied by my bank shall be settled by me/us.

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Name (in Capitals) of supplier / contractor  
Authorized Signatory  
Official Rubber Stamp

Date:

- Note: 1. Bank details to be confirmed by the bankers. Such confirmation shall be duly signed & stamped by the bankers.***
- 2. Please enclose cancelled/ photocopy of a cheque.***