

**COVERING LETTER FOR TBI FROM THE STEP/TBI (on the Letter Head)**

To  
Member Secretary, NSTEDB  
Dept. of Science and Technology,  
Technology Bhawan,  
New Mehrauli Road  
New Delhi 110 016

**Sub: Setting up PRAYAS Centre at (TBI name)**

I hereby forward the proposal of PC from our STEP /Technology Business Incubator – “(TBI name)” to be established at (HI name). A built up area of 3000 sq. ft would be provided as a dedicated facility to house PC in the TBI.

There shall not be request for additional financial support for procurement of these facilities and space.

It is agreed to abide by the terms and conditions of the DST grant.

The following documents are enclosed for consideration-

- (a) Proposal for the PC duly signed.
- (b) Incorporation certificate of the STEP/TBI.
- (c) MoA OR MoU with Host Institution
- (d) Copy of PAN card
- (e) Cancelled Cheque of PC bank account (interest bearing)
- (f) Brief CV/Bio data of PC Head/Manager.
- (g) Document explaining the contributions of the proposed/recruited STEP/TBI team for managing the PC.
- (h) List of potential innovators.
- (i) Layout plan of additional 3000 sq ft for PC
- (j) Year-wise work plan for five years including a separate time linked activity chart.
- (k) Copy of Endorsement Letter to DST from Host Institution on HI letterhead
- (l) Copy of Annual accounts (Balance Sheet and Profit &Loss ) for last 2 years
- (m) List of equipments, including costs, to be procured for the Fabrication Lab

Date : .....  
Place:.....

Name & Signature  
of Head of STEP/TBI