

**COVERING LETTER FOR DST FROM THE INCUBATOR (on the Letter Head)**

To  
Head – NEB Division,  
Dept. of Science and Technology,  
Ministry of Science and Technology,  
Technology Bhawan,  
New Mehrauli Road  
New Delhi 110 016

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

I hereby forward the proposal of PC from our Incubator – “(Incubator 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 Incubator.

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 Incubator.
- (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 Incubator 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 Incubator