

**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-

- i. Registration certificate of Incubator as a Not-for-Profit entity (Society/Trust/Section 8/25 company)
- ii. MoA or MoU (whichever applicable) with Host Institution
- iii. Letter of recognition/support by govt authority. (If there are multiple recognition letters from different govt. body (please merge all in one pdf and upload)
- iv. PAN Card of incubator
- v. Annual accounts (Balance Sheet and P&L) for last 2 years
- vi. CV/Bio-data of PC Head/Manager
- vii. Document on STEP/TBIs preparedness for hosting PC.
- viii. List of potential innovators
- ix. Layout plan for 3000sqft for PC
- x. Detailed equipment list, including costs, to be procured for the Fabrication Lab
- xi. Reasons/Justification for the need of prototyping lab facility
- xii. Covering letter to DST, on Incubator letterhead.
- xiii. Covering letter to PMU, on Incubator letterhead.
- xiv. Endorsement letter to DST from Host Institution on HI letterhead.

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

Name & Signature  
of Head of Incubator