

SOP (STANDARD OPERATING PROCEDURE) FOR FILING THE PATENT

**University Technology Management Unit,
Bihar Animal Sciences University, Patna**

Steps	Processes	Requirement
Step 1: Conduct of Patent Search to Establish Prior Art	1.1 Prior Art Search and Submission of Invention Disclosure: The applicant shall conduct a prior art search to assess novelty, non-obviousness, and industrial applicability. The applicant shall complete the BASU Checklist-1 for Invention/IP Disclosure (Confidential), which must be forwarded with the Dean's recommendation and necessary declarations. An email shall be sent to the Chairman, University Technology Management Unit (UTMU), BASU, Patna, requesting a presentation for patent filing.	BASU Checklist-1 for Invention/IP Disclosure (Confidential) Email for communication: drbasu2017@gmail.com and submit hard copy If external party is involved, the inventor is advised to immediately work on the signing the MoU with BASU, Patna, if not done already. The MoU will be required at the time of filing the patent.
	1.2 Presentation before UTMU Committee: The Chairman, UTMU, BASU, shall invite the applicant to present the invention before the UTMU Committee for the purpose of establishing novelty, non-obviousness, and industrial applicability.	
	1.3 Preparation and Submission of Cost Statement: Upon receiving approval from the UTMU Committee (Level One), the inventor shall prepare a cost statement comparing services from a minimum of three patent law firms, in consultation with a firm approved under ICAR, New Delhi. The inventor shall submit the cost statement and other required documents to the UTMU, BASU, Patna.	
	1.4 Forwarding to Finance Comptroller for Financial Concurrence: Following Level One approval and submission of the cost statement by the inventor(s), the proposal shall be forwarded to the Finance Comptroller, BASU, Patna by Chairman UTMU,	

	<p>BASU, Patna to obtain financial concurrence in accordance with university norms.</p> <p>1.4 Submission to Competent Authority for Final Approval:</p> <p>Upon receiving the financial concurrence, the complete proposal shall be submitted to the Vice Chancellor, BASU, Patna for final administrative and financial approval.</p>	
Step 2. Filing of the Patent Application	<p>2.1. Engagement with Empanelled Legal Firm</p> <p>The applicant shall contact the minimum rate coated empanelled patent law firms approved under ICAR, New Delhi, to initiate the patent filing process. In coordination with the selected firm, the applicant shall prepare all necessary documents required for submission of the patent application.</p> <p>2.2 Preparation and Submission of Form 26</p> <p>The applicant shall fill Form 26 (Authorization of a Patent Agent), duly signed by all co-applicants, if any, and attested by the Chairman, UTMU, BASU, Patna. This form is mandatory for authorizing the patent agent to act on behalf of the applicant(s) in all patent-related matters.</p> <p>2.3 Filing of Patent and Submission of Reimbursement Documents</p> <p>The applicant, in coordination with the authorized patent agent, shall file the patent application with the appropriate patent office.</p> <p>Upon successful filing, the applicant shall submit the original bills/invoices related to the patent filing process to the UTMU, BASU, Patna for payment on bill basis/reimbursement, in accordance with the prevailing University rules and financial guidelines.</p>	<p>Form 26</p> <p>Applicants are advised to read all steps, instructions, and terms and conditions carefully before submitting the complete application to the UTMU, BASU, Patna for consideration.</p> <p>For any queries or clarifications, kindly write to: Email: drbasu2017@gmail.com</p>

FORM 26
THE PATENTS ACT, 1970
(39 of 1970)

&

The Patents Rules, 2003

**FORM FOR AUTHORISATION OF A PATENT AGENT/OR ANY
PERSON IN A MATTER OR PROCEEDING UNDER THE ACT**

[See sections 127 and 132; and rule 135]

1. Insert name, address and nationality. I/We¹
2. Insert the name, address and nationality of the person(s) to be authorized. hereby authorise²
3. State the particular matter or proceeding for which the authorisation is made. to act on my/our behalf in connection with³
and request that all notices, requisitions and communication relating thereto may be sent to such person at the above address unless otherwise specified.

I/We hereby revoke all previous authorisation, if any made, in respect of same matter or proceeding.

I/We hereby assent to the action already taken by the said person in the above-matter.

Dated this day of/20

4. To be signed by the person(s) making this authorisation. Signature⁴
5. Name of the natural person who has signed along with designation and official seal, if any. (.....)⁵

To
The Controller of Patents
The Patent Office
at

To be stamped under the Indian Stamp Act, 1899 (2 of 1899).