

*Physical infrastructure, information resources,
record keeping and databases*



By:

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Physical Infrastructure

- Invention disclosure meeting room
- Digital voice recorder and a video camera to record each inventor as they talk
- Conference calling facility
- Laptop and projector
- Database subscription

Invention disclosure meeting room

- Separate meeting bay
- Internet connection
- Teleconferencing facility
- Easy availability of all related documents, templates etc.



Record Keeping: The need for preserving print copies

- Patents are para-legal documents
- Signed copies are valuable in court proceedings / commercialization: eg. Inventorship forms, Power of attorneys, Patent office forms
- Lab records (day to day documentation)

Record keeping practises @ IPFACE

Physical records :

Every client is given a serial number same as electronic records file and separate files with those corresponding serial numbers for each client are maintained.



Record Keeping Practices @ NCL

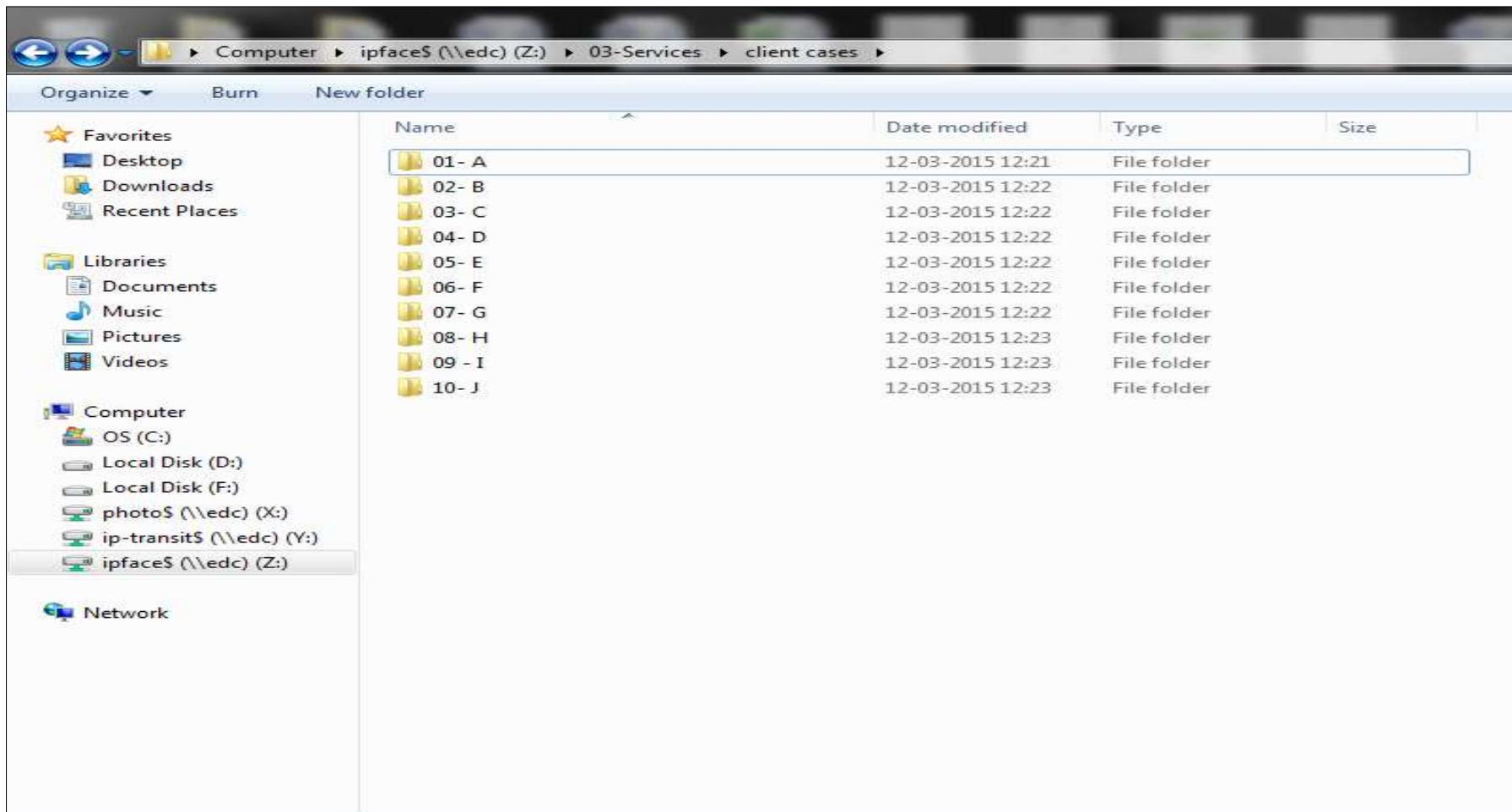
- The “INV-NCL-NF” system
- Separate filing system for :
 - Invention disclosures
 - Filed cases
 - Clubbed as NF nos.- national phase filings corresponding to parent application



Record keeping practises @ IPFACE

Electronic records :

Each client is labeled with a serial number and separate folders with corresponding numbers are maintained for each client.



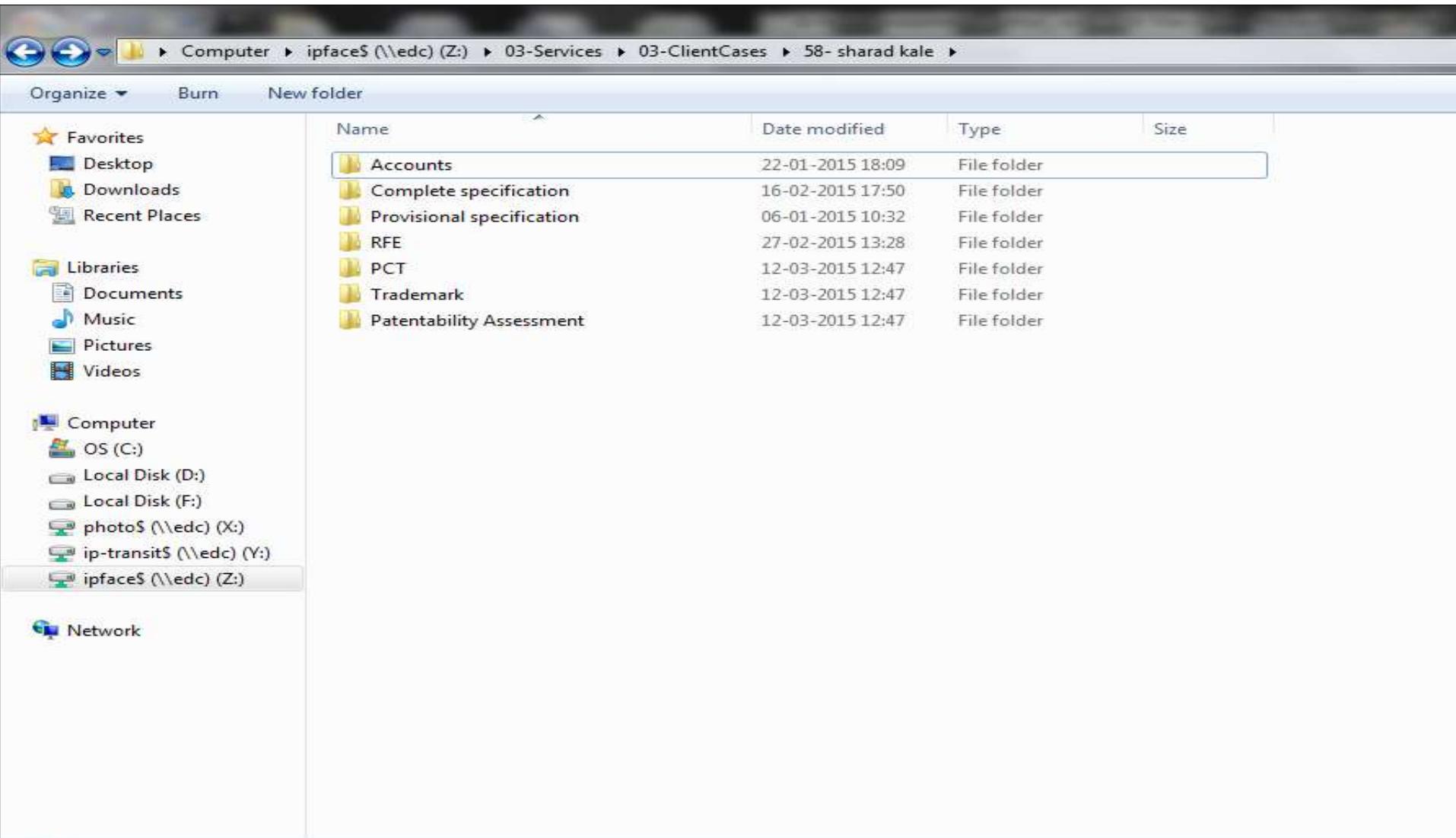
The screenshot shows a Windows File Explorer window with the following details:

- Address Bar:** Computer > ipface\$ (\edc) (Z:) > 03-Services > client cases
- Toolbar:** Organize, Burn, New folder
- Left Sidebar:**
 - Favorites: Desktop, Downloads, Recent Places
 - Libraries: Documents, Music, Pictures, Videos
 - Computer: OS (C:), Local Disk (D:), Local Disk (F:), photo\$ (\edc) (X:), ip-transit\$ (\edc) (Y:), ipface\$ (\edc) (Z:)
 - Network
- File List:** A table showing 10 sub-folders under "client cases".

Name	Date modified	Type	Size
01- A	12-03-2015 12:21	File folder	
02- B	12-03-2015 12:22	File folder	
03- C	12-03-2015 12:22	File folder	
04- D	12-03-2015 12:22	File folder	
05- E	12-03-2015 12:22	File folder	
06- F	12-03-2015 12:22	File folder	
07- G	12-03-2015 12:22	File folder	
08- H	12-03-2015 12:23	File folder	
09 - I	12-03-2015 12:23	File folder	
10- J	12-03-2015 12:23	File folder	

Record keeping practises @ IPFACE

Different services availed by same client, is given same serial number but a different folder inside the primary folder.

A screenshot of a Windows File Explorer window. The address bar shows the path: Computer > ipface\$ (\edc) (Z:) > 03-Services > 03-ClientCases > 58- sharad kale. The left sidebar shows 'Favorites' with Desktop, Downloads, and Recent Places; 'Libraries' with Documents, Music, Pictures, and Videos; 'Computer' with OS (C:), Local Disk (D:), Local Disk (F:), photo\$ (\edc) (X:), ip-transit\$ (\edc) (Y:), and ipface\$ (\edc) (Z:); and 'Network'. The main pane displays a list of files and folders in the '58- sharad kale' folder. The columns are Name, Date modified, Type, and Size. The 'Name' column lists: Accounts, Complete specification, Provisional specification, RFE, PCT, Trademark, and Patentability Assessment. The 'Date modified' column shows dates from 22-01-2015 to 12-03-2015. The 'Type' column shows all as 'File folder'. The 'Size' column is empty. The 'Accounts' folder is highlighted with a yellow selection bar.

Name	Date modified	Type	Size
Accounts	22-01-2015 18:09	File folder	
Complete specification	16-02-2015 17:50	File folder	
Provisional specification	06-01-2015 10:32	File folder	
RFE	27-02-2015 13:28	File folder	
PCT	12-03-2015 12:47	File folder	
Trademark	12-03-2015 12:47	File folder	
Patentability Assessment	12-03-2015 12:47	File folder	

Record keeping practises @ IPFACE

Client list excel is maintained enlisting all the clients details, service details, accounting details and application numbers and filing dates.

2	Sr. No.	Service	Details	Discount (%)	Request Date	Completion Date	Ref. No.	Invoice No.	Receipt No.	Receipt Date	Notes	Filing date	Application No.	Revenue	FY	Subject Category	Total jobs	
90	18	PT 05	Compete specification filing	30			IPFACE/12-13/31	1213-0106	1213-0086	16-Aug-12	Cu Nano Particle	NA	NA	14000	2012-13	chem	2	
91			Customized report generation	30	17-Nov-11		IPFACE/11-12/06	1112-0155		28-Nov-11	Cu Nano Particle	NA	NA	14000	2011-12	chem		
92	19	MSME	Gn 01	Reply to opposition letter	0	18-Dec-13	26-Dec-13	IPFACE/13-14/31	1314-0221	1314-193	15th Jan 2013	Reply to opposition letter	NA	NA	2000	2013-14	Other	1
93			TM 01	Trademark Filing	NA		27-Dec-13	IPFACE/13-14/20	1314-095	1314-0172	23-Dec-13	Guranteed savings scheme	31-Dec-13	2651540	6000	2013-14	Other	1
94			GN 01	Reply to TM examination reports(for all 7 TM)		8th May 2013	IPFACE/13-14/01	1314-004	1314-020	8th May 2013	For TM filed no. (2249340 to 2259063)	NA	NA	7000	2013-14	other	7	
95			TM 01	Trademark Filing	20	26-Nov-11	14-Dec-11	IPFACE/11-12/12	1112-0156	28-Nov-11	Firstcry.com	14-Dec-11	2249338		other	9		
96							01-12-2011	14-Dec-11			GoodLife.com	14-Dec-11	2249339	9600	2011-12			
97							14-Dec-11				GoodLifeRetail	14-Dec-11	2249340					
98							30-Dec-11				Kids Vogue	30-Jan-11	2259058					
99							30-Dec-11				FirstCry	30-Jan-11	2259059					
100							30-Dec-11				SAPS	30-Jan-11	2259060					
101							30-Dec-11				Kids Studioz	30-Jan-11	2259061					
102							30-Dec-11				Baby Hug	30-Jan-11	2259062					
103							30-Dec-11				Cute Walk	30-Jan-11	2259063	33600	2011-12	other		
104			GN 01	Reply to TM examination reports(for all 3 TM)	0	12-Apr-13		IPFACE/13-14/02	1314-005	1314-010	18-Apr-13	All 3 TM	NA	3000	2013-14	Other	3	
105	20	MSME						IPFACE/11-12/10	1112-0159	5-Dec-11	MFI Connect	27-Feb-12	2290049		other	3		
106		TM 01	Trademark Filing	20	30-Nov-11	27-Feb-12	CreditAssist				27-Feb-12	2290050	9600	2011-12	other			
107		TM 01	Trademark Filing	20	28-Nov-11	27-Feb-12	IPFACE/11-12/09	1112-0158	5-Dec-11	BureauLink	27-Feb-12	2290051	4800	2011-12	other			
108		PT 06	PCT filing support	0	26-Dec-13	30-Dec-13	IPFACE/13-14/33	I-EDC-1314-0234			Power Saver						1	
											Hydraulic Power Steering Gear	30-Dec-13	815	10000	2013-14	engn		
											Power Saver							

Databases (Free for search)

Searching scholarly literature:

Google Scholar | *scholar.google.com*

Searching patent literature:

Indian patent search (GOI site)

| <http://ipindiaservices.gov.in/publicsearch/>

Google Patents | *www.google.com/patents*

USPTO | *www.uspto.gov*

WIPO | *www.wipo.int*

Esp@aceNet | *www.espacenet.com*

FreePatentsOnline | *www.freepatentsonline.com*

Patent Fetcher | *free.patentfetcher.com*

PAJ (Japan) | *www.jpo.go.jp*

Databases (Paid for Search & Analytics)

Searching scholarly literature:

Scopus | www.scopus.com

Web of Science | <http://apps.webofknowledge.com>

CA on CD |

ChemSpider | www.chemspider.com

Searching patent literature:

Delphion | www.delphion.com

Derwent | [ww.delphion.com/derwent/](http://www.delphion.com/derwent/)

Questel | www.questel.com

MicroPatent | www.micropatent.com

Dialog | <http://www.dialog.com/>

Searching Indian patents:

India Patents InfoS |

Bigpatents India database | <http://india.bigpatents.org/>

Ekaswa (TIFAC) | <http://www.pfc.org.in/db/db.htm>

Tracking deadlines @ IPFACE

- Client list excel with all the filing dates and application no. is checked periodically every week to track the approaching deadlines for services.
- An email is then sent to all those clients informing them about their approaching deadlines and the future coarse of action they need to take.
- There are specialized patent docketing software available in market which can track actions and calculate due dates, as well as keep track of documents, schedules, audit logs and alerts.
- Most software programs also allow the docketing personnel/ Paralegal to add custom dates and documents associated with a particular patent, and many programs can also keep track of dates for patent applications in multiple countries.
- Docketing helps patent professionals to keep track of patent deadlines and documents

OFFICE ACTION SHEET

NF No	NCL NO	INVENTOR NAME	Date Received from IPU	Casemanager IPU	Country	Document received	Status	Due date to reply	30 Days Remaining	20 Days Remaining	10 Days Remaining	Date of Reply	Reply Before Final date (Number of Days)
0142-NF-2008	0005-NCL-2008	Parekh J. Dhepe	06.01.2015	Ajayta Agarwal	EP	Examination report	With SR	4-Feb-2015	5-Jan-15	16-Jan-15	25-Jan-15	30-01-2015	5
0032-NF-2008	0001-NCL-2008	Vijayamohanan .K. Pillai	28.01.2015	Ajayta Agarwal	CN	Chinese associate has received a telephone call from the Examiner	With SR	2-Feb-2015	3-Jan-15	13-Jan-15	23-Jan-15	12-03-2015	-38
-0135-NF-2015			07.01.2015	Monika Agarwal	US	OA from USPTO, US As Filed Specification	With SR	14-Feb-2015	15-Jan-15	25-Jan-15	4-Feb-15	19-01-2015	26
0011-NF-2012	0011-NCL-0009	Santosh Mhaske	07.01.2015	Monika Agarwal	EP	Claims in prosecution, IPRP, Communication UR 161 and 162,	With SR	16-Mar-2015	14-Feb-15	24-Feb-15	6-Mar-15	09-01-2015	66
0135-NF-2010	0014-NCL-2010	Shubhangi .B. Umbark	07.01.2015	Monika Agarwal	CN	English translation of OA, D 1, 1st OA Chinese, Amended claims	With SR	19-Jan-2015	20-Dec-14	30-Dec-14	9-Jan-15		42023
0182-NF-2010	0019-NCL-2010	Ganesh .R. Kale	07.01.2015	Yogesh Dhoble	US	Amended claims from foreign attorney	With SR	5-Mar-2015	3-Feb-15	13-Feb-15	23-Feb-15	16-01-2015	48
0226-NF-2006	0002-NCL-2006	Dharbha Srinivas	07.01.2015	Monika Agarwal	US	US Examiner's interview 4th OA	With SR	30-Jan-2015	31-Dec-14	10-Jan-15	20-Jan-15	18-02-2015	-19
						Office action D1, D2, Proposed claim							

- Docketing System: DIAMS, JuraLaw®
- Innovation Management System: Thomson, Lecorpio

Feedback from Clients

- One of the crucial parts of a service provider is customer satisfaction
- A quarterly survey is conducted from the clients after
 1. Invention disclosure meetings
 2. Assignment is completed
- The service quality survey is compiled and uploaded on website with a sole intension to improve the quality of services offered and keeping track of IPFACE's performance

Thank you