

*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

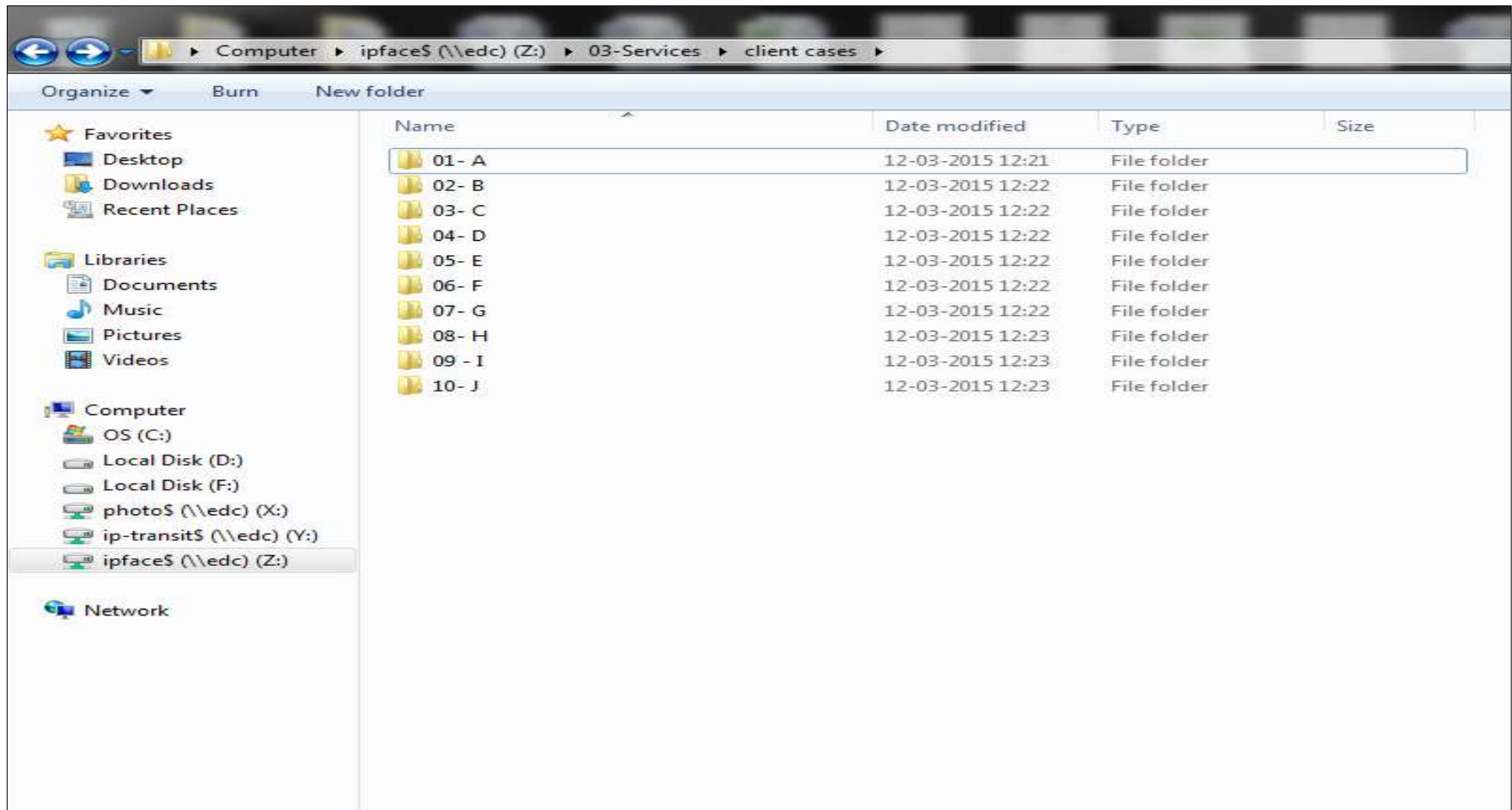
- The “INV-NCL-NF” system
- Separate filing system for :
  - Invention disclosures
  - Filed cases
  - Clubbed as NF nos.- national phase filings corresponding to parent application



# Record keeping practises @ IPFACE

## Electronic records :

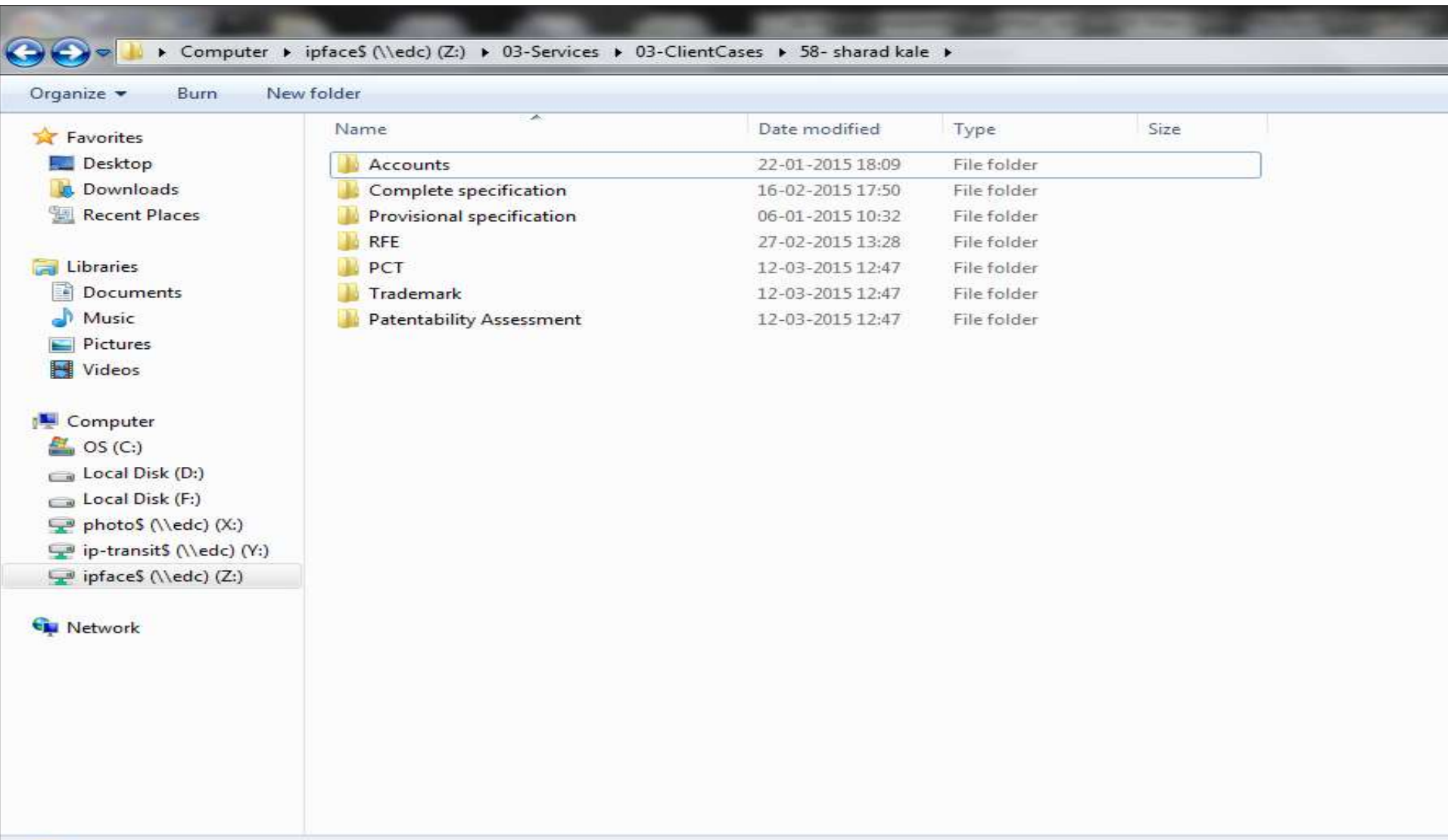
Each client is labeled with a serial number and separate folders with corresponding numbers are maintained for each client.



# Record keeping practises @ IPFACE



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

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	PT 05	Complete specification filing	30			IPFACE/12-13/31	1213-0106	1213-0086	16-Aug-12	Cu Nano Particle	NA	NA	14000	2012-13	chem	
91	GN 02	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	2
92	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	Guaranteed savings scheme	31-Dec-13	2651540	6000	2013-14	Other	1
94	GN 01	Reply to TM examination reports(for all 7 TM)		5-Apr-13	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					14-Dec-11	IPFACE/11-12/12				Firstcry.com	14-Dec-11	2249338			other	
96				01-12-2011						GoodLife.com	14-Dec-11	2249339	9600	2011-12	other	
97										GoodLifeRetail	14-Dec-11	2249340			other	
98										Kids Vogue	30-Jan-11	2259058			other	
99										FirstCry	30-Jan-11	2259059			other	
100										SAPS	30-Jan-11	2259060			other	
101										Kids Studioz	30-Jan-11	2259061			other	
102										Baby Hug	30-Jan-11	2259062			other	
103	TM 01	Trademark Filing	20	26-Nov-11	30-Dec-11	IPFACE/11-12/07	1112-0156		28-Nov-11	Cute Walk	30-Jan-11	2259063	33600	2011-12	other	9
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						IPFACE/11-12/10				MFI Connect	27-Feb-12	2290049			other	
106	TM 01	Trademark Filing	20	30-Nov-11	27-Feb-12	IPFACE/11-12/09	1112-0159		5-Dec-11	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	3
108	PT 06	PCT filing support	0	26-Dec-13	30-Dec-13	IPFACE/13-14/33	I-EDC-1314-0234			Power Saver Hydraulic Power Steering Gear	30-Dec-13	PCT/IN2013/000815	10000	2013-14	engn	1

# Databases (Free for search)

Searching scholarly literature:

[Google Scholar](https://scholar.google.com) | *[scholar.google.com](https://scholar.google.com)*

Searching patent literature:

[Indian patent search \(GOI site\)](http://ipindiaservices.gov.in/publicsearch/)

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

[Google Patents](https://www.google.com/patents) | *[www.google.com/patents](https://www.google.com/patents)*

[USPTO](http://www.uspto.gov) | *[www.uspto.gov](http://www.uspto.gov)*

[WIPO](http://www.wipo.int) | *[www.wipo.int](http://www.wipo.int)*

[Esp@ceNet](http://www.espacenet.com) | *[www.espacenet.com](http://www.espacenet.com)*

[FreePatentsOnline](http://www.freepatentsonline.com) | *[www.freepatentsonline.com](http://www.freepatentsonline.com)*

[Patent Fetcher](http://free.patentfetcher.com) | *[free.patentfetcher.com](http://free.patentfetcher.com)*

[PAJ \(Japan\)](http://www.jpo.go.jp) | *[www.jpo.go.jp](http://www.jpo.go.jp)*

# Databases (Paid for Search & Analytics)



## Searching scholarly literature:

Scopus | [www.scopus.com](http://www.scopus.com)

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

CA on CD |

ChemSpider | [www.chemspider.com](http://www.chemspider.com)

## Searching patent literature:

Delphion | [www.delphion.com](http://www.delphion.com)

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

Questel | [www.questel.com](http://www.questel.com)

MicroPatent | [www.micropatent.com](http://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 course 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	Cou ntry	Document received	Status	Due date to reply	30 Days Remain ing	20 Days Remaini ng	10 Days Remai ning	Date of Reply	Reply Before Final date (Number of Days )
0142-NF-2008	0005-NCL-2008	Paresh .L. Dhepe	06.01.2015	Ajayta Agarwal	EP	Examination report	With SR	4-Feb-2015	5-Jan-15	15-Jan-15	25-Jan-15	30-01-2015	5
0032-NF-2008	0001-NCL-2008	Vijayamohanam .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-16	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-16	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. Umbarkar	07.01.2015	Monika Agarwal	CN	English translation of OA, D 1, ist 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*