

*All communications should be addressed to the
Government of India, Ministry of Industry by title NOT
by name*

Telegram : **INDMINISTRY**
Telex : **031-66565**
Fax : **011-23062626**

Dated the 21st August, 2008

To

The Secretary (Industries)
Department of Industries,
State Government of NER
(Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Tripura and
Sikkim)

Sub: Operational Guidelines in respect of various subsidy schemes under NEIIPP 2007.

Sir,

1. I am directed to say that the application forms for claiming subsidy under various subsidy schemes under NEIIPP, 2007 viz. Capital Investment Subsidy Scheme, Central Interest Subsidy Scheme and Comprehensive Insurance Scheme have been devised alongwith necessary checklists to be strictly followed for scrutiny of claims. In addition, general Operational Guidelines have also been evolved which are to be strictly followed by all the State Governments concerned. These have been '**e-mailed**' to the North Eastern Development Finance Corporation (NEDFi) and may kindly be obtained from them. Specific guidelines have already been provided under the respective subsidy schemes under NEIIPP, 2007.

2. The Directorate of Industries of all the State Government are requested to obtain the formats of application form and operational guidelines from NEDFi.

3. It is requested that the industrial unit may be advised that henceforth the application for claims under various subsidy schemes may be submitted only in these prescribed formats. If an industrial unit has submitted any claim in the old Application Form, it may be asked to furnish the claims in the new formats alongwith necessary details/documents/information.

Yours faithfully,

Sd/-

(P. Bhardwaj)

Under Secretary to the Government of India
Tel. No. 23063148

Copy to: 1. Director (Industries), Directorate of Industries of NE States (Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Tripura and Sikkim)
2. CMD, NEDFi, Guwahati, Assam.

**NORTH EAST INDUSTRIAL AND INVESTMENT PROMOTION
POLICY, 2007**
**(GENERAL OPERATIONAL GUIDELINES FOR REGISTRATION OF
INDUSTRIAL UNITS AND PROCEDURE FOR HANDLING SUBSIDY CLAIMS UNDER
VARIOUS SCHEMES UNDER NEIIPP,2007)**

- (i) The unit should get itself registered with the District Industries Centre (DIC) concerned under NEIIPP,2007 prior to taking effective steps as defined for setting up of new or undertaking expansion / modernization/diversification of the existing unit. The application form for such registration would be **Form-1.A** (new unit) and **Form-1.B** (expansion).
- (ii) The Registration Certificate would be issued within 15 days of the receipt of Application Form.
- (iii) The officer concerned in District Industry Centre must visit the location of the unit physically and verify all the relevant facts and details of the setting up of the industrial unit or the substantial expansion undertaken by the unit.
- (iv) The General Manager of the concerned District Industry Centre shall be the competent authority to issue the Registration Certificate.
- (v) The registration form should be filled in quadruplicate and one copy should be endorsed to DIPP (without enclosures), after registration has been granted to the industrial unit.
- (vi) The registration should not be granted by the District Industries Centre on the basis of incomplete information/documents.
- (vii) It may be ensured that no industrial unit should be registered for benefits under NEIIPP, 2007 if it is covered under Negative List provided in paras and (x) & (xiii) of the Policy and Annexure-I of the respective subsidy schemes.
- (viii) For submission of claims the unit should apply for the Central Capital Investment Subsidy, Central Interest Subsidy or Central Comprehensive Insurance Subsidy (as the case may be) in the prescribed Application Forms no 1.C, 1.D and 1.E respectively.
- (ix) The DIC/Directorate of Industries must ensure that the claim Application Form for subsidies is complete in all respects and accompanied by all the documents required as per the respective check lists appended therewith.
- (x) Incomplete application or applications without the required documents should not be considered under any circumstances.
- (xi) All entries in the claim application form will be carefully checked up by the dealing officer with reference to the original documents submitted with the claim application. It will also be ensured that the entries are not based on wrong information.
- (xii) The subsidy under any Scheme should not be disbursed if the claim under that Scheme is sub-judice.
- (xiii) The quantum of subsidy payable to the unit should be worked out/calculated on the eligible components as laid down in the respective Schemes. In case of any doubt in this regard, the matter may be referred to DIPP for clarification. The decision of DIPP will be final in this regard.
- (xiv) All transactions in respect of the cost of plant and machinery/project, as the case may

- be, must be through cheque or demand draft only.
- (xv) All expenses must be certified by the registered Chartered Accountant.
 - (xvi) The cost of land will not be taken into account for the purpose of determining the eligibility of subsidy under any Scheme.
 - (xvii) All mandatory 'no objection certificates' (e.g. pollution control certificate etc.) must be obtained by the unit from the concerned Department/Authority before setting up a new unit or undertaking substantial expansion.
 - (xviii) The subsidy claim will be considered by State Level Committee (SLC)/District Level Committee (DLC) only after the unit has started commercial production or has become operational / functional, unless otherwise provided in the respective Subsidy Scheme. A certificate of the unit having started the production or having become functional/ operational must be accompanied with the subsidy claims.
 - (xix) After issue of these guidelines, the claims for subsidy under any Scheme will be submitted within one year from the date of commercial production.
 - (xx) In the case of capital investment subsidy exceeding Rs.1.5 crore, the complete claim file of the unit along with minutes of the SLC must be forwarded to DIPP for its consideration or for the consideration of CCEA.
 - (xxi) SLC/DLC must be held at least once in a quarter to avoid accumulation of claims.
 - (xxii) The Director of Industries / District Industries Centre should ensure that all claims should be placed before the appropriate Committee within 180 (One hundred Eighty) days from the date of receipt of the claims.
 - (xxiii) The District Level Committee (DLC) is authorized to approve the subsidy upto a maximum limit of Rs. 5 lakhs (five lakhs) in respect of Central Capital Investment Subsidy and Rs.1 lakh (one lakh) in respect of Central Interest Subsidy. Claims of above the limit of DLC shall be considered by SLC. The constitution of DLC will be decided by the Industry Department of the State Government concerned.
 - (xxiv) The Member Secretary of the SLC/DLC will intimate the unit concerned to complete all required formalities including Agreement in particular , within 15 (fifteen) days from the date of the SLC/DLC meeting of the respective claims.
 - (xxv) The unit shall be required to furnish Annual Progress Report (APR) as per format to the Directorate of Industries with a copy to DIPP.
 - (xxvi) In addition, the provisions under the respective Office Memorandum/ Notifications issued earlier in respect of NEIIPP,2007 shall be followed.
 - (xxvii) In case of any doubt about the registration of the unit or grant of subsidy, the matter may be referred to DIPP whose decision thereon will be final.

FORMS REQUIRED TO BE SUBMITTED ALONG WITH VARIOUS SUBSIDY CLAIMS.

Particulars	Form no
1 Application form for registration under NEIIPP,2007 (all schemes under single registration)- New Unit	Form:1A
2 Registration Certificate: new unit	Form:1A.1
3 Check List for registration : new unit	Form:1A(i)
4 Application form for registration under NEIIPP,2007 (all schemes under single registration)- Existing Unit	Form:1B
5 Registration Certificate : Existing unit	Form:1B.1
6 Check list for registration : Existing unit	Form:1B(i)
7 Claim Application form for Central Capital Investment Subsidy	Form:1C
8 Statement of Investment on Plant & machinery	Form:1C(A)
9 Check list for Claiming Central Capital Investment Subsidy	Form:1C(i)
10 Certificate from Registered Chartered Accountant – for new unit	Form:1C.(B)(i)
11 Certificate from Registered Chartered Accountant – for existing unit	Form:1C.(B)(ii)
12 Affidavit	Form:1C(C)
13 Certificate from Financial Institution/Bank	Form:1C(D)
14 Enquiry Report for Central Capital Investment Subsidy	Form:1C(E)
15 Certificate for Chartered Accountant regarding sources of Finance	Form :1C.(F)
16 Certificate from Registered Architect on Civil Construction- new unit	Form:1C.G(i)
17 Certificate from Registered Architect on Civil Construction- Existing unit	Form:1C.G(ii)
18 Application form for Claiming Interest Subsidy	Form:1D
19 Certificate from Registered Chartered Accountant – for new unit	Form:1D(A)(i)
20 Certificate from Registered Chartered Accountant – for existing unit	Form:1D(A)(ii)
21 Certificate from Bank/Financial Institution	Form:1D(B)
22 Check List for Interest Subsidy	Form:1D(i)
23 Enquiry Report for Interest subsidy	Form:1D(C)
24 Application for claiming Insurance subsidy	Form:1E
25 Check list for Insurance Subsidy	Form:1E(i)
26 Certificate from Chartered Accountant	Form:1E(A)
27 Format of Certificate from Fire Insurance Policy Issuing Office	Form:1E(B)
28 Affidavit for claiming Insurance subsidy	Form:1E(C)
29 Format of undertaking for claiming Insurance subsidy	Form:1E(D)
30 Proforma of Agenda note for SLC/DLC for all schemes	Monitoring Form-1
31 Proforma to be submitted to NEDFi for Disbursement of	Monitoring Form-2

subsidy

32 Proforma for Agreement

Monitoring Form-3

33 Annual Progress Report (APR) to be submitted by the unit

Monitoring Form-4

APPLICATION FORM FOR REGISTRATION UNDER NEIIPP, 2007.

(For new unit)

(to be submitted in quadruplicate)

- 1 a Name of the industrial unit & location :
 - (i) Village/Police Station
 - (ii) District
- b Complete address with telephone No. :
 - (i) Factory with telephone no :
 - (ii) Registered office with telephone no :
- 2 a Constitution of the unit (please specify whether Proprietorial / partnership / Private Limited / Limited company / Cooperative Society) :
- b Name/s, address(es) of the Proprietor/ partners / Directors of Board of Directors / Secretary and President of the Cooperative Society (Please attach separate sheet, if necessary) :
3. Proposed date of commencement of commercial production of unit :
4. Whether the industrial unit falls under Manufacturing sector OR Service sector :
- 5 Details of Registration with the concerned Department :
 - A.** If **manufacturing sector**, please indicate:
 - i Acknowledgement No./date of Entrepreneur Memorandum (EM) – part-I (if any) of MSME :
 - ii Acknowledgement No./date of Industrial Entrepreneur Memorandum (IEM) (if any) of DIPP. :
 - B** If **Service sector**, please indicate requisite Registration/License No. from the concerned Department. (if any) :
- 6 Particulars/Details of Fixed Capital Investment proposed (Amount in Rs) :
 - a Land :
 - b Site Development :

- c Building
 - i. Factory building :
 - ii. Office building :
- d Plant and Machinery/component/ items :
- e Electrical Installation :
- f Preliminary & pre-operative expenses :
- g Miscellaneous fixed assets :
- Total :
- 7. Proposed requirement of Power/Electricity (KW/MW) :
- 8. Annual Production Capacity proposed: Quantity Value in Rupees
- Name of the Product(s)/Service rendered
- (i) :
- (ii) ..etc. :
- 9. Raw materials
- Name(s) of the Raw Materials used
- (i) :
- (ii) :
- 10. Proposed Employment Generation in the unit in various fields of work:
 - a Managerial :
 - b Supervisory Staff :
 - c Skilled Worker :
 - d Semi Skilled worker :
 - e Un Skilled worker :
 - f Others :

11. Declaration

I / We..... solemnly declare that the information furnished in this application is correct and true to the best of my/our knowledge and belief.

Signature_____

Place : Full name of the applicant/ authorised signatory

Date : Seal

ENQUIRY REPORT

Certified that I have personally visited the unit of M/s on and examined the documents in original pertaining to this application for registration and found them in order.

Further it is certified that the item of production does not fall in the negative list as defined in Annexure-I to under NEIIPP, 2007.

Recommended for grant of registration under NEIIPP, 2007.

Date:

Signature of the Enquiry Officer

Place:

Designation:

FOR OFFICIAL USE IN DISTRICT INDUSTRIES CENTRE (DIC) ONLY

The application of M/s along with enclosures has been scrutinized and found in order. The item of production does not fall in the negative list as defined in Annexure I of Central Capital Investment Subsidy Scheme/Central Interest Subsidy Scheme / Central Comprehensive Insurance Scheme of NEIIPP, 2007. (Please tick whichever scheme is applicable).

Recommended for grant of registration under NEIIPP, 2007.

Date:

Signature of the Officer concerned

Place:

Designation / Office seal

GOVERNMENT OF

OFFICE OF THE GENERAL MANAGER : DISTRICT INDUSTRIES CENTRE.....

CERTIFICATE OF REGISTRATION UNDER NEIIPP, 2007.

M/s is hereby registered under Central Capital Investment Subsidy Scheme/Central Interest Subsidy Scheme/Central Comprehensive Insurance Scheme of NEIIPP, 2007 and the common registration number allotted to it under all these Schemes is DIC/...../NEIIPP, 07/200...../Dated

Place:
Date:

Signature of the General Manager
District Industries Centre

NOTE: The DIC concerned will forward a copy of this application for registration (**without enclosures**) along with the registration (**Form:1A and Form:1A.1**) certificate to:

- (1) Department of Industrial Policy and Promotion , Ministry of Commerce & Industry, Udyog Bhawan, New Delhi- 110 011.
- (2) Directorate of Industry concerned.
- (3) NEDFi, Basundhara Enclave, B K Kakati Road, Ulubari, Guwahati- 781 007.

CHECKLIST: REGISTRATION (NEW UNIT)

Certified /Attested photocopies of the documents required to be submitted by NEW UNITS along with the application form for registration under NEIIPP, 2007.

1	Constitution/Type of the unit
	(a) In case of Private Limited / Public Limited company:
	i Registration Certificate under Companies Act
	ii Memorandum of Article of Association
	iii Names and address of the Directors with their PAN no
	(b) In case of Partnership Firm:
	i Deed of partnership
	ii Name and address of the Partners with their PAN no
	iii General Power of Attorney
	(c) In case of Co-operative Society
	i Registration Certificate
	ii Article of memorandum of Association
	iii Resolution of the General Body Meeting for registration of the unit
2	Registration No.
	i EM Part-I, Part-II /IEM/LOI/IL (if any)
3.	Mandatory 'No objection certificate' from local body/any other authority. (e.g Pollution Control Board etc.)
4.	Sanction letter of term loan/working capital loan, if any, from Bank/Financial Institution concerned
5.	Certificate of Mandatory/Obligatory registration/approval from the concerned Department as applicable (in the case of Service sector units)
6.	Any other document that may be required as per direction of State Government/ Directorate of Industries.

APPLICATION FORM FOR REGISTRATION UNDER NEIIPP, 2007.
(For existing unit undertaking substantial expansion)
(to be submitted in quadruplicate)

1	a	Name of the industrial unit & location (i)Village/Police Station : (ii)District :	
	b	Complete address with telephone no. (i)Factory : (ii)Registered Office :	
	a	Constitution of the unit (please specify whether Proprietorial / partnership / Private Limited / Limited company / Cooperative Society) :	
	b	Name(s), address(es) of the Proprietor/ partners / Directors of Board of Directors / Secretary and President of the Cooperative Society (Please attach separate Sheet, if necessary) :	
3.		Proposed date of commencement of commercial production of unit after expansion :	
4.		Whether the industrial unit falls under Manufacturing sector OR Service sector :	
5		Details of Registration with the concerned Department.	
	A	If manufacturing sector , please indicate:	
	i	PMT registration no with date /Acknowledgement No./date of Entrepreneur Memorandum (EM) – part-I /Part-II (if any) of MSME :	
	ii	Acknowledgement No./date of Entrepreneur Memorandum (IEM) (if any) of DIPP. :	
	B	If Service sector , please indicate requisite Registration/License No. from the concerned Department.(if any) :	

6	Fixed Capital Investment: (Amount in Rs)				
	Particulars		Exiting Investment	Additional investment proposed for expansion	Total
a	Land	:			
b	Site Development	:			
c	Building				
	i. Factory building	:			
	ii. Office building	:			
d	Plant and Machinery/ component items	:			
e	Electrical Installation	:			
f	Preliminary & preoperative expanses	:			
g	Miscellaneous fixed assets	:			
	Total	:			

7.		Details of land and building	:	
A		Land	:	
a		Own land	:	
i.		Land area, Revenue village, Dag No. & Patta No.	:	
ii.		Date of Purchase	:	
iii.		Date of registration	:	
b		Land allotted by Government/ Government agency	:	
i.		Date of allotment/agreement with area of land	:	
ii.		Date of taking over possession	:	
c		Lease hold land	:	
i		Date of registration of lease deed	:	
ii.		Period of lease	:	
B		Building		
a		Own building/rented building	:	
b		In case of own building		
i.		Build up area prior to expansion	:	
ii.		Proposed built up area after expansion		
8.		Details of electricity utilization		
i.		Sanctioned load prior to expansion	:	
ii.		Connected load prior to expansion	:	
iii.		Whether requirement of additional load is essential for expansion. If so, the quantum of additional load required/applied for.	:	

9.	Production Capacity				
	Name of the Product(s)/Service rendered	Annual installed capacity prior to expansion		Proposed annual installed capacity after expansion	
		Quantity	Value in Rupees	Quantity	Value in Rupees
	(i)				
	(ii)				
	(iii)				

10.		Raw Materials	Annual requirement prior to expansion		Proposed annual requirement after expansion	
			Quantity	Value in Rupees	Quantity	Value in Rupees
	(i)					
	(ii)					
	(iii)					

11.		Employment Generation in the unit in various fields of work:			
			Prior to expansion	Proposed additional employment for expansion	Total
	a	Managerial			
	b	Supervisory Staff			
	c	Skilled Worker			
	d	Semi Skilled worker			
	e	Un Skilled worker			
	f	Others			

12. Declaration

I / We solemnly declare that the information furnished in this application for registration under the _____ are correct and true to the best of my/our knowledge and belief.

Signature_____

Place	:	Full name of the applicant/ authorised signatory
Date	:	Seal:

ENQUIRY REPORT

Certified that I have personally visited the unit of M/s on and examined the documents in original pertaining to this application for registration for 'substantial expansion' and found them in order.

Further, it is certified that the item of production does not fall in the negative list as defined in Annexure-I to NEIIPP, 2007.

Recommended for grant of registration for substantial expansion under NEIIPP, 2007.

Date:

Signature of the Enquiry Officer

Place:

Designation:

FOR OFFICIAL USE IN DISTRICT INDUSTRIES CENTRE (DIC) ONLY

The application of M/s along with enclosures has been scrutinized and found in order. The item of production does not fall in the negative list as defined in Annexure I of Central Capital Investment Subsidy Scheme/Central Interest Subsidy Scheme/ Central Comprehensive Insurance Scheme of NEIIPP, 2007. (Please tick whichever scheme is applicable).

Recommended for grant of registration under NEIIPP, 2007.

Date:

Signature of the Officer concerned

Place:

Designation / Office seal

GOVERNMENT OF

OFFICE OF THE GENERAL MANAGER : DISTRICT INDUSTRIES CENTRE

.....

CERTIFICATE OF REGISTRATION UNDER NEIIPP, 2007.

(For existing unit undertaking substantial expansion)

M/s is hereby registered under Central Capital Investment Subsidy Scheme, Central Interest Subsidy Scheme and Central Comprehensive Insurance Scheme of NEIIPP, 2007 and the common registration No. allotted to it under all these Schemes is DIC/...../NEIIPP, 07/200...../.... Dated

Place: Signature of the General Manager

Date: District Industries Centre....

NOTE: The DIC concerned will forward a copy of this application for registration (**without enclosures**) along with the registration (**Form:1B and Form:1B.1**) certificate to:

1. Department of Industrial Policy and Promotion , Ministry of Commerce & Industry, Udyog Bhawan, New Delhi- 110 011.
2. Directorate of Industry concerned.
3. NEDFi, Basundhara Enclave, B K Kakati Road, Ulubari, Guwahati- 781 007.

CHECKLIST : REGISTRATION (EXISTING UNIT)

**CERTIFIED / ATTESTED PHOTOCOPIES OF THE DOCUMENTS TO BE
SUBMITTED WITH THE APPLICATION FORM FOR REGISTRATION UNDER
NEIIPP, 2007 BY EXISTING UNITS UNDERTAKING SUBSTANTIAL EXPANSION.**

- 1 Constitution of the unit
 - a. In case of Private Limited /Public Limited company
 - (i) Registration Certificate under Companies Act
 - (ii) Memorandum of Article of Association
 - (iii) Names & address of the Directors with their PAN no.
 - b. In case of partnership Firm
 - (i) Deed of Partnership
 - (ii) General Power of Attorney
 - (ii) Names & address of the Partners with their PAN no.
 - c. In case of Co-operative Society
 - (i) Registration Certificate from the Jt. Register of Co-operative Society
 - (ii) Resolution of the General Body for registration of the unit
 - (iii) Article of memorandum of Association
 - 2 Registration
 - (i) Permanent (PMT) registration/Entrepreneurs Memorandum (EM) Part II/IEM /LOI/IL (wherever applicable)
 - (ii) Certificate of Mandatory/Obligatory registration/approval from the concerned department as applicable. (in case of service sector unit)
 3. Project Report
 4. Mandatory No objection certificate from local body/authority (e,g Pollution Control Board etc.)
 5. Term loan sanction letter from Bank/Financial Institution
 - 6 Land & Building (existing)
 - a. In case of own land

Purchase deed / gift deed/ any other document to establish the ownership.
 - b. In case of Industrial land allotted by any Government Agency
 - (i) Deed of agreement
 - (ii) Uptodate rent receipt
 - c. In case of Industrial land allotted by any Government Agency
 - (i) Deed of agreement
 - (ii) Uptodate rent receipt
 - d. In case of leasehold land from a private owner
 - (i) Registered Lease deed
 - e. In case of Government land/plot allotted by Government
 - i Allotment letter and trace map
 - ii Premium payment receipt
 7. Power sanction letter from State Electricity Board/ Competent authority
 8. NOC / Consent for operation from Pollution Control Board .
 9. List of employees with name, address and designation
 - 10 Audited Balance sheet for the last three accounting years
 - 11 Tea Board Registration Certificate (in case of Tea Factories)
 - 12 Any other documents that may be required as per directions of State Government / Directorate of Industries & Commerce
-

**APPLICATION FORM FOR CLAIMING OF CENTRAL CAPITAL INVESTMENT SUBSIDY
SCHEME UNDER NEIIPP, 2007**

PART-I: COMMON FOR BOTH MANUFACTURING AS WELL AS SERVICE SECTORS

- 1 a. **Name of the Industrial Unit** :
- b. Factory address with telephone no (if any) :
- c. Office address with telephone / mobile no (if :
 any)
- d. Registered office :
- 2 a **Constitution of the unit** (Proprietorial / :
 partnership / Private Limited / Limited company
 / Cooperative Society)
- b Name(s) , address(es) of the Proprietor/ Partners :
 / Directors/ Secretary and President of the
 Cooperative Society.
- 3 **Whether new unit or existing unit undergoing** :
 expansion
- a **In case of New unit** :
- i Date of commencement of commercial :
 production/operation
- b **In case of Existing unit under going** :
 expansion
- i Date of commencement of commercial :
 production/operation after expansion.
- 4 **Details of registration** :
- a **In case of New unit**
- i EM – part-II , No & date :
- ii IEM No & date :
- b **In case of existing unit undergoing expansion**
- i Permanent (PMT) Registration/ IEM/ EM-part- :
 II No. & date
- c Mandatory/Obligatory Certificate of :
 registration/approval from the concerned
 department as applicable (in case of Service
 Sector units)
5. **Registration No. under NEIIPP, 2007**
 (Form:1A/1B)

6 Fixed Capital Investment

:

(in Rs.)

Particulars	For New unit	For Existing unit undergoing expansion		
		Prior Expansion	During expansion	Total After Expansion
a. Land				
b. Site Development				
c. Building				
i. Office building				
ii. Factory building				
d. Plant and Machinery/ component/ item				
e. Electrical installation				
f. Preliminary & preoperative expenses				
g. Miscellaneous fixed assets				
Total				

7	a	Source of Finance	:	
	i.	Promoters contribution	:	
	ii	Equity	:	
	iii	Term Loan	:	
	iv	Un secured loan	:	
	v	Internal resources	:	
	vi	Any other source (please specify)	:	
		Total		

7	b	Details of Term /Working capital Loan (if any):		
		Name of Bank/Financial Institution	Amount of term/working capital loan sanctioned	Sanction letter No. & date
				Amount of Term /Working capital Loan disbursed

7	c	Details of Equity (if any):		
		Name	Amount	PAN No.
				Mode of payment

7	d	Details of Unsecured Loan (if any)		
		Name	Amount	PAN No.
				Mode of payment

[Details as per form:1C(F)]

8 Power: :

A In case of New units

(i) Sanctioned load :

- (ii) Connected Load :
- (iii) Capacity of Captive Power Plant (if any) :
- B In case of existing units undergoing expansion :**
- (i) Sanctioned load prior to expansion :
- (ii) Connected Load prior to expansion :
- (iii) Sanction of additional load for expansion :
- (iv) Additional connected load for expansion :
- (v) Capacity of captive power plant (if any) :
- 9 Details of land and Building :**
- A Land :
- (a) **Own land** :
- (i) Land area, Revenue Village, Dag No. & Patta No. :
- (ii) Date of purchase :
- (iii) Date of registration :
- (b) **Land allotted by Government/Government agency** :
- (i) Date of allotment/agreement :
- (ii) Date of taking over possession :
- (c) **Lease hold land** :
- (i) Date of lease of land :
- (ii) Period of lease :
- B **Building** :
- (a) Own building/rented building :
- In case of own building, built up area :
- 10 Statement of Investment in Plant & Machinery as per Form:1C(A) :**

PART-II : FOR MANUFACTURING SECTOR ONLY

(Please score out this part, if not applicable)

- 11 Details of production of the unit :**
- a For New unit :**

Sl.	Name (s) of the Product (s)	Annual Installed capacity		Actual production during last year/ from the date of commercial production till date (if any)		Remarks
		Quantity	Value (in Rs)	Quantity	Value(in Rs)	

b For existing units undergoing expansion

Sl.	Name (s) of the Product (s)	Annual Installed capacity prior to expansion		Actual production during last year/ from the date of commercial production till date (if any)		Remarks
		Quantity	Value(in Rs)	Quantity	Value(in Rs)	

12 Raw Materials :

a For New unit

Sl No	Name/s of the raw materials	Annual requirement	
		Quantity	Value(in Rs)

b For existing units undergoing expansion

Sl No	Name/s of the raw materials	Annual requirement prior to expansion		Annual requirement after expansion	
		Quantity	Value(in Rs)	Quantity	Value(in Rs)

13 Sale of finished product(s) :

a For New unit

Sl No	Name/s of the Product(s)	Product(s) sold during last year/ from the date of commercial production		Remarks
		Quantity	Value(in Rs)	

b For existing units undergoing expansion					
Sl No	Name/s of the Product(s)	Product(s) sold during last year/ during the year prior to expansion		Product(s) sold/service rendered during the year after expansion.	
		Quantity	Value(in Rs)	Quantity	Value(in Rs)

14 Employment generation :

Sl no	Category	For new unit	For expansion unit		
			Before expansion	After expansion	Total
1	2	3	4	5	6
i	Managerial				
ii	Supervisory				
iii	Skilled				
iv	Semi-skilled				
v	Unskilled				
vi	Others				
	Total				

PART-III : FOR SERVICE SECTORS ONLY
(Please score out this part, if not applicable)

15.	Particulars	New unit	Existing unit
A	Hotel Not below two Star Category		
(i)	Location of the Hotel		
(ii)	Category of Hotel (Please attach certificate)		
(iii)	Area in square meters		
(iv)	Total cost of the building (in Rs)		
(v)	Total cost of essential items (list to be attached) (in Rs)		
(vi)	No. of rooms and area of each type of rooms in square feet		
(vii)	Facilities/ amenities provided (please attach separate sheets, if required)		
(viii)	Whether the norms/criteria laid down by the concerned department/agency have been fulfilled.		

B.	Adventure and Leisure sports including ropeways		
(i)	Location of ropeways installation		
(ii)	Total distance from the first point to the last point (applicable to ropeways only)		
(iii)	Whether the equipments used/proposed to be used are of international standard.		
(iv)	Name & Address of the consultant engaged/ proposed to be engaged in installation of Rope ways		
(v)	Whether the consultant has adequate experience of installation of ropeways. If so, give at least two locations where they have done so.		
(vi)	Total cost of civil works (in Rs)		
(vii)	Total cost of essential items installed/ to be installed (please attach separate sheet) (in Rs)		
C	Nursing Homes (with a minimum capacity of 25 Beds)		
(i)	Location of the Nursing Home and its capacity		
(ii)	Whether norms, if any, are complied with		
(iii)	Total area (square feet)		
(iv)	Cost of civil construction (in Rs)		
(v)	Total cost of essential items/ equipment (list to be attached) (in Rs)		
(vi)	Whether necessary NOC obtained from the Municipal Board/ Pollution Control Board/ other statutory organisations?		
D	Old Age Homes		
(i)	Location of the Old Age Home		
(ii)	Area (in square feet)		
(iii)	Total cost of building (Rs.)		
(iv)	Total cost of other essential items (in Rs.)		
(v)	No. of rooms		
(vi)	Total capacity of inmates in the Old Age Homes		
(vii)	No. of wheel chairs		
(viii)	No. of Televisions		
(ix)	No. of computers with internet connection		
(x)	Total number of books		
(xi)	Other entertainment equipments. Please specify		
E	Vocational Training Institute		
(i)	Name of the activity		
(ii)	Location of the training institute		
(iii)	Total area (in square feet)		
(iv)	Total cost of the building (in Rs)		

(v)	Total cost of other essential items (in Rs)		
(vi)	Details of other services/facilities/ amenities provided		
F.	Bio-technology Industry		
(i)	Location of the unit		
(ii)	Total area (in square feet)		
(iii)	Total cost of the building (in Rs.)		
(iv)	Total cost of Plant & M/c (in Rs)		
(v)	Total cost of essential items (in Rs)		
(vi)	Products		
G	Power Generating Industries		
(i)	Location of the unit		
(ii)	Production Capacity (in MW)		
(iii)	Total area of the project (in square feet)		
(iv)	Investment towards building (in Rs.)		
(v)	Investment in Dam & Reservoir, regulating system and other equipments (in Rs.)		
(vi)	Investment towards railway siding at site or merry-go-round system for transportation of raw material fuel (in Rs.)		
(vii)	Investment towards ash disposal system (in Rs.)		
(viii)	Investment towards plant and machinery and other essential equipments (in Rs)		
16.	Employment position in the unit		

Sl no	Category	For new unit	For expansion unit		
			Before expansion	After expansion	Total
1	2	3	4	5	6
(i)	Managerial				
(ii)	Supervisory				
(iii)	Skilled				
(iv)	Semi-skilled				
(v)	Unskilled				
(vi)	Others				
	Total				

PART-IV

17. Bank Account No. and name of the Bank where the subsidy amount is to be deposited.

18. I / We declare and affirm that the particular/statement furnished above , are true to my/our knowledge and belief and if any statement made herewith in connection with this claim is detected as false or misrepresentation , the amount of subsidy granted by the Government will be refunded by me/us to the Government.

Place:
Date:

Signature of the applicant/s/ Status in relation to the
unit.
Seal:

STATEMENT OF INVESTMENT ON PLANT & MACHINERY
(As required in Col - 10 of the claim application form)

1		Name of the Plant & Machinery covered by each consignment etc.
2		Name & Address of the Firm from whom purchase or with whom firm order placed.
3	a	Particulars of placing and acceptance of firm order no & date of advance paid and received
	b	Date of despatch of machinery
	i	Station from
	ii	Station to
	iii	Mode of Transportation
	iv	Particulars of despatch documents
4		Date of arrival of machinery at factory site
5	a	Suppliers bill no and date
	b	Full cost of machinery as per bills , including taxes etc and including advances (if any paid)
	c	Particulars of payment to the machinery supplier
	(i)	Date of payment
	(ii)	Mode of payment (cheque/bank draft no. & date)
	(iii)	Receipt No. & date
6	a	Name and full address of the Carrier through whom the machinery were despatched by the supplier
	b	Freight for carrying the machinery
	c	Receipt of freight from the carrier
	d	Demurrages charges paid (if any). Reasons for payment of demurrage charges to be mentioned .)
7	a	Name and address of the Insurance company with which the consignment was insured to cover risk in transit
	b	Amount Insured for
	c	Insurance premium paid (if any)
8		Total amount paid towards Cost of Machinery, Freight, Demurrage and Insurance
9		Sources of Finance (pl specify)
10		Date of erection of machinery at factory site.
11		Date of Commissioning of the Machinery
12		Any other particulars

Signature on behalf of the Unit

Certified that I have personally verified the particulars mentioned above with the original bills and vouchers and found them to be correct in all respect and the machinery mentioned in the Form: 1C(A) have already been erected/proposed to be erected for functioning in the factory of M/S

Date:
 Counter signed by:

Signature & Seal of the enquiry Officer
 General Manager , DIC

CHECKLIST: CLAIM

Certified / attested photocopies of the documents to be submitted along with the application form for claiming Capital Investment subsidy under NEIIPP, 2007.

-
- 1 Constitution of the unit
 - a In case of Private Limited / Public Limited company**
 - i Registration Certificate under Companies Act
 - ii Memorandum and Article of Association
 - iii Name & Address of the Director with their PAN no
 - b In case of Partnership unit**
 - i Deed of partnership
 - ii General Power of Attorney
 - iii Name & Address of the Partners with their PAN no
 - c In case of Co-operative Society**
 - i Registration Certificate from the Jt. Register of Co-operative Society
 - ii Article of Memorandum of Association
 - iii Resolution of the general Body for registration of the unit.
 - 2 **Registration**
 - a In case of proposed/new unit
Entrepreneurs Memorandum Part I & Part II/IEM /LOI/IL (as applicable)
 - b In case of existing unit undergoing expansion:
PMT regn./Entrepreneurs Memorandum Part II/IEM/LOI/IL (as applicable)
 - 3 **Land & Building**
 - a In case of own land**
 - i Purchase deed / gift deed/any other document to establish the ownership
 - ii Upto date non-incumbent certificate
 - iii Jamabandi copy and trace map
 - b In case of Industrial land allotted by any Government Agency**
 - i Deed of agreement
 - ii Up to date rent payment receipt
 - c In case of Industrial shed allotted by any Government Agency**
 - i Deed of agreement
 - ii Up to date rent payment receipt
 - d In case of leasehold land from a private owner**
Lease deed agreement
 - e In case of Government land/plot allotted by Government**
 - i Allotment letter
 - ii Premium payment receipt
 4. Statement of Plant and Machinery as per **Form :1C(A)**
 5. Certified copies of all bills, vouchers & money receipt of plant and machinery
 6. Certificate of fixed capital investment from a Chartered Accountant as per **Form: 1C(B)(i)/Form: 1C(B)(ii)**
 7. Certificate from Financial Institution/Bank , regarding disbursement ,vide **Form:1C(D)**
 8. Sanction letter from the financial Institution / Banks for term loan & working capital
 9. Certificate from a Chartered Accountant regarding Sources of Finance as per **Form:1C(F)**
 10. Certificate from Registered Architect on Civil Construction, **Form:1C(G)(i)/Form:1C(G)(ii)**
 11. Project Report
 12. Power sanction letter and first bill from State Electricity Board/ Competent

	Authority/Competent Department.
13	No objection certificate from local body/authority
14	NOC/Consent for operation from Pollution Control Board
15	First bill(s)/money receipt of purchase of raw material
16	Challan against first sale of finished product(s)/service rendered.
17	Affidavit as per Form:1C(C)
18	List of employees with name, address and designation
19	Balance sheets for last three accounting years (in case of existing units undergoing expansion).
20	Tea Board registration in case of a Tea Factory
21	Registration certificate under NEIIPP, 2007 issued by DIC
22	PAN Card of the Directors/Proprietors/Partners
23	Sales tax/VAT, Central excise clearance certificate
24	Certificate of the unit having become functional/operational indicating date of commencement of function/operation from the concerned department as applicable (in case of service sector units)
25	Report of NEDFi on the scrutiny of the details of the cost of project (in case of service sector units).
26	Any other document that may be required as per direction of State Government /Directorate of Industries /NEDFi .

From No: 1C(B)(i)

CERTIFICATE FROM THE REGISTERED CHARTERED ACCOUNTANT
(For new Unit)

Name of the Chartered Accountant:

I/We hereby certify that M/S (name of the unit with location) has made capital investment in their unit for the period from to for manufacturing / rendering service of by the unit.

Sl no	Item/s of fixed assets	Value of Investment in Rupees
1	Cost of land including purchase, value , registration etc	
2	Cost of development of land including boundary wall , approach road , culvert / bridges , godown , labour quarter etc (pl. specify)	
3	Cost of Building	
	a. Factory building/Nursing Home/ Hotel etc	
	b. Office building	
	c. Architect fees/ fees towards preparation of estimate etc	
4	Cost of plant & machinery	
5	Accessories	
6	Electrical installation	
7	Loading, unloading, transportation, erection expenditure, insurance etc	
8	Pre-operative preliminary expanses to be capitalised	
9	Miscellaneous fixed assets/essential items etc.	
	Total	

I/We have checked the books of accounts of the unit, the invoices etc, and certify that the aforesaid information is verified and certified to be true. We also certify that all the aforesaid items have been duly paid for and no credit is raised there against in the books of the unit.

Date:
Place:

Signature of the Chartered Accountant
Registration No & Seal

From No:1C(B)(ii)

CERTIFICATE FROM THE REGISTERED CHARTERED ACCOUNTANT
(For Existing unit undergoing Expansion)

Name of the Chartered Accountant:

I/We hereby certify that M/S (name of the unit with location) has made capital investment in their unit for expansion programme from to The unit is engaged in production of and has gone into commercial production after expansion on (date).

				Fig: Value in Rupee	
Sl no	Item/s of fixed assets	Investment prior expansion	Additional investment made during the period from to	Total Investment	Capital
1	Cost of land including purchase value, registration etc				
2	Cost of development of land including boundary wall, approach road, culvert / bridges, godown , labour quarter etc (pl. specify)				
3	Cost of Building				
	a. Factory building/ nursing homes/ hotels etc				
	b. Office building				
	c. Architect fees/ fees towards preparation of estimate etc				
4	Cost of plant & machinery				
5	Accessories				
6	Electrical installation				
7	Loading, unloading, transportation, erection expenditure, insurance etc				
8	Pre-operative preliminary expanses to be capitalised				
9	Miscellaneous fixed assets/essential items				
Total					

We have checked the books of accounts of the unit, the invoices etc, and certify that the aforesaid information is verified and certified to be true. We also certify that all the aforesaid items have been duly paid for and no credit is raised there against in the books of the unit.

Date:
Place:

Signature of the Chartered Accountant
Registration No & Seal

AFFIDAVIT

I Shri/ Smti son/daughter/wife of Shri/Smti
Aged Year by profession do hereby solemnly declare and affirm as follows:-

1. That I am a citizen of India and permanent resident of Village P.O Police Station In the district of
2. That I am proprietor / Managing partner / Managing Director / Director / President of M/S and owners of land/building/plant & machinery of the above unit, the industrial activity of which is
3. That the particulars furnished in the claim application for subsidy under the Capital Investment Subsidy Scheme/ Central Interest Subsidy Scheme under NEIIPP, 2007 are exactly the same as those submitted to the Income Tax authority in respect of the unit known as M/S situated at in the district of That no subsidy/ grant under Central / State Government/ Organisation etc have been availed by me against the items mentioned in the claim application form.
4. That the particulars furnished in the application form and /or in connection with the application for subsidy are correct and true to be best of my knowledge and that in case of any particulars are found to be false or misrepresentation/suppression of essential facts ,I shall be liable to punished under laws of the land.
5. That I Shri / Smti the deponent of the above, do hereby solemnly declare and affirm that, statement made above are true to the best of my knowledge and belief .

Identified by me:

Signature
(Advocate)

Signature
Deponent

Solemnly affirm before me by Shri/Smti being identified by Sri/Smti Advocate on this day

Magistrate
Seal

CERTIFICATE FROM FINANCIAL INSTITUTION / BANK

(The Certificate should signed by a responsible officer of Bank / Financial Institution]

Certified that M/S of have been disbursed as on this date the amount of Rs. sanctioned under letter No: dated As shown below:

1	Loan amount previously disbursed up to	Rs.
2	Total amount disbursed upto date against the items mentioned below:	
i	Land	Rs
ii	Building (excluding residential quarter)	Rs.
iii	Plant and machinery	Rs.
iv	Other assets: tools, jigs, dies and moulds and goods carrier	Rs.
v	Other essential items	Rs.
<hr/> <i>Total</i>		Rs.

Signature of the Official from Bank/FI
Seal & Date

**ENQUIRY REPORT FOR GRANT OF CENTRAL CAPITAL INVESTMENT SUBSIDY UNDER
NEIIPP, 2007**

- | | | | |
|---|-----|--|---|
| 1 | a | Name & Designation of the enquiry officer | : |
| | b | Date of receipt of the application | : |
| | c | Date of physical verification of the unit | : |
| 2 | a | Name of the unit | : |
| | b | Factory address with telephone no (if any) | : |
| | c | Office address with telephone / mobile no (if any) | : |
| | d. | Registered Head Office (if different from b above) | : |
| 3 | a | Constitution of the unit (please specify whether Proprietorial / Partnership / Private Limited / Limited company / Cooperative Society) | : |
| | b | Name/s, address(es) of the Proprietor/ partners / Directors of Board of Directors / Secretary and President of the Cooperative Society | : |
| | c | Date & No of Registration under the Companies Act / as Partnership firm / as Cooperative Society | : |
| | d | Registered Head Office of the company (if registered under the companies act irrespective of Pvt or Ltd companies) | : |
| 4 | a | Enterprise registration | : |
| | i | Acknowledgement of Entrepreneur Memorandum (EM) – part-I , No & date | : |
| | ii | Acknowledgement of Entrepreneur Memorandum (EM) – part-III , No & date | : |
| | iii | Acknowledgement of Industrial Entrepreneur Memorandum (IEM) No & date | : |
| | iv | Permanent registration No in case of existing unit. | : |
| | v | Tea Board Registration (if applicable) | : |
| | vi | Factory Registration | : |
| | vii | Certificate of the unit having become functional/operational from concerned Department (in case of service sector units) | : |
| 5 | | Registration No & date under CCISS, 2007 | : |
| 6 | | Whether the proposed unit is new or an existing unit under going expansion | : |
| | a | In case of new unit | : |
| | i | Proposed date of production/operation | : |
| | ii | Date of going into commercial production | : |
| | b | In case of existing unit | : |
| | i | Date of going into commercial production prior to expansion | : |
| | ii | Date of going into commercial production after expansion. | : |
| 7 | | Details of land & building of the unit | : |
| | A | Land | : |
| | i | Specify whether the land is own / lease hold / allotted by Government agency | : |
| | ii | If own land | : |

- a. Specify the mode of owning such as by way of inheritance, gift or purchased etc. :
- b. Total area :
- c. Location :
- d. Dag No , patta no , Revenue village and Mauza :
- e. Date of purchase of the land with value and the date of taking possession of the land :
- iii If held under lease :
- a. name and address of owner of the land :
- b. Date of agreement and its area :
- c. period of lease agreement :
- iv If the land allotted by Government / Government agency :
- a. Name of the Agency :
- b. Date of agreement :
- c. Annual rent / premium paid :
- d. Total area allotted and its location. :
- B Details of building :
- I. Whether the factory building has been constructed, if so :
- a. Permission for construction from local authority :
- b. Date of starting and completion of the civil and electrical works :
- c. Total area under construction :
- d. Total estimated cost :
- II. If factory shed has been allotted by the Government agency :
- a. Name of the Agency :
- b. Total area of the factory shed and open space allotted :
- c. Annual rent fixed for the shed :
- d. Date of agreement and date of possession of the shed. :
- III. If rented premises :
- a. Name & address of the owner of the premise/s :
- b. Total area & location :
- c. Date of agreement :
- d. Period of rent agreement :
- e. Annual rent fixed for :
- 8 Fixed Capital Investment :

Particulars	New unit (Actual Investment in Rupees)	Existing unit under going expansion / modernization (actual Investment in Rupees)			
		Prior expansion/ modernization	Investment for expansion/mod ernization	Total after modernisation	Investment expansion/ modernisation
a. Land					
b. Site Development					

- c. Building
 - i. Office building
 - ii. Factory building
- d. Plant and Machinery/Component/Item
- e. Accessories
- f. Installation and Electrification
- g. Preliminary & preoperative expanses
- h. Miscellaneous fixed assets

Total

- | | | | |
|----|--|---|-------|
| 9 | Means of Finance | : | |
| | i Promoters contribution | : | |
| | ii Equity | : | |
| | iii Term Loan from financial institution | : | |
| | iv Unsecured loan | : | |
| | v Internal resources | : | |
| | vi Any other sources, please specify | : | |
| | Total | : | <hr/> |
| 10 | Financial assistance received from Financial Institution / Bank | : | <hr/> |
| | a. Name of the Bank | : | |
| | b. Amount sanctioned by FI/Bank for fixed capital investment and date of sanction (new unit) | : | |
| | c. Amount sanctioned by FI/Bank for working capital and date of sanction (new unit) | : | |
| | d. Amount disbursed by the FI/Bank as per certificate issued by FI/Bank (new unit) | : | |
| | e. Amount sanctioned by FI/Bank for Fixed capital investment and date of sanction (expansion unit) | : | |
| | f. Amount disbursed by FI/Bank for expansion and date of first disbursement. | : | |
| 11 | Power | : | |
| | a Date and quantum of Power sanction for new units (in KW) | : | |
| | b Date of sanction and quantum of power for the existing unit – prior to expansion (in KW) | : | |
| | c Quantum of additional power sanction and date of sanction – for expansion unit (unit in KW) | : | |
| | d Total sanction and connected load after expansion in KW | : | |
| 12 | Item/s of production/ Service rendered | : | |
| 13 | Major raw materials used | : | |
| 14 | Sources of raw materials | : | |
| 15 | Whether NOC/Consent received from the | : | |

- Pollution Control Board
- 16 Whether NOC obtained from local body :
- 17 Whether the unit has any franchise or marketing :
tie up with any unit ?
- 18 Employment position in the unit :
- 19 Amount of Central Capital Subsidy received under :
NEIP, 1997/ NEIIPP,2007, if any, if so, the
amount received

Comments of the Enquiry Officer

Certified that I have examined each and every particulars furnished by the claimant..... (name of the unit) and all the annexure/ relevant documents furnished with this claim and found them to be correct and beyond all reasonable doubt. I have also personally visited the unit on (date) and verified land, building, plant & machinery /component/ items belonging to the unit whose details are given below. It is further certified that these details resemble the details furnished in the claim application for subsidy. I have also verified the prices mentioned in the application for land, building, plant and machinery/component /item with original documents and found them to be correct.

- (a) Eligible fixed Capital Investment for CCISS :
- (b) Recommended amount of CCISS :

Signature and Seal

Comments of the General Manager

Signature and Seal

CERTIFICATE FROM CHARTERED ACCOUNTANT REGARDING SOURCES OF FINANCE

I/We hereby certify that M/s. (name of the unit with location) has made the following fixed capital investment amounting to Rs. in their proposed/new unit/existing unit for expansion during the period from tofor manufacturing/rendering service of by the unit. I/We have checked the books of accounts of the unit and found that the unit has made the fixed capital investment from the following sources:

(a)	Promoters contribution	:	Rs.
(b)	Equity	:	Rs.
(c)	Term Loan from Financial Institution/Bank	:	Rs.
(d)	Un Secured Loan	:	Rs.
(e)	Internal Resources	:	Rs.
(f)	Any other source (pl. specify)	:	Rs.
Total		:	Rs.

Date:

Place:

Signature of the Chartered Accountant:

Registration No. & Seal.

CERTIFICATE FROM THE REGISTERED ARCHITECT ON CIVIL CONSTRUCTION
(for new unit)
(for service sector)

Name of the Architect:

I/We hereby certify that M/s.(name of the unit with location) has made investment for CIVIL CONSTRUCTION in their unit for the period from To Against the estimated cost of Rs..... for their unit. Details shown as below:

S. No.	Item/of fixed assets	Value of investment in Rupees
1.	Cost of land including purchase value, registration etc	
2.	Cost of land development	
3.	Cost of Boundary wall, culvert/bridges, retaining wall	
4.	Cost of approach road including the cost of earth filling, black tapping (whichever applicable)	
5.	Cost of construction of main building including interior and electrification	
6.	Cost of electrification	
7.	Cost of construction of godown, workers quarter etc.	
8.	Cost towards Architect fees/fees towards preparation of estimate etc	
9.	Cost towards hiring of earthmoving equipments	
10.	Cost towards painting, furnishing etc.	
11.	Cost towards labour payment, transportation, loading-unloading, installation etc.	
12.	Cost towards construction of Dam, reservoir	
13.	Cost towards construction of power house	
14.	Any other Civil construction, pl specify.	
	Total	

I/We have checked the accounts of the unit, the invoices/registers etc, and certify that the aforesaid information is verified and certified to be true. I/We also certify that all the aforesaid items have been duly paid for and no credit is raised there against in the books of the unit.

Date:
Place:

Signature of the Architect
Seal and Date:

CERTIFICATE FROM THE REGISTERED ARCHITECT ON CIVIL CONSTRUCTION

**For existing unit undergoing Expansion
(Applicable for Service Sector)**

Name of the Architect:

I/We hereby certify that M/s.....(name of the unit with location) has made capital investment for CIVIL CONSTRUCTION in their unit for expansion programme from to..... against the estimated cost of Rs..... The unit is engaged inand gone into operational functional after expansion ondate.

S.No.	Items of fixed assets	Investment prior expansion	Additional investment made during the period from.....to....	Total Capital Investment
1.	Cost of land including purchase value registration etc			
2.	Cost of land development			
3.	Cost of Boundary wall, culvert/bridges, retaining wall			
4.	Cost of approach road including the cost of earth filling, black tapping (whichever is applicable)			
5.	Cost of construction of main building interior and electrification			
6.	Cost of electrification			
7.	Cost of construction of godown, workers quarter etc.			
8	Cost towards Architect fees/fees towards preparation of estimate etc			
9	Cost towards hiring of earthmoving equipments			
10	Cost towards painting, furnishing etc.			
11	Cost towards labour payment, transportation, loading-unloading, installation etc.			
12	Cost towards construction of Dam, reservoir			
13	Cost towards construction of power house			
14	Any other Civil construction, pl specify.			
	Total			

We have checked the accounts of the unit, the invoices/registers etc, and certify that the aforesaid information is verified and certified to be true. We also certify that all the aforesaid items have been duly paid for and no credit is raised there against in the books of the unit.

Date:
Place:

Signature of the Architect
Date & Seal

**APPLICATION FORM
FOR CLAIMING
CENTRAL INTEREST SUBSIDY SCHEME**

1	a	Name of the unit	:		
	b	Office address with telephone / mobile No.	:		
	c	Factory address with telephone No.	:		
	d	Indicate the Claim no (say 1 st claim, 2 nd claim etc)	:		
2.	a	Registration number under NEIIPP, 2007 along with date.			
	B	Any other registration number required statutorily/mandatorily.			
3		Constitution of the unit alongwith date (Proprietorship / partnership / Private Limited / Limited company / Cooperative Society)	:		
4.		Name/s , address(es) of the Proprietor/ partners / Directors of Board of Directors / Secretary and President (as applicable)	:		
5	a	Details of Enterprise Registration	:		
	i	Acknowledgement of Entrepreneur Memorandum (EM) – part-I , No & date	:		
	ii	Acknowledgement of Entrepreneur Memorandum (EM) – part-II , No & date	:		
	iii	Acknowledgement of Industrial Entrepreneur Memorandum (IEM) No & date	:		
	iv	Permanent registration No in case of existing unit.	:		
6.		Certificate of the unit having become functional/ operational (for Service Sector from concerned Department)	:		
7.	(a)	Name of the product (for Manufacturing Sector)	:		
	(b)	Name of the activity (for Service Sector)	:		
8		Whether the unit is new or an existing unit under going substantial expansion	:		
	A	In case of new unit	:		
	(i)	Date of commencement of production (Manufacturing Sector units)	:		
	(ii)	Date of becoming operational (Service Sector units)	:		
	B	In case of existing unit	:		
		Date of going into commercial production/becoming operational	:	Prior to expansion	After expansion.
		(i) For Manufacturing sector units (ii) For Service Sector units			
9		Capital Investment			

		[to be supported by CA Certificate as per Form-1D(A)(i)/Form:1D(A)(ii)]		
Particulars		For new unit (Amount in Rs.)	For Existing unit undergoing expansion (Amount in Rs.)	
			Prior to Expansion	After Expansion
a.	Land & Site Development			
b.	Building			
	(i) Office building			
	(ii) Factory building			
c	Plant and Machinery /components/ essential items.			
d.	Accessories			
e.	Miscellaneous Fixed Assets			
f.	Preliminary and preoperative expenses			
Total				
10		Increase in investment (in case of existing unit)	:	
11.	a	Annual Turnover of the Unit	:	
	i	For new unit (in Rs.)	:	
	b	For existing unit undergoing expansion	:	
	i	Annual turnover before expansion (in Rs)	:	
	ii	Annual turnover after expansion (in Rs.)	:	
12	a	Names of the raw materials utilized with quantity and value during the claim period.	:	
	B	Name of the finished product(s) alongwith quantity and value during the claim period.	:	
13		Working Capital	:	
	a	Name of the Bank branch providing working capital loan	:	
	b	Maximum limit of working capital sanctioned along with rate of interest.	:	
	C	Sanction No. & Date	:	
	d	C.C. Account No. of the Unit	:	
	e.	Total interest charged by the Bank [enclose detailed bank statement for the period, along with recommendation certificate issued by the Bank as per Form:1D(B)]	:	
	f	Total interest subsidy eligible	:	
14		Remarks, if any.	:	
15		Employment generation in various fields of work (Executive, non-executive, skilled, un-skilled etc.)	:	

15	Declaration	:	
<p>I /We hereby declare that information furnished in the application for the grant of interest under Central Interest Subsidy Scheme of NEIIPP, 2007 are correct and true to the best of my/our knowledge and belief. If any statement made therein in connection with this claim is found to be false or misrepresentation of facts, the amount of subsidy granted by the Government will be refunded by me/us. Further , it is also affirmed that the Working Capital sanctioned for the period was not diverted/ utilized for any other unit or towards any other activity and has been utilized only for the purpose for which it was sanctioned.</p>			
Place		Signature(s) of the applicant(s)	
		Designation	
Date		Seal	

CERTIFICATE FROM THE REGISTERED CHARTERED ACCOUNTANT
(For new Unit)
(as required in the Col – 9)

Name of the Chartered Accountant:

I/We hereby certify that M/S (name of the unit with location) has made capital investment in their unit for the period from To for manufacturing / rendering service of By the unit.

Sl no	Item/s of fixed assets	Value of Investment in Rupees
1	Cost of land including purchase, value , registration etc	
2	Cost of development of land including boundary wall , approach road , culvert / bridges , godown , labour quarter etc (pl. specify)	
3	Cost of Building	
	a. Factory building/Nursing Home/ Hotel etc	
	b. Office building	
	c. Architect fees/ fees towards preparation of estimate etc	
4	Cost of plant & machinery	
5	Accessories	
6	Electrical installation	
7	Loading, unloading, transportation, erection expenditure, insurance etc	
8	Pre-operative preliminary expanses to be capitalised	
9	Miscellaneous fixed assets/essential items etc.	
	Total	

I/We have checked the books of accounts of the unit, the invoices etc, and certify that the aforesaid information is verified and certified to be true. We also certify that all the aforesaid items have been duly paid for and no credit is raised there against in the books of the unit.

Date:
Place:

Signature of the Chartered Accountant
Registration No & Seal

From No:1D(A)(ii)

CERTIFICATE FROM THE REGISTERED CHARTERED ACCOUNTANT
(For Existing unit undergoing Expansion)
(as required in the Col – 9)

Name of the Chartered Accountant:

I/We hereby certify that M/S (name of the unit with location) has made capital investment in their unit for expansion programme from To The unit is engaged in production of and has gone into commercial production after expansion on (date).

				Fig: Value in Rupee	
Sl no	Item/s of fixed assets	Investment prior expansion	Additional investment made during the period from to	Total Investment	Capital
1	Cost of land including purchase value, registration etc				
2	Cost of development of land including boundary wall, approach road, culvert / bridges, godown , labour quarter etc (pl. specify)				
3	Cost of Building				
	a. Factory building/ nursing homes/ hotels etc				
	b. Office building				
	c. Architect fees/ fees towards preparation of estimate etc				
4	Cost of plant & machinery				
5	Accessories				
6	Electrical installation				
7	Loading, unloading, transportation, erection expenditure, insurance etc				
8	Pre-operative preliminary expanses to be capitalised				
9	Miscellaneous fixed assets/essential items				
Total					

We have checked the books of accounts of the unit, the invoices etc, and certify that the aforesaid information is verified and certified to be true. We also certify that all the aforesaid items have been duly paid for and no credit is raised there against in the books of the unit.

Date:
Place:

Signature of the Chartered Accountant
Registration No & Seal

CERTIFICATE FROM THE BANK / FINANCIAL INSTITUTION

(Recommendation of the Branch Manager of Bank , at Working Capital assistance to the applicant unit under the Central Interest Subsidy Scheme , 2007)

This is the The claim for working capital during the period from To of M/S of Our Bank (name of the Bank branch) had sanctioned an amount of Rs. as working capital to the aforesaid unit vide this Bank sanctioned letter No dated

We have examined the materials furnished by the applicant unit and assessed the claim at Rs. (Rupees) which constitute @ 3% Interest Subsidy on working capital for the period from to

I therefore, recommend that the unit M/S Is eligible for grant of 3% interest subsidy of Rs. (Rupees) under the Central Interest Subsidy Scheme (CISS), 2007.

Date:

Signature of the Branch Manager
Seal

CHECKLIST: INTEREST SUBSIDY

Certified / Attested photocopies of the documents to be submitted along with the claim form for claiming Interest Subsidy under NEIIPP,2007

-
1. Constitution of the unit
 - a In case of Private Limited / Public Limited company
 - i Registration Certificate under Companies Act
 - ii Memorandum of Article of Association
 - iii Names and address of the Directors
 - b. In case of Partnership Firm:
 - i Deed of Partnership
 - ii Name and address of the Partners
 - c In case of Co-operative Society
 - i Registration Certificate
 - ii Resolution of the General Body
 2. Registration
Entrepreneurs Memorandum Part I, Part-II /IEM/LOI/IL (if any)
 3. No objection certificate from local body/authority (if any)
 4. Term loan/working capital loan sanction letter from Bank/financial institution (if any)
 - 5 Certificate from Bank/Financial Institute as per Form.1D(B)
 - 6 Any other document that may be required as per direction of State Government/
Directorate of Industries and Commerce.
-

ENQUIRY REPORT**FOR GRANT OF CENTRAL INTEREST SUBSIDY ON WORKING CAPITAL LOAN**

1	a	Name & Designation of the enquiry officer	:					
	b	Date of receipt of the application	:					
	c	Date of physical verification of the unit	:					
	d	Claim period						
2	a	Name of the unit	:					
	b	Office address with telephone / mobile no (if any)	:					
	c	Factory address with telephone no (if any)	:					
	d.	Registered Head Office (if different from c above)	:					
3		Constitution of the unit along with date.	:					
4		Name/s, address(es) of the Proprietor/ partners / Directors / Secretary/ President	:					
5		Registration under NEIIPP, 2007 along with date	:					
6		Enterprise registration & Date (Acknowledgement of EM Part-II, IEM Pt-II/PMT Registration No.(in case of existing unit)	:					
7.		Certificate of the unit having become functional/operational (for Service sector from concerned Department)	:					
8		Any other mandatory registration, if applicable	:					
9.		Report of NEDFi on the scrutiny of details of the cost of project (in case of Service Sector activities/industries)	:					
10.		Whether the unit is new/existing	:					
11		Date of going into commercial production or becoming operational/functional (<u>in case of new unit</u>)	:					
12		Date of commencement of commercial production or becoming operational/functional (in case of existing unit)		<table border="1"> <tr> <td>Prior to expansion</td> <td>After expansion</td> </tr> <tr> <td></td> <td></td> </tr> </table>	Prior to expansion	After expansion		
Prior to expansion	After expansion							
13		Details of land (whether own, leased, allotted by Government etc.)	:					
14.		Details of building (whether own, leased, allotted by Government etc.)	:					

15		Investment (To be supported by a CA Certificate)	:	
				(Amount in Rs.)
Particulars		New unit	Existing unit undergoing substantial expansion	
			Prior to expansion/ modernization	After Expansion
(a)	Land & Site Development			
(b)	Building			
	i. Office building			
	ii. Factory building			
I	Plant and Machinery/ Component/ Item			
(d)	Electrification			
(e)	Accessories			
(f)	Miscellaneous fixed assets			
(g)	Preliminary preoperative expenses			
		Total		
Increase in investment (in case of existing unit) (both in terms of Rupees and percentage)				
16.		Details of employment (in case of existing unit, employment both prior and after expansion should be indicated).		:
17.	a	Name(s) of raw material along with quantity and value during the claim period		:
	b	Name of finished product		:
	c	Quantity and value of finished product(s)		:
18		Working Capital		:
	a	Name and address of the Bank providing working capital		:
	b	Maximum limit of working capital sanctioned along with rate of interest		:
	c	Sanction No. & date		:
	d	Account No. of the unit against which the loan is sanctioned		:
	e	Total interest charged by the bank for the period from To In the account No. (to enclose bank statement for the period along with detailed break up).		:
	f	Total interest subsidy eligible @ 3% for the period from To		:

19		Remarks, if any.	:	
----	--	------------------	---	--

Certified that I have personally visited the unit and examined each and every particulars furnished by the claimant.....(name of the unit) and all the annexure/ relevant documents furnished with this claim and found them to be correct beyond all reasonable doubt.

:

Place

Signature of the Enquiry Officer

Date

Seal

**APPLICATION FORM FOR CLAIM UNDER
CENTRAL COMPREHENSIVE INSURANCE SUBSIDY SCHEME, 2007**

(The form, duly completed, may be submitted along with
necessary documents with respective District Industries Centre)

1	Name of the Industrial Unit	:	
2	Office address with telephone No.	:	
3	Factory address with telephone No.	:	
4	Constitution of the unit (whether proprietorship/partnership/private ltd./limited company/cooperative	:	
5	Name(s) & address(es) of the proprietor/partners/directors/secretary & president of the cooperative society.	:	
6	Date of registration under the Companies Act/the concerned Act including the Act.	:	
7	Registered Head Office of the Company	:	
8	Details of the registration of the unit with the concerned Department:	:	
	A.	If manufacturing sector , please indicate:	
	i	Acknowledgement No./date of Entrepreneur Memorandum (EM) – part-I (if any) of MSME	:
	ii	Acknowledgement No./date of Industrial Entrepreneur Memorandum (IEM) (if any) of DIPP.	:
	B	If Service sector , please indicate requisite Registration/License No. from the concerned Department.	
9	Date of commencement of Commercial Production (for New unit.)	:	
10	Whether the Unit was set up after 1.4.2007		
11	If existing unit undergoing substantial expansion, (i) what is the percentage of investment up to 31.3.2007?	:	

	(ii)	Date of commencement of commercial production after expansion.	:	
12		Actual capital Investment (Capitalized value)		Upto 31.3.2007 After 31.3.2007
A		Land/site development		<u>Rs.</u> <u>Rs.</u>
		(a) Cost of Land	:	
		(b) Cost of Site Development	:	
		(c) Cost of Boundary Wall	:	
B		Buildings		
		(a) Office	:	
		(b)Factory	:	
C		Plant and Machinery	:	
D		Accessories	:	
E		Cost Of Electrical/ Installation	:	
F		Cost of Erection/ Installation	:	
G		Miscellaneous fixed assets.	:	
		Total	:	
13		Whether a Certificate from a Registered Chartered Accountant (which needs to be Enclosed) on Capital Investment is attached [Form:1E(A)]	:	
14.		Means of Finance	:	
15		Whether availed Subsidy under Central Capital Investment Subsidy Scheme, 2007	:	
16.		Whether subsidy availed on a new unit or Expanded unit	:	
17.		If Capital Subsidy is not availed/ granted specify the reason thereof	:	
18.		Details of Power Utilization	:	
	(i)	Date of sanction of power and load	:	
	(ii)	Connected load and date of connection	:	
	(iii)	Details of production of the new unit	:	

19.	Give briefs details of manufacturing process of the unit (attach separate sheets, if necessary)		:	
	Name of the product(s)	Installed Annual Production Capacity		Actual Annual Production (year-wise)
20.	Fire Insurance for Fixed Assets			
	(a)	Name & Address of the Insured (To whom the policy is issued)	:	
	(b)	Date of commencement of first Fire Insurance on commission of the Unit	:	
	(c)	Period of Insurance	:	
	(d)	Fire Policy No (S).	:	
	(e)	Basis of Sum-Insured (Whether Book Value/ Market Value/ New Replacement Value)	:	
	(f)	Total Sum-Insured Break-up of Sum Insured	:	
		(a) Boundary Wall	:	
		(b) Buildings	:	
		(c) Plant & Machinery	:	
		(d) Misc. fixed Assets	:	
	(g)	Net Premium (net of all refunds received / due) paid as per the Fire Policy	:	
	(h)	Amount of Refund, if any, after Insurance of the Policy	:	
	(i)	Whether a certificate from the Policy issuing Office attached stating that the Policy was in force for the entire policy period and amount of refund availed/due [in the prescribed Format Form: 1E(B)]	:	
	(j)	Reimbursement of Insurance Premium availed so far under the scheme and details thereof.	:	

21.		Give Bank Account No., Name of the Bank & Branch where the subsidy Amount, if reimbursed, is to be deposited	:	
-----	--	--	---	--

22. Declaration:

I/ We hereby solemnly declare that the information furnished in this application for the reimbursement of insurance premium under the Central Comprehensive Insurance Scheme, 2007 are correct and true to the best of my/ our knowledge and belief.

Place:

Signature of the applicant (s)

Date:

Seal:

Certificate of the Enquiry Officer

Certified that I have examined each and every documents / particulars furnished in this claim application with all relevant documents produced before me and found to be correct beyond all reasonable doubt. I have also personally visited the unit on and verified the fixed assets belonging to the unit and found them exactly mentioned in the application form. I therefore recommended Rs. (in word) for reimbursement under the Central Comprehensive Insurance Scheme, 2007.

Signature of the Enquiry Officer

Seal:

Endorsement of the General Manager, DIC

Certified that I fully endorse the certificate of the Enquiry Officer as recorded above and I have fully satisfied myself that the particulars as verified by the enquiry officer are correct and I therefore recommended this proposal to the State level Committee for grant of reimbursement of Rs. (in word) under the scheme.

Signature of the General Manager

Seal:

CHECK LIST

Attested/certified copies of the following documents to be submitted along with this Application Form for Claim under Comprehensive Insurance Scheme:

(a) List of Documents:

(i)	A certified copy of registration Certificate of Central Comprehensive Insurance Scheme Form:1A.1/1A.2
(ii)	An Affidavit in From- 1E(C)
(iii)	Undertaking by Form:1E(D)
(iv)	A Certificate from a Registered Chartered Accountant for Capital Investment in prescribed Form:1E(A)
(v)	A Certificate from Fire Issuing Office(s) in the From- 1E(B)
(vi)	Copy of the policy(ies) including schedule(s) for the period for which reimbursement is sought
(vii)	Any other documents required by the concerned authority.

(b) List of Documents: For Claim for Second Policy Period onwards:

(i)	An Affidavit in From- 1E(C)
(ii)	A Certificate from a Registered Chartered Accountant for Capital Investment in prescribed Form: 1E(A)
(iii)	A Certificate from Fire Issuing Office(s) in the From: 1E(B)
(iv)	Copy of the policy(ies) including schedule(s) for the period for which reimbursement is sought
(v)	Any other documents required by the concerned authority.

From-1E(A)

Certificate from the Registered Chartered Accountant
(For New Industrial Unit)

Name of the **Chartered Accountant:** -----

I/We hereby certify that **M/S**-----had made the following capital investment in their Unit----- (name of the unit), located at ----- which went into commercial production on-----for manufacturing of -----by the industrial unit.

Sl. No:	ITEM OF FIXED ASSETS	UP TO 31-3-2007	FROM: 31-3-2007 UP TO CURRENT DATE
1.0	Cost of Land		
1.1	Cost of Site Development		
1.2	Cost of Boundary Walls		
2.0	Cost of Buildings (completed value)		
3.0	Cost of Plant & Machinery		
3.1	Cost of Accessories		
3.2	Electrical Installation		
3.3	Cost of Erection/Installation		
3.4	Miscellaneous fixed assets		

We have verified the books of accounts including the invoices and payment particulars and certify that the aforesaid information are true:

Date:
Place:

Signature of the Chartered Accountant
Registration No:
Seal:

Format of Certificate from relevant Fire Insurance Policy Issuing Office

(Use a separate form for Endorsement Policy, if any)

(To be given on the letter pad of concerned Insurance Co.)

Certified that the following information stands true in respect of Standard Fire and Special Perils policy issued in the interest of M/s _____ for their industrial unit manufacturing _____ goods.

Policy No.	Period of Insurance:
Whether the policy has run for 365 days:	Description of risk:
Location of property:	Whether SI is on Market Value or Reinstatement Value basis:

Amounts in Rs.

Description of properties insured	SI on assets acquired before 31.3.2007	Premium	SI on assets acquired on or after 01.04.2007	Premium	Total (A+C)	Total premium (B+D)
	A	B	C	D	E	F
A Buildings						
(a) Factory building:						
(b) Office/Admn. Building						
(c) Residential building, if any (please specify)						
(d) Any other building (please specify)						
Boundary wall covering factory						
Plant & machinery:						
(a)						
(b)						
(c)						
Electrical installations:						
(a)						
(b)						
FFF:						
(a)						
(b)						
B Stocks/Inventory, if any						
a)						
b)						
C Add-on cover (Earthquake only), if any						
D Terrorism Loading, if any						
TOTAL :						

Discount allowed, if any:

Service tax paid:

Net premium paid:

Premium refunded, if any:

Any other relevant information:

We further confirm that no further refund of premium is due/outstanding for reduction of sum insured, deletion of perils, silent risk period, cancellation of the policy, revision of rate/tariff, fire protection, good claims experience, or due to any other reasons under the policy.

The statements made herein above are true to the best of my knowledge and belief.

Place:

Date:

Signature & Seal of the
Divisional/Branch Manager

From: 1E(C)

(To be typed in non-judicial stamp paper of Rs.15/-)

AFFIDAVIT

I, Shri/Smti _____ son/daughter/wife of _____ aged _____ years, residing at _____, District _____ and Proprietor/Director/Managing Partner of M/s _____ do hereby solemnly affirm and state as follows:

1. That all particulars furnished by me on behalf of the Industry known as M/s _____ in connection with the application for Central Comprehensive Insurance Subsidy to the Director of Industries & Commerce, _____ are correct and based on records/verified information and in case of any such particulars being subsequently found to be false and/or misrepresentation of facts, the aforesaid Company shall refund the entire amount of Central Comprehensive Insurance Subsidy received by it besides any other penal measures under the law of the land.

This is true to my knowledge.

2. That I have been paying regularly premiums against the following policies:

a)

b)

This is true to my knowledge.

3. That I have not surrendered the policies numbered _____ before the expiry date.

This is true to my knowledge.

4. That the details of the dues to banks/financial institutions/Govt. institutions/agencies, etc., are furnished as hereunder:

a)

b)

This is true to my knowledge.

5. That I state as hereunder the names of other institutions wherein I am interested as Proprietor/Partner/Director:

a)

b)

6. That this affidavit will be used for the purpose of obtaining the subsidy as referred to above and shall be used as a piece of evidence in any case.

Identified by me

Deponent

Advocate

Solemnly affirmed before me by the deponent, who is identified by Shri _____, Advocate, on this _____ day of 20____.

Magistrate

(To be typed in non-judicial stamp paper of Rs.15/-)

(UNDERTAKING)

I Shri/Smti _____ son/daughter/wife of
 _____ aged ____ years, resident of _____, of
 village _____ in the District of _____ Proprietor/Director/Managing
 Partner of _____, situated at _____, in the District of
 _____ have received today a sum of Rs. _____ (Rupees
 _____) only which sum I hereby acknowledge as
 Central Comprehensive Insurance Subsidy for my industries/industry carrying under the name and style
 of M/s _____ hereinafter referred to as the Industrial Unit
 and I on behalf of the Industrial Unit give the following undertaking for the said Central Comprehensive
 Insurance Subsidy.

1. That I on behalf of the Industry shall maintain detailed statistics/accounts of production and utilization of raw materials and finished products disposed of and shall keep such statistics/accounts open for inspection on request from the Director of Industries, Govt.

2. That in case any over payment is made due to wrong calculation or misinterpretation of the rule or otherwise the same amount will be refunded as and when demanded by the Director of Industries/disbursing agencies. In default I shall be liable personally to refund the above said sum.
3. That M/s _____ have dues, as on date to Banks, Financial Institutions and other Govt. Agencies/Deptt., the details of which is furnished below.

Name & address of the Bank/FI/Govt. Agency/Deptt	Amount (Rs)
-----	-----
-----	-----

Name and signature of witness

- 1.
- 2.

 (signature of the executant)

**PROFORMA FOR AGENDA NOTES TO BE SUBMITTED TO STATE LEVEL/DISTRICT
LEVEL COMMITTEE UNDER NEIIPP, 2007**

- 1 Name and address of the applicant unit :
- 2 Location of the Industrial unit :
3. Name of the manufacturing/ Service Sector :
activities as per NEIIPP, 2007
- 4 Date of registration in case of company / :
cooperative society / partnership
 - a Whether new/ existing unit under going expansion :
 - b In case of new unit date of commencement of :
production
 - c In case of expansion unit, date of going into :
commercial production after expansion.
- 5 PMT registration No with date / :
Acknowledgement of Entrepreneur Memorandum
of part-II with date / Acknowledgement of
Industrial Entrepreneur Memorandum with date /
Industrial Licence No & Date (wherever
applicable).
- 6 Employment generated :
- 7 Item(s) of Production/ Services to be produced

Sl no	Item/s	Annual Installed Capacity	Value in Rs.
1			
2			
3			
4			

- 8 Project cost including the margin money for :
working capital
- 9 Name/s of the Financial Institution/ Bank :
- 10 Means of Finance (in Rs) :
 - a. Promoter's Contribution / Equity :
 - b. Loan from Bank / FI :
 - c. Unsecured loan :
 - d. Government Equity / margin money :
- 10 Details of fixed capital investment (in Rs) :

	For new unit (actual investment made)	Existing unit expansion	under going	Total
		Prior to expansion	During expansion	
a	Land			
b	Building			
c	Plant & Machinery			
d	Electrical Installation			
e	Pre-operative preliminary expenses to be capitalized			
f	Other miscellaneous fixed assets			
	Total			

12. Recommendation :
- (i) Central Capital Investment Subsidy (in Rs.) :
- (ii) Central Interest Subsidy (in Rs.) :
- (iii) Central Comprehensive Insurance Scheme (in Rs.) :

Signature of the Member Secretary
of SLC/DLC

Decision of the State level / District Level Committee meeting held on at

Signature of the Chairman of the
SLC/DLC

**PROFORMA TO BE SUBMITTED TO NEDFi BY THE SLC FOR DISBURSEMENT OF
SUBSIDY UNDER CCISS, 2007**

- 1 Name and address of the applicant unit :
2. Activity of the unit :
- 3 Location of the Industrial unit :
- 4 Date of registration in case of company / :
cooperative society / partnership
- a Whether new/ existing unit under going expansion :
- b In case of new unit date of commencement of :
production
- c In case of expansion unit, date of going into :
commercial production after expansion.
- 5 PMT registration No with date / :
Acknowledgement of Entrepreneur Memorandum
of part-II with date / Acknowledgement of
Industrial Entrepreneur Memorandum with date /
Industrial Licence No & Date.
- 6 Employment generated :
- 7 Item/s of Production/ Services
- 8 Name/s of the Financial Institution/ Bank from :
whom financial assistance has been sought by the
unit.
- 9 Means of Finance (Rs) :
- a. Promoter's Contribution / Equity :
- b. Loan from Bank / FI :
- c. Unsecured loan :
- d. Government Equity / margin money :
10. Total fixed capital investment (in Rs) :
11. Investment in Building/ Civil construction :
- 12 Investment in plant and machinery (in Rs.) :

- a. For new unit :
- b. For existing unit undergoing expansion :
- 13. Investment in other fixed assets/equipments (in Rs.) :
- 14. Total amount approved by the SLC/DLC and recommended for disbursement (Rs.) :
- (i) Central Capital Investment Subsidy (in Rs.) :
- (ii) Central Interest Subsidy (in Rs.) :
- (iii) Central Comprehensive Insurance Scheme (in Rs.) :
- 15. Date of SLC/DLC held long with No. under CCISS,07 :
- 16. Name of the Banker, address and Account no of the unit :

Signature of the Member Secretary
of SLC/DLC

AGREEMENT

An agreement made on the day of two thousand and between the Government of, represented by the Director of Industries, or his nominee (herein after called the State Government) of the **First Part**

AND

Shri/Smti Son/ daughter/wife of authorized signatory of M/S a partnership firm/ Cooperative society / proprietary concerned / company concerned registered under the Companies Act bearing registration no. dtd. / firm registration no dtd / Acknowledgement No of EM- pt-II / IEM acknowledgement No..... dtd (here in called the unit) located at for manufacturing / rendering services of of the **SECOND PART**.

Where as

1. The unit has made an application to the State Government to avail benefit under the Central Capital Investment Subsidy Scheme under NEIIPP, 2007.
2. After verification and scrutiny of claim, the Member Secretary of the State Level Committee is satisfied and placed the claim of the UNIT before the SLC/DLC in its meeting held on ----- SLC approved the claim of Central Capital Investment Subsidy Scheme (CCISS)/ Central Interest Subsidy Scheme/Central Comprehensive Insurance Scheme and recommended for disbursement from the North Eastern Development Finance Corporation (NEDFi), Guwahati, the designated disbursing agency nominated by Government of India for an amount of Rs. (Rupees) only.
3. The UNIT is required under Section 124 of the Indian Contract Act, 1872, Chapter-VIII of the Indemnity and Guarantee and u/s 126 of the Act to enter into an agreement with the Government of regarding the matter specified in the said Section of the Act.

NOW IT IS HEREBY AGREED AND DECLARED AS FOLLOWS:

1. The subsidy will be disbursed to the UNIT by NEDFi , the designated agency for disbursement.
2. The UNIT will bear all other charges as may be incidental to the purpose of registration etc.
3. The State Government shall advise NEDFi to disburse the subsidy amount to the UNIT , subject to the conditions hereinafter set forth , viz:
4.
 - (a) That the UNIT, its successor and assigns are bound to abide by the conditions of the scheme.

- (b) That if the Government of India / State Government / Financial Institution / Bank concerned is subsequently satisfied that the subsidy granted to UNIT has been obtained by misrepresentation as to an essential fact/s, furnishing of false information or if the UNIT goes out of production within 5 (five) years after commencement of commercial production, the Central Government/State Government/NEDFi shall ask the UNIT to refund the amount, for safety of the public fund, after giving a reasonable opportunity to the UNIT of being heard.
- (c) That the UNIT , without taking prior approval of the Union Ministry of Commerce & Industry (Department of Industrial Policy & promotion) / State Government / Financial Institution / Bank concerned , shall not change the location of the whole or any part of the UNIT or effect any substantial contraction or dispose of a substantial part of its total fixed capital investment on which subsidy has been granted, within a period of 5 (five) years after its going into commercial production.
- (d) The UNIT shall furnish Annual Progress Report (APR) to the Union Ministry of Commerce & Industry (Department of Industrial Policy and Promotion)/State Government concerned, every year, about its working for a period of continuous 5 (five) years after going into production.
- (e) That if the UNIT commits a breach of any of the covenants herein contained, it shall be lawful for the State Government/Central Government to ask for refund of the subsidy amount so disbursed and thereupon, the grant or subsidy amount so approved and disbursed shall become null and void and of no effect and all right of the UNIT on the subsidy amount shall at once cease and determine.
- (f) In case of any dispute or claim arising as a result of the subsidy amount of Rs. (Rs.....) disbursed by NEDFi and approved by SLC in its meeting held on and the agreement made on this day of Two thousand the Courts only in the State of alone shall have the jurisdiction.

IN WITNESS WHEREOF the parties here to have signed this agreement on the dates respectively mentioned against their signature.

AUTHORISED SIGNATORY OF THE UNIT

ON BEHALF OF THE GOVERNMENT OF

Company / firm with date & Seal

.....
Director of Industries ,

Witness:

Seal & date

Name with father's name & address

- 1.
- 2.

Signature

Monitoring Form: 4**ANNUAL PROGRESS REPORT TO BE SUBMITTED BY THE UNIT IN DUPLICATE TO DIC**

(One copy for DIC and another copy for Directorate of Industries and should be submitted on or before 20th April, every year)

1.	Name and address of the Unit, telephone no, e-mail address, website etc.	:	
2.	Registration no/Acknowledgement No of EM part-II/Acknowledgement No. of IEM and date	:	
3.	Date of going into commercial production	:	
4.	Amount received from NEDFi till date of submission of this return ,viz: (i) Central Capital Investment Subsidy: (ii) Central Interest Subsidy (iii) Central Comprehensive Insurance Scheme	:	
5.	Whether new/Expansion unit	:	
6.	Items of production of the unit	:	
7.	Employment generated in the Unit	:	
	a. Before getting the Subsidy	:	
	b. After getting the subsidy	:	
8.	Whether any expansion programme undertaken by the unit after getting subsidy	:	
9.	Whether the unit has fully utilized the subsidy amount for creation of additional fixed assets or utilising the fund in working capital, please specify	:	
10.	Sales of finished product during the last financial year, with quantity & value.	:	

Signature of the Authorised person
Date & Seal

(COPY)

All communications should be addressed to the Government of India, Ministry of Industry by title NOT by name

Telegram : INDMINISTRY
Telex : 031-66565
Fax : 011-23062626

*No.10(5)/2008-DBA-II/NER
Government of India
Ministry of Commerce & Industry
(Deptt. of Industrial Policy & Promotion)
Udyog Bhawan, New Delhi -110 011*

Dated the 25 August, 2008

To

The Secretary (Industries)
Department of Industries,
State Government of North Eastern Region
(Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Tripura and Sikkim)

Sub: North east Industrial and Investment promotion Policy (NEIIPP), 2007- registration under the Schemes.

Sir,

As per the provision of the Central Capital Investment subsidy Scheme, 2007, Central Interest Subsidy Scheme, 2007 and Central Comprehensive Insurance Scheme, 2007 issued on 27.7.2007 (for manufacturing sector) and 21.9.2007 (for service sector) an industrial unit should get itself registered prior to taking effective steps.

2. It has been brought to the notice that since the above schemes were notified on 27.7.2007 /21.9.2007, the condition of registration thereunder came to the knowledge of industrial units only there after. Some units could not , therefore, get themselves registered under the aforesaid schemes till 27.7.2007/21.9.2007 all though they had taken effective steps prior to that.

3. Since registration of an industrial unit is a pre-requisite to claim subsidy under the above subsidy scheme, it has been decided that the industrial unit who could not get themselves registered upto 27.7.2007/21.9.2007 may, permitted to get themselves registered under the above subsidy scheme latest by 31.12.2008. In such cases, the State Level committee may condone the delay for registration in respect of such units while considering their claims.

4. It is requested that this may be given wide publicity.

Yours faithfully,

Sd/-

(P. Bhardwaj)

Under Secretary to the Government of India

Copy to:

- (i) All Director (Industries), Directorate of Industries of NER
- (ii) CMD, NEDFi, Guwahati, Assam.