

**INSPECTION REPORT**  
West Bengal Food Processing Incentive Scheme- 2021

1. Name of the Unit	
2. Location of the Unit	
3. Registered office address of the Unit	
4. Status of the unit (Prop./Part./Pvt. Ltd Company, Co-operative, SHG etc)	
5. Whether it's a new unit or expansion with existing one	
6. Products to be manufactured with installed capacity	
7. Name & designation of the Inspecting Officer	
8. Date of inspection with time	
9. Name of the Informant with designation	
10. Whether date and time of inspection had been made known to unit earlier <b>(Y/N)</b>	
11. Contact No. of the Prop./Part./Dir./Informant	
12. Category of the Unit (Micro/Small/Medium/Large)	
<b>13.. Date of commencement of production with comments:</b>	
13a. As a new unit	
13b. As a Expansion unit with existing one	
14. Date of the approval of the Project Proposal by Bank	
15. Approval authority details	
16. Date of Term Loan sanction with amount.	
<b>17. Total value of plant &amp; machineries</b>	
17a. Value of Plant & machineries which are directly related to production	
17b. Value of Plant & machineries which are not directly related to production	

18. Whether Chartered Engineer (Mechanical) with Registration No. or District Engineer Zilla Parishad has approved the cost of installed plant & machineries?	
19. Whether Chartered Account with Membership No. has verified the expenditure made by the unit in prescribed format?	

20. Whether Appraisal report of the project from Bank/Financial Institution submitted	
21. Whether Documents like Bank's disbursement certificate submitted.	
22. Whether Bank's disbursement statement and also bank statement regarding authentication to the payment to the machine supplier has been submitted?	
23. Whether Tax Invoice, Challan copies and also money receipt of plant & machinery has been submitted?	
24. Whether all the Tax Invoice copies, Challan and money receipts of all Plant & Machineries have been verified with original one?	
25. Amount of Grant/Incentive applied for & also on what category?	

29. Whether the unit is eligible for 1 <sup>st</sup> /2 <sup>nd</sup> installment grant/incentive under West Bengal Food Processing Incentive Scheme-2021?	
30. Amount of grant/incentive may be sanctioned as 2 <sup>nd</sup> installment , if approved and considered	

<b>31. Remarks/ comments of the Inspecting Officer</b>	
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Date

Place:

Signature of the Inspecting Officer