

**OPERATIONAL GUIDELINES
OF
INDUSTRIAL AND INVESTMENT POLICY OF
ASSAM 2014**

(Approved vide No. CI.187/2012/pt-III/36 dtd 31st December, 2014)

Urgent/ Operational guidelines

GOVERNMENT OF ASSAM
OFFICE OF THE COMMISSIONER OF INDUSTRIES & COMMERCE : ASSAM
UDYOG BHAWAN : BAMUNIMIDAM : GUWAHATI- 781 021

No:CI&C(II)US/48/2014/313

Dated Guwahati, the 9th January, 2015

To

1. The Additional Director of Industries & Commerce, Karbi-Anglong, Diphu
2. The General Manager
District Industries & Commerce Centre
Barpeta/ Baksa/ Bongaigaon/ Cachar/ Chirang/ Darrang/ Dhemaji/ Dhubri/ Dibrugarh/
Dima Hasao/Goalpara/Golaghat/Hailakandi/Jorhat/Kamrup (Metro)/ Kamrup (Rural)/
Karimganj/ Lakhimpur/ Morigaon/ Nagaon/ Nalbari/ Sivasagar/ Sonitpur/ Tinsukia/
Udalguri.

Sub: Approved operational Guidelines of the Industrial & Investment Policy of Assam, 2014 (other than Tax Incentives)

Ref: No. CI.187/2012/pt-III/36 dtd 31/12/2014

Sir,

In inviting a reference to the subject cited above I am directed to enclose a copy of above mentioned approved guidelines of the Industrial & Investment Policy of Assam, 2014 (Annexure-A) for your kind perusal and implementation.

Further, you are requested kindly to circulate it among the all officers/Staffs under your jurisdiction for speedy implementation of the incentive/s under the policy.

Yours faithfully

Addl. Director of Industries & Commerce (US)

Udyog Bhawan : Bamunimaidam

Memo No: CI&C(II)US/48/2014/313-A

Dated Guwahati, the 9th January, 2015

Copy with a copy of Annexure-A is forwarded to:

1. PS to Hon'ble Minister of Industries & Commerce Department, Dispur for information.
2. PS to the Addl. Chief Secretary to the Government of Assam , Industries & Commerce Department , Dispur for information.
3. The Managing Director, AIDC Ltd, RGB Road, Guwahati- 781024 for his kind information and necessary action.
4. The Commissioner of Taxes, Assam, GS Road, Guwahati- 781 006 for his kind information.
4. OSD to Commissioner of Industries & Commerce, Assam for information.
5. Additional Director of Industries & Commerce LAZ/UAZ/NAZ/H&BV/BTAD/FP/DICC for information and necessary action.

Addl. Director of Industries & Commerce (US)

Udyog Bhawan : Bamunimaidam

(COPY)
GOVERNMENT OF ASSAM
INDUSTRIES & COMMERCE DEPARTMENT
ASSAM SECRETARIATE (CIVIL)
DISPUR::: GUWAHATI-6

No.CI.187/2012/Pt-III/36

Dated Dispur, the 31st December, 2014

From: Shri. R.P. Das, ACS
Joint Secretary to the Government of Assam
Industries & Commerce Department

To: The Commissioner
Industries & Commerce, Assam
Bamunimaidam, Guwahati-21

Sub: Approval of Policy Guidelines of Industrial & Investment Policy of Assam, 2014
Ref: Your letter No. CI&C (II)US/48/2014/234 dtd 6-08-2014

Sir,

In inviting reference to the subject cited above, I am directed to convey the approval of the Govt. to the Policy guidelines of Industrial & Investment Policy of Assam, 2014 with the following modification/incorporation,

1) In respect of submission of self-certified photocopies of documents relating to Building along with application form for EC under IIPA, 2014 for New Micro units/Existing micro/Small, medium and large unit as appeared in Appendix 1 of column 4 of pg 27, 28, Appendix 7 column 5 at page 58, Appendix 13 of page 86, shall be replaced by the following lines “ Civil estimate and completion certificate to be countersigned by a competent Civil Engineer from any Government department as per vested power depending upon the investment amount of upto 5 lakhs or above 50 lakhs or by any registered valuer”.

2) A new Chapter as Chapter-4 may be inserted in the guidelines as under “The State Government reserves the right to modify any part of the guidelines in public interest at any time”.

Yours faithfully

Joint Secretary to Government of Assam
Industries & Commerce Department

Memo No.CI.187/2012/Pt-III/36-A

Dated Dispur, the 31st December, 2014

Copy to:

- 1) P.S to Hon'ble Minister, Industries & Commerce, Assam for information.
- 2) P.S to Addl. Chief Secretary, Industries & Commerce, Dispur for information.
- 3) P.S to Commissioner & Secretary, Industries & Commerce Department for information.
- 4) Managing Director, AIDC Ltd, RGB Road, Guwahati-24 for information.

Joint Secretary to Government of Assam
Industries & Commerce Department

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Chapter:1 GENERAL

1.1 Introduction:

These guidelines have been framed under the provisions of Clause-10.7 of Industrial & Investment Policy of Assam, 2014 with the objective of specifying the procedures to be observed for getting incentives, sanction and disbursement and also for recovery of incentives if drawn irregularly or fraudulently. The period of validity and effective date of these guidelines shall be effective from 01-03-2014 and shall remain valid for a period of 5 (five) years, i.e. up to 28.02.2019.

1.2 Definitions are reproduced below (Ref. Clause 4.3)

1. Manufacture means any activity that brings out a change in an article or articles as a result of some process, treatment, labour and results in transformation into a new and different article so understood in commercial parlance having a distinct name, character and use, but does not include such activity of manufacture as may be determined by the Government.
2. Existing unit means a unit, which is or was in commercial production in the State of Assam prior to 01.03.2014.
3. New unit means, a unit, which has commenced commercial production in the State of Assam during the validity period of the Industrial & Investment Policy of Assam 2014.
4. “Substantial Expansion” means increase in value of Fixed Capital Investment of an existing unit by at least 25% as well as increase of employment by at least 10%. Prior to going for expansion, the unit should be operating at least at an average 75% capacity during the period of 3 previous years.
5. “**Diversification**” means Fixed Capital Investment made by an existing unit for manufacturing of new product(s)/for rendering new service(s) in the same location of the existing unit, provided that the Additional Fixed Capital Investment is not less than 25% of the **gross value of existing Fixed Capital investment** and increase in regular employment at least by 10% of people of Assam.
6. “**Modernisation**” means investment made by an existing unit in the Fixed Capital Investment in the same location of the existing unit, involving new/improved technology having definite advantage(s) in the same location of the existing unit in **reduction of cost of production or in increase of profit margin**, provided that the additional Fixed Capital Investment is not less than **25% of the gross Fixed Capital Investment**..
7. Micro, Small and Medium units means investment in Plant and Machinery up to Rs. 25.00 lakh, Rs. 5.00 Crore & Rs. 10.00 Crore.
8. Large unit means investment in Plant & Machinery above Rs. 10.00 Crore.
9. Mega Project means investment in Fixed Capital Investment above Rs. **100.00 Crore** or generating a **minimum 1000** regular employment.
10. “Fixed Capital Investment” means and includes investment in Plant & Machinery or additional investment in Plant & Machinery (for expansion unit) and factory building for the units other than Micro Units. In case of Micro Units, in order to encourage micro units, cost of land will also be included in Fixed Capital Investment.

1.3 Eligibility Criteria (ref , Clause 4.4 of the Policy):

- a) All New Units and their subsequent Substantial Expansion/ Modernization/ Diversification as well as Existing units which are undergoing Expansion/ Modernization/ Diversification except those in Annexure-1 shall be eligible under the Industrial & Investment Policy of Assam 2014.
- b) A unit shall have employment of minimum of 80% people of Assam in the Managerial cadre and minimum of 90% people of Assam in the Non-Managerial cadre.
 - i. Employment certificate for Micro and Small units shall be issued by the District Employment Officer of the concerned district.

- ii. Employment certificate for Medium and Large units shall be issued by the Director of Employment & Craftsmen Training.
- c) A unit availing grants/incentives from a Department/ an agency under the State/ Central Government/ Foreign Agency shall not be eligible for similar type of incentives under this Policy.
- d) Incentives/ Grants/Concessions / Financial support under this policy shall be applicable to units in the Private Sector, Joint Sector, Co-operatives, Partnership firm, Self-help Group (SHG), Trust, Non Governmental Organization (NGO) as well as units set up by State Government, Central Public Sector undertakings shall not be eligible for any incentive under the Policy.
- e) The unit undergoing Expansion/Modernization/ Diversification shall be eligible for incentives only for the Additional Fixed Capital Investment made i.e. for the Expanded/ Diversified/ Modernized portion of the existing unit.
- f) Service sector activities like Employment -oriented skill building/Vocational Training Institute, Hotels/Resorts above 2 Star category and Diagnostic facility which specializes in AIDS, Liver, Kidney, Heart and Brain shall be eligible to get the benefit under the policy.

1.4 Eligibility Certificate :

- 1) Eligibility Certificate is a certificate which shall be issued by the General Manager of the District Industries & Commerce Centre for Micro units, Commissioner of Industries & Commerce for Small Scale units and Managing Director, Assam Industrial Development Corporation Ltd (AIDC Ltd) for Medium & Large units. This shall be issued after ensuring that all the criteria for eligibility have been fulfilled to the full satisfaction of the competent authority.
- 2) No right or claim for any incentives under the Policy shall be deemed to have been conferred by the policy merely by virtue of the fact that the unit has fulfilled on its part the conditions of the Policy .The incentives/subsidies cannot be claimed as a matter of right.
- 3) The incentives under the Policy cannot be claimed unless the Eligibility Certificate has been issued under the Policy by the implementing agency concerned and the unit has complied with the stipulation/conditions of Eligibility Certificate to the satisfaction of the competent authority.
- 4) The decision of the implementing agency, subject to such direction as Government may issue from time to time in this regard shall be final and binding.

1.5 Eligible/ non-eligible items of Civil Works and Plant & Machinery:

Part-1 : For Manufacturing Sector

(A) Eligible Civil Works :

The following Civil Works directly connected to manufacturing process / service rendered will be treated as eligible for consideration as “Fixed Capital Investment”:

- i. Factory shed/ institutional building (in case of Service sector) (to be restricted to prevalent APWD(B) Schedule of Rates).
- ii. Raw material and finished product **godown** attached to main factory-shed/ institution building (to be restricted to prevalent APWD(B) Schedule of Rates).
- iii. Essential civil construction works like machine/equipment foundation (to be restricted to prevalent APWD(B) Schedule of Rates).
- iv. Engineers’ Certificate shall be submitted as per Annexure: 1.A and 1.B
- v. Actual cost of civil works shall be submitted as per Annexure: 2

(A.1) Non-Eligible Civil works for Manufacturing Sector.

The following Civil Works not directly connected to manufacturing process / service rendered will be treated as **non-eligible** for consideration as “Fixed Capital Investment” (the list is not exhaustive) :

- i. Boundary Wall & gate
- ii. Approach Road/ internal roads
- iii. Land Development
- iv. Office Building/Space utilized for office
- v. Raw material /finished product godown situated at a different location other than factory /institutional premises
- vi. Any residential building or rest house/guest house
- vii. Canteen
- viii. Labour rest room and quarters for workers
- ix. Security/ Guard Room or enclosure
- x. Construction of weigh bridge
- xi. Consultancy fee, taxes etc.

(B) Eligible Plant & Machinery :

- a) The following items of Plant & Machinery will be treated as eligible for consideration as “Fixed Capital Investment”:
- i. Original price of machinery / equipment directly connected to manufacturing process / Service rendered
- ii. Accessories like tools, jigs, dies, moulds directly connected to manufacturing process / Service rendered
- iii. Motors connected with Plant & Machinery
- iv. Machinery/equipment installation , erection and commissioning
- v. Transportation charges, ~~Transit Insurance~~, VAT/CST, Excise Duty, entry tax etc paid (in case of indigenous machinery / equipment)
- vi. Import duty, shipping charges, customs clearance charges, VAT / CST , transportation charges from port , entry tax etc. paid (in the case of imported machinery / equipment).
- vii. Payment against all the above items must be made by A/c payee cheque / Demand Draft /NEFT/RTGS which should be reflected in the Bank Statement to be submitted with the application for Eligibility Certificate.
- viii. Chartered Accountant Certificate (CA Certificate) Shall be submitted as per Annexure:3.A & 3.B.

(B.1) Non-Eligible Plant & machinery

The following items **will not be treated under eligible** “Fixed Capital Investment” (the list is not exhaustive):

- i. Plant & Machinery not directly related to manufacturing process / Service rendered
- ii. Fuel, Consumables, Spares and Stores
- iii. Computers and allied office furniture
- iv. Vehicles
- v. Second hand/ old machinery
- vi. Closed circuit TV camera and security system related equipments
- ix. Stationery items
- vii. Quality Control (R&D), Pollution Control and Fire Fighting equipment
- viii. Electrical Installations including internal electrification, Panel Board, dedicated transformer, gas producer plant , power generating set etc.

Part-2: Cost of Land as fixed capital for Micro unit :

In case of Micro units, in addition to the investment in Plant & Machinery (or additional investment in Plant & Machinery for expansion /modernization or diversification unit) and Factory Building the cost of actual purchase of land as reflected in the registered Deed of Sale, including registration charges and stamp duty will be treated as “Fixed Capital Investment”. However, the actual requirement of land shall be determined by the DLC.

Part-3: For Service Sector

(1) Eligible components of Fixed Capital for Service sector:

1. Vocational Training Institutes:

- i. Cost of construction of institutional building
- ii. Cost of land for Micro Units
- iii. All instruments, office machines and such other electro- mechanical or electronic appliances/equipments which are directly related to the service rendered including class room equipments, machine room equipments, laboratory equipments and essential furniture and fixtures but excluding disposable items/components.

2. Diagnostic facility specializing in AIDS, Liver, Kidney, Heart and Brain:

- i. Cost of construction of building
- ii. Cost of land for Micro Units
- iii. Equipments related to diagnosis of AIDS, Liver, Kidney, Heart and Brain diseases.

3. Hotels /Resorts above 2 Star category

All Hotels and Resorts of 2 Star and above category, as certified by the Tourism Department, will be eligible for availing 50% Luxury Tax for a period of 10 (ten) years subject to fulfillment of conditions as laid down by the Finance (Taxation) Department/ Commissioner of Taxes, Govt. of Assam as the case may be.

Part-4: For PV Module upto 20 KW:

a. Eligible investment

1. Cost of PV Panels, Battery, Inverter and electrical /electronic components directly involved with the generation of power.

2. Cost of Installation of PV Panels.

3. Cost of Transportation of equipments, Taxes, etc paid.

4. Cost of cable/s from the inverter to energy meter of the unit.

1.6 Mega project:

1. 4 (four) sets of application for Mega project shall be submitted directly to the Sr. most Secretary of the Industries & Commerce Department, Government of Assam as per Form : 7 along with the required documents as mentioned in the form.

2. The Industries & Commerce Department shall forward the application form along with the documents one set each to the Managing Director, AIDC Ltd, Finance Department, Revenue Department and Chairman Pollution Control Board of Assam or any other department/agency, as the case may be, within 7 (seven) days from the date of receipt of the application form along with the supporting documents.

3. The concerned department(s)/agency (ies) shall examine the proposal/s and submit their views to the Industries & Commerce Department within 30 (thirty) days from the date of receipt of the application.

4. On receipt of the comments from the department(s)/agency(ies), the Industries and Commerce Department shall examine the proposal/s, prepare agenda note and shall submit before the appropriate committee for approval.

5. On receipt of the approval of the appropriate committee, the concerned designated department/s shall issue necessary notification within 30 (thirty) days from the date of approval of the minutes of the meeting from the competent authority.

1.7 Issuance of Artisan Identity Card (AIC)

The Artisan shall apply for Artisan Identity Card as per Form: 8 General Manager, DICC of the concerned district shall issue the Artisan Identity Card within one month as per Form :8.A from the date of receipt of the prescribed application form from the artisans.

1.8 Others:

- 1) Changes in capital investment, product, date of commencement of production / service after substantial expansion / diversification / modernization etc. should be recorded in the EM Part

- II/ IEM acknowledgement etc. of the unit before applying for EC.
- 2) No condonation of delay in submission of application of EC or other application for incentive shall be allowed. However, in case of sufficient ground, the condonation may be allowed by the District Level Committee for Micro sector, State Level Committee constituted for Small Scale sector for Small Sector and the State Level Committee constituted for Medium and Large units for Medium and Large sector.
 - 3) Cash payment for construction / procurement of machinery, etc above Rs.20000.00 (Rs twenty thousand) shall not be allowed. However, any cash payment made by any unit prior to date of notification of these guidelines shall be allowed and the concerned implementing agency should examine thoroughly the sources of such fund.
 - 4) Determination of Fixed Capital Investment: - In case of any differences arises in determination of fixed capital investment, the DLC/SLC constituted for the purpose shall examine and take a decision on it.
 - 5) In case of existing unit undergoing expansion /modernization/ diversification as the case may be, joint capacity assessment should be submitted along with the EC application form. The unit concern should apply their intention of taking up expansion/modernization/diversification programme well in advance to the General Manager, DICC of the concerned district or Managing Director, AIDC as the case may be. The Fixed Capital Investment made by the unit shall be computed from the date of their advance application till the date of going into commercial production after expansion/modernization /diversification. The authenticated advance application should be enclosed with the application for Eligibility Certificate.
 - 6) New unit under the Policy shall be allowed for Expansion/Modernization/Diversification subject to completion of three consecutive years of production under the Policy.
 - 7) The assessment of Civil construction shall be computed as per existing "Schedule of Rates" of APWD and should be compared with the Bank Appraisal, CA Certificate and actual expenditure statement of the unit. Any payment made by cash shall be deducted.
 - 8) The cutoff date of investment in Civil Construction as well as in Plant machinery shall be the date of receipt of acknowledgement of EM-1/IEM till the date of commercial production of the unit. The SLC/DLC is the competent authority to determine the cost of Fixed Capital Investment of the unit for the purpose of granting Eligibility Certificate.
 - 9) For all the incentives, irrespective of Micro/ Small / Medium and Large, the concerned Member Secretary shall take the initiative to hold the meeting in time as prescribed in the Policy (Ref , Chapter-10). The proposal shall be placed before the committee on the basis of date of received of the proposal at the concerned authority.
 - 10) The Commissioner of Industries & Commerce shall ensure to release the fund against the incentive/s approved by the various committees subject to availability of fund sanction made by the Government. The concerned implementing agency should communicate the requirement of fund along with the list of approved units within 30th April every year so that the sanction proposal/s may be submitted to the Government within the stipulated time.
 - 11) The unit concerned should submit an undertaking (Annexure;5) with the disbursing agency for releasing the fund. The amount shall be released through the Bank Account of the unit only, no cash shall be released.
 - 12) In the event of any irregularity found in documents or any misrepresentation of facts, the Authority like General Manager, DICC or Commissioner of Industries & Commerce or Managing Director, AIDC Ltd, as the case may be, may issue notice/s, Show cause and withdraw the benefit immediately. The concerned authority may allow the unit to submit their representation/ replies not exceeding 15 (fifteen) days time from the date of issuance of the Show cause. The decision of the concerned committee shall be final and binding.
 - 13) The concerned authority shall ask the unit to refund the cash benefit within a period of 30

(thirty) days. If the unit fails to do so, the authority may go for legal action at the competent court of law for recovery of the amount.

14) In the event of closure of any unit after continuous production of five years from the date of commercial production, the amount of grant/subsidy so approved by the concerned committee shall be released to the unit concerned through their Bank/s or Financial Institution/s.

15) All eligible units shall submit an Affidavit as per Annexure:4 stating that the information submitted along with the application/s is true.

1.9 Monitoring:

For effective monitoring of the Policy and its broad outline, following measures shall be taken:

(1) The General Manager, DICC of the concerned district shall convene a monthly review meeting on or before 10th day of each month and submit the minutes of the meeting to the Commissioner of Industries & Commerce, Assam.

(2) The Commissioner of Industries & Commerce shall convene a meeting with the General Manager, DICCs at least twice in a year to review the implementation of the Policy as well as other ongoing schemes of the department.

(3) The General Manager, DICC shall submit a monthly progress report as per Form:10 to the Commissioner of Industries & Commerce by 7th of every month by online/manually.

1.10 Right to Modify:

The State Government reserves the right to modify any part of the guidelines in public interest at any time.

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CHAPTER : 2 :
PROCEDURE FOR ISSUE OF ELIGIBILITY CERTIFICATE

2.1 Submission of Application :

The Application for grant of Eligibility Certificate shall be submitted to the following agencies , viz:

(a) For Micro and Small units to the concerned General Manager, District Industries & Commerce , Centre (DICC) and

(b) For medium and Large Industries to the Managing Director, Assam Industrial Development Corporation Ltd (AIDC Ltd), RGB Road, Guwahati- 781 024.

2.2 The manner of submission and prescribed application forms etc are given below:

1) Micro Units :

- a) All the New Micro units shall apply in Form : 1.A and Existing Micro units undertaking Expansion/Diversification/Modernisation in Form :1. B .
- b) Two sets of application for Eligibility Certificate shall be submitted to the concerned authority in prescribed format manually till further instruction for online submission.
- c) Micro units shall submit their application for Eligibility Certificate within one year from the date of commercial production to the General Manager, DICC of the concerned district.
- d) The documents indicated in Checklist Appendix-1 (for New units) and Checklist Appendix-2 (for existing units), shall be submitted along with the application for Eligibility Certificate.
- e) Incomplete / ineligible applications shall be returned to the unit by GM, DI&CC justifying reasons for rejection within 10 (ten) days from the date of receipt of the application for eligibility certificate.
- f) GM, DI&CC will get the unit physically verified by an officer authorized by him within 10 (ten) days. Besides Physical Verification of the unit, the enquiry officer will also ascertain eligibility of the unit and submit his enquiry report in Appendix-3 for new unit and Appendix-4 for existing unit.
- g) After ascertaining eligibility of the unit, GM, DI&CC will forward the approved “Agenda Note” as per Appendix-5 for new units and Appendix-6 for existing units along with 1 (One) set of application with enclosures to the concerned Superintendent of Taxes for their views if the concerned Micro unit applied for any Tax related incentive.
- h) After receipt of views from the Superintendent of Taxes, such application for Eligibility Certificate will be placed before the District Level Committee (DLC) for consideration.
- i) After approval by the DLC, EC will be issued to the unit for availing incentives under the Policy as per Form:2.A for New Units and Form:2.B for existing unit.
- j) In case of application/s, other than Tax related incentives, the General Manager, DICC will issue the eligibility certificate within one month from the date of receipt of the application.
- k) List of Employees shall be submitted as per Annexure:6

2) Small Scale Units :

- a) New Small units shall apply in “FORM:3.A “ and Existing Small units undertaking Expansion/Diversification/Modernisation shall apply in “FORM:3.B” .
- b) Application for Eligibility Certificate shall be submitted in three sets to the concerned authority in prescribed format manually till further instruction for online submission.
- c) The documents shall be submitted as per check list in Appendix-7 (for New units) and Appendix-8 (for existing units), shall be submitted along with the application for Eligibility Certificate.
- d) Incomplete/ ineligible application forms shall be returned to the concerned units by the GM, DICC within 10 (ten) days from the receipt of application form justifying reasons for rejection with intimation the unit.

- e) GM, DI&CC will get the unit physically verified through a designated officer. Besides physical verification of the unit, the enquiry officer will also ascertain eligibility of the unit and submit his enquiry report in Appendix-9 for new units and Appendix-10 for existing units.
 - f) After ascertaining eligibility of the unit and also with confirmation that the proposal is ready in all respect , GM, DI&CC will forward 2 (Two) sets of application with enclosures to the Commissioner of Industries & Commerce, Assam for grant of eligibility certificate. In the event of any shortfall of documents or misrepresentation of facts, the same shall be returned to the GM DICCC.
 - g) Commissioner of Industries & Commerce, Assam will ascertain the eligibility of the unit for EC. In case the Fixed Capital Investment recommended by GM, DI&CC is more than Rs. 200.00 Lakh, the Commissioner of Industries & Commerce will get the unit re-verified by an officer not below the rank of Additional Director. Commissioner of Industries & Commerce will also examine the mode of payments in respect of Plant & Machinery and Factory Building through F & AO/Sr. F&AO.
 - h) The Commissioner of Industries & Commerce will forward the approved “Agenda Note” as per Appendix-11 for new units and Appendix-12 for existing units along with 1 (one) set of application with enclosures to the Commissioner of Taxes for their views.
 - i) After receipt of views from the Commissioner of Taxes, the application for Eligibility Certificate will be placed before the State Level Committee (SLC) for consideration.
 - j) In case of any unit applied for incentives other than Tax related incentive, the Agenda Note shall be prepared and placed before the SLC for approval.
 - k) After approval by the SLC, EC will be issued to the unit for availing incentives under the policy as per FORM:4.A for New Units and FORM:4.B for existing unit.
 - l) List of Employees shall be submitted as per Annexure:6
- 4) Medium & Large Units :**
- a) New Medium & Large units shall apply in FORM:3.A and Existing Medium & Large units undertaking Expansion/Diversification/Modernisation shall apply in “FORM:3.B” .
 - b) Application for Eligibility Certificate shall be submitted in two sets to the concerned authority in prescribed format manually till further instruction for online submission.
 - c) The documents indicated in Appendix-7 (for New units) and Appendix-8 (for existing units, shall be submitted along with the hard copy of application for Eligibility Certificate.
 - d) MD, AIDC will get the unit physically verified by an officer/group of officer/s of AIDC as the case may be. Besides Physical Verification of the unit, the enquiry officer/s will also ascertain eligibility of the unit and submit his/their enquiry report in Appendix-9 for new units and Appendix-10 for existing units. MD, AIDC will also get the mode of payments in respect of Plant & Machinery and Factory Building checked by the Financial Controller.
 - e) MD, AIDC will forward the approved “Agenda Note” as per Appendix-11 for new units and Appendix-12 for existing units along with 1 (One) set of application with enclosures to the Commissioner of Taxes for their views. Incomplete / in eligible applications shall be returned to the unit justifying reasons for rejection.
 - f) After receipt of views from the Commissioner of Taxes, the application for Eligibility Certificate will be placed before the State Level Committee (SLC) for consideration.
 - g) In case of any unit applied for incentives other than Tax related incentive, the Agenda Note shall be prepared and placed before the SLC for approval.
 - h) After approval by the SLC, EC will be issued to the unit for availing incentives under the policy as per form FORM:4.A for New Units and FORM:4.B for existing Unit.
 - i) List of Employees shall be submitted as per Annexure:6

2.3 **State Capital Investment Subsidy for Micro Units (New Units only)**

- a) **New Micro** Units shall apply in Form:5
- b) Application for State Capital Investment subsidy shall be submitted to the concerned authority in prescribed format manually till further instruction for online submission.
- c. The documents indicated in Appendix-13 shall be submitted along with the application for State Capital Investment Subsidy for Micro Units.
- d. GM, DI&CC will get the unit physically verified by an authorised officer.
Besides Physical Verification of the unit, the enquiry officer will also ascertain the quantum of State Capital Investment Subsidy eligible for the unit and submit his enquiry report in Appendix-20.
- e. On receipt of enquiry report in respect of eligibility as well as quantum of eligible State Capital Investment Subsidy for the unit, GM, DI&CC will place the proposal before the District Level Committee (DLC) for consideration.
- f. On receipt of the approval of the DLC, one statement combined with the Minutes of DLC shall be forwarded to the Commissioner of Industries & Commerce for allotment of fund.
- g. On receipt of the fund, the GM DICCC will release the incentives to the unit/s through their respective Bank account as per chronology of the list. Prior to release of incentive, field verification shall be carried out through an officer of the DICCC or as directed by the Commissioner of Industries & Commerce, as the case may be.
- h. The unit shall submit an undertaking as per Annexure:7 before release of any grant by the General manager.

2.4 **Quality Certification:**

1. Eligible shall apply in Form No : 6 to the General Manager, DICCC of the concerned district.
2. District Level Committee will scrutinize and approve the subsidy on Quality Certification / Technical Know-how.
3. New and Existing unit undergoing substantial expansion / diversification / modernization will be eligible.
4. 75% of the fee payable for obtaining BIS / ISO / FPO / AGMARK certification and fee payable for getting technical Knowhow from recognized Research Laboratory / Institutions like CFTRI, CIPET etc. Both Fee paid initially at the time of obtaining Quality Certification / Technical Know-how and Annual Renewal Fee / Recurring Royalty fixed for maximum period of 5 years will be eligible subject to a total ceiling of Rs. 2.00 lakh per unit under the Industrial & Investment Policy of Assam, 2014.
5. Self attested copies of the following documents are to be submitted along with the application for the Subsidy on Quality Certification / Technical Know-how :
 - i Eligibility Certificate.
 - ii MOU / Agreement executed with the organization providing Technical Know-how / Quality Certification of its product, process etc.
 - iii Bills, Memo, Money Receipts etc. of actual payment made.
 - iv Certificate of performance, empanelment in any organization of Govt. of India or any State Govt. / UT of the country or Abroad .
 - v Any other document recognizing reputation and genuineness of the Quality Certification / Technical Know-how agency.
 - vi Project Feasibility Report.

2.5 **State Capital Subsidy for PV Modules upto 20 KW:**

- a) Educational Institutions, research facilities, hospitals, nursing homes and public utility facilities from the non-government sector shall be eligible for State Capital Subsidy @ 20% of the cost of PV modules upto 20 KW in addition to the incentives, if any, offered by the Central Government.
- b) Application along with all the documents shall be submitted to the concerned DICCC as per Form:9

- c) The eligible investment shall be : Cost of PV Panels, Battery, Inverter and electrical /electronic components directly connected with the generation of power.
- d) Cost of installation of PV Panels, cost of transportation of equipments, Taxes, etc paid and cost of cable/s from the inverter to energy meter of the unit shall also be eligible for the subsidy.
- e) The applicant unit shall submit the CA certificate, Engineer's Certificate , actual cost of civil construction, if any , as per the prescribed format for industries.
- f) Payment made by cash shall be ineligible.
- g) All bills vouchers, money receipt, bank statement, etc shall be submitted along with the application form.
- h) Investment made by the applicant unit/organization on or after 1/3/2014 shall be considered as eligible investment for determining the subsidy.

Chapter:3
Application Form, Annexure and Appendix for applying various incentives

Annexure:1.A
ENGINEER'S CERTIFICATE
(for all new units)

I / we hereby certify that against an estimated value of **Rs.**
(**Rupees**) on the Building and other civil construction works of **M/S** Located at having Production / Service activity of has completed Civil Construction as shown below :

s	Particulars	Date of Starting	Date of completion	Assessed Value	Remarks
1	Factory / Institution Building and other civil construction works directly connected to manufacturing / service activities of the unit				
2	Office Building , Labour Quarter and other civil construction works not directly connected to manufacturing / service activities of the unit				

Date :
Place

Signature of the Engineer
Name :
Designation :
Seal

N.B.: This certificate is not required if the investment in civil works is below Rs.5.00 lakhs.

Annexure:1.B
ENGINEER'S CERTIFICATE

(For Existing units undergoing Expansion/Modernisation/Diversification)
(for all units)

I / we hereby certify that against an estimate of Rs.
(Rupees) on the Building and other civil construction works of M/S Located at
..... having **Production / Service activity of**
..... has completed Civil Construction for undergoing expansion / modernisation / diversification as shown below :

SL	PARTICULARS	FOR UNDERGOING EXPANSION / MODERNISATION / DIVERSIFICATION			TOTAL ASSESSED VALUE
		DATE OF STARTING	DATE OF COMPLETION	ASSESSED VALUE OF WORK	
1	Factory / Institution Building and other civil construction works directly connected to manufacturing / service activities of the unit				
2	Office Building , Labour Quarter and other civil construction works not directly connected to manufacturing / service activities of the unit				

Date :
Place

Signature of the Engineer

Name
Designation
Seal

N.B.: This certificate is not required if the total investment in civil works is below Rs.5.00 lakhs

Annexure:2
Statement of Actual Cost of Civil Works
(For all category of units including New/Existing)

(a) Date of Acknowledgement of EM 1/IEM:

(b) Date of production :

Sl	Item/s	Name of the Supplier/ Contractors	Bill no and Date	Amount of Bill (in Rupees)	Mode of Payment	Remarks

Signature of the Applicant with Seal

Annexure :3.A
CERTIFICATE FROM THE REGISTERED CHARTERED ACCOUNTANT
(New Unit- all categories)

I/ We hereby certify that M/S.....(name and address of the unit),has made the following capital investment in their unit for manufacturing /rendering of services ofThe unit started commercial production /rendering of services of.... **with effect** from..... and the actual cost upto the date of commercial production on is as follows:

Sl	Particulars	Gross Value of investment in Rupees
1	Land(including registration fees and stamp duty)	
2	Land Development	
3	Factory/Institutional Building	
	Office Building	
4	Plant and Machinery/Equipments	
	i. Basic Value including taxes, insurance etc	
	ii. Transportation /loading/unloading charges	
	iii. Installation/erection charges.	
5	Accessories	
6	Electrical Installation	
	i.Drawal of Powerline	
	ii.Internal Electrification	
	iii.DG set	
7	Preliminary & pre-op..expenses capitalized	
8	Miscellaneous fixed assets	
Total		

A. Source of Finance

- 1.Promter's contribution/partners' capital :
2.Term Loan from Bank/financial institution :
3.Unsecured Loan :
4.Any other sources (to be specified) :

Total

B. Details of Promoter's/partners' capital (pl. attach additional sheet if required)

Name	PAN	Mode of payment(Cheque /DD etc with No.&date)	Amount

C. Details of unsecured loan (pl. attach additional sheet if required):

Name	PAN	Mode of payment(Cheque/DD etc with No.& date)	Amount

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 aforesaid items have been duly paid for and no credit is raised there against in the books of the unit.

Date:

Signature of the Chartered Accountant
Registration No.& Seal

N.B. This certificate is not required if the total fixed capital investment is below Rs.5.00 lakhs

Annexure- 3.B

**CERTIFICATE FROM THE REGISTERED CHARTERED ACCOUNTANT
(Existing unit undergoing Expansion – all categories)**

I/ We hereby certify that M/S.....(name and address of the unit),has made the following capital investment in their unit during expansion/modernization/diversification for manufacturing /rendering of services ofThe unit started **commercial production /rendering of services of....** after expansion/modernization/diversification **with effect from.....**

Sl	Particulars	Gross Value of investment in Rupees(prior expansion/modernization/diversification)	Gross Value of investment in Rupees(during expansion/modernization/diversification)	Gross Value of investment in Rupees (after expansion/modernization/diversification)
1	Land(including registration fees and stamp duty)			
2	Land Development			
3	Factory/Institutional Building			
	Office Building			
4	Plant and Machinery/Equipments			
	i. Basic Value including taxes, insurance etc			
	ii. Transportation /loading/ unloading charges			
	iii.Installation/erection charges.			
5	Accessories			
6	Electrical Installation			
	i. Drawal of Power line			
	ii. Internal Electrification			
	iii.DG set			
7	Preliminary & pre-op..expenses capitalized			
8	Miscellaneous fixed assets			
Total				

A. Source of Finance for additional investment

- 1.Promter's contribution/partners' capital :
 - 2.Term Loan from Bank/financial institution :
 - 3.Unsecured Loan :
 - 4.Internal accrual :
 5. Any other sources (to be specified) :
- Total

B.Details promoter's/partners' capital (pl. attach additional sheet if required)

Name	PAN	Mode of payment(Cheque/DD etc with No.&date)	Amount

C.Details of unsecured loan (pl. attach additional sheet if required)

Name	PAN	Mode of payment(Cheque/DD etc with No.& date)	Amount
------	-----	---	--------

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 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

(Non-Judicial Stamp Paper of Rs.20/-)

Annexure:4
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 at
3. That the particulars furnished in the claim application for subsidy under the State Capital Investment Subsidy under the Industrial & Investment Policy of Assam 2014 are true to my knowledge. 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 the 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 refund the subsidy and also liable to be punished under laws of the land.
5. That I Shri / Smti the deponent of the above, do hereby solemnly declare and affirmed 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 identified by Sri/Smti
..... Advocate on this day

Magistrate/ Notary
Seal

(Non-Judicial Stamp Paper of Rs.20/-)

Annexure:5
UNDERTAKING

I/We _____, Sri/Srimati _____
son/daughter / wife of
Sri / Late _____ age _____
years, resident of _____ (Full Address) Managing
Director / Managing Partner/ Proprietor / Authority holder of M/s. _____
registered office at _____, factory located at
_____ (Full Address) in the district of _____
having manufacturing / service activities of _____
having received to-day a sum of Rs. _____
(In words) _____ only by
cheque / BD receipt of which I/we hereby acknowledge as the
_____ (incentive) under the Industrial & Investment Policy of
Assam 2014 for my /our unit carrying under the name & style of _____ M/s.
_____ herein
after referred to as “ Enterprise / Unit” and I/We on behalf of the unit give the following undertaking for
the said grant/ subsidy.

1. That, I /we, on behalf of the unit shall maintain detailed statistics/account of production and utilization of raw materials / consumables and finished products disposed of / service rendered and shall keep such statistics/accounts open for inspection on request from the implementing agency.
2. That in case of the grant/ subsidy has been obtained by me /us by misrepresenting of essential facts / furnishing false information or if my/our unit goes out of production /service or effect substantial contraction within two years from the date of receipt of grant / subsidy or within five years from the date of commencement of commercial of production / service whichever is later, I/we shall refund the grant/subsidy if it is claimed by the implementing agency after I / we be given an opportunity of being heard.
3. That in case , any overpayment is made due to wrong calculation or misinterpretation of the rule or otherwise, the same amount shall be refunded by me /us or shall be adjusted against future grant/subsidy due, as and when demanded by the implementing agency.
4. That I/We shall fulfill the conditions laid down in the Industrial & Investment Policy of Assam 2014.
5. That I/we shall abide by all the rules and regulation as stipulated under the Industrial & Investment Policy of Assam, 2014 and also any modification thereof, in due course.
6. That I / We shall utilize the grant /subsidy for the purpose for which it is given and furnish a certificate of its utilization to the implementing agency within a period of 3 (three) months from the date of receipt of payment of the grant / subsidy.
7. In case, my / our unit closed or sold out or handed over to any other parties before the expiry of the validity period mentioned in the MOU / Agreement executed with the organization providing Technical Know-how / Quality Certification of its product, process etc. , I/ We or my/ our successor(s) shall be personally liable to refund the Subsidy

Date

Place

Witnesses.

1.

2.

Signature of the Executants

Office seal

Annexure: 6
List of Employees

Sl	Name of the Employee	Fathers Name	Home Address	Date of Joining	Monthly Salary (in Rs)

Signature of the applicant unit

FORM : 1.A
APPLICATION FORM FOR ELIGIBILITY CERTIFICATE (For Micro
New Unit)

1	a	Name of the Unit	:	
	b	Factory address	:	
2	a	Constitution of the unit (whether Proprietorial/ partnership / Private Limited Company/ Co-operative Society/Trust/any other legal entity	:	
	b	Name & address of Proprietor /Partners/ Directors/ Secretary/ President /Trustee etc.	:	
3	Details of Registration of the Unit		:	
	a	EM Part-I acknowledgement No.& date.	:	
	b	EM Part-II acknowledgement No.& date.	:	
4	Date of commencement of commercial production/ Service rendered			
5	Details of land :			
	a	Whether the land is owned/leasehold from private party/ allotted by the Government / Government Agency	:	
	b	If own, No and date of registration of the purchase deed & purchase price	:	
	c	Total area	:	
	d	Dag Number, Patta Number, Revenue Village and Mauza	:	
6	Details of Factory Building :			
	a	Whether own building or leasehold	:	
	b	In case of own building :	:	
		(1)Total area of the building	:	
		(2) Cost of construction	:	
		(3) Date of Starting of construction.	:	
		(4) Date of Completion of construction	:	
		(5) Total Cost of Construction (in Rupees)	:	
7	Details of Fixed Capital Investment (Gross Value)			
	Particulars		Gross value in Rs.	
1	Land(including Registration fee &Stamp Duty)			
2	Land Development			
3	(i) Factory/Institutional Building			
	(ii) Office Building			
4	Plant and Machinery/Equipments			
	i.	Basic value including taxes, insurance etc		
	ii.	Transportation /loading/unloading charges		

	iii. Installation/erection charges	
5	Accessories	
6	Electrical Installation	
	i. Drawal of Power-line	
	ii. Internal Electrification	
	iii. DG set	
7	Preliminary & pre-op..expenses capitalized	
8	Miscellaneous fixed assets	
Total		

8	Details of Sources of Finance	
	Particulars	Amount in Rs.
a	Promoter's contribution	
b	Term Loan from Bank /Financial Institution	
c	Un Secured Loan	
d	Any other source (to be specified)	
Total		

9	Details of Power :		
a	Sanctioned Power Load (quantum of load and date of sanction)	:	
b	Quantum of connected Power Load and date of connection	:	
c	Date of 1 st bill of APDCL	:	
d	In case power is yet to be connected :		
	(i) Rating of DG Set	:	
	(ii) Date of NOC from Electrical Inspector for installation of DG Set	:	

10. Details of the production / service rendered :

Sl no	Item(s)	Annual Installed capacity		Actual performance since the date of commencement of commercial production/service to the date of submission of the application		Remarks
		Quantity	Value in Rupees	Quantity	Value in rupees	
1	2	3	4	5	6	7

11. **Details of Raw Materials /Consumables:**

Sl. No	Item(s)	Annual requirement		Actual utilisation since the date of commencement of commercial production/service to the date of submission of the application		Remarks
		Quantity	Value in rupees	Quantity	Value in rupees	
1	2	3	4	5	6	7

12. **Employment Generation:**

(A) Direct

Sl. No.	Category	No. of employees, who are		Total	Remarks
		People of Assam	People not belonging to Assam		
1	Managerial				
2	Non Managerial				

(A) In-Direct (Under the provision of Contract Labour Act , etc.)

Sl. No.	Category	No. of employees, who are		Total	Remarks
		People of Assam	People not belonging to Assam		
1	Managerial				
2	Non Managerial				

13. **Incentives applied for:**

Sl. No.	Name of the incentive(s)	Remarks

14. **Declaration:**

I/We hereby solemnly declare that the information furnished in this application for grant of Eligibility Certificate claiming various incentives under the Industrial & Investment Policy of Assam, 2014 are correct and true to the best of my/our knowledge and belief.

Place:

Signature of the applicant(s)

Form:1.B
APPLICATION FORM FOR ELIGIBILITY CERTIFICATE
(For Existing Micro Unit undergoing expansion /diversification / modernization)

1	a	Name of the Unit	:	
	b	Factory address	:	
2	a	Constitution of the unit (whether Proprietorial/ partnership / Private Limited Company/ Co-operative Society /Trust/any other legal entity	:	
	b	Name & address of Proprietor /Partners/ Directors/ Secretary/ President /Trustee etc.	:	
3	Details of Registration of the Unit :			
	a	EM Part-I acknowledgement No.& date.	:	
	b	EM Part-II acknowledgement No.& date.	:	
	c	No. and date of EC issued to the unit prior expansion / diversification /modernization	:	
4	Date of commencement of commercial production/ Service rendered			
	a	Initial date of commencement of commercial production/service rendered	:	
	c	Date of commencement of commercial production /service rendered after Expansion / diversification / modernization.	:	
5	Details of land :			
	a	Whether the land is owned/leasehold from private party/ allotted by the Government / Government Agency	:	
	b	If own, No and date of registration of the purchase deed & purchase price	:	
	c	Total area	:	
	d	Dag Number, Patta Number, Revenue Village and Mauza	:	
6	Details of Factory Building :			
	a	Whether own building or leasehold	:	
	b	In case of own building :	:	
	(i) Prior Expansion :			
		Area of construction	:	
		Cost of construction	:	
	(ii) After Expansion :			
		Additional area of construction	:	
		Cost of construction of additional area	:	

7	Details of fixed Capital Investment (Gross Value)
----------	--

		Fixed Capital Investment		
S	Particulars	Prior Expansion	During Expansion /diversification / modernisation	After Expansion / diversification / modernisation
1	Land			
2	Land Development			
3	(i)Factory/Institutional Building			
	(ii)Office Building			
	Plant and Machinery			
4	i. Basic value including taxes, insurance etc			
	ii. Transportation /loading/unloading charges			
	iii. Installation/erection charges			
5	Accessories			
	Electrical Installation			
6	i. Drawal of power-line			
	ii. Internal electrification			
	iii. DG set			
7	Preliminary & pre-op..expenses capitalized			
8	Miscellaneous fixed assets			
Total				
8	Details of Sources of Finance(for additional investment only)			
	Particulars	Amount in Rs.		
a	Promoter's contribution			
b	Term Loan from Bank /Financial Institution			
c	Un Secured Loan			
d	Any other source (to be specified)			
Total				

9		Details of Power :	
(A) Prior expansion /diversification / modernization :			
a	Sanctioned Power Load	:	
b	Connected Power Load	:	
c	Date of Power Connection	:	
d	In case, power is not connected :		
	(i) Rating of DG Set	:	
	(ii) Date of NOC from Electrical Inspector for installation of DG Set	:	
(B) After expansion /diversification / modernization :			
a	Additional Power Load Sanctioned		
b	Additional Power Load Connected		
c	Date of Connection of additional Power		
d	In case, power is not connected :		
	(i) Rating of DG Set		
	(ii) Date of NOC from Electrical Inspector for installation of DG Set		

10. **Details of the production / service rendered :**

(a) **Prior to expansion /diversification / modernization:**

Sl. No.	Item(s)	Annual Installed capacity		Actual average production during three years prior expansion		Remarks
		Quantity	Value in Rupees	Quantity	Value in rupees	
1	2	3	4	5	6	7

(b) **After expansion /diversification / modernization:**

Sl. No.	Item(s)	Annual Installed capacity		Actual production since date of Commercial production after expansion		Remarks
		Quantity	Value in Rupees	Quantity	Value in rupees	
1	2	3	4	5	6	7

11. **Details of Raw Materials / Consumables :**

(a) **Prior Expansion /modernization/diversification:**

Sl. No.	Item(s)	Annual requirement		Actual average utilisation during last three years prior expansion		Remarks
		Quantity	Value in rupees	Quantity	Value in rupees	
1	2	3	4	5	6	7

(b) **After Expansion /modernization/diversification:**

Sl. No.	Item(s)	Annual requirement		Actual Utilisation since date of Commercial production after expansion		Remarks
		Quantity	Value in rupees	Quantity	Value in rupees	
1	2	3	4	5	6	7

12. Employment Generation:

(a) Prior Expansion /modernization/diversification:

Sl. No.	Category	No. of employees, who are		Total	Remarks
		People of Assam	People not belonging to Assam		
1	Managerial				
2	Non Managerial				

(b) After Expansion /modernization/diversification

Sl. No.	Category	No. of employees, who are		Total	% increase in employment
		People of Assam	People not belonging to Assam		
1	Managerial				
2	Non Managerial				

(c) Indirect Employment after expansion (Under the provision of the Contac Labour Act, etc.)

Sl. No.	Category	No. of employees, who are		Total	% increase in employment
		People of Assam	People not belonging to Assam		
1	Managerial				
2	Non Managerial				

13. Incentives applied for :

Sl. No.	Name of the incentive(s)	Remarks

14. Declaration:

I/We hereby solemnly declare that the information furnished in this application for grant of Eligibility Certificate claiming various incentives under the Industrial & Investment Policy of Assam, 2014 are correct and true to the best of my/our knowledge and belief.

Place:
Date:

Signature of the applicant(s)
Seal

Appendix:1
CHECK-LIST
NEW MICRO UNIT

Self certified photo copies of the documents to be submitted along with the application form for Eligibility Certificate under IIPA,2014 for New Micro Units

1	<p>Constitution of the Unit</p> <p>a.In case of a Partnership unit : i.Registered Deed of Partnership, ii. .General Power of Attorney iii. .List of partners with PAN.</p> <p>b.In case of Co-operative Society/SHG/NGO: i.Registration certificate from the Joint Registrar /Assistant Registrar of Co-Operative Society/Registrar of Firms & Societies.</p> <p>ii. Article of Memorandum of Association/By-Laws</p> <p>iii.Resolution of the General Body Meeting for Registration</p> <p>c.In case of a Company</p> <p>i.Registration certificate under the concerned Act</p> <p>ii.Memorandum and Articles of Association</p> <p>iii.List of Directors with PAN</p>
2	Entrepreneur Mémorandum Part I & Part II
3	<p>Land</p> <p>a.In case of own land</p> <p>i. Purchase deed/gift deed/any other document to establish ownership.</p> <p>b.In case of industrial land/shed allotted by any Government Agency</p> <p>i. Deed of Agreement ii.Up to date rent receipt</p> <p>c.In case of lease hold from private owner</p> <p>i. Notarized Lease deed Agreement</p> <p>d.In case of Government land/plot allotted by Government</p> <p>i. Allotment letter with up to date premium payment receipt.</p>
4	<p>Building:</p> <p>Civil Estimate and Completion certificate to be countersigned by a competent Civil Engineer from any Government department as per the vested power depending upon the investment amount of upto 5 lakhs or above 50 lakhs or by any registered valuer as per Annexure-1.A and detail cost of civil works shall be submitted as per Annexure:2</p>
5	<p>Plant & Machinery:</p> <p>i.Statement of Plant & Machinery as Per Annexure:4.A</p> <p>ii.Self certified copies of bills, vouchers and money receipts of Plant & Machinery and other assets.</p> <p>iii.Certificate from Chartered Accountant as per Annexure:3.A where the Fixed Capital investment is above Rs.5lakhs.</p>
6	Scheme/Project Report
7	Sanction letter from Bank /Financial institution on Term Loan/Working Capital (if any)
8	Power Sanction Letter and 1 st bill from ASEB/APDCL
9	NOC from Local Body/Authority.
10	NOC /Consent to Operate from Pollution Control Board(if applicable).(In case, issue of NOC /Consent to Operate is delayed, the unit may furnish the Money Receipt /acknowledgement against deposit of necessary fee at PCB for obtaining the NOC/Consent to Operate.)
11	List of employees with name ,address and designation, Employment Certificate from the District Employment Officer of the concerned district.
12	CST/VAT /Entry Tax Registration Certificates

**Appendix:2
CHECK-LIST**

MICRO UNIT-EXISTING

Self certified photo copies of the documents to be submitted along with the application form for Eligibility Certificate under IIPA,2014 for Existing Micro Unit undergoing substantial expansion/diversification/modernization.

1	Constitution of the Unit: a.In case of a Partnership unit :Registered Deed of Partnership, ii. .General Power of Attorney iii. .List of partners with PAN.
2	In case of Co-operative Society/SHG/NGO : i. Registration certificate from the Joint Registrar /Assistant Registrar of Co-Operative Society/Registrar of Firms & Societies. ii. Article of Memorandum of Association/By-laws iii. Resolution of the General Body Meeting for Registration
3	Entrepreneur Memorandum Part II (with incorporation of additional records in the original EM Part II duly endorsed by the GM,DI&CC).
4	Land a.In case of own land : i. Purchase deed/gift deed /any other document to establish ownership. b.In case of industrial land/shed allotted by any Government Agency : i. Deed of Agreement ii.Up to date rent receipt c.In case of lease hold land from private owner- Notarized Lease deed Agreement d.In case of Government land /plot allotted by Government- Allotment letter with up to date premium payment receipt.
5	Civil Estimate and Completion certificate to be countersigned by a competent Civil Engineer from any Government department as per the vested power depending upon the investment amount of upto 5 lakhs or above 50 lakhs or by any registered valuer as per Annexure-1.B and detail cost of civil works shall be submitted as per Annexure:2
6	Plant & Machinery i.Statement of Plant & Machinery as Per Annexure:4.A (Prior and during expansion) ii.Self certified copies of bills, vouchers and money receipts of Plant & Machinery and other assets in respect of the additional investment . iii.Certificate from Chartered Accountant as per Annexure:3.B where the total Fixed Capital investment (sum of Fixed Capital Investment prior expansion and during expansion) is above Rs.5lakhs.
7	Scheme/Project Report
8	Sanction letter from Bank /Financial institution on additional Term Loan/ (if any) for expansion/modernization/diversification.
9	Sanction letter against additional load and 1 st bill of ASEB/APDCL after commencement of commercial production/service rendered after expansion/modernization/diversification.
10	NOC from Local Body/Authority.
11	NOC /Consent to Operate from Pollution Control Board(if applicable).(In case, issue of NOC /Consent to Operate is delayed, the unit may furnish the Money Receipt /acknowledgement against deposit of necessary fee at PCB .
12	List of employees with name ,address and designation(prior &during expansion) ,Employment Certificate for the additional employment from the District Employment Officer of the concerned district
13	CST/VAT /Entry Tax Registration Certificates

Appendix:3
**ENQUIRY REPORT FOR GRANT OF ELIGIBILITY CERTIFICATE UNDER IIPA,2014
FOR NEW MICRO UNIT**

1	Name of the unit	:	
2	Date of commencement of commercial production/service rendered by the unit	:	
3	Date of e-filing of the application for EC by the unit with ID	:	
4	Time taken by the unit for e-filing of application for EC since the date of commencement of commercial production /service rendered	:	
5	Date of receipt of application by DI&CC	:	
6	Date of physical verification of the unit with name and designation of the enquiry officer	:	
7	Date of submission of report	:	
8	Factory address	:	
9	Constitution of the unit (whether Proprietary/ partnership / Private Limited Company/ Co-operative Society/Trust/any other legal entity	:	
10	Name & address of Proprietor /Partners/ Directors/ Secretary/ President /Trustee etc.	:	
11	EM Part-I acknowledgement No.& date.	:	
12	EM Part-II acknowledgement No.& date.	:	
13	Details of land :		
	a) Whether the land is owned/leasehold from private party/ allotted by the Government / Government Agency	:	
	b) If own, No and date of registration of the purchase deed & purchase price	:	
	c) Total area	:	
	d) Dag Number, Patta Number, Revenue Village and Mauza	:	
14	Details of Factory Building :		
	a) Whether own building or leasehold	:	
	b) In case of own building :	:	
	c) Total area of construction	:	
	d) Cost of construction	:	

15. Eligible Fixed Capital Investment

Sl	Particulars	Amount applied for(in Rs.)	Eligible amount (in Rs.)	Reasons of deviations/deductions.
1	Land			
2	Land Development			

3	Building			
	i.Factory/Institutional Building			
	ii.Office Building			
4	Plant and Machinery/Equipments			
	i. Basic Value including taxes, insurance etc			
	ii. Transportation/loading/unloading charges			
	iii.Installation/erection charges.			
5	Accessories			
6	Electrical Installation			
	i.Drawal of Powerline			
	ii.Internal Electrification			
	iii.DG set			
7	Preliminary & pre-op..expenses capitalized			
8	Miscellaneous fixed assets			
	Total			

16.Means of Finance

a	Promoter's contribution/Partners' Capital	
b	Term Loan from Bank /Financial Institution	
c	Un -secured Loan	
d	Any other sources (to be specified)	
	Total	

17. Details of Power:

a	Sanctioned Power Load	:	
b	Connected Power Load	:	
c	Date of Power Connection	:	
d	In case, power is yet to be connected :		
	(i) Rating of DG Set	:	
	Date of NOC from Electrical Inspector for installation of DG Set	:	

18. Details of the production / service rendered :

Sl. No.	Item(s)	Annual Installed capacity		Actual performance since the date of commencement of commercial production/service to the date of submission of the application		Remarks
		Quantity	Value in Rupees	Quantity	Value in rupees	
1	2	3	4	5	6	7

19. **Details of Raw Materials / Consumables :**

Sl. No.	Item(s)	Annual requirement		Actual Utilization since the date of commencement of commercial production/service to the date of submission of the application		Remarks
		Quantity	Value in rupees	Quantity	Value in rupees	
1	2	3	4	5	6	7

20. **Employment Generation:**

(a) Direct Employment

Sl. No.	Category	No. of employees, who are		Total	Percentage of people of Assam
		People of Assam	People not belonging to Assam		
1	Managerial				
2	Non Managerial				

(a) In-Direct Employment

Sl. No.	Category	No. of employees, who are		Total	Percentage of people of Assam
		People of Assam	People not belonging to Assam		
1	Managerial				
2	Non Managerial				

21. Eligible Incentives

Sl. No.	Incentives applied for	Incentives recommended in detail	Reasons of non-admissibility of incentive(if any)
1	2	3	4

Comments of the Enquiry Officer

Certified that I have examined each and every particulars furnished by the claimant, M/S.....,along with all the Annexure /relevant documents furnished with the claim and found them to be correct and beyond any reasonable doubt. I have also personally visited the unit **on.....** and physically verified land /building/plant and machinery/component items belonging to the unit ,whose details with regard to price etc ,as given below ,resemble with the details furnished in the application for **EC under IIPA,2014**.

- A .Gross Value of Fixed Capital Investment **applied for EC** :
- B .Gross Value of Fixed Capital Investment found **eligible for EC** :

Signature and Seal of the enquiry officer

Comments of the General Manager:

Having gone through the findings of the enquiry officer and after having satisfied myself in respect of correctness, genuineness and admissibility of the items claimed and corresponding expenses incurred, I do here by make my recommendation as under:

- A .Gross Value of Fixed Capital Investment **applied for EC** :
- B .Gross Value of Fixed Capital Investment found **eligible for EC** :

Signature and Seal of General Manager, DICCC

Appendix:4

ENQUIRY REPORT FOR GRANT OF ELIGIBILITY CERTIFICATE
(For Existing Micro Unit undergoing Expansion /diversification / modernization)

1	Name of the unit		
2	Date of commencement of commercial production /service rendered after expansion/modernization/diversification by the unit		
3	Date of e-filing of the application for EC by the unit with ID		
4	Time taken by the unit for e-filing of application for EC since the date of commencement of commercial production/services rendered after expansion/modernization/diversification		
5	Date of receipt of application for EC by DI&CC		
6	Date of physical verification of the unit with name and designation of the enquiry officer		
7	Date of submission of report		
8	Eligibility Criteria Conformity Check		
	I.Existing Unit undergoing substantial expansion		
	a. % Increase in Fixed Capital Investment during expansion		
	b. % Increase in regular employment		
	c. % increase in Annual Installed Capacity		
	d. % of average installed capacity utilized in the last three years preceding the year of expansion		
	II .Existing Unit undergoing modernization		
	a. % Increase in Fixed Capital Investment during modernization		
	b. Substantiation of- reduction of cost of production/increase in profit margin after modernization		
	III .Existing Unit undergoing diversification		
	a.% Increase in Fixed Capital Investment during diversification)		
	b.% Increase in regular employment		
9	No.& date of EC issued to unit prior expansion/modernization/diversification		
10	Factory address	:	
11	Constitution of the unit (whether Proprietary/ partnership / Private Limited Company/ Co-operative Society/Trust/any other legal entity	:	
12	Name & address of Proprietor /Partners/ Directors/ Secretary/ President /Trustee etc.	:	
13	Details of Registration of the Unit :		
14	EM Part-II acknowledgement No.& date.	:	
15	Date of commencement of commercial production/		

	Service rendered		
16	Initial date of commencement of commercial production	:	
17	Date of commencement of commercial production after Expansion / diversification / modernization.	:	
18	Details of land :		
	a. Whether the land is owned/leasehold from private party/ allotted by the Government / Government Agency	:	
	b. If own, No and date of registration of the purchase deed & purchase price	:	
	c. Total area	:	
	d. Dag Number, Patta Number, Revenue Village and Mauza	:	
19	Details of Factory Building :		
	a. Whether own building or leasehold	:	
	b. In case of own building :	:	
	(i) Prior Expansion/modernization/ diversification		
	Area of construction	:	
	c. Cost of construction	:	
	(ii) After Expansion/modernization/ diversification:		
	a. Additional area of construction	:	
	b. Cost of construction of Additional area	:	

20. Eligible Fixed Capital Investment

	Particulars	Fixed Capital Investment		Reasons of deviations /deductions
		Prior expansion /diversification , modernization	During expansion /diversification / modernization	
			Amount applied for Eligible amount	
1	Land			
2	Land Development			
3	(i) Factory/Institutional Building			
	(ii) Office Building			
	Plant and Machinery/Equipments			
4	i. Basic Value including taxes, insurance etc			
	ii. Transportation/loading/unloading charges			
	iii. Installation/erection charges.			
5	Accessories			
6	Electrical Installation			
	i. Drawal of Powerline			
	ii. Internal Electrification			

	iii.DG set				
7	Preliminary & pre-op..expenses to be capitalized				
8	Miscellaneous fixed assets				
Total					

21.Means of Finance

(For the **additional Fixed Capital Investment** during expansion/modernization/diversification)

Sl.No.	Particulars	Amount in Rupees
a.	Promoter's contribution	
b.	Term Loan from Bank /Financial Institution	
c.	Un Secured Loan	
d.	Internal accruals	
e.	Any other source (to be specified)	
Total		

22. Details of Power :

Prior Expansion /diversification / modernization :

a	Sanctioned Power Load	:	
b	Connected Power Load	:	
c.	Date of Power Connection	:	
d.	In case, power is not connected :		
	i.Rating of DG Set	:	
	ii.Date of NOC from Electrical Inspector for installation of DG Set	:	

During Expansion /diversification / modernization :

a.	Additional Power Load Sanctioned		
b.	Additional Power Load Connected		
c.	Date of Connection of additional Power		
d.	In case, power is not connected :		
	i.Rating of DG Set		
	ii.Date of NOC from Electrical Inspector for installation of DG Set		

23. Details of the production / service rendered :

(a) Prior to Expansion /diversification / modernization:

Sl. No.	Item(s)	Annual Installed capacity		Actual production during three years prior expansion/modernization/diversification		Remarks
		Quantity	Value in Rupees	Quantity	Value in Rupees	
1	2	3	4	5	6	7

(b) After Expansion /diversification / modernization:

Sl. No.	Item(s)	Annual Installed capacity		Actual production since date of Commercial production after expansion/modernization/diversification		Remarks
		Quantity	Value in Rupees	Quantity	Value in Rupees	
1	2	3	4	5	6	7

24. **Details of Raw Materials / Consumables :**

(a) Prior expansion/modernization/diversification :

Sl. No.	Item(s)	Annual requirement		Actual utilization during last three years prior expansion/modernization/diversification		Remarks
		Quantity	Value in rupees	Quantity	Value in rupees	
1	2	3	4	5	6	7

(b) After expansion/modernization/diversification :

Sl. No.	Item(s)	Annual requirement		Actual utilization since date of commercial production /service rendered after expansion/modernization/diversification		Remarks
		Quantity	Value in rupees	Quantity	Value in rupees	
1	2	3	4	5	6	7

25. Employment Generation

(a) Prior expansion /modernization/diversification:

Sl. No.	Category	No. of employees, who are		Total	Percentage of people of Assam
		People of Assam	People not belonging to Assam		
1	Managerial				
2	Non Managerial				

(b) After expansion /modernization/diversification:

Sl. No.	Category	No. of employees, who are		Total	Percentage of people of Assam
		People of Assam	People not belonging to Assam		
1	Managerial				
2	Non Managerial				

26. Eligible Incentives

Sl. No.	Incentives applied for	Incentives recommended in detail	Reasons of non-admissibility of incentive(if any)

Comments of the Enquiry Officer

Certified that I have examined each and every particulars furnished by the claimant, M/S....., along with all the Annexure /relevant documents furnished with the claim and found them to be correct and beyond any reasonable doubt. I have also personally visited the unit on..... and verified land /building/plant and machinery/component items belonging to the unit ,whose details with regard to price etc ,as given below ,resemble with the details furnished in the application for **EC under IIPA,2014**.

- A .Gross Value of **additional Fixed Capital Investment applied for EC** :
- B .Gross Value of **additional Fixed Capital Investment found eligible for EC** :

Signature and Seal

Comments of the General Manager:

Having gone through the findings of the enquiry officer and after having satisfied myself in respect of correctness, genuineness and admissibility of the items claimed and compliance of conformity to the eligibility criteria by the unit as laid down in IIPA,2014 , I do here by make my recommendation as under:

- A .Gross Value of **additional Fixed Capital Investment applied for EC** :
- B .Gross Value of **additional Fixed Capital Investment found eligible for EC** :

Signature and Seal

Appendix:5
Agenda Note
for New Micro Unit
For Eligibility Certificate under Industrial and Investment Policy of Assam 2014

1. Name of the Unit : M/s

2. Address of the Unit with Telephone No.

i) Office :

ii) Factory :

3. Constitution of the Unit :

4. Details of Proprietor/Partners/Directors :

Name	Address	PAN

5. Permanent Account No. of the Unit	:	
6. EM part II No. & date	:	
7. Date of Commercial Production	:	

8. Details of Raw Material(s)/Consumables :

Name of the Raw Material (s)	Annual Requirement	Value (Rs.)	Remarks

9. Details of Finished Product(s)/services rendered :

Item (s)	Annual installed Production Capacity	Value (Rs.)	Actual Production from the date of commencement till date of submission of application

10. Employment Position :

Particulars	Managerial	Non Managerial	Total
Number of Employees			
Percentage of people of Assam			

11. Power :

Sanctioned Power Load	Connected Power Load	Date of Connection

12. Details of Fixed Capital Investment :

Sl No	Particulars	Gross value of investment as per GM's recommendation	Amount found eligible for E.C.	Remarks if any
A.	Land(including registration fees and stamp duty)			

B.	Land Development			
C.	Factory/Institutional Building			
	Office Building			
D.	Plant and Machinery/ Equipments			
	i. Basic Value including taxes, insurance etc			
	ii. Transportation /loading /unloading charges			
	iii. Installation/erection charges.			
E	Accessories			
F	Electrical Installation			
	i. Drawal of Power line			
	ii. Internal Electrification			
	iii. DG set			
G	Miscellaneous Fixed Assets			
H	Preliminary & pre-operative expenses			
Total				

The unit has been verified by Mr., Manager, DI&CC, and the eligible Fixed Capital Investment has been found to be Rs.

13. a) Name & Address of the organization :

(i) Certifying quality of product(s) / service (s) of the unit :

(ii) Providing the Technical know-how for the project :

b) Expenditure incurred for (i) & (ii) above.

14. Sources of Finance :

Particulars	:	Amounts
	:	
	:	
	:	
	:	
Total		

15(a) Details of Promoters contribution / Equity etc :

Name	Amount (Rs.)	PAN	Mode of transfer

b) Details of Bank Loans:

Name of Bank / Financial Institution	Term Loan Sanctioned	Scheduled repayment period	Rate of Interest as per sanction.	Working Capital Loan sanctioned

(c) Details of Un Secured Loan :

Name	Amount (Rs.)	PAN	Mode of transfer

16. (a) A.G. S.T /VAT Regn No	:	
16. (b) C.S.T Regn. No.	:	

17. Incentives for which the unit is found eligible:

- a.
- b.
- c.

Member Secretary, DLC

Appendix:6
Agenda Note
**for Micro Units undergoing Capacity expansion/Modernization/
Diversification For Eligibility Certificate under Industrial and Investment Policy of Assam 2014**

1. Name of the Unit :
2. Address of the Unit with telephone no.
i) Office :
ii) Factory :
3. Constitution of the Unit :
4. Details of Directors :

Name	Address	PAN

5. Permanent Account No. (PAN) of the Unit	:	
6. EM Part II No. & date	:	
7. Status of the Unit	:	
(a) Whether undergoing capacity Expansion/ Modernization /Diversification	:	
(b) Date of commencement of Commercial Production (initial)	:	
(c) Date of commencement of Commercial Production after capacity Expansion/Modernization/ Diversification	:	
(d) No. & date of EC granted earlier, if any, prior to undertaking substantial expansion	:	

8. Details Prior to Capacity Expansion/Modernization/Diversification:

(A) Raw Material(s)/ Consumable(s) :

Item(s)	Annual Requirement as per project report	Value (in Rs.)	Remarks

(B) Finished Product(s)/service(s) :

Item (s)	Annual installed Production Capacity as per project report	Value (in Rs.)	Average actual production during 3 years of the year of undertaking substantial expansion	Percentage of Capacity utilisation

(C) . Employment Position :

Particulars	Managerial	Non Managerial	Total
Number of regular Employees			
Percentage of people of Assam			

(D). Power :

Quantum of Sanctioned Power Load	Quantum of Connected Power Load	Date of Connection

9. Details after Capacity Expansion /Modernization/Diversification:**(A) Raw Material(s)/Consumable(s) :**

Item(s)	Annual Requirement as per project report (revised)	Value (in Rs.)	Remarks

(B) Finished Product(s) :

Item (s)	Annual installed Production Capacity as per revised project report	Value (in Rs.)	Percentage increase from capacity prior to Substantial expansion	Actual Production from the date of commencement after Substantial expansion till date of submission of application.

(C) Employment Position :

Particulars	Managerial	Non Managerial	Total	Percentage increase compared to employment prior to expansion
Number of regular Employees				
Percentage of people of Assam				

(D) Power :

Quantum of Sanctioned Power Load	Quantum of Connected Power Load	Date of Connection

10. Details of Fixed Capital Investment:**(Amount in Rs.)**

Sl No	Particulars	Investment made prior to undertaking substantial expansion	Addl. Investment as per GM's recommendation	Amount of Addl. Investment found eligible for EC	Remarks if any
A.	(Land including registration Fees and stamp duty)				
B.	Land Development				
C.	Factory/Institutional Building				
	Office Building				
D.	Plant & Machinery				
	Basic value including taxes, insurance etc				
	Transportation /loading/unloading charges				
	Installation/erection charges				
E	Accessories				

F.	Electrical Installation				
	i.Drawal of Powerline				
	ii.Internal Electrification				
	iii.DG set				
G	Miscellaneous Fixed Assets				
H	Preliminary & pre-operative expenses				
Total					

The unit has been verified by Mr., Manager, DI&CC, and the eligible Fixed Capital Investment for expansion has been found to be Rs.

11. a) Name & Address of the organization : NA
 (i) Certifying quality of product(s) / service (s) of the unit : Nil
 (ii) Providing the Technical know-how for the project : Nil
 b) Expenditure incurred for (i) & (ii) above. NA

12. Sources of Finance :

Particulars	Amount
	:
Total	

13 (a) Details of Promoters Contribution :

Name	Amount (Rs.)	PAN	Mode of Transfer

(b) Details of Bank Loans:

Name of Bank / Financial Institution	Term Loan Sanctioned	Scheduled repayment period	Rate of Interest as per sanction.	Working Capital Loan sanctioned

(c) Details of other Source(s) if any :

Particulars	Amount	Remarks

14. (a) A.G. S.T /VAT Regn No	:	
14. (b) C.S.T Regn. No.	:	

15. Incentives for which the unit is found eligible:

- a.
- b.
- c.

Member Secretary, DLC

Annexure:7

**STATEMENT OF INVESTMENT ON PLANT & MACHINERY AND OTHER ASSETS
(In case of Micro Units for Eligibility Certificate under IIPA,2014)**

Sl.No	Name of the Plant & Machinery/other assets	Name and address of the supplier	Mode of transportation	Particulars of dispatch documents	Supplier's bill No. with date	Basic cost of machinery/other assets with taxes ,insurance etc
1	2	3	4	4a	5	5a

Payment Details	Cheque/DD/ RTGS/NEFT No. etc	Money receipt	Name and address of the carrier	Freight for carrying the machinery/other assets	Payment details	Name and address of the Insurance Company covering risk in transit
5b	5c	5d	6	6a	6b	7

Insurance premium paid	Payment details	Total amount(Basic cost ,freight and insurance)	Date of commissioning of the machinery/other assets	Any other particulars
7a	7b	8	9	10

Signature on behalf of the unit.

Comments of the enquiry officer:

Certified that I have personally verified particulars mentioned above with the original bills and vouchers and found them to be correct and beyond any reasonable doubt. I have also personally visited the unit **on.....** and physically verified plant and machinery/other assets which have already been erected for functioning in the factory **M/S.....**.I also certify that the details with regard to price etc ,as given above ,resemble with those mentioned in the original bills/vouchers produced before me during the time of physical verification and accordingly make my recommendation as under:

A . Fixed Capital Investment **applied for EC** : Rs.

B .**Eligible** Fixed capital Investment for EC under IIPA,2014. : Rs.

Signature and Seal

Comments of the General Manager:

Having gone through the findings of the enquiry officer and after having satisfied myself in respect of correctness, genuineness and admissibility of the items claimed and corresponding expenses incurred, I do here by make my recommendation as under:

A . Fixed Capital Investment **applied for EC** : Rs.

B. **Eligible** Fixed capital Investment for EC under IIPA,2014. : Rs.

Signature and Seal

FORM:2.A
ELIGIBILITY CERTIFICATE
INDUSTRIAL & INVESTMENT POLICY OF ASSAM 2014
(FOR NEW UNIT-MICRO)

No.

Dated

Certified that M/S bearing acknowledgement of EM-II No..... datedis granted Eligibility Certificate for claiming incentives under the Industrial & Investment Policy of Assam 2014 and claiming Tax Exemptions under the Notification of Taxation Department dtd

Particulars of the Unit :

1. a. Name of the Unit :
b. Office address :
c. Factory address :
d. PAN of the Unit :
2. Constitution of the Unit :
3. Name(s) , permanent Address(es) and PAN(s) of :
the Proprietor / Partners/Directors / Managing
Director / Secretary / President / Chairman / CEO
/ Trustee etc.
4. EM-II / IEM No. and Date :
5. Date of Commencement of Commercial :
Production/Rendering of services

6. Fixed Capital Investment (Gross Value) in Rs.		Investment Made	Investment considered Eligible for E.C.
a.	Land	:	
b.	Site Development	:	
c.	Building	:	
	i. Factory Building	:	
	ii Office, Quarter etc.	:	
d.	Plant and Machinery	:	
	i.Basic Value with taxes,insurance etc	:	
	ii.Transportation/loading/unloading charges	:	
	iii.Installation/erection charges	:	
e.	Equipment, accessories, components, fittings	:	
f.	Electrical Installation	:	
	i.Drawal of powerline	:	
	ii.Internal Electrification	:	
	iii.DG set	:	
g.	Miscellaneous Fixed Assets (in details)	:	
h.	Preliminary & pre-op. expenses capitalised	:	
	Total	:	
7.	Details of the Production / Service Rendered		

Sl. No.	Product(s)	Annual Installed Capacity	
		Quantity	Value in Rupees

8. Details of Raw Material(s)

Sl. No.	Item(s)	Raw Material required on 100% Annual Installed Capacity	
		Quantity	Value in Rupees

9 Details of Employment :

Sl	Category	Total Employment (Nos.)	People of Assam	
			(Nos.)	%
i.	Managerial			
ii.	Non- Managerial			
Total				

10. Incentives approved under the Industrial & Investment Policy of Assam 2014

Sl	DETAIL OF THE INCENTIVES	PERIOD OF VALIDITY
1.	.	
2.		
3		

11. Date of approval of DLC under the Industrial & Investment Policy of Assam 2014 for granting Eligibility Certificate :

Signature of General Manager, DICC

FORM : 2.B
ELIGIBILITY CERTIFICATE

INDUSTRIAL & INVESTMENT POLICY OF ASSAM 2014

(FOR MICRO UNIT UNDERGOING EXPANSION / MODERNISATION / DIVERSIFICATION)

No.

Dated

Certified that **M/S**

bearing **EM-II No.** Dated..... is granted Eligibility Certificate for claiming incentives under the Industrial & Investment Policy of Assam 2014 and claiming Tax Exemptions under the the Notification of Taxation Department No dtd

Particulars of the Unit :

1. a. Name of the Unit :
- b. Office address :
- c. Factory address :
- d. PAN of the Unit :
2. Constitution :
3. Name(s) , permanent Address(es) and PAN(s) of the Proprietor / Partners/Directors / Managing Director / Secretary / President / Chairman / CEO / Trustee etc. :
4. EM-II / IEM No. and Date :
5. Date of Commencement of Commercial Production /rendering of services
 - (i) Initial (Before Expansion / Modernisation / Diversification) :
 - (i) After Expansion / Modernisation /Diversification :
 - (ii) No. and date of EC granted prior expansion/modernization/diversification :

6. Fixed Capital Investment (Gross Value) in Rs.

	Before Expansion / Modernisation / Diversification	Additional on Expansion / Modernisation / Diversification		Total After Expansion / Modernisation / Diversification
		Total	Eligible for EC	
a. Land :				
b. Site Development :				
c. Building :				
i. Factory Building :				
ii. Office, Quarter etc. :				
d. Plant and Machinery :				
i. Basic Value with taxes, insurance etc				
ii. Transportation/loading/unloading charges				
iii. Installation/erection charges				
e. Equipment, accessories, components, fittings :				

f.	Electrical installation	:				
	Drawal of powerline	:				
	ii. Internal Electrification					
	iii. DG set					
g.	Miscellaneous fixed assets (in details)					
h.	Preliminary & pre-op. expenses capitalised	:				
	Total	:				

8. Details of the Annual Installed Capacity

Sl. No.	Finished Product(s)	BEFORE Expansion / Modernisation / Diversification		ADDITIONAL on Expansion / Modernisation / Diversification		TOTAL after Expansion / Modernisation / Diversification	
		Quantity	Value	Quantity	Value	Quantity	Value

9. Details of Raw Material(s) and Quantity of Raw Materials Required :

Sl. No.	Item(s)	BEFORE Expansion / Modernisation / Diversification		ADDITIONAL on Expansion / Modernisation / Diversification		TOTAL after Expansion / Modernisation / Diversification	
		Quantity	Value	Quantity	Value	Quantity	Value

10 Details of Employment :

Sl	Category	People of Assam BEFORE Expansion / Modernisation / Diversification		People of Assam ADDITIONAL on Expansion / Modernisation / Diversification		People of Assam TOTAL after Expansion / Modernisation / Diversification	
		Nos	%	Nos	%	Nos	%
i.	Managerial						
ii.	Non-Managerial						
	Total						

11 Incentives approved under the Industrial & Investment Policy of Assam 2014

Sl	DETAILS OF THE INCENTIVES	PERIOD OF VALIDITY
1.	.	
2.		

12 Date of approval of DLC under the Industrial & Investment Policy of Assam 2014 for granting Eligibility Certificate :

Signature of General Manager, DICC

FORM : 3.A
APPLICATION FORM FOR GRANT OF ELIGIBILITY CERTIFICATE
(IN CASE OF NEW SMALL, MEDIUM AND LARGE UNITS)

1. a. **Name of the Unit** :
- b. Office address :
- c. Factory address :
- d. Registered Head Office :
- e. PAN of the Unit :
2. a. **Constitution** Proprietorial / Partnership /
Private Limited Company/ Public Limited
Company / Co-operative Society / Trust /
State Government Corporation / any other legal entity: :
- b. Registration Number & Date
under any Act :
3. Name(s) , permanent Address(es) and PAN(s) of
the Proprietor / Partners/Directors / Managing
Director / Secretary / President / Chairman / CEO /
Trustee etc. :
4. **Acknowledgment of EM-II / IEM** No. and Date :
5. **Date of Commencement** of Commercial
Production
/services rendered :
6. Products manufactured/Services rendered :
7. Category : **Small / Medium / Large** :
8. **Details of Land**
 - In case of land allotted by
Govt./Govt.agency
 - i Number and date of Allotment Letter issued by
Govt. / Govt. Agency for land or shed and Name
of the allotting Authority. :
 - In case of own land
 - ii Number and date of Registration of the Land
Purchase Deed and Dag Number, Patta
Number, Revenue Village & Mauza :
 - In case of lease hold land
 - iii Number and date of Registered Land Lease
Deed, duration of Lease and Dag Number,
Patta Number, Revenue Village & Mauza . :
 - iv Number and date of Registered Rent
Agreement. :
9. **Details of Factory Building**
 - I) **Own Building** :
 - a. Dates of Starting and Completion of the civil
construction works :
 - b. Total area constructed & utilized :
 - c. Cost of construction :
 - II) Allotted by the **Government Agency / Lease**

hold or Rented :

- a. Number and date of Allotment Letter issued :
by Govt. / Govt. Agency for land & shed and
Name of the allotting Authority.
- b. Number and date of Registered Lease/ Rent :
Agreement and period of validity

Fixed Capital Investment (Gross Value) Value in Rs.

- a Land :
- . .
- b Site Development :
- . .
- c Building :
- . .
- i. Factory Building :
- ii. Office, Quarter etc. :
- d **Plant and Machinery** :
- . .
- i. Basic value including taxes ,insurance etc
- ii. Transportation/loading/unloading charges
- iii. Installation/erection charges
- e Equipment, accessories, components, fittings :
etc.
- f. **Electrical installation** :
i. Drawal of powerline
ii. Internal electrification
iii. DG set
- g Miscellaneous fixed assets (in details) :
- . .
- h Preliminary & pre-op. expenses capitalized :
- . .
- Total** : _____

Sources of finance(in Rs.)

- a Promoter's / Partners' contribution :
- . .
- b Paid up Capital :
- . .
- c Loan from Bank / Financial Institution :
- . .
- d Unsecured Loan :
- . .
- e Other source (to be specified) :
- . .
- Total** : _____

- a Name (s) of the Bank / Financial Institution :
- . .
- b Amount Sanctioned and Sanction Letter No. &
Date
- (i) Term Loan :
- (ii) Working Capital / Cash Credit / Over Draft :

13 **Details of Power connection**

- i. Sanctioned Load, Sanction Letter No. & Date :
 ii. Connected Load and Date of Connection :

14 **Details of the Production / Service Rendered**

Sl. No.	Product(s)	Annual Installed Capacity	
		Quantity	Value in Rupees

15. **Details of Raw Material(s)**

Sl. No.	Item(s)	Raw Material required on 100% Annual Installed Capacity		Sources of Raw Material(s)	
		Quantity	Value in Rupees	Within the State of Assam	Outside the State of Assam

16. **Details of sales of Finished Product(s)/ Service(s)** :

Sl. No.	Item(s)	Product(s) / Service(s) Sold during the last accounting year / since the date of commencement of commercial production / service to the date of submission of the application				Remarks
		Within the State of		Outside the State of Assam		
		Quantity	Value in Rupees	Quantity	Value in Rupees	

17. **(a) Details of Direct Employment** :

Sl	Category	Total Employment (Nos.)	People of Assam		People not belonging to Assam		Remarks, if any
			(Nos.)	%	(Nos.)	%	
a	Managerial						
b	Non-managerial						
Total							

(b) Details of in-direct Employment (Under the provision of Contract Labour Act, etc) :

Sl	Category	Total Employment (Nos.)	People of Assam	People not belonging to Assam	Remarks, if any	
			(Nos.)	(Nos.)	%	(Nos.)
a	Managerial					
b	Non-managerial					
Total						

18. **Incentives required under the Industrial & Investment Policy of Assam 2014**
- 1.
 - 2.
 - 3.

19. **Declaration** :

I/ We hereby solemnly declare that the information furnished in this application for grant of Eligibility Certificate claiming various incentives under the Industrial & Investment Policy of Assam 2014 are correct and true to the best of my/our knowledge and belief.

Place:

Date:

Signature of the applicant(s)

Status in relation to the unit

FORM :3.B
APPLICATION FOR GRANT OF ELIGIBILITY CERTIFICATE
(FOR UNIT UNDERGOING EXPANSION / MODERNISATION / DIVERSIFICATION)
(IN CASE OF SMALL, MEDIUM AND LARGE SCALE UNITS)

1. a. **Name of the Unit** :
- b. Office address :
- c. Factory address :
- d. Registered Head Office :
- e. PAN of the Unit :
2. **Constitution** :
- a. Proprietorial / Partnership / Private Limited Company/ Public Limited Company / Co-operative Society / Trust / State Government Corporation / any other legal entity
- b. Registration Number & Date under any Act :
3. **Name(s), permanent Address(es) and PAN(s) of the Proprietor / Partners/Directors / Managing Director / Secretary / President / Chairman / CEO / Trustee etc.** :
4. (i) Acknowledgement of **EM-II / IEM No.** and Date :
- (ii) Date of recording Additional Investments, Additional Capacity, Additional Products Change of Processes, New Products after undergoing Expansion / Modernisation / Diversification
5. **Date of Commencement of Commercial Production /Service rendered**
- (i) **Before** Expansion / Modernisation / Diversification) :
- (ii) **After** Expansion / Modernisation / Diversification :
6. **Products Manufactured/Service Rendered**
- (i) Before Expansion / Modernisation/ Diversification :
- (ii.) After Expansion / Modernisation / Diversification :
7. **Scale** : Small / Medium / Large :
8. **Details of Land**
- I. If the land is allotted by **Govt./Govt. Agency**
- Number and date of Allotment Letter issued by Govt. / Govt. Agency for land or shed and Name of the allotting Authority. :
- II. In case of **own land**

Before Expansion / Modernisation / Diversification	On Expansion / Modernisation / Diversification

<p>Number and date of Registration of the Land : Purchase Deed and Dag Number, Patta Number, Revenue Village & Mauza</p> <p>III. In case of lease-hold land</p> <p>a. Number and date of Registered Land Lease : Deed, duration of Lease and Dag Number, Patta Number, Revenue Village & Mauza .</p> <p>b. Number and date of Registered Rent Agreement. :</p>								
<p>9. Details of Factory Building</p> <p>I. Own Building :</p> <p>a. Dates of Starting and Completion of the : civil construction works</p> <p>b. Area of construction :</p> <p>c. Cost of construction :</p> <p>II. Allotted by the Government Agency / Lease hold or Rented :</p> <p>a. Number and date of Allotment Letter : issued by Govt. / Govt. Agency for land & shed and Name of the allotting Authority.</p> <p>b. Number and date of Registered Lease/ Rent Agreement and period of validity :</p>	<table border="1"> <tr> <td data-bbox="893 514 1218 651">Before Expansion / Modernisation / Diversification</td> <td data-bbox="1218 514 1435 651">Additional On Expansion / Modernisation / Diversification</td> </tr> </table>	Before Expansion / Modernisation / Diversification	Additional On Expansion / Modernisation / Diversification					
Before Expansion / Modernisation / Diversification	Additional On Expansion / Modernisation / Diversification							
<p>10. Fixed Capital Investment (Gross Value) in Rs.</p> <p>a. Land :</p> <p>b. Site Development :</p> <p>c. Building :</p> <p> i. Factory Building :</p> <p> ii. Office, Quarter etc. :</p> <p>d. Plant and Machinery :</p> <p> i. Basic value including taxes, insurance etc</p> <p> ii. Transportation/loading/unloading charges</p> <p> iii. Installation /erection charges</p> <p>e. Equipment, accessories, components, fittings :</p> <p>f. Electrical installation :</p> <p> i. Drawal of powerline</p> <p> ii. Internal electrification</p> <p> iii. DG set</p> <p>g. Miscellaneous fixed assets (in details) :</p> <p>h. Preliminary & pre-op. expenses to be capitalized :</p>	<table border="1"> <thead> <tr> <th data-bbox="893 1050 1088 1186">Before Expansion / Modernisation / Diversification</th> <th data-bbox="1088 1050 1347 1186">Additional on Expansion / Modernisation / Diversification</th> <th data-bbox="1347 1050 1435 1186">Total</th> </tr> </thead> <tbody> <tr> <td data-bbox="893 1186 1088 1896"></td> <td data-bbox="1088 1186 1347 1896"></td> <td data-bbox="1347 1186 1435 1896"></td> </tr> </tbody> </table>	Before Expansion / Modernisation / Diversification	Additional on Expansion / Modernisation / Diversification	Total				
Before Expansion / Modernisation / Diversification	Additional on Expansion / Modernisation / Diversification	Total						

Total :

--	--	--

11. Sources of finance (in Rs.)

- a. Promoter's / Partners' contribution :
 - b. Paid up Capital :
 - c. Loan from Bank / Financial Institution :
 - d. Private Finance (to be specified) :
 - e. Unsecured Loan :
 - f. Other source (to be specified) :
- Total

	Before Expansion / Modernisation / Diversification	Additional on Expansion / Modernisation / Diversification	Total
Total			

	Before Expansion / Modernisation /Diversification	Additional on Expansion / Modernisation/ Diversification	Total

- 12 a. **Name (s) of the Bank / Financial Institution** :
- b. **Amount Sanctioned and Sanction Letter No. & Date**
- (i) Term Loan :
 - (ii) Working Capital / Cash Credit / Over Draft :

13. Details of Power connection

- i. Sanctioned Load, Sanction Letter No. & Date :
- ii. Connected Load and Date of Connection :

14. Details of the Annual Installed Capacity

Sl. No.	Product(s)	BEFORE Expansion / Modernisation / Diversification		ADDITIONAL on Expansion / Modernisation / Diversification		TOTAL after Expansion / Modernisation / Diversification	
		Quantity	Value	Quantity	Value	Quantity	Value

15. Details of the Production / Service Rendered

Previous years from the Date of Expansion (Backward direction from the date of Expansion)	Finished Product (s)	Production		% utilisation of Installed Capacity
		Quantity	Value (Rs.)	
1 st Previous Year				
2 nd Previous Year				
3 rd Previous Year				

16. Details of Raw Material(s) and Quantity of Raw Materials Required :

Sl. No	Item(s)	BEFORE Expansion / Modernisation / Diversification		ADDITIONAL on Expansion / Modernisation / Diversification		TOTAL after Expansion / Modernisation / Diversification	
		Quantity	Value	Quantity	Value	Quantity	Value

17. Tax and Duties Paid :

	Previous years from the Date of Expansion (Backward direction from the date of Expansion)	VAT Paid	CST Paid	Entry Tax Paid	Service Tax Paid	Central Excise Paid	Quantity cleared by Central Excise
	1 st Previous Year						
	2 nd Previous Year						
	3 rd Previous Year						
	After Expansion						

18. Details of Employment (Direct) :

Sl	Category	BEFORE Expansion / Modernisation / Diversification		ADDITIONAL on Expansion / Modernisation / Diversification		TOTAL after Expansion / Modernisation / Diversification				
		Total Employment (Nos.)	People of Assam		Total Addl. Employment (Nos.)	People of Assam		Grand Total Employment (Nos.)	People of Assam	
			(Nos)	%		(Nos)	%		(Nos)	%
i.	Managerial									
ii.	Non-managerial									
	Total									

18. Details of Indirect Employment (as per provision of the Contract Labour Act etc.) :

Sl	Item/s	Before expansion/ modernization/ Diversification (No)		During expansion/ modernization/ Diversification (no)		Grand Total After expansion/ modernization/ Diversification (no)	
		Total	People of Assam	Total	People of Assam	Total	People of Assam
i.	Managerial						
ii.	Non-managerial						

Total						
-------	--	--	--	--	--	--

19. Incentives required under the Industrial & Investment Policy of Assam 2014 : 1.
2.
3.

20. **Declaration** :
I/ We hereby solemnly declare that the information furnished in this application for grant of Eligibility Certificate claiming various incentives under the Industrial & Investment Policy of Assam 2014 are correct and true to the best of my/our knowledge and belief.

Place:
Date:

Signature of the applicant(s)
Status in relation to the unit

**Appendix:7
CHECK LIST**

for ELIGIBILITY CERTIFICATE in case of a **NEW UNIT**
(**Small, Medium and Large Scale units**)

Self Certified copies of the documents to be submitted along with the EC application. These are as follows:

1	<p>Constitution</p> <p>a.In case of a Partnership unit</p> <p style="padding-left: 20px;">i.Registered Deed of Partnership, ii. .General Power of Attorney iii. .List of partners with PAN.</p> <p>b.In case of Co-operative Society/SHG/NGO</p> <p style="padding-left: 20px;">i.Registration certificate from the Joint Registrar /Assistant Registrar of Co-Operative Society/Registrar of Firms & Societies.</p> <p style="padding-left: 20px;">ii. Article of Memorandum of Association/By-Laws</p> <p style="padding-left: 20px;">iii.Resolution of the General Body Meeting for Registration</p> <p>c.In case of a Company</p> <p style="padding-left: 20px;">i.Registration certificate under the concerned Act ii.Memorandum and Articles of Association</p> <p style="padding-left: 20px;">iii.List of Directors with PAN</p>
2	Copy of Acknowledgement of EM- II /IEM.
3	Project Feasibility Report
4	<p>Land</p> <p>a.In case of own land</p> <p style="padding-left: 20px;">i. Purchase deed/gift deed/any other document to establish ownership.</p> <p>b.In case of industrial land/shed allotted by any Government Agency</p> <p style="padding-left: 20px;">i. Deed of Agreement ii.Up to date rent receipt</p> <p>c.In case of lease hold from private owner</p> <p style="padding-left: 20px;">i. Notarized Lease deed Agreement</p> <p>d.In case of Government land/plot allotted by Government</p> <p style="padding-left: 20px;">i. Allotment letter with up to date premium payment receipt.</p>
5	<p>Building</p> <p>Civil Estimate and Completion certificate to be countersigned by a competent Civil Engineer from any Government department as per the vested power depending upon the investment amount of upto 5 lakhs or above 50 lakhs or by any registered valuer as per Annexure:1.A and Statement of cost of Civil works as per Annexure:2.</p>
6	Sanction letter(s) from the Financial Institution / Banks / Government Organisation for Term Loan WC.
7	Certificate on disbursement of Term loan from Bank/Financial institution
8	Statement of Plant & Machinery / Equipment/other assets with all bills / challans / vouchers / money receipts etc. as per Annexure : 8
9	<p>Documents on power :</p> <p style="padding-left: 20px;">i. Power Sanction letter(s)</p> <p style="padding-left: 20px;">ii. Test Report on Electrical Installation , energy meter, CTPT etc. approved by authority concerned.</p> <p style="padding-left: 20px;">iv. Installation report of DG set from Chief Electrical Inspector cum Adviser, Assam, wherever applicable.</p> <p style="padding-left: 20px;">v. First Electricity Bill and Payment Receipt.</p>
10	Certificate from a Registered Chartered Accountant for fixed capital investment & sources of

	finance as per Annexure :3.A
11	i.List of Employees (based on the daily Attendance Register of the unit) as per Annexure: 6 ii.Employment Certificate from the District Employment Officer in case of Small Units and Director of Employment & Craftsmen Training, Assam in case of Medium and Large units.
12	Agreement / MOU executed with the organisation providing Technical Know-how and Quality Certification, if any.
13	MOU for franchise, if any.
14	No Objection Certificate, Trade License from the Local Body / Authority.
15	NOC / Consent from the Pollution Control Authorities.
16	Copy of Registration Certificate under AGST Act / AVAT Act. & CST Act.
17	PAN of the unit and promoter(s) and latest Income Tax Clearance / Return of the unit duly acknowledged by the Authority concerned,
18	Appraisal Report of Bank / Financial Institution
19	Bank Statements of the Term Loan account/other accounts from where cheques etc have been issued to suppliers of machinery /other assets etc of the unit.
20	Valuation report from CBDT approved valuer on- i. Fabricated Machinery/ Machinery Fabricated at site ii. Civil Works forming an integral part of the machinery installed in the factory.
21	Other Registration / Permission / License / NOC etc. required for establishing and running of the unit e.g. Excise Registration, Service Tax Registration, Factory License, Forest License, Tea Board's Registration, Labour License, etc. as applicable.
22	Capacity Assessment Certificate.

Appendix:8
CHECK LIST

for ELIGIBILITY CERTIFICATE for unit undergoing Substantial EXPANSION /
MODERNISATION / DIVERSIFICATION

(in case of the Small, Medium and Large Scale units)

Self Certified copies of the documents to be submitted along with the EC application. These are as follows:

1	<p>Constitution</p> <p>a. In case of a Partnership unit</p> <p style="padding-left: 20px;">i. Registered Deed of Partnership, ii. .General Power of Attorney iii. .List of partners with PAN.</p> <p>b. In case of Co-operative Society/SHG/NGO</p> <p style="padding-left: 20px;">i. Registration certificate from the Joint Registrar /Assistant Registrar of Co-Operative Society/Registrar of Firms & Societies.</p> <p style="padding-left: 20px;">ii. Article of Memorandum of Association/By-Laws</p> <p style="padding-left: 20px;">iii. Resolution of the General Body Meeting for Registration</p> <p>c. In case of a Company</p> <p style="padding-left: 20px;">i. Registration certificate under the concerned Act ii. Memorandum and Articles of Association</p> <p style="padding-left: 20px;">iii. List of Directors with PAN</p>
2	EM II/IEM etc with up-to-date amendments recording additional investment, additional item of production/service, date of commencement of production/service after substantial Expansion / Modernisation / Diversification.
3	Project Feasibility Report for substantial Expansion/ Modernisation / Diversification undertaken. Letter of intimation to General Manager DIC/ MD, AIDC indicating that the unit is going to take up expansion/modernization/diversification programme. The date of receipt of the letter shall be the cutoff date for investment in the unit. Such an authenticate copy shall be submitted along with the application in case of the unit taken effective steps for expansion /modernisation/diversification.
4	<p>Land</p> <p>a. In case of own land</p> <p style="padding-left: 20px;">i. Purchase deed/gift deed/any other document to establish ownership.</p> <p>b. In case of industrial land/shed allotted by any Government Agency</p> <p style="padding-left: 20px;">i. Deed of Agreement ii. Up to date rent receipt</p> <p>c. In case of lease hold from private owner</p> <p style="padding-left: 20px;">i. Notarized Lease deed Agreement</p> <p>d. In case of Government land/plot allotted by Government</p> <p style="padding-left: 20px;">i. Allotment letter with up to date premium payment receipt</p>
5	Sanction letter(s) from the Financial Institution / Banks / Government Organisation for Term Loan for expansion/modernization/diversification.
6	Certificate on disbursement of additional Term loan from Bank/Financial institution
7	Certificate from CA on Fixed Capital Investment and Source of Finance as per Annexure:3.B
8	Plan / Design, Estimate and Engineer's Certificate for of Civil Construction as per Annexure 1.B and actual cost on civil works as per Annexure :2.
9	<p>Documents on power :</p> <p style="padding-left: 20px;">i. Initial Power Sanction letter(s)</p> <p style="padding-left: 20px;">ii. Additional Power Sanction letter(s)</p> <p style="padding-left: 20px;">iii Installation report of power generating set from Chief Electrical Inspector cum Adviser, Assam, wherever applicable, pertaining to expansion programme.</p> <p style="padding-left: 20px;">v. Last Electricity Bill and Payment Receipt prior to substantial Expansion /</p>

	Modernisation / Diversification. vi. First Electricity Bill and Payment Receipt after substantial Expansion/Modernisation / Diversification.
10	List of : (a) Plant & Machinery / Equipment prior expansion/modernization/diversification (b) After substantial expansion/ modernization/diversification with all bills / challans / vouchers / money receipts etc. for substantial expansion claimed as per Annexure:8
11	Appraisal Report of Bank/Financial Institution/s.
12	Bank Statements of the Term Loan account/other accounts from where cheques etc have been issued to suppliers of machinery /other assets etc of the unit
13	Certificate from a registered chartered accountant on production /sales and raw-material consumption of the unit since the day of commercial production/rendering of services till the day of submission of application for EC by the unit as per Annexure:9
14	Valuation report from CBDT approved valuer on- i.Fabricated Machinery/ Machinery Fabricated at site ii.Technical Civil Works forming an integral part of the machinery installed in the factory
15	Capacity Assessment Certificate before and after Expansion / Modernisation / Diversification
16	i. List of employees before and after substantial Expansion / Modernisation / Diversification (based on the daily Attendance Register of the unit) as per Annexure :6 ii. Local Employment Certificate from the District Employment Officer (in case of Small Units) / Director of Employment & Craftsmen Training, Assam (in case of Medium and Large units) prior to and after substantial Expansion/Modernisation / Diversification.
17	Complete Balance Sheets for the accounting years preceding the year of completion of substantial Expansion / Modernisation / Diversification and after the year of Expansion / Modernisation / Diversification.
18	Agreement / MOU executed with the organisation providing Technical Know-how and Quality Certification, if any.
19	Eligibility Certificate issued, if any, before Expansion/Modernisation / Diversification.
20	MOU for franchise for / after the Expansion/Modernisation / Diversification.
21	No Objection Certificate, Trade License from the Local Body / Authority.
22	NOC / Consent from the Pollution Control Authorities.
23	Copy of the Certificate under AGST Act/ AVAT Act. & CST Act.
24	Copy of Central Excise Registration and Copy of Central Excise Returns and Challans.
25	Copy of Service Tax and Entry Tax payment Challans
26	PAN of the unit and promoter(s) and Income Tax Clearance / Return of the unit duly acknowledged by the Authority concerned,
27	Other Registration / Permission / License / NOC etc. required for establishing and running of the unit e.g. Service Tax Registration, Factory License, Forest License, Tea Board's Registration, Labour License, etc. as applicable.

Appendix:9
ENQUIRY REPORT ON APPLICATION FOR GRANT OF ELIGIBILITY CERTIFICATE
(FOR NEW UNIT)
(IN CASE OF THE SMALL, MEDIUM AND LARGE SCALE UNITS)

- Date of commencement** of commercial production/service rendered by the unit :
- Date of receipt** of application :
- Date of physical** verification :
- Date of submission of Report :
1. a. **Name of the Unit** :
 - b. Office address :
 - c. Factory address :
 - d. Registered Head Office :
 - e. PAN of the Unit :
 2. **Constitution** :
 3. Name(s) , permanent Address(es) and PAN(s) of the Proprietor / Partners/Directors / Managing Director / Secretary / President / Chairman / CEO / Trustee etc. :
 4. **EM-II / IEM** No. and Date :
 5. **Date of Commencement** of Commercial Production/service rendered :
 6. Whether Manufacturing or Service and Product(s) :
 7. Scale : **Small / Medium / Large** :
 8. **Details of Land** :
 - (i) Allotted by Govt. Agency / Own / Leased / Rented :
 - (ii) Date of allotment / Registration :
 9. **Details of Factory Building** :
 - (i) Constructed by ::
 - (ii) Total constructed & utilised Area :

10.Details of Fixed Capital Investment(Gross Value)

Particulars	Total Amount Invested	Eligible Amount for E.C.	Specific reasons for deductions /deviations if any
a. Land :			
b. Site Development :			
c. Building :			
i. Factory Building :			
ii. Office, Quarter etc. :			
d. Plant and Machinery :			

i. Basic Value with taxes, insurance etc			
ii. Transportation/loading/unloading charges			
iii. Installation/erection charges			
e. Equipment, accessories, components, fittings	:		
f. Electrical Installation	:		
i. Drawal of powerline			
ii. Internal Electrification			
iii. DG set			
g. Miscellaneous Fixed Assets (in details)	:		
h. Preliminary & pre-op. expenses to be capitalized	:		
Total	:		

(in Rs).

11. Sources of finance

- a. Promoter's / Partners' contribution :
- b. Paid up Capital :
- c. Loan from Bank / Financial Institution :
- d. Unsecured Loan :
- e. Other source (to be specified) :

Total :

12. a. Name (s) of the Bank / Financial Institution :

- b. Amount Sanctioned and Sanction Letter No. & Date

(i) Term Loan :

(ii) Working Capital / Cash Credit / Over Draft :

13. Details of Power connection

i. **Sanctioned Load** and Date of Sanction :

ii. **Connected Load** and Date of Connection :

14. Details of the Production / Service Rendered

Sl. No.	Product(s)	Annual Installed Capacity	
		Quantity	Value in Rupees

15. Details of Raw Material(s)

Sl. No.	Item(s)	Raw Material required on 100% Annual Installed Capacity		Sources of Raw Material(s)	
		Quantit	Value in Rupees	Within the State of Assam	Outside the State of Assam

16. (a) Details of Employment (Direct) :

Sl	Category	Total Employment (Nos.)	People of Assam		People not belonging to Assam		Remarks, if any
			(Nos.)	%	(Nos.)	%	
i.	Managerial						
ii.	Non-managerial						
Total							

(b) No of Indirect employment in the unit

17. Eligible Incentives

Sl. No.	Incentives applied for	Incentives recommended in detail	Reasons of non-admissibility of incentive(if any)

Comments of the Enquiry Officer

Certified that I have examined each and every particulars furnished by the claimant, M/S.....,along with all the Annexure /relevant documents furnished with the claim and found them to be correct and beyond any reasonable doubt. I have also personally visited the unit on..... and verified land /building/plant and machinery/component items belonging to the unit ,whose details with regard to price etc ,as given below ,resemble with the details furnished in the application for **EC under IIPA,2014**.

- A .Gross Value of Fixed Capital Investment **applied for EC** :
- B .Gross Value of Fixed Capital Investment found **eligible for EC** :

Signature and Seal

Comments of the General Manager:

Having gone through the findings of the enquiry officer and after having satisfied myself in respect of correctness, genuineness and admissibility of the items claimed and corresponding expenses incurred, I do here by make my recommendation as under:

- A .**Gross** Value of Fixed Capital Investment **applied for EC** :
- B .**Gross** Value of Fixed Capital Investment found **eligible for EC** :

Signature with seal

Appendix:10

ENQUIRY REPORT ON APPLICATION FOR GRANT OF ELIGIBILITY CERTIFICATE
(FOR UNIT UNDERGOING EXPANSION / MODERNISATION / DIVERSIFICATION)
(IN CASE OF SMALL, MEDIUM AND LARGE SCALE UNITS)

A	Name of the Unit		
B	Date of commencement of commercial production/service rendered by the unit after expansion/modernization /diversification		
C	Date of e-filing of the application for EC by the unit with ID		
D	Time taken by the unit for e-filing of application for EC since the date of commencement of commercial production/rendering of services after expansion modernization/diversification Date of receipt of application		
E	Date of physical verification		
F	Date of submission of Report		
G	Eligibility Criteria Conformity Check (to be based on eligible investment only)		
	I	A.Existing Unit undergoing substantial expansion	
	a	% Increase in Fixed Capital Investment during expansion	
	b	% Increase in installed capacity	
	c	.% Increase in regular employment	
	d	.% of average installed capacity utilized in the last three years preceding the year of expa	
		Does the unit qualify as an expansion unit(Y/N)?	
	II	Existing Unit undergoing Modernization	
	a	.% Increase in Fixed Capital Investment during modernization	
	b	Substantiation of-reduction of cost of production/increase in profit margin after modernization	
		Does the unit qualify as a modernization unit(Y/N)?	

	III	Existing Unit undergoing Diversification	
	a	.% Increase in Fixed Capital Investment during diversification	
	b	.% Increase in regular employment	
		Does the unit qualify as a diversification unit(Y/N)?	

1.
 - a. Name of the Unit :
 - b. Office address :
 - c. Factory address :
 - d. Registered Head Office :
 - e. PAN of the Unit :
2. Constitution :
3. Name(s) , permanent Address(es) and PAN(s) of the Proprietor / Partners/Directors / Managing Director / Secretary / President / Chairman / CEO / Trustee etc. :
4.
 - (i) EM-II / IEM No. and Date :
 - (ii) Date of recording Additional Investments, Additional Capacity, Additional Products Change of Processes, New Products after undergoing Expansion / Modernisation / Diversification
5. Date of Commencement of Commercial Production/Service rendered
 - (i) Initial (Before Expansion / Modernisation / Diversification) :
 - (ii) After Expansion / Modernisation / Diversification :
6. Whether Manufacturing or Service and Product(s)
 - (i) Before Expansion / Modernisation / Diversification :
 - (ii) After Expansion / Modernisation / Diversification :
7. Scale : Small / Medium / Large :

Before Expansion / Modernisation / Diversification	Additional On Expansion / Modernisation / Diversification
--	--

8. Details of Land
 - (iii) Allotted by Govt. Agency / Own / Leased / Rented :
 - (ii) Date of allotment / Registration :
9. Details of Factory Building
 - a. Area of construction :
 - b. Cost of construction :

10. Fixed Capital Investment (Gross Value) in Rs.	Before	Additional on	Total
---	--------	---------------	-------

	Expansion / Modernisation or Diversification	Expansion / Modernisation / Diversification		After Expansion / Modernisation / Diversification
		Applied for	Eligible for EC	
a. Land :				
b. Site Development :				
c. Building :				
i. Factory Building :				
ii. Office, Quarter etc. :				
. :				
d. Plant and Machinery :				
i. Basic Value including taxes, insurance etc				
ii. Transportation /loading/unloading charges				
iii. Installation/erection charges				
e. Equipment, accessories, : components, fittings				
f. Electrical installation : i. Drawal of Powerline				
ii. Internal Electrification				
iii. DG set				
g. Miscellaneous fixed assets (in : details)				
h. Preliminary & pre-op. expenses : capitalized				
Total :				

	Before Expansion / Modernisation /Diversification	Additional on Expansion / Modernisation / Diversification	Total
11. Name (s) of the Bank / Financial Institution :			
Amount Sanctioned and Sanction Letter No. & Date			
(i) Term Loan/ :			
(ii) Working Capital / Cash Credit / Over Draft :			
12. Details of Power connection			
(i) Sanctioned Load, Sanction Letter No. & Date :			
(i) Connected Load and Date of Connection :			
13. Details of the Annual Installed Capacity			

Sl. No.	Product(s)	BEFORE Expansion / Modernisation / Diversification		ADDITIONAL on Expansion / Modernisation / Diversification		TOTAL after Expansion / Modernisation / Diversification	
		Quantity	Value	Quantity	Value	Quantity	Value

14. Details of the Production / Service Rendered

Previous years from the Date of Expansion (Backward direction from the date of Expansion)	Finished Product (s)	Production		% utilisation of Installed Capacity
		Quantity	Value (Rs.)	
1 st Previous Year				
2 nd Previous Year				
3 rd Previous Year				

15. Details of Raw Material(s) and Quantity of Raw Materials Required (at 100% installed capacity) :

Sl. No.	Item(s)	BEFORE Expansion / Modernisation / Diversification		ADDITIONAL on Expansion / Modernisation / Diversification		TOTAL after Expansion / Modernisation / Diversification	
		Quantity	Value	Quantity	Value	Quantity	Value

16. Tax and Duties Paid :

Previous years from the Date of Expansion (Backward direction from the date of Expansion)	VAT Paid	CST Paid	Entry Tax Paid	Service Tax Paid	Central Excise Paid	Quantity cleared by Central Excise
1 st Previous Year						
2 nd Previous Year						
3 rd Previous Year						
After Expansion						

17. Details of Employment :

Sl	Category	BEFORE Expansion / Modernisation / Diversification		ADDITIONAL on Expansion / Modernisation / Diversification		TOTAL after Expansion / Modernisation / Diversification		
		Total Employment (Nos.)	People of Assam	Total Addl. Employment (Nos.)	People of Assam	Grand Total Employment	People of Assam	
			(Nos.)		%		(Nos.)	%

								(Nos.)		
i.	Managerial									
ii.	Non-Managerial									
	Total									

18. Incentives Recommended under the Industrial & Investment Promotion Policy of Assam 2014 : 1.
2.
3.

Comments of the Enquiry Officer

Certified that I have examined each and every particulars furnished by the claimant, M/S....., along with all the Annexure /relevant documents furnished with the claim and found them to be correct and beyond any reasonable doubt. I have also personally visited the unit on..... and verified land /building/plant and machinery/component items belonging to the unit ,whose details with regard to price etc ,as given below ,resemble with the details furnished in the application for EC under IIPA,2014.

- A .Gross Value of additional Fixed Capital Investment applied for EC :
B .Gross Value of additional Fixed Capital Investment found eligible for EC :

Signature and Seal

Comments of the General Manager/MD ,AIDC:

Having gone through the findings of the enquiry officer and after having satisfied myself in respect of correctness, genuineness and admissibility of the items claimed and corresponding expenses incurred, I do here by make my recommendation as under:

- A .Gross Value of additional Fixed Capital Investment applied for EC :
B .Gross Value of additional Fixed Capital Investment found eligible for EC :

Signature with seal

Annexure:8

**STATEMENT OF INVESTMENT ON PLANT & MACHINERY AND OTHER ASSETS
(For EC under IIPA,2014)**

1		Name of the Plant &Machinery/other assets
2		Name and address of the supplier
3		Mode of transportation
	a.	Particulars of dispatch documents
4		Supplier's bill No. and date
	a.	Basic cost of machinery/other assets with taxes ,insurance etc
5		Payment Details
	a.	Date of payment
	b.	Cheque/DD/RTGS/NEFT No., date etc
	c.	Receipt No.& date
6		Name and address of the carrier
	a.	Freight for carrying the machinery/other assets
	b.	Payment details(Cheque/DD/RTGS/NEFT No., date etc,money receipt)
7		Name and address of the Insurance Company covering risk in transit
	a.	Insurance premium paid
	b.	Payment details (Cheque/DD/RTGS/NEFT No., date etc, money receipt)
8		Installation and erection charges towards machinery/other assets
	a.	Payment details (Cheque/DD/RTGS/NEFT No., date etc, money receipt)
9		Total amount(Basic cost ,freight , insurance and installation / erection charge)
10		Date of erection of the machinery/other assets at factory site
11		Date of commissioning of the machinery/other assets
12		Any other particulars

Signature on behalf of the unit.

Countersigned by CA.

Comments of the Enquiry Officer

Certified that I have personally verified particulars mentioned above with the original bills and vouchers and found them to be correct and beyond any reasonable doubt. I have also personally visited the unit **on.....** and physically verified plant and machinery/other assets which have already been erected for functioning in the factory **M/S.....**.I also certify that the details with regard to price etc ,as given above ,resemble with those mentioned in the original bills/vouchers produced before me during the time of physical verification. and accordingly make my recommendation as under:.

- A . Fixed Capital Investment **applied for EC** : Rs.
 B .**Eligible** Fixed Capital Investment **for EC** : Rs.

Signature and Seal

Comments of the General Manager/ Managing Director AIDC:

Having gone through the findings of the enquiry officer and after having satisfied myself in respect of correctness, genuineness and admissibility of the items claimed and corresponding expenses incurred, I do here by make my recommendation as under:

- A . Fixed Capital Investment **applied for EC** : Rs.
 B .**Eligible** Fixed Capital Investment **for EC** : Rs.

Signature and Seal

ANNEXURE:9

**Certificate from Chartered Accountant on production/Raw material consumption/sales of the unit
(For existing unit undergoing expansion/modernization)**

Name of the unit :

Address of the unit :

A. Details of production /service rendered in case of existing unit undergoing expansion

i. Prior to substantial expansion:

Sl.No.	Item(s)	Annual installed capacity		Actual performance during the last three accounting years					Percentage of average utilisation of installed capacity (9/3)
		Quantity	Value in rupees	Year 1	Year 2	Year 3	Total	Average	
1	2	3	4	5	6	7	8	9	10

(ii) After substantial expansion

Sl.No.	Items	Annual installed capacity		Actual performance since date of completion of substantial expansion till date of submission of application	
		Quantity	Value in rupees	Quantity	Value in rupees
1	2	3	4	5	6
1					

B. Details of production /service rendered in case of existing unit undergoing modernization

a. Prior modernization

Sl.No.	Items	Annual installed capacity		Actual performance during the last three accounting years			Average value	Average cost per unit	Average profit margin per unit
		Quantity	Value	Year 1	Year 2	Year 3			

a. After modernization

Sl.No	Items	Actual performance since date of completion of substantial modernization till date of submission of application		Cost per unit	Profit Margin per unit	% reduction of cost after modernization	% increase in profit after modernization
		Quantity	Value				
.							

I have checked the books etc in connection with the production, raw material consumption and sales of finished goods of M/Sand certify that that above particulars are true and correct to the best of my knowledge.

Date:
Place:

Signature :
Name of the CA:
Membership No.:

Appendix:11
Agenda Note
for New Small, Medium and Large Units
For Eligibility Certificate under Industrial and Investment Policy of Assam 2014

1. Name of the Unit : M/s

2. Address of the Unit with Telephone No.

i) Office :

ii) Factory :

3. Constitution of the Unit :

4. Details of Proprietor/Partners/Directors :

Name	Address	PAN

5. Permanent Account No. (PAN) of the Unit :

6. EM part II No. & date :

7. Date of Commercial Production :

8. Details of Raw Material(s)/Consumables :

Name of the Raw Material (s)	Annual Requirement	Value (Rs.)	Remarks

9. Details of Finished Product(s)/services rendered :

Item (s)	Annual installed Production Capacity	Value (Rs.)	Actual Production from the date of commencement till date of submission of application

10. Employment Position :

Particulars	Managerial	Non Managerial	Total
Number of Employees			
Percentage of people of Assam			

11. Power :

Sanctioned Power Load	Connected Power Load	Date of Connection

12. Details of Fixed Capital Investment :

Sl No	Particulars	Gross value of investment as per GM's recommendation	Amount found eligible for E.C.	Remarks, if any
A.	Land(including registration fees and stamp duty)			
B.	Land Development			
	Factory/Institutional Building			

C.	Office Building			
D.	Plant and Machinery/ Equipments			
	i. Basic Value including taxes, insurance etc			
	ii. Transportation /loading /unloading charges			
	iii. Installation/erection charges.			
E	Accessories			
F	Electrical Installation			
	i. Drawal of Powerline			
	ii. Internal Electrification			
	iii. DG set			
G	Miscellaneous Fixed Assets			
H	Preliminary & pre-operative expenses			
Total				

The unit has been verified by Mr., Manager, DI&CC, and the Fixed Capital Investment has been found to be Rs. However, after scrutiny, the eligible fixed capital investment for VAT exemption has been worked out to be Rs.

13. a) Name & Address of the organization : NA

(i) Certifying quality of product(s) / service (s) of the unit : NA

(ii) Providing the Technical know-how for the project : NA

b) Expenditure incurred for (i) & (ii) above. Nil

14. Sources of Finance :

Particulars	:	Amount
	:	
Total	:	

15(a) Details of Promoters contribution / Equity etc :

Name	Amount (Rs.)	PAN	Mode of transfer

b) Details of Bank Loans:

Name of Bank / Financial Institution	Term Loan Sanctioned	Scheduled repayment period	Rate of Interest as per sanction.	Working Capital Loan sanctioned

(c) Details of Un Secured Loan :

Name	Amount (Rs.)	PAN	Mode of transfer

16. (a) A.G. S.T /VAT Regn No :

16. (b) C.S.T Regn. No. :

17. Incentives for which the unit is found eligible:

a.

b.

Member Secretary, SLC

Appendix:12

Agenda Note

for Small ,Medium and Large Units undergoing Capacity expansion/Modernization/
Diversification For Eligibility Certificate under Industrial and Investment Policy of Assam 2014

1. Name of the Unit :
 2. Address of the Unit with telephone no.
 i) Office :
 ii) **Factory** :
 3. Constitution of the Unit :
 4. Details of Directors :

Name	Address	PAN

5. Permanent Account No. (PAN) of the Unit	:	
6. EM Part II No. & date	:	
7. Status of the Unit	:	
(a) Whether undergoing capacity Expansion/ Modernization/Diversification	:	Expansion
(b) Date of commencement of Commercial Production (initial)	:	
(c) Date of commencement of Commercial Production after capacity Expansion/Modernization/ Diversification	:	
(d) No. & date of EC granted earlier, if any, prior to undertaking substantial expansion	:	

8. Details Prior to Capacity Expansion/Modernization/Diversification:

(A) Raw Material(s)/ Consumable(s) :

Item(s)	Annual Requirement as per project report	Value (in Rs.)	Remarks

(B) Finished Product(s)/service(s) :

Item (s)	Annual installed Production Capacity as per project report	Value (in Rs.)	Average actual production during 3 years of the year of undertaking substantial expansion	Percentage of Capacity utilization

(C) . **Employment Position :**

Particulars	Managerial	Non Managerial	Total
Number of regular Employees			
Percentage of people of Assam			

(D). Power :

Quantum of Sanctioned Power Load	Quantum of Connected Power Load	Date of Connection

9. Details after Capacity Expansion /Modernization/Diversification:**(A) Raw Material(s)/Consumable(s) :**

Item(s)	Annual Requirement as per project report (revised)	Value (in Rs.)	Remarks

(B) Finished Product(s) :

Item (s)	Annual installed Production Capacity as per revised project report	Value (in Rs.)	Percentage increase from capacity prior to Substantial expansion	Actual Production from the date of commencement after Substantial expansion till date of submission of application.

(C) Employment Position :

Particulars	Managerial	Non Managerial	Total	Percentage increase compared to employment prior to expansion
Number of regular Employees				
Percentage of people of Assam				

(D) Power :

Quantum of Sanctioned Power Load	Quantum of Connected Power Load	Date of Connection

10. Details of Fixed Capital Investment:**(Amount in Rs.)**

Sl No	Particulars	Investment made prior to undertaking substantial expansion	Addl. Investment as per GM's recommendation	Amount of Addl. Investment found eligible for EC	Remarks if any
A.	(Land including registration Fees and stamp duty)				
B.	Land Development				
C.	Factory/Institutional Building				
	Office Building				
D.	Plant & Machinery				
	Basic value including taxes, insurance etc				
	Transportation /loading/unloading charges				
	Installation/erection charges				
E	Accessories				

F.	Electrical Installation				
	i.Drawal of Powerline				
	ii.Internal Electrification				
	iii.DG set				
G	Miscellaneous Fixed Assets				
H	Preliminary & pre-operative expenses				
Total					

The unit has been verified by Mr., (+ designation) and the eligible Fixed Capital Investment for expansion has been found to be Rs. However, after scrutiny, the eligible Fixed Capital Investment for Expansion has been worked out to be Rs.

11. a) Name & Address of the organization : NA
(i)Certifying quality of product(s) / service (s) of the unit : Nil
(ii)Providing the Technical know-how for the project : Nil
b) Expenditure incurred for (i) & (ii) above. NA

12. Sources of Finance :

Particulars	:	Amount
	:	
Total		

13 (a) Details of Promoters Contribution :

Name	Amount (in Rs.)	PAN	Mode of Transfer

(b) Details of Bank Loans:

Name of Bank / Financial Institution	Term Loan Sanctioned	Scheduled repayment period	Rate of Interest as per sanction.	Working Capital Loan sanctioned

(c) Details of other Source(s) if any :

Particulars	Amount	Remarks

14. (a) A.G. S.T /VAT Regn No :
14. (b) C.S.T Regn. No. :
15. Incentives for which the unit is found eligible:
a.
b.
c.

Member Secretary, SLC

FORM: 4.A

ELIGIBILITY CERTIFICATE
(FOR NEW UNIT)
INDUSTRIAL & INVESTMENT POLICY OF ASSAM 2014
(IN CASE OF SMALL, MEDIUM AND LARGE SCALE UNITS)

No.

Dated

Certified that M/S,bearing EM-II / IEM No.datedis granted Eligibility Certificate for claiming incentives under the Industrial & Investment Policy of Assam 2014 and claiming Tax Exemptions under the Notification of Taxation Department

Particulars of the Unit :

1. a. Name of the Unit :
- b. Office address :
- c. Factory address :
- d. PAN of the Unit :
2. Constitution of the Unit :
3. Name(s) , permanent Address(es) and PAN(s) of the Proprietor / Partners/Directors / Managing Director / Secretary / President / Chairman / CEO / Trustee etc. :
4. EM-II / IEM No. and Date :
5. Date of Commencement of Commercial Production/Rendering of services :
6. Category : Small / Medium / Large :

7. Fixed Capital Investment (Gross Value) in Rs.	Investment Made	Investment considered Eligible for E.C.
a. Land :		
b. Site Development :		
c. Building :		
i. Factory Building :		
ii Office, Quarter etc. :		
d. Plant and Machinery :		
i.Basic Value with taxes,insurance etc		
ii.Transportation/loading/unloading charges		
iii.Installation/erection charges		
e. Equipment, accessories, components, fittings :		
f. Electrical Installation :		
i.Drawal of powerline		

ii. Internal Electrification		
iii. DG set		
g. Miscellaneous Fixed Assets (in details)	:	
h. Preliminary & pre-op. expenses capitalized	:	
Total	:	

8. Details of the Production / Service Rendered

Sl. No.	Product(s)	Annual Installed Capacity	
		Quantity	Value in Rupees

9. Details of Raw Material(s)

Sl. No.	Item(s)	Raw Material required on 100% Annual Installed Capacity	
		Quantity	Value in Rupees

10. Details of Employment :

Sl	Category	Total Employment (Nos.)	People of Assam	
			(Nos.)	%
i.	Managerial			
ii.	Non- Managerial			
Total				

11. Incentives approved under the Industrial & Investment Policy of Assam 2014

Sl No.	INCENTIVES	PERIOD OF VALIDITY

12. Date of approval of SLC under the Industrial & Investment Policy of Assam 2014 for granting Eligibility Certificate :

Signature of the Competent Authority

Date :

Designation :

Place :

Office Seal

Office :

FORM:4.B
ELIGIBILITY CERTIFICATE
INDUSTRIAL & INVESTMENT POLICY OF ASSAM 2014

(FOR UNIT UNDERGOING EXPANSION / MODERNISATION / DIVERSIFICATION)
 (IN CASE OF SMALL, MEDIUM AND LARGE SCALE UNITS)

No.

Dated

Certified that M/S
 bearing **EM-II / IEM** No..... dated..... is granted Eligibility Certificate for claiming incentives under the **Industrial & Investment Policy of Assam 2014** and claiming Tax Exemptions under the **Notification of Taxation Department.**

Particulars of the Unit :

1. a. **Name of the Unit** :
- b. Office address :
- c. Factory address :
- d. PAN of the Unit :
2. **Constitution** :
3. **Name(s)** , permanent Address(es) and PAN(s) of the Proprietor / Partners/Directors / Managing Director / Secretary / President / Chairman / CEO / Trustee etc. :
4. **EM-II / IEM** No. and Date :
5. Date of **Commencement** of Commercial **Production /rendering** of services :
 - (i) Before (Expansion / Modernisation / Diversification) :
 - (ii) After Expansion / Modernisation /Diversification :
 - (iii) No. and date of EC granted prior expansion/modernization/diversification :
6. Category : Small / Medium / Large :

7. Fixed Capital Investment (Gross Value) in Rs.

	Additional on Expansion / Modernisation / Diversification		Total After Expansion / Modernisation / Diversification
	Before Expansion / Modernisation / Diversification	Total	
a. Land			
b. Site Development			

c. Building				
i. Factory Building	:			
ii. Office, Quarter etc.	:			
d. Plant and Machinery	:			
i. Basic Value with taxes, insurance etc				
ii. Transportation/loading/unloading charges				
iii. Installation/erection charges				
e. Equipment, accessories, components, fittings	:			
f. Electrical installation	:			
i. Drawal of powerline				
ii. Internal Electrification				
iii. DG set				
g. Miscellaneous fixed assets (in details)	:			
h. Preliminary & pre-op. expenses capitalised	:			
Total	:			

8. Details of the Annual Installed Capacity

Sl. No.	Finished Product(s)	BEFORE Expansion / Modernisation / Diversification		ADDITIONAL on Expansion / Modernisation / Diversification		TOTAL after Expansion / Modernisation / Diversification	
		Quantity	Value	Quantity	Value	Quantity	Value

9. Details of Raw Material(s) and Quantity of Raw Materials Required

Sl. No.	Item(s)	BEFORE Expansion / Modernisation / Diversification		ADDITIONAL on Expansion / Modernisation / Diversification		TOTAL after Expansion / Modernisation / Diversification	
		Quantity	Value	Quantity	Value	Quantity	Value

10. Details of Employment

Sl. No.	Category	BEFORE Expansion / Modernisation / Diversification		ADDITIONAL on Expansion / Modernisation / Diversification		TOTAL after Expansion / Modernisation / Diversification	
		Total Employment No	People of Assam	Total Addl. Employment No	People of Assam	Grand Total Employment No	People of Assam

			No	%		No	%		No	%
i.	Managerial									
ii.	Non-managerial									
Total										

11 **Incentives approved** under the Industrial & Investment Policy of Assam 2014

Sl	DETAILS OF THE INCENTIVES	PERIOD OF VALIDITY
1.		
2.		
3		

12 **Date of approval** of SLC Committee under the Industrial & Investment Policy of Assam 2014 for granting Eligibility Certificate :

Signature of the Member Secretary

Countersigned by:

Commissioner of Industries & Commerce, Assam/
Managing Director, AIDC Ltd

FORM : 5
APPLICATION FORM FOR 30%SCIS (for Micro New Unit only)UNDER IIPA,2014.

1	a	Name of the Unit	:	
	b	Factory address with telephone/mobile No.(if any)	:	
2	a	Constitution of the unit (whether Proprietary/ partnership / Private Limited Company/ Co-operative Society/Trust/any other legal entity	:	
	b	Name & address of Proprietor /Partners/ Directors/ Secretary/ President /Trustee etc.	:	
3	Details of Registration of the Unit :			
	a	EM Part-II acknowledgement No.& date.	:	
	b	EC No.& date issued to the unit	:	
4	Date of commencement of commercial production/ Service rendered			
5	Details of land :			
	a	Whether the land is owned/leasehold from private party/ allotted by the Government / Government Agency	:	
	b	If own, No and date of registration of the purchase deed & purchase price	:	
	c	Total area	:	
	d	Dag Number, Patta Number, Revenue Village and Mauza	:	
6	Details of Factory Building :			
	a	Whether own building or rented	:	
	b	In case of own building :	:	
		i.Total area of construction	:	
		ii.Total cost of construction	:	

7.Fixed Capital Investment (Gross Value)

	Particulars	Amount(Rs.)
1	Land (including registration fees and stamp duty)	
2	Land Development	
3	(i) Factory/Institutional Building	
	(ii) Office Building	
4	Plant and Machinery/Equipments	
	i. Basic Value including taxes, insurance etc	

	ii. Transportation/loading/unloading charges	
	iii.Installation/erection charges.	
5	Accessories	
6	Electrical Installation	
	i.Drawal of Powerline	
	ii.Internal Electrification	
	iii.DG set installation	
7	Preliminary & pre-op..expenses capitalized	
8	Miscellaneous fixed assets	
Total		

8.Source of Finance

a.	Promoter's contribution	
b.	Term Loan from Bank /Financial Institution	
c.	Un Secured Loan	
d.	Any other source (to be specified)	
Total		

9.Power

a	Sanctioned Load	:	
b	Connected Load	:	
c	Date of Power Connection	:	
d	In case, power is yet to be connected :		
	i.Rating of DG Set	:	
	ii.Date of NOC from Electrical Inspector for installation of DG Set	:	

10. Details of the production / service rendered :

Sl. No.	Name of the products/services	Annual Installed capacity		Remarks
		Quantity	Value in Rupees	
1	2	3	4	5

11. Details of Raw Materials / Consumables :

Sl. No.	Name of the Raw-materials	Annual requirement		Remarks
		Quantity	Value in rupees	
1	2	3	4	5

12.Sale of finished products/realization from services rendered

Sl.No.	Name of the products/services	Realization from products/services during the last year/from the day of commercial production	Remarks

		Quantity	Value(Rs.)	

13. Employment generation

Sl. No.	Category	No. of employees, who are		Total	Percentage of people of Assam
		People of Assam	People not belonging to Assam		
1	Managerial				
2	Non Managerial				

14. **Bank Account No.** and name of the Bank where the subsidy amount is to be deposited:

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

Place:

Signature of the applicant(s)

Date:

Status in relation to the unit:

Seal:

Appendix:13
CHECK-LIST
30% SCIS - MICRO UNIT-NEW

Self certified photo copies of the documents to be submitted along with the application form for 30% SCIS under IIPA,2014 for New Micro Units.

1	Constitution of the Unit a.In case of a Partnership unit -i. Registered Deed of Partnership ii. General Power of Attorney , iii.List of partners with PAN.
2	In case of Co-operative Society/SHG/NGO i. Registration certificate from the Joint Registrar /Assistant Registrar of Co-Operative Society/Registrar of Firms & Societies. ii. Article of Memorandum of Association iii.Resolution of the General Body Meeting for Registration
3	Entrepreneur Memorandum Part II (EM Part II must be accompanied by the list of plant & machinery (Annexure-A) duly approved by the General Manager,DI&CC and the complete set of e-filed application.)
4	Land a.In case of own land : i. Purchase deed/gift deed/any other document to establish ownership. b.In case of industrial land/shed allotted by any Government Agency - i. Deed of Agreement ii.Up to date rent receipt c.In case of lease hold land from private owner- i. Notarized Lease deed Agreement d.In case of Government land/plot allotted by Government- i. Allotment letter with up to date premium payment receipt.
5	Building Civil Estimate and Completion certificate to be countersigned by a competent Civil Engineer from any Government department as per the vested power depending upon the investment amount of upto 5 lakhs or above 50 lakhs or by any registered valuer as per Annexure : 1.A/1.B and Annexure:2 as applicable.
6	Plant & Machinery i.Statement of Plant & Machinery as Per Annexure:10 ii.Self certified copies of bills, vouchers and money receipts of Plant & Machinery and other assets. iii.Certificate from Chartered Accountant as per Annexure:3.A/3.B as applicable, where the Fixed Capital investment is above Rs.5lakhs.
7	Sanction letter from Bank /Financial institution on Term Loan (if any)
8	Power Sanction Letter and 1 st bill from ASEB
9	NOC from Local Body/Authority.
10	NOC /Consent to Operate from Pollution Control Board (if applicable).In case, issue of NOC /Consent to Operate is delayed, the unit may furnish the Money Receipt /acknowledgement against deposit of necessary fee at PCB.
11	Eligibility Certificate under IIPA,2014 issued by the GM,DI&CC.
12	Affidavit as per Annexure:4

Annexure:10

**STATEMENT OF INVESTMENT ON PLANT & MACHINERY AND OTHER ASSETS
(For 30%SCIS under IIPA,2014)**

Sl	Name of the Plant & Machinery/other assets	Name and address of the supplier	Mode of transportation	Particulars of dispatch documents	Supplier's bill No. with date	Basic cost of machinery/other assets with taxes ,insurance etc
1	2	3	3a	3b	4	4a

Payment Details	Cheque/DD/ RTGS/NEFT No. etc	Money receipt	Name and address of the carrier	Freight for carrying the machinery/other assets	Payment details	Name and address of the Insurance Company covering risk in transit
5	5a	5b	6	6a	6b	7

Insurance premium paid	Payment details	Total amount(Basic cost ,freight and insurance)	Date of commissioning of the machinery/other assets	Any other particulars
7a	7b	8	9	10

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 and beyond any reasonable doubt. I have also personally visited the unit **on.....** and physically verified plant and machinery/other assets which have already been erected for functioning the factory **M/S.....**.I also certify that the details with regard to price etc ,as given above ,resemble with those mentioned in the original bills/vouchers produced before me during the time of physical verification and accordingly make my recommendation as under.:

A .**Eligible** Fixed Capital Investment for **SCIS** : Rs.

B .**Quantum** of 30% SCIS **recommended** : Rs.

Signature and Seal

Comments of the General Manager:

Having gone through the findings of the enquiry officer and after having satisfied myself in respect of correctness, genuineness and admissibility of the items claimed and corresponding expenses incurred, I do here by make my recommendation as under:

A .**Eligible** Fixed Capital Investment for **SCIS** : Rs.

B .**Quantum** of 30% SCIS **recommended** : Rs.

Signature and Seal

Appendix:14
**ENQUIRY REPORT FOR GRANT OF STATE CAPITAL INVESTMENT
 SUBSIDY UNDER IIPA,2014.
 (For New Micro Unit only)**

A		Name of the Unit		
B		Date of commencement of commercial production/service rendered by the unit		
C		No.and date of issue of EC under IIPA,2014		
D		Date of e-filing of the application for EC by the unit with ID		
E		Time taken by the unit for e-filing of application for 30% SCIS since the date of issue of EC		
F		Date of receipt of application for SCIS by DI&CC		
G		Date of physical verification of the unit with name and designation of the enquiry officer		
H		Date of submission of report		
1		Factory address of the unit with telephone/mobile No.(if any)	:	
2		Constitution of the unit (whether Proprietary/ partnership / Private Limited Company/ Co-operative Society/Trust/any other legal entity	:	
	b	Name & address of Proprietor /Partners/ Directors/ Secretary/ President /Trustee etc.	:	
3		Details of Registration of the Unit :		
		EM Part-II acknowledgement No.& date.	:	
4		Details of land :		
	a	Whether the land is owned/leasehold from private party/ allotted by the Government / Government Agency	:	
	b	If own, No and date of registration of the purchase deed & purchase price	:	
	c	Total area	:	
	d	Dag Number, Patta Number, Revenue Village and Mauza	:	
5		Details of Factory Building :		
	a	Whether own building or rented	:	
	b	In case of own building :	:	
		i.Total area of construction	:	
		ii.Total cost of construction	:	

6.Eligible Fixed Capital Investment

	Particulars	Amount applied for	Eligible amount	Reasons of deductions (if any)
1	Land with registration fee & stamp duty			
2	Land Development			
3	Factory/Institutional Building			
	Office Building			
4	Plant and Machinery/Equipments			
	i. Basic Value including taxes, insurance etc			
	ii. Transportation /loading/unloading charges			
	iii. Installation/erection charges.			
5	Accessories			
	Electrical Installation			
6	i. Drawal of Powerline			
	ii. Internal Electrification			
	iii. DG set			
7	Preliminary & pre-op..expenses capitalized			
8	Miscellaneous fixed assets			
	Total			

7. Source of Finance

Sl.No.	Particulars	Amount in Rupees
a.	Promoter's contribution	
b.	Term Loan from Bank /Financial Institution	
c.	Un Secured Loan	
d.	Any other source (to be specified)	
	Total	

8. Power

a.	Sanctioned Load	:	
b.	Connected Load	:	
c.	Date of Power Connection	:	
d.	In case, power is yet to be connected :		
	i. Rating of DG Set	:	
	ii. Date of NOC from Electrical Inspector for installation of DG Set	:	

9. Items of productions/service rendered:

10. Major Raw-materials

11. Employment generation-**Managerial** :
Non-managerial :

Comments of the Enquiry Officer

Certified that I have examined each and every particulars furnished by the claimant, M/S.....,along with all the Annexure /relevant documents furnished with the claim and found them to be correct and beyond any reasonable doubt. I have also personally visited the unit on..... and verified land /building/plant and machinery/component items belonging to the unit ,whose details with regard to price etc ,as given below ,resemble with the details furnished in the application for **SCIS under IIPA,2014**.

A .**Eligible Fixed Capital Investment for SCIS** : Rs.

B .**Quantum of 30%SCIS recommended** : Rs.

Signature of the Enquiry officer

FORM:6
APPLICATION FOR SUBSIDY ON QUALITY CERTIFICATION/TECHNICAL KNOW-HOW
(UNDER IIPA,2014)

1		Name and address of the unit	
2		Name and address of the promoter(s)	
3		No. and date of Eligibility Certificate under IIPA,2014	
4		Whether the unit is- New/existing unit undergoing expansion/modernization /diversification	
5		Date of commencement of production/services rendered	
	a	Prior expansion/modernization /diversification	
	b	after expansion/modernization/ diversification	
6		Items of production	
	a	For new unit	
	b	For existing unit undergoing diversification (prior and after diversification)	
7		Name and address of the organization providing Quality Certification/Technical Know-How	
8		Details of Quality Certification /Technical Know-How provided by the above organization	
9		Total expenses incurred for obtaining Quality Certification/Technical Know-How	

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

Place: _____ Signature of the applicant(s)

Date: _____ Status in relation to the unit:
Seal: _____

Comments of the Enquiry Officer

Certified that I have personally verified particulars mentioned above with the original bills and vouchers and found them to be correct and beyond any reasonable doubt. I have also personally visited the unit

on..... and physically verified plant and machinery/other assets installed for the sole purpose of quality maintenance of products/services and in connection with technical know-how , which have already been erected for functioning in the factory **M/S.....**I also certify that the details with regard to price etc ,furnished by the unit in the application ,resemble with those mentioned in the original bills/vouchers produced before me during the time of physical verification and accordingly make my recommendation as under:

- A . **Expenses incurred** for obtaining Quality Certification/
Technical Know-How :Rs.
- B . Total expenses **found admissible** :Rs.
- C. **Quantum** of Subsidy **recommended** :Rs.

Signature and Seal

Annexure:11
Check List

Quality Certification/Technical Know-How

List of photo copies of self –certified documents to be submitted along with application form for claiming subsidy on Quality Certification/ Technical Know-How for Micro Unit

1. Eligibility Certificate issued to the Unit under IIPA,2014
2. MOU/Agreement executed with the Organization providing quality certification of products/services ,process etc.
2. Bills ,money receipts etc towards expenses incurred for obtaining Quality Certification/ Technical Know-How.

Form : 7

APPLICATION FORM FOR GRANT OF MEGA STATUS

1.	a.	Name of the proposed Unit	:	
	b.	Office address with telephone no/e-mail ID/Mobile no	:	
	c.	Proposed Factory address	:	
	d.	Registered Head Office	:	
	e.	PAN of the Unit (if any)	:	
2.	a. Constitution			
	b.	Registration Number & Date under any Act (if any)	:	
3.	Name(s) and address of the Board of Directors			:
4.	IEM No. and Date (if filed)			:
5.	Proposed Date of Commencement of Commercial Production/services rendered			:
6.	Products manufactured/Services rendered			:
7.	(a) Details of Land, if acquired, the area and location (b) Whether Govt/purchased locally (c) Value of the Land (Rs in lakh)			
8.	Proposed cost of the Factory Building (Rs. in lakh)			
9. Proposed Fixed Capital Investment				<u>Value in Rs.</u>
a.	Land			:
b.	Site Development			:
c.	Building			
	i.	Factory Building	:	
	ii.	Office, Quarter etc.	:	
d.	Plant and Machinery			:
e.	Equipment, accessories, components, fittings etc.			:
f.	Electrical installation			:
g.	Miscellaneous fixed assets (in details)			:
h.	Preliminary & pre-op. expenses capitalized			:
	Total			:
10. Proposed Sources of finance(in Rs.)				
a.	Promoter's contribution			:
b.	Paid up Capital			:
c.	Loan from Bank / Financial Institution			:
d.	Unsecured Loan			:
e.	Other source (to be specified)			:
	Total			:
a.	Name (s) of the proposed Bank / Financial Institution			:
b.	Amount Sanctioned and Sanction Letter No. & Date (if any)			

	(i) Term Loan	:	
	(ii) Working Capital / Cash Credit / Over Draft	:	
11.	Details of Power connection (if any)		
	i.Sanctioned Load, Sanction Letter No. & Date	:	
	ii.Connected Load and Date of Connection	:	
12.	Proposed Production / Service Rendered		

Sl. No.	Product(s)	Annual Installed Capacity	
		Quantity	Value in Rupees in lakh

13. **Proposed Raw Material(s)**

Sl. No.	Item(s)	Raw Material required on 100% Annual Installed Capacity		Sources of Raw Material(s)	
		Quantity	Value in Rupees	Within the State of Assam	Outside the State of Assam

14. **Proposed selling arrangement of Finished Product(s)/ Service(s) :**

15. **(a)Proposed Employment (Direct) :**

Sl	Category	Total Employment (Nos.)	People of Assam		People not belonging to Assam		Remarks, if any
			(Nos.)	%	(Nos.)	%	
a	Managerial						
b	Non-managerial						
Total							

(b)Proposed Employment (in-Direct) (under the provision of Contract Labour Act, etc) :

Sl	Category	Total Employment (Nos.)	People of Assam		People not belonging to Assam		Remarks, if any
			(Nos.)	%	(Nos.)	%	
a	Managerial						
b	Non-managerial						
Total							

16. **Incentives applied by the units**
- 1.
 - 2.
 - 3.

17. **Declaration** :

I/ We hereby solemnly declare that the information furnished in this application for grant of Mega Status under the Industrial & Investment Policy of Assam 2014 are correct and true to the best of my/our knowledge and belief.

Place:

Signature of the applicant(s)

Date:

Form:8.A
APPLICATION FOR INDIVIDUAL ARTISAN CARD (IAC)

Photograph

1	Name of the Artisan (in Block letters)	:	
2	Fathers' Name	:	
3	Address of the Artisan	:	
	(a)Vill:	:	
	(b)PO.	:	
	(c) Police Station	:	
	(d) Dist.	:	
	(e)Pin No	:	
	(f) Mobile/Landline No:	:	
4	Category : (Gen/SC/ST/OBC/Minority)	:	
5	Age as on 1/1/.....		
6	Educational Qualification	:	
7	Craft Practiced	:	
8	Annual Income from the Craft practiced	:	
9	Income from other sources	:	
10	Family details		

Sl	Name of the members	Age	Sex

11	Name of the unit		
	Whether registered or not	:	Yes/No
	(a) If yes, year of registration	:	
	(b) Registration no and date	:	
	(c) Annual Turnover	:	
	(d) Total artisan employed	:	
	(i)Hired employee	:	
	(ii) Household members employed	:	
12	Sources of working capital	:	
	(a) Commercial Bank/Financial Institution		
	(b) Self		
13	Annual Requirement of Raw material (Rs in lakh)		
14	Channels through which products manufactured are sold		
	(a) Whole sellrer/Retailer/Traders		
	(b) Through State agencies		
	(c) Through Co- operative Society/NGO		
	(d) Expo/Fairs		
	(e) Export (Direct/Indirect)		
15	Whether holding Credit Card from the Bank		Yes/No
	If yes, please give the name of the Bank with credit limit.		

16	Whether holding Artisan Card from the Development Commissioner (Handicraft)	:	Yes/No
	If yes, please furnish a photo copy of the same	:	
17	Any Award received at District/State/ National level, if so , provide a photo copy of the same.	:	
18	Whether the artisan is also a member of producer organization like SHG/Cooperative/ NGO/other producer group, if so, please indicates the name of the organization.	:	
			Signature of the Artisan

Form: 8.B
Format of Artisan Identity Card

Government of Assam Office of the General Manager District Industries & Commerce Centre(Address).....	SI no--	Photo
Name of the Artisan: Address: Age as on : 1/1/...20 Name of the Craft : Date of Issue: <div style="display: flex; justify-content: space-between;"> Signature of the Artisan Signature of General Manager (Seal) </div>		

Form:9
Application for 20% State Capital Subsidy for PV Modules

1	Name and address of the unit /Organisation /Institute	
2	Name and address of the promoter(s)/ Head of Institution	
3	Date of commencement of production of PV modules.	
	Capacity of PV module to generate power KW
4	Total energy generated (KW)/per day KW
5	Whether the distribution network within the campus is completed, if completed, the date of completion	
	Existing connected load from APDCL KW
6	Expenditure incurred (In Rupees)	
7	Subsidy applied for (in Rupees)	

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

Place: Signature of the applicant(s)

Date: Status in relation to the unit:
Seal:

Comments of the Enquiry Officer

Certified that I have personally verified particulars mentioned above with the original bills and vouchers and found them to be correct and beyond any reasonable doubt. I have also personally visited the unit **on.....** and physically verified plant and machinery/other assets installed for the sole purpose of generation of Solar power by **M/S.....**.I also certify that the details in regards to price etc ,furnished by the unit in the application ,resemble with those mentioned in the original bills/vouchers produced before me during the time of physical verification and accordingly make my recommendation as under:

- | | | |
|-----|---------------------------------|------|
| A . | Expenses incurred for PV module | :Rs. |
| B . | Total expenses found admissible | :Rs. |
| C. | Quantum of Subsidy recommended | :Rs. |

Signature and Seal

Comments of the General Manager:

Having gone through the findings of the enquiry officer and after having satisfied myself in respect of correctness, genuineness and admissibility of the items claimed and corresponding expenses incurred, I do here by make my recommendation as under:

- A . Expenses incurred for PV Module :Rs.
- B . Total expenses found admissible :Rs.
- C. Quantum of Subsidy recommended :Rs.

Signature and Seal

Form:10
Monthly Monitoring Form
Monthly report on DICC's activities to be submitted to the Commissioner of Industries & Commerce, Assam by the General Managers (w.e.f 1/4/2014)
 (to be monitored by the Commissioner of Industries & Commerce, Assam)

Name of the DICC :

Report for the month of :

1	Name of the General Manager or in charge General Manager with mobile no	
2	Date of holding the post by the General Manager	
3	Date of holding the last Monthly review meeting with the Officers/Staff of the DICC	

		Up to the end of the month	During the month	At the end of the month
4	No of EM-1 issued (no)			

	Sectors	Up to the end of month		During the month		At the end of month	
		No	Amount in lakh	No	Amount in lakh	No	Amount in lakh
1	Micro						
2	Small						
3	Medium						
	Total						

5	EM-II issued (no)			
---	--------------------	--	--	--

	Sectors	Up to the end of month		During the month		At the end of month	
		No	Amount in lakh	No	Amount in lakh	No	Amount in lakh
1	Micro						
2	Small						
3	Medium						
	Total						

6	PMEGP For 2014-15 on ward			
---	---------------------------	--	--	--

	Target	Application received (cumulative) For 2013-14	Date/s of holding Task Force	Application forwarded to Banks (nos) (cumulative)	Proposals sanctioned in nos (cumulative)	Amount sanctioned (Rs in lakh)	Proposals disbursed in nos (cumulative)	Amount disbursed (Rs in lakh)
1	DICC							
2	KVIC							
3	KVIB							
	Total target							

7. Activities of the district during the month

Sl	Activities	No of programmes	No of participants	Remarks
1	No of awareness camp arranged			
2	No of EDP conducted			
3	No of Exhibitions conducted			
4	No of Seminar & Workshop arranged			
5	Other schedule of programmes /activities: pl indicate below :			

8. Implementation of Industrial Policy:

	Item/s	Upto end of the month	During the month	Up to end of the month
	Industrial & Investment Policy, 2014			
1	No of EC application received (DLC)			
2	No of EC issued by the GM (other than Tax incentive)			
3	No of DLC meeting/s held			
4	No of EC issued (Tax incentives)			
5	No of proposals received for State capital Subsidy			
6	No of proposals approved by the DLC			
7	Amount approved by DLC (in lakh)			
8	No of EC application received (SLC)			
9	No of EC application forwarded to CI&C			
10	No of proposals received for other incentives			
	Under Central Policy			
1	No of Pre-registration issued /authenticated			
2	No of Capital subsidy claim application received (SLC)			
3	No of Capital subsidy claim application forwarded to CI&C (SLC)			
4	No of Interest subsidy claim application received (SLC)			
5	No of Interest subsidy claim application forwarded to CI&C (SLC)			
6	No of Insurance Subsidy Claim application received (SLC)			
7	No of Insurance subsidy claim application forwarded to CI&C (SLC)			
8	No of Freight Subsidy Scheme's claim application received (SLC proposal)			
9	No of Freight Subsidy Scheme's claim application forwarded to CI&C (SLC)			
10	No of Capital subsidy claim application received			

	(DLC proposal)			
11	No of Capital subsidy claim application approved (SLC)			
12	No of Freight subsidy claim application received (DLCproposal)			
13	No of Freight subsidy claim application approved (DLC proposal)			
	Implementation of Angel fund			
1	No of proposal received			
2	No of proposal accord sanction by Bank			
3	Amount of sanction (in lakh)			
4	Amount disbursed (in lakh)			
5	No of new unit set up under Angel fund scheme			

9. Registration under APSP Act

	Item/s	Upto the end of the month (no)	During the month (no)	At the end of the month (no)
a	Registration under APSP Act			
b	Renewal under APSP Act			

Signature of the General Manager, DIC