

ENTREPRENEUR SUPPORT SCHEME (ESS)

Guidelines

Background

Government of Kerala had approved and implemented the following schemes viz. : the Scheme for payment of grant under Women's Industries Programme as per G. O. (Ms.) No. 56/80/ID dated 28.2.1980, as per G. O. (Ms.) No. 170/93/ID dated 28.12.1993 the Scheme for providing Margin Money Loan to SSI Units, as per G. O. (Ms.) No. 102/95/ID dated 6.7.1995 the Scheme for providing Margin Money Loan to SSI Units promoted by Non-resident Keralites, as per G. O. (Ms.) No. 92/2000/ID dated 11.7.2000 the Scheme for providing State Investment Subsidy, as per G. O. (Ms.) No. 2/2003/ID dated 2.1.2003 the Scheme for subsidy under Technology Development Fund, as per G. O. (Rt.) No. 920/2011/ID dated 27.7.2011 the Scheme for reimbursement of One Time Guarantee Fee and Annual Service Fee remitted under CGTMSE, as per G. O. (Rt.) No. 925/2011/ID dated 28.7.2011 the Self Employment Scheme for Educated Youth, as per G. O. (Rt.) No. 926/2011/ID dated 28.7.2011 the Women Industries Scheme and as per G. O. (Rt.) No. 941/2011/ID dated 1.8.2011 the Scheme for providing Turn Over Subsidy to Micro, Small and Medium Enterprises engaged in the manufacture of Fruit and Vegetable based products.

The ESS aims to merge and replace all the previous schemes titled the Entrepreneur Support Scheme 2012 to be operated in the State of Kerala with the following objectives from 01.04.2012.

Objectives

The new Entrepreneur Support Scheme intends to

- (i) provide extensive support to micro, small and medium enterprises and
- (ii) give one time support to entrepreneurs, with due regard to special categories by optimal utilisation of funds and giving more flexibility of operation while implementing the Scheme.

These guidelines, approved by the Government of Kerala, intend to simplify and explain the modalities of filing the Entrepreneur Support Scheme in the following modality.

Role of Industries Department

The Directorate of Industries & Commerce is an implementing agency of Micro, Small and Medium Enterprise related policy decisions of the Industries Department of Government of Kerala. The Directorate along with its subordinate field offices viz. District Industries Centres and Taluk Industries Offices are responsible for promoting/sponsoring, registering, financing and advising MSME (Micro Small and Medium Enterprise) industries in the State.

The role of the Department is to act as a facilitator for industrial promotion and gives all assistance to start and sustain the MSMEs (Micro, Small or Medium Enterprise).

The major functions of the Department are:-

1. Identify entrepreneurs and motivate them.
2. Provide project ideas/project profiles/project feasibility advice/business management advices/guidance.
3. Give appropriate technology sourcing/knowhow/evaluation/tie ups with national and international partners.
4. Provide information on the availability of infrastructure/market/machinery details & suppliers/raw material source & dealers.
5. Conduct Seminars/Entrepreneurship Development Programmes/Exhibitions to assist stakeholders.
6. Issue due Acknowledgement for applications filed by MSM Enterprises.
7. Provide all requisite handholding services to the unit to start operation and meet statutory requirements.
8. Extend facilitation and personal supervision service for project clearances/documentation.
9. Act as a liaison with financial institutions/other departments/agencies.
10. Prepare and forward Technical Feasibility Reports to Financial Institutions for Loan.
11. Assist the unit to get necessary licenses/clearances/NOC from statutory bodies through Green Channel Counter/Single Window Clearance Board.
12. Extend financial assistances to the unit under the different schemes undertaken by Government to promote Industrialisation.

13. Organise/assist Entrepreneurship Development Clubs in Schools/Colleges to promote industrial culture among the youth.
14. Identify and revive sick units under Sick Unit Revival Programme.
15. Assist revival of industrial Clusters and co-operative societies.
16. Implement other department/Government of India schemes.
17. Acquire, develop land for the benefit of entrepreneurs by establishing Industrial Development Plots/Areas/MIEs.
18. Act as a sounding board for the industrialists in the various forums.
19. Issue all essential documentation to the industry to run/acquire assets/procure controlled items for industrial purpose.
20. Create and extend infrastructural requirement for the development of industries.
21. Promote Entrepreneurship.
22. Care for the environment while promoting industry.

The first line executive officer of the Department viz. The Industries Extension Officer who works in the Block Level acts as the main facilitator for the industrialists. The Industries Extension Officers shall:-

1. Identify potential entrepreneurs by conducting congregation, Seminars, Entrepreneur Development Programmes, workshops, investors meet and disseminate information about the ESS.
2. Educate the financial institutions in his/her block/area of jurisdiction on the various aspects of the ESS.
3. Assist the entrepreneurs to obtain the necessary documentation for applying for assistances under ESS.
4. Assist the entrepreneurs to fill up the application for ESS and submit the application with all requisite documents.
5. Follow up with the beneficiaries and watch out the progress of their functioning.

Part 1

Definition and explanation

1. The definitions for the terms mentioned in this Manual are used only for the purpose of this Scheme and not applicable elsewhere.

(i) Entrepreneur: A person who has filed Entrepreneur Memorandum as per MSMED Act 2006 before the Industries Department and has taken effective steps to set up an industrial unit. (For the purpose of this scheme “effective steps” means purchase of land, apply for bank loan, placing orders for purchase of machinery or other demonstrable event in the life cycle of an industry.

(ii) Enterprise: An industrial unit falling under Micro, Small or Medium category in the MSMED Act 2006.

(iii) Women enterprise: An enterprise in which at least 50% of the promoters are women.

(iv) Young entrepreneur: An entrepreneur between the age of 18 and 45. In case of more than one promoter, then to be eligible for assistance under this Scheme, all the promoters shall be between the age of 18 and 45. At the time of filing application for assistance under Entrepreneur Support Scheme, the entrepreneur (s) should have attained 18 years of age as on the 1st April of the concerned financial year and should not have attained 46 years of age as on the 1st April of the concerned financial year.

(v) Scheduled Caste and Scheduled Tribe entrepreneur: An entrepreneur belonging to Scheduled Castes or Scheduled Tribes under The Constitution Amendment (Scheduled Castes) Order, 1950/The Constitution Amendment (Scheduled Tribes) Order, 1950 (as amended by Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976. In case of more than one promoter, then to be eligible for assistance under this Scheme, at least 50 % of the promoters shall be SC/ST.

(vi) Negative List: List of Industries declared by Government from time to time, which are not to be encouraged by giving any Government financial assistance.

(vii) ‘Pucca’ building: Buildings used exclusively for industrial purpose; designed to be solid and permanent; built of substantial material such as stone, brick, cement, concrete with RCC roof.

(viii) 'Semi pucca' building: Buildings built without substantial material such as stone, brick, cement, concrete and without RCC roof. In some such cases the building roof will be on four pillars without side walls.

(ix) Non-conventional energy: Non-conventional sources of energy comprise those energy sources that are natural, inexhaustible as well as renewable viz. wind, tidal, solar, geo-thermal heat, biomass including farm and animal waste. (Hydro, coal, mineral oil, natural gas etc are conventional energy sources).

(x) New Technology: Technology developed and transferred by recognized institutions.

(xi) Recommending Authority: Kerala Financial Corporation in case of units financed by KFC and Kerala State Industrial Development Corporation in case of units financed by KSIDC. In all other cases, the recommending authority shall be the respective General Manager, District Industries Centres. The recommending authority shall accept applications, receive due application fees, process the applications, place them before the sanctioning authority and disburse the assistance.

(xii) Sanctioning authority: General Manager, District Industries Centres in case of assistance for Startup support. The District Level Committees in case of Technology Support and the District/State Level Committees in case of Investment Support.

(xiii) Bio degradable plastic: Plastics that will decompose in natural aerobic (composting) and anaerobic (landfill) environments.

(xiv) Plastic waste recycling: Process of recovering scrap or waste plastic and reprocessing the material into useful products sometimes completely different in form from their original state.

- (xv) Bio fertilisers: A substance which contains living microorganisms which, enrich soil fertility and fulfill plant nutrient requirements by supplying the organic nutrients through microorganism and their by products.

Part 2

Eligibility for applicants

2. All Micro, Small and Medium Enterprises engaged in manufacturing activities and set up in the State, which had filed Entrepreneurs Memorandum Part 1/II with the respective General Manager, District Industries Centre shall be eligible for this assistance. The applicant has to

- (a) apply in the prescribed Proforma,
- (b) provide necessary documentation and accounts and
- (c) execute an agreement with the notified authority to avail the assistance.

For the purpose of this scheme an industrial unit eligible for the Entrepreneur Support assistance shall be an independent legal entity.

Part 3

Entitlement of a successful applicant

3. Entitlement in the scheme shall be limited to an amount of Rs. 30.00 (Thirty) lakhs per applicant unit to be availed only once. The upper limit of Rs. 30.00 (Thirty) lakhs shall be enhanced by 5% per annum during the period of operation of the scheme to address the escalation of costs. Subject to this maximum limit the assistance shall be limited to the fixed percentage of the composite investment upon

- (a) land,
- (b) land development costs,
- (c) building and improvement charges on existing building,
- (d) essential office infrastructure,
- (e) fixed cost of plant and machinery,
- (e) electrification,
- (f) generators and associated equipment e.g. invertors

All testing and pollution control equipments shall also be eligible for computing the composite investment cost. Working capital and recurring costs shall not be eligible.

4. Out of all eligible applicants, 30% of the earmarked assistance shall be reserved for micro enterprises. Only in case of insufficiency of qualified applicants in the micro category, small and medium enterprises shall be considered. The following categories of applicants shall be preferred in the manner mentioned in the following paragraphs.

5. An assistance of 15% limited to Rs. 20.00 (Twenty) lakhs will be payable on the fixed capital investment of all micro, small and medium enterprises set up in the State except those mentioned in paras 10 and 11.

6. All micro, small and medium enterprises established by entrepreneurs belonging to Women, Scheduled Castes and Scheduled Tribes and Young entrepreneurs shall be eligible for an assistance of 20% of the fixed capital investment limited to Rs. 30.00 (Thirty) lakhs.

7. The following have been declared as priority industries and all units, micro, small, medium enterprises included under priority sector shall be eligible for an additional assistance of 10% of the fixed capital investment subject to a ceiling of Rs. 10.00 (Ten) lakhs or as notified in the specific incentives announced for the sector from time to time.

- a) Rubber based industries
- b) Agro based and food processing industries
- c) Readymade Garments
- d) Industries manufacturing equipments and machinery for Non-conventional energy generation
- e) Bio Technology based industries
- f) 100% Export Oriented Units
- g) Bio degradable plastic industries
- h) Plastic waste recycling industries
- i) Bio fertiliser industries

8. In the case of all micro, small and medium enterprises set up in the districts of Idukki, Wayanad, Kasaragode and Pathanamthitta, there shall be an additional assistance of 10% of the fixed capital investment subject to a ceiling of Rs. 10.00 (Ten) lakhs.

9. In the case of micro, small and medium industrial units set up after acquiring new technology from approved research institutions, recognized as such by State or Central

Government, there shall be an additional assistance of 10% of the fixed capital investment subject to a ceiling of Rs. 10.00 (Ten) lakhs.

10. Assistance to any unit which has already received any subsidy or grant earlier under other schemes, from other Government Agencies, any State owned financial institution shall be limited to the balance remaining eligible assistance payable under the Entrepreneur Support Scheme. For eg. any unit which has availed assistance from such agencies or statutory Boards like MPEDA, Spices Board, Rubber Board, local bodies, etc. will be eligible for assistance limited to the balance remaining eligible assistance payable under the Entrepreneur Support Scheme. However an industrial unit which availed Margin Money Loan from Industries Department is eligible for assistance under Entrepreneur Support Scheme. In case the unit had availed start up support earlier, only the balance remaining eligible assistance will be admitted to the unit.

11. The industries included in the Negative List and notified as such from time to time, Government controlled industries, public sector undertakings, units started by Government controlled agencies, units financed by KVIC/KVIB etc. shall not be eligible for any assistance under these rules.

Part 4

Powers and Services offered by the sanctioning authority

12. The power to sanction assistances under the scheme shall be vested with the General Manager, District Industries Centre, District Level Committee and State Level Committee with the following composition.

13. District Level Committee:-

District Collector (Chairman); Lead District Manager; representative of Finance Department in Government; District Manager, KFC; representative of KSSIA District Committee and General Manager, District Industries Centre (Member Secretary). Cases involving eligible fixed capital investment up to Rs. 200.00 (Two hundred) lakhs only will be considered and sanctioned by District Level Committee.

14. State Level Committee:-

Director of Industries & Commerce (Chairman); representative of Finance Department in Government; Managing Director, KSIDC; Managing Director, KFC; Director –MSME (DI);

Representative of KSSIA State Committee; Convenor, State Level Bankers committee or representative and Additional Director of Industries and Commerce-General (Member Secretary). Cases involving eligible fixed capital investment above Rs. 200.00 (Two hundred) lakhs only will be considered and sanctioned by State Level Committee. In the case of State Level and District Level Committees the quorum of the Committee shall be four.

15. It shall be the duty of the District Level Committee to notify schemes at the commencement of the financial year through press release/advertisement and accept applications year round. The applications received in each calendar month directly in paper and electronically will be processed electronically within the same quarter and placed before the District Level Committee to be convened every month.

16. The recommending authority shall provide facility to receive the application and application fee of Rs. 1,000.00 (One thousand) per application either directly or electronically and issue receipt for the same. In case of SC/ST, the fee shall be limited to Rs. 500.00 (Five hundred) only. The Director of Industries & Commerce shall be competent to enhance the fee from time to time not exceeding 10% at a time.

17. The recommending authority shall request and accept further documentation or clarification required from the applicant, associated agencies or stake holders of other departments. However, since the onus of the genuineness and bonafides of the claim lie with the applicant unit, the recommending authority need not resort to 100 % physical inspection/verification of all applicant units, but may undertake a random verification. The Director of Industries & Commerce will separately issue guidelines for cases which require inspection or direct verification. The agency responsible for processing application for investment support shall also be answerable to Audit.

18. The recommending authority shall post the information regarding each individual applicants and inform the outcome of the application directly or electronically at the end of the quarter. The decision of sanctioning authority shall be intimated to the party electronically within 24 hours and disburse the eligible assistance via the bank account of the applicant unit within 48 hours of the sanctioning and execution of the requisite agreement. In case the sanctioned amount is not disbursed within the stipulated time, then the recommending authority shall obtain the approval of the next higher authority.

Part 5

Obligations of the applicant entrepreneurs

19. The applicant shall provide all required details and declare such information as to be true.
20. The applicant shall pay the requisite application fee as stated in para 16.
21. The applicant shall provide clarifications or further details sought by the recommending/sanctioning authority.
22. The applicant shall allow inspection or verification of any details mentioned in the application including plant and machinery and all other assets if so required by the recommending/sanctioning authority.
23. The applicant shall produce originals of any important documents if so required by the recommending/sanctioning authority for verification.
24. The applicant shall execute requisite legal agreement online and if required on paper as and when the proposal is approved for implementation and furnish the signed hard copy subsequently via post or otherwise.
25. The applicant shall utilise the amount received only in the manner agreed upon.
26. The applicant shall operate the unit as stipulated in the agreement in which the quantum of support received failing which the assistance shall be resumed by restoring the provisions of Kerala Revenue Recovery Act.
27. The applicant unit after availing the assistance shall furnish copies of balance sheets, valid license from local body, electricity bills, performance particulars in the prescribed proforma etc every year till the stipulated period before the 31st December of the next financial year, as proof of their functioning to the notified authority.

Part 6

Elements of Fixed Capital Investments

28. The principal elements of Fixed Capital Investment such as land, land development costs, building, essential office infrastructure, plant and machinery, electrification costs, testing equipment, generator, other energy generating equipment, pollution control equipment and investments on recycling of water, waste and rain harvesting if utilised for industrial purpose shall be admitted for assistances under Entrepreneur Support Scheme on the following basis. The Director of Industries & Commerce shall be competent to declare a component as essential to the unit on a case by case basis if differently titled.

29. Land in the name of the unit, possessed and enjoyed by them evidenced by title deeds and considered essential to the running of the unit by the recommending authority shall be admitted for assistance. Land in the name of the proprietor/partner or partners/Director or Directors of the unit will also be considered for assistance as that of land in the name of unit, provided it is capitalised in the books and accounts of the unit. The stipulation of capitalisation in the books and accounts can be relaxed in the case of proprietorship units. The purchase costs (including stamp duty and registration charges) as per the deed or fair value of land whichever is lower shall be taken as the value of land. In the case of land on lease for atleast 10 years the lease value of land limited to 20% of the fair value of the land shall be admitted.

30. Land development costs such as filling charges and leveling charges shall be eligible for assistance upon certification by a Civil Engineer not below the rank of an Assistant Executive Engineer of Government Department (Industries, PWD, LSGD, Irrigation, etc) or a Chartered Engineer, Institution of Engineers India/Approved Valuer of Institution of Valuers, India. The investment in land development admitted for assistance shall be limited to a maximum of 25% of the value of land admitted or valuation of the Engineer, whichever is lower. Cases in which land is not admitted/eligible for assistance, Land Development Costs are not admissible.

31. Building essentially required by the unit including improvements in the existing structure and situated in free hold land in the name of the unit or in the name of the proprietor, Partner/Partners, Director/Directors of the unit, if it is capitalised in the Books and Accounts of the unit or in land on registered hire purchase or on lease to the unit for at least ten years shall be eligible for assistance subject to a cost ceiling per plinth area to be notified by the Director of Industries & Commerce from time to time. Building on land acquired on lease, where the lease deed for land has been executed/registered after the date of commencement of commercial production can also be considered for assistance, provided the period of lease of land in which the building under consideration is located is at least for 10 years. The plan, estimate and valuation shall be certified by a Civil Engineer not below the rank of an Assistant Executive Engineer of Government Department (Industries, PWD, LSGD, Irrigation, etc) or a Chartered Engineer, Institution of Engineers India/Approved Valuer of Institution of Valuers, India. Any civil structure not essentially related to production process shall not be eligible for assistance. However, civil construction for pump

house, generator room, canteen, toilets, compound walls etc. whichever is necessary for production process, directly or indirectly, shall be eligible.

32. All brand new identifiable items of essential office equipments viz. Air conditioner, fax, telephone, over head projector, computers, office furniture etc can be considered provided these costs are evidenced by invoices, proof of payments and a valuation certificate of a Mechanical Engineer not below the rank of an Assistant Executive Engineer of Government Department (Industries, PWD, LSGD, Irrigation, etc) or a Chartered Engineer, Institution of Engineers India/Approved Valuer of Institution of Valuers, India.

33. The investment in Land, Land Development Costs, Building and Essential Office Equipments shall be limited to 50% of the total fixed capital investment.

34. All brand new identifiable items of plant and machinery including tools, jigs, moulds as well as material handling equipments shall be eligible for assistance. Fabricated machinery shall be supported by a valuation certificate of a Mechanical Engineer not below the rank of an Assistant Executive Engineer of Government Department (Industries, PWD, LSGD, Irrigation, etc) or a Chartered Engineer, Institution of Engineers India/Approved Valuer of Institution of Valuers, India. Plant and machinery on hire purchase from National Small Industries Corporation shall be eligible for assistance on the basis of original value. Generator sets, other energy generating equipments shall also be considered as part of machinery for the purpose of computing the investment for assistance. No commercial or private vehicles, second hand machinery, crates, pallets and consumables, stores and items not directly involved in production process will be eligible for assistance.

35. All testing equipments will be eligible for assistance at the rates specified for each category as mentioned in paras 5 & 6 if supported by a valuation certificate by a Mechanical Engineer not below the rank of an Assistant Executive Engineer of Government Department (Industries, PWD, LSGD, Irrigation, etc) or a Chartered Engineer, Institution of Engineers India/Approved Valuer of Institution of Valuers, India. Claim on this account can be considered independently without having to be a part of new, expansion, diversification and modernisation project. In any case the total eligible assistance including the assistance for testing equipments shall not exceed the maximum ceiling eligible specified for each category.

36. All pollution control devices supported by consent letter of Kerala State Pollution Control Board and valuation certificate by a Mechanical Engineer not below the rank of an Assistant Executive Engineer of Government Department (Industries, PWD, LSGD, Irrigation, etc) or a Chartered Engineer, Institution of Engineers India/Approved Valuer of Institution of Valuers, India shall be eligible for assistance at the rates specified for each category as mentioned in paras 5 & 6. Claim on this account can be considered independently without having to be a part of new, expansion, diversification and modernisation project. In any case the total eligible assistance including the assistance for pollution control devices shall not exceed the maximum ceiling eligible specified for each category.

37. Power connection costs to KSEB except security/caution deposit, transformer costs and costs of Industrial wiring including that for Generator Set will be eligible for assistance. These costs should be evidenced by invoices, proof of payments, and where industrial wiring costs and electrification exceeds Rs. 50,000.00 (Fifty thousand) by a certificate of valuation from an Electrical Engineer not below the rank of an Assistant Executive Engineer, Electrical Inspectorate/Kerala State Electricity Board or Chartered Engineer, Institution of Engineers India/Approved Valuer of Institution of Valuers, India. Power connection costs to KSEB, paid in instalments shall be eligible in toto upon certification.

38. All investments on recycling of water, waste and rain harvesting if utilised for industrial purpose shall be admitted for assistance if evidenced by invoices, proof of payment and a valuation certificate by a Civil or Mechanical Engineer not below the rank of an Assistant Executive Engineer of Government Department (Industries, PWD, LSGD, Irrigation, etc) or a Chartered Engineer, Institution of Engineers India/Approved Valuer of Institution of Valuers.

39. In case the total fixed capital investments claimed is less than Rs. 1.00 (One) lakhs, a valuation certificate from an Officer of Industries Department not below the rank of an Industries Extension Officer is sufficient. Transportation and erection charges shall not be taken for the purpose of computing assistance.

Part 7

General provisions

40. The assistance under the Entrepreneur Support Scheme shall be released to the eligible entrepreneur (s)/unit in 3 stages. The 1st stage is named Startup Support, 2nd stage the Investment Support and the 3rd stage, the Technology Support. The Startup support is provided for enterprises prior to commencement of commercial production; Investment Support after the commencement of commercial production and Technology Support after commencing production on acquiring new technology.

41. All applications for assistance under Entrepreneur Support Scheme shall be submitted online by the applicant through the designated website of Industries Department and produce the originals along with details of acknowledgement received at the time of filing online, before the Recommending Authority.

42. The Officer while accepting the application form should examine whether all necessary details have been furnished. If any information is found inadequate, the same should be intimated to the applicant unit both electronically and otherwise and grant 10 days time to rectify the defects.

43. A Committee shall be constituted in all offices of the Recommending Authorities who shall monitor all units which avail assistances under this Scheme to verify whether they satisfy the provisions of this Manual. Any verification of the utilisation of the assistance granted may preferably be made through the financial institution which financed the applicant unit. A unit which avails assistance under this Scheme shall also be under the obligation to furnish copies of balance sheets, valid license from local body, electricity bills, performance particulars in the prescribed proforma etc every year till the stipulated period before the 31st December of the next financial year, as proof of their functioning.

44. Any dues on any account of the unit to Government/agency of Government shall be adjusted from the amount sanctioned as eligible assistance to any unit before disbursement of the assistance. Government in the Industries Department will have powers to relax this condition with the concurrence of Finance Department in exceptional cases for the reasons reported by the Director of Industries & Commerce.

45. The disbursement of the sanctioned assistance to the unit shall be by electronic transfer to the bank account of the unit. The Director of Industries and Commerce shall open an account in a nationalised/scheduled/private/any other bank into which the funds earmarked for ESS for the financial year shall be parked. Each recommending authority shall open a similar bank account with the prior approval of Director of Industries & Commerce. Based on the request of the recommending authority funds will be transferred on a quarterly basis to the bank accounts of the recommending authority. The recommending authority shall disburse the assistance to the entrepreneurs from their bank account to the bank account of the enterprise, based strictly on their seniority. Each recommending authority shall furnish an Utilisation Certificate towards the fund received on a quarterly basis to the Director of Industries & Commerce.

46. **Startup Support:** In case of all entrepreneurs who have been sanctioned Term Loan by any Financial Institution against a definite Project Report recommended and forwarded by Industries Department and approved by the Financial Institution, for setting up an industrial unit, the eligible assistance at the rates specified for each category as mentioned in paras 5 to 8 above shall be released to the entrepreneur subject to the following conditions:-

- (i) The assistance shall be limited to 50% of the eligible assistance under each category as mentioned in paras 5 to 8.
- (ii) The maximum startup support shall be limited to Rs. 3.00 (Three) lakhs.

47. An entrepreneur who intends to avail the startup support shall apply in duplicate before the General Manager, District Industries Centre in the prescribed application form with the necessary documents and copy of the Project Report. The General Manager shall thereafter within 15 working days prepare a Technical Feasibility Report of the Project and forward the same to the concerned financial institution for sanction of eligible Term Loan. After sanctioning the Term Loan, the financial institution may furnish their recommendation in the prescribed format along with attested copies of the Sanction Letter towards Term Loan and Project Report.

48. The General Manager, District Industries Centre shall have full powers for sanctioning startup support. Sanction of the startup support shall be in the prescribed format. An agreement in the prescribed format shall be got executed on stamp paper worth Rs. 100/-

by the competent authority representing the unit before the payment effected in favour of the unit. All claims shall be disposed of within 15 days from the date of receipt of completed application failing which a penalty shall be paid to the applicant unit.

49. Startup support can be disbursed to the unit only through the financing institution concerned. The Bank/financing institution shall disburse the amount to the unit on a pro-rata basis along with the disbursement of term loan. The financial institution shall adjust the start up support against the Principal amount of the Term Loan only.

50. In case of any reduction and refixation of the loan/Fixed Capital Investment, proportionate reduction shall be made on the assistance and balance unspent amount, if any, shall be returned to the General Manager, District Industries Centre forthwith by the bank/financing institution. However, the unit shall be liable to pay the interest for the amount so returned by the financial institution till it reaches the General Manager, District Industries Centre. In any case the Bank/financing institution shall complete disbursement of the Term Loan and the startup support amount released to them by the General Manager, District Industries Centre within one year from the date of its receipt.

51. Entrepreneurs who receive the startup support will be under obligation to commence commercial production of the unit within one year from the date of receipt of startup support and remain continuously working for five years from the date of commencement of commercial production. Any delay in commencing commercial production after the stipulated one year period, shall be intimated to the concerned General Manager, District Industries Centre in writing by the unit within one month prior to the lapse of the stipulated one year period. The maximum period of extension that can be allowed by the General Manager, District Industries Centre shall only be three months.

52. No collateral security or charge on assets of the unit during the pendency of loan by the unit to financial institutions or banks is required for this assistance. But Government shall have a charge on the industrial assets of the unit, once the assistance is released. The financing institution will advise the General Manager, DIC concerned in writing of their intention of releasing the charges created in their favour in case of full repayment or of taking over the unit in case of default so as to ensure that the assets are not disposed off without the knowledge of the Department if the action proposed is within the stipulated five year period.

53. **Investment Support:** All enterprises shall apply for investment support within one year of commencement of commercial production. The District Level committee and State Level Committee shall however be competent to condone delays in individual cases on merits. The District Level Committee may condone delays only up to a period of two years.

54. All applications shall be made to the respective recommending authority only after starting commercial production. All eligible investments as on date of application for assistance can be admitted for investment support provided the same is envisaged in the original Detailed Project Report irrespective of the date of commencement of commercial production.

55. Enterprises undertaking expansion, diversification and modernisation shall also be eligible for investment support at the revised rates applicable to each sector. In the case of modernisation, the eligible fixed capital investment for support shall be fixed after deducting the higher of written down value or sale value of the scrapped items. In computing the ceiling the investment support given to the unit, the time it commenced production as a new unit and the course of its expansion etc. including under Central/State Investment Subsidy Scheme shall be considered.

56. Expansion, diversification to be eligible for investment support should be different from routing replacement. 'Modernisation' refers to replacement of existing machinery with new machinery partially or fully with the same make or with different make. The expansion, diversification and modernisation should have been carried out as per a definite project report, over a predefined period of time. While expansion, diversification and modernisation must result in at least 25% increase in plant and machinery in Gross Block terms, expansion must also result in at least 25% increase in installed capacity.

57. Eligible investment support at the rates mentioned in paras 5 to 8 above, shall be sanctioned to the unit by the District/State Level Committee after deducting the assistances if any, availed. However, the applicant unit shall be given an opportunity of being heard under proper notice, before a decision is taken by the Committee. All claims shall be disposed of within three months from the date of receipt of completed application failing which a penalty shall be paid to the applicant unit.

58. Investment support shall be disbursed by the recommending authority through the financing institution which has financed the unit on their executing an agreement with the recommending authority in the prescribed format. If there are more than one such financing institution the amount shall be credited to the term loan lending institution.

59. Industrial units which receive the investment support will be under obligation to remain working continuously for five years from the date of commencement of commercial production. However, it is necessary that a unit shall be a working one as on date of release of the assistance. Closed down units are not eligible for this assistance.

60. **Technology Support:-** All industrial units shall apply for Technology support within six months from the date of commencement of commercial production after installing the new technology. The District Level committee shall however be competent to condone delays in individual cases on merits. The technology support can be claimed by new units or existing units without being a part of the diversification/expansion/modernization programme. The assistance shall be payable for acquiring new technology at the rates mentioned in para 9 above.

61. The application for technology support shall be filed before the Recommending Authority along with copies of invoices of the machinery acquired in this regard with proofs of payment from the research institutions owned or controlled by Government such as CFTRI, CSIR, DFRL, DRDO, Rubber Board, CTCRI, ICAR, KVK etc. supported with proof towards the payment of consultancy charges, valuation certificate of a Mechanical Engineer not below the rank of an Assistant Executive Engineer of Government Department (Industries, PWD, LSGD, Irrigation, etc) or a Chartered Engineer, Institution of Engineers India/Approved Valuer of Institution of Valuers, India and certificate from the research institutions that the technology is new. Government Engineering Colleges approved by AICTE, institutions under the Council of Science & Technology, universities etc which has Research & Development facilities and which develops technologies for industry shall also be considered as research institutions for the purpose of the Technology Support.

62. Plant & Machinery for technology upgradation, improvement in packaging, energy conservation and consultancy/technology transfer costs etc shall be considered for this assistance.

63. The Recommending Authority shall place the application before the District Level Committee for Entrepreneur Support Scheme as mentioned in para 13, for sanctioning technology support. However, the applicant unit shall be given an opportunity of being heard under proper intimation, before a decision is taken by the Committee. All claims shall be disposed of within one month from the date of receipt of completed application failing which a penalty shall be paid to the applicant unit. Sanction of the technology support shall be in the prescribed format. An agreement in the prescribed format shall be got executed on stamp paper worth Rs. 100/- by the competent authority representing the unit before the payment is effected in favour of the unit.

64. Entrepreneurs who receive the technology support will be under obligation to remain continuously working for five years from the date of commencement of commercial production after installing the new technology.

Part 8

Appeals

65. The State Level Committee for Entrepreneur Support Scheme is competent to dispose the appeals, if any, received in the prescribed format against the orders of the District/State Level Committee in case of Investment/Technology Support and even competent to reconsider the decision of the State Level Committee. The State Level Committee is also competent to issue clarifications wherever necessary in respect of Entrepreneur Support Scheme. In case of appeals against the orders of the General Manager, District Industries Centres with regard to startup support the District Level Committee shall be competent to dispose the same.

66. The Appeals referred in para 65 above shall be filed within 90 days from the date of issue of orders of the General Manager, DIC/District Level Committee/State Level Committee as the case may be and sent to the Member Secretary of the District/State Level Committee concerned. No appeal after this period will be entertained. The Member Secretary shall place the case before the Committee after getting the views of the recommending authority, if found necessary. The appeal shall be disposed of, as far as possible, within three months from the date of receipt of appeal after giving the appellant an opportunity of being heard, wherever necessary.

Part 9

Expenses

67. An amount of 2% of the budget allocation under the scheme shall be earmarked and made available for disposal with the Director of Industries & Commerce for allotting to the District/State Level Committees towards administrative expenses and advertisement and publicity costs. The expenses can be met for the purpose of canvassing applicants, hiring of vehicles, associated telephone charges, printing and publishing publicity materials, light refreshments for investor meets. The Director of Industries & Commerce will determine the limits under which such expenses are to be footed.

68. The fees being collected by the recommending authorities as application fees from the applicant unit may also be utilised for both administrative expenses and advertisement costs. However recommending authority/ Committees shall furnish expenditure particulars to the Director of Industries every quarter and also publish the same in the website.

Part 10

Recoveries and Penalties

69. Any assistance viz. startup, investment or technology support to an industrial unit is liable to be refunded by the unit with interest at the rate of 14% per annum from the date of receipt of the same, on issue of registered demand notice to the unit by the Recommending/Sanctioning authority on grounds of obtaining assistance by misrepresentation, forgery or deception or not found working continuously for five years from its commercial production or in case of units which availed startup support, if the unit is not found to have commenced its commercial production within one year after receipt of assistance. All amounts due to Government under this provision shall, in case of default, be recoverable as if they are arrears of land revenue under the provisions of the Kerala Revenue Recovery Act, 1968 or in such other manner as Government may deem fit. Sufficient opportunity to show cause in writing shall however be granted to the units before a demand is raised against it.

70. If an authorised officer of the Recommending/Sanctioning authority is found to have delayed processing of application or disbursing of claim on approved cases deliberately, the Director of Industries & Commerce shall be competent to levy and recover a fine of Rs. 500.00 (Five hundred) per day for each day of such delay determined subject to a maximum

of Rs. 10,000.00 (Ten thousand) from the salary of the delinquent and award it as cost to the applicant unit. An opportunity of hearing shall be given to the officer concerned before such damages are realised. This shall not count as disciplinary action under Kerala Civil Services (Classification, Control & Appeal) Rules, 1960 etc.

Part 11

Forms

71. The application, other certificates, agenda note, sanction letters, agreement etc. shown separately as annexures shall form part of the Manual.

LIST OF ANNEXURES

- I. List of Priority Industries
- II. Negative List
- III. Format of the Application for assistance under Entrepreneur Support Scheme
- IV. Format of Recommendation of the Financial Institution for Startup Support
- V. Format of Proceedings to sanction Startup Support
- VI. Format of the Agreement for Startup Support
- VII. Format of the Certificate of Valuation of the Engineer towards Land Development Costs/Building
- VIII. Format of the Certificate of Valuation of the Engineer towards Fixed Capital Investments
- IX. Format of the Certificate of Valuation of the Engineer towards Electrification Costs
- X. Format of the Agenda Note for sanctioning Investment Support
- XI. Format of the Sanction Letter for Investment Support
- XII. Format of the Agreement for Investment Support
- XIII. Format of the Agenda Note for sanctioning Technology Support
- XIV. Format of Proceedings to sanction Technology Support
- XV. Format of the Agreement for Technology Support
- XVI. Format for Appeal
- XVII. Format of the Performance Particulars of unit

ANNEXURE - I

The list of industries mentioned in this annexure under priority sector is not exhaustive and industries may be added from time to time, if found to be part of the respective sectors and part of the priority sector.

1. RUBBER BASED INDUSTRIES

(“Any industrial unit utilising natural rubber as raw material cost of which is at least 25% of the total cost or raw materials used for the manufacture of end product will be treated as rubber based industries”. Natural rubber is ‘the form of latex, centrifuges, latex, skimmed latex, scrump, creeps sheet or blocks (scrump) will be treated as natural rubber’. Activities like powdering of rubber products are excluded from this purview).

1. Rubberised cloth
2. Canvas hoses
3. All tyres-cycle, cycle rickshaw and car, truck etc.

4. All tubes, tubes flaps-cycle, cycle rickshaw and car, truck etc.
5. Camel back Tyre re-treading materials (except cold curing type materials procured)
6. Moulded rubber soles and heels for footwear (except for captive consumption)
7. All gloves – and other dipped goods
8. Hot water bags – rubber
9. Ice bags – rubber
10. Rubber balloons & rubber bands
11. Rubber hose
12. Rubberised canvas hose pipes
13. Rubber tubes
14. Rubber washers
15. Oil seals rubber
16. Rubber thread (except base rubber thread of ever heat resisting rubber thread)
17. Rubber eraser
18. Hard rubber battery containers
19. “o” rings – rubber and automobile rubber parts
20. Latex foam & latex foam products (except synthetic rubber cots and aprons and lubricating pads)
21. Micro cellular sheets
22. Other dipped latex products except contraceptives
23. Spares for medical and surgical apparatus and sweets.
24. Rubberised coir mats, mattresses etc.
25. Centrifuged latex
26. Rubber parts for sports goods
27. Crape rubber, crumb rubber, rubber belts (conveys and V bolts)
28. Rubber based adhesives
29. Cables
30. Rubber tiling/flooring
31. Rubber mats
32. Latex based adhesives
33. Latex threads
34. Toy balloons, rubber band gloves
35. Automobile rubber components
36. Rubber rollers
37. Rubberised fabrics
38. Tyre flaps
39. Battery containers
40. Rubber backed coir mats
41. Oil seals
42. Rubber component for electronic industry
43. Hot water bottles
44. Hospital and industrial sheeting
45. Rubber play balls

2. AGRO BASED AND FOOD PROCESSING INDUSTRIES

AGRO BASED INDUSTRIES:

(Agro-based industries are those industries which depend on agricultural products as raw materials)

1. Rice Mill

2. Oil and other products from coconut
3. Extraction of essential oil
4. Cattle feed and Poultry Feed
5. Starch manufacturing from Tapioca
6. Wheat powder
7. Raggy powder
8. Straw Board
9. De-fibering of coconut husk
10. Turmeric powder
11. Ginger oil/Oleoresins
12. Turmeric oil
13. Curry Powder
14. Bottling of coconut water as soft drink/coconut milk/coconut cream/descicated coconut/coconut limca.
15. Coconut shell powder
16. Coconut hair oil
17. Banana processing
18. Black gram powder
19. Canning of vegetables and fruits
20. Cashew nut shell liquid
21. Clarified fruit juices
22. Coffee powder
23. Corn flakes
24. De-hydration of fruits and vegetables
25. Rice Flakes (Aval)
26. Fruit Bars
27. Groundnut oil
28. Instant pickles
29. Mushroom processing
30. Wine/brandy from cashew/apples/banana
33. White pepper powder
34. Coconut cream powder
35. Products from coir fiber
36. Tapioca rava
37. Activated carbon
38. Fresh milk processing other than dairy farm
39. Milk powder
40. Tea powder

FOOD PROCESSING INDUSTRIES:

(Any industry whose end products is utilized for the consumption including processing purification and refining of edible oils).

1. Ice cream
2. Pickles and chutneys
3. Vinegar
4. Dal Milling
5. Bread
6. Pastry
7. Confectionery
8. All edible oil milling processing and refining

9. Poultry feed, cattle feed except in pellet form
10. Ground and processed spices
11. Tapioca sago and other Tapioca products
12. Banana Powder, chips and other products
13. Synthetic syrups
14. Milling and processing of spices & curry powder
15. Glucose
16. Soft drinks
17. Fruit preservation and processing
18. Semi processed and packed food materials
19. Pappad
20. Fish processing and curing
21. Meat processing and preservation
22. Biscuits
23. Instant noodles
24. Bakery and allied products
25. Vermicelli

3. READYMADE GARMENTS

(Any industrial unit manufacturing garments of any variety from cotton, synthetic and blended fibre, silk and wool will be treated as a garment, manufacturing unit)

4. INDUSTRIES MANUFACTURING EQUIPMENTS AND MACHINERY FOR NON-CONVENTIONAL ENERGY GENERATION

(Industries which manufacture equipments and machinery for generating power from non-conventional sources of energy viz. wind, tides, solar, geo-thermal heat, biomass including farm and animal waste)

5. BIO TECHNOLOGY BASED INDUSTRIES

(Industries that involves the use of living organisms and bioprocesses to develop products for manufacturing purpose. Modern use of similar terms includes genetic engineering as well as cell and tissue culture technologies)

1. Antibiotics
2. Fermented beverages
3. Fermented foods
4. Recombinant proteins
5. Biogas
6. Biohydrogen
7. Biopolymer
8. BioSteel
9. Butanol
10. Ethanol fuel

6. 100% EXPORT ORIENTED UNITS

(Units undertaking to export their entire production of goods and service as per the Export – Import Policy)

7. BIO DEGRADABLE PLASTIC INDUSTRIES

(Industries that manufacture plastics which will decompose in natural aerobic (composting) and anaerobic (landfill) environments)

1. Polyanhydrides
2. Polyvinyl alcohol
3. Polyhydroxyalkanoates (PHAs)
4. Polylactic acid (PLA)
5. Polybutylene succinate (PBS)
6. Polycaprolactone (PCL)

8. PLASTIC WASTE RECYCLING INDUSTRIES

(Industries that use the process of recovering scrap or waste plastic and reprocessing the material into useful products, sometimes completely different in form from their original state)

9. BIO FERTILISER INDUSTRIES

(Industries that produce bio fertilizers. Bio fertilizers are substances that contain living microorganisms which, enrich soil fertility and fulfill plant nutrient requirements by supplying the organic nutrients through microorganism and their byproducts)

1. Rhizobium
2. Azotobacter
3. Azospirillum
4. Blue green algae (BGA)

ANNEXURE - II

NEGATIVE LIST*

Negative list: units which are ineligible for any financial assistance/loan/exemption/subsidy from the State Government

1. Service Enterprises
2. Photo Studios and Colour Processing Centres
3. Tailoring other than manufacturing of readymade garments
4. Breweries and Distilleries of all types
5. Saw mills
6. Soap Grade Sodium Silicate
7. Asbestos processing except units in respect of which the quantum of asbestos used in the production process is less than 25% and environmental and occupational health hazards have been taken care of to the satisfaction of authorities concerned.
8. Metal Crushers including Granite Manufacturing units
9. All types of Steel Re rolling Mills, Units manufacturing iron ingots,
10. Calcium Carbide
11. Cement manufacturing except units manufacturing cement from fly ash
12. Potassium Chlorate
13. Cashew industrial units

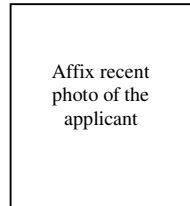
14. Power intensive units based on electro thermal/electro chemical processor units where total power requirements exceeds 5000 KVA of contract load or where the cost of power is more than 33% of cost of production of the items manufactured except where the units generate their power requirement in excess of 5000 KVA of contract load by own captive power.

*As amended from time to time

ANNEXURE - III

**APPLICATION FOR ASSISTANCE UNDER ENTREPRENEUR SUPPORT
SCHEME**

PART A
(GENERAL INFORMATION)
(mandatory for all assistances)



(Do not leave any column blank. If not applicable enter "NA". Use only bold letters.)

Support applied for : ***Startup/Investment/Technology***
Category of the Entrepreneur : ***General/Women/Young/SC-ST***
Additional Eligibility : ***Priority/Backward Dist***

1. Name of the applicant :
2. Address for Communication with Pin code, Phone no., email. :
3. Date of birth of the applicant :
(to be supported with any proof) (mandatory only in case applying for assistance for young entrepreneurs)
4. Constitution of the unit : (Proprietary/Partnership/Company/Society/Others)
5. No of workers employed/proposed : Male Female
.. ..
6. Address of the factory/unit :
7. Address of the Head/Corporate/Administrative office :
(mandatory only if the location of factory and Head/Corporate/Administrative office are different)
8. Particulars of the promoter/promoters : Name Address
.. ..
Male (Nos) Female (Nos)
.. ..

9. Acknowledgement No of EM Part I & date* :
(mandatory for startup support)
10. Acknowledgement No of EM Part II & date*:
(mandatory for Investment & Technology Support)
11. Products manufactured/
proposed to be manufactured :
12. PAN & TIN No, if any :

* In case of other registrations viz. IEM/SIA etc specify them with No & date.

Place:

Date:

Signature of the applicant

NB: In case applying for startup support please fill Part A & B, if applying for investment support fill Part A & C and if applying for technology support fill Part A & D.

PART B
(ASSISTANCE FOR STARTUP SUPPORT)
(applicable only for bank financed units)

(Do not leave any column blank. If not applicable enter "NA". Use only bold letters.)

I/We as per
resolution No. dated have been authorised to and hereby do apply
for Startup support for M/s.
for an amount of Rs.....(Rupees
only)

The details are as under:

1. Details of fixed capital investment	:	
		<u>As per Project cost</u>
		<i>(all amounts are in Rupees)</i>
(i) Land		..
(ii) Land Development Costs		..
(iii) Building		..
(iv) Essential Office equipments		..
(v) Plant & Machinery		..
(vi) Electrification		..
(vii) Generator Set		..
(viii) Other energy generating equipments		..
(ix) Pollution control devices		..
(x) Testing equipments		..
(xi) Others, if any*		..
* specify the item		
TOTAL		..

2. Source of finance envisaged in the Project Report
 - (a) Term loan from Financial Institution :
 - (b) Startup support from Industries Department :
 - (c) Loan/Grant from any other source :
 - (d) Own contribution :

TOTAL :

3. Margin to be brought by the Promoter as per the Project Report :

ELIGIBLE SUPPORT

4. 15% of the FCI as approved by FI :
(in case of General Category)
5. 20 % of the FCI as approved by FI :
(in case of Women/Young/SC-ST Category)
6. Additional 10% of the FCI as approved by FI :
(in case of Priority Industries)
7. Additional 10% of the FCI as approved by FI :
(for units in Idukki, Wayanad, Kasaragod & Pathanamthitta)
8. Startup support claimed :
9. Name of the Financial Institution :

I/We have read the rules of the Startup support under the Entrepreneur Support Scheme and undertake to abide by all the provisions therein.

I/We also submit that I/We have neither applied for nor availed similar assistance from elsewhere.

I/We also submit that change of location/address of the applicant/constitution of the unit, if any shall be intimated to the sanctioning authority in writing.

I/We declare that the facts stated above are true to the best of my/our knowledge and belief.

Place:

Date:

Signature of the applicant
*(in case of units other than proprietary
all promoters shall sign the application)*

(i)

(ii)

.....

PART C
(ASSISTANCE FOR INVESTMENT SUPPORT)
(applicable for self financed units also)

(Do not leave any column blank. If not applicable enter "NA". Use only bold letters.)

I/We as per resolution No. dated have been authorised to and hereby do apply for Investment Support for M/s. for an amount of Rs. (Rupees only).

The details are as under:

1. Name of the unit :
2. Whether New/expansion/diversification/Modernisation :
3. Date of commencement of commercial production :

In case Expansion/Diversification/ Modernisation

- | | Quantity | Value |
|--|----------|-------|
| 4. Pre-expansion/diversification/modernisation capacity : | | |
| 5. Post-expansion/diversification/and modernisation capacity : | | |
| 6. Percentage increase : | | |
| 7. Period during which expansion/diversification/modernisation executed : | From | To |
| 8. Date of re-starting production after completing expansion/diversification/modernisation : | | |

	Pre-expansion/modernisation/diversification investment already considered for assistance	Investment claimed by unit for expansion/diversification/modernisation	Total investment
i. Land :			
ii. Land development costs :			
iii. Building :			
iv. Essential office equipments :			
v. Plant & Machinery :			
vi. Electrification :			
vi. Genset :			
vii. PCD's/testing equipments :			
viii. Others :			
Total :			

Details of investment**9. Land***(only applicable if the land is owned by the promoter/promoters/unit)*

(i) Extent Survey Nos. Taluk Village

- (ii) Document Registration No. & Date :
 (iii) Cost of land as per document :
 (iv) Fair value of land claimed :
 (v) Extent of land used for industrial purpose by unit :

10. If land is leased, whether lease deed is for 10 years or more : Yes/No

11. Land Development costs :

- (i) Levelling or filling charges as per the valuation of Engineer :

12. Building

- (i) Whether the building is Pucca or not : Yes/No
 (ii) Plinth area of factory shed and other industrial structures :
 (iii) Plinth area actually in use for industrial purpose :
 (iv) Cost of building as valued by Engineer :
 (v) Cost of other civil structures essential to Production process as per the Engineer :

13. Plant & Machinery

(i) List of machinery

Name of machinery	Name of supplier	Invoice No & date	Invoice Value	Cash receipt/DD/RTGS No & date	Value involved in the receipt/DD/RTGS
		TOTAL			

(ii) List of items other than identifiable machinery used for fabrication

Name of item	Name of supplier	Invoice No & date	Invoice Value	Cash receipt/DD/RTGS No & date	Value involved in the receipt/DD/RTGS
		TOTAL			

- (iii) Labour cost as certified by Engineer :

- (iv) Value of fabricated machinery as per the Valuation of Engineer :

GRAND TOTAL (ii + iii) :

14. Electrification

- (i) Value as per the Valuation of Engineer :
(Only in case claim exceeds Rs. 50,000/-) :
- (ii) List of electrical items

Name of item	Name of supplier	Invoice No & date	Invoice Value	Cash receipt/ DD/RTGS No & date	Value involved in the receipt/ DD/RTGS
		TOTAL			

15. Essential Office Equipments

List of office equipments

Name of item	Name of supplier	Invoice No & date	Invoice Value	Cash receipt/ DD/RTGS No & date	Value involved in the receipt/ DD/RTGS
		TOTAL			

16. Pollution control devices

- (i) Value of necessary equipments as per the valuation of Engineer :
- (ii) List of items

Name of item	Name of supplier	Invoice No & date	Invoice Value	Cash receipt/ DD/RTGS No & date	Value involved in the receipt/ DD/RTGS
		TOTAL			

17. Testing Equipments

- (i) Value of necessary equipments as per the valuation of Engineer :
- (ii) List of items

Name of item	Name of supplier	Invoice No & date	Invoice Value	Cash receipt/ DD/RTGS No & date	Value involved in the receipt/ DD/RTGS

		TOTAL			

18. Water/waste recycling/rain harvesting equipments

(iii) Value of necessary equipments as per the valuation of Engineer :

(iv) List of items

Name of item	Name of supplier	Invoice No & date	Invoice Value	Cash receipt/ DD/RTGS No & date	Value involved in the receipt/ DD/RTGS
		TOTAL			

19. (a) Amount of startup support/similar grant availed earlier :

(b) Date of sanction & Order No :

20. Total fixed capital investment claimed for Investment Support :

21. Total Eligible assistance :

22. Investment Support applied for (20-19a) :

23. Name of the financing institution :

I/We have read the rules and conditions of the Investment support under the Entrepreneur Support Scheme and undertake to abide by them.

I/We also submit that I/We have not applied for nor availed similar assistance from elsewhere.

I/We also submit that change of location/address of the applicant/constitution of the unit, if any shall be intimated to the sanctioning authority in writing.

I/We declare that the facts stated above are true to the best of my/our knowledge and belief.

Place:

Date:

Signature of the applicant

PART D
(ASSISTANCE FOR TECHNOLOGY SUPPORT)

(Do not leave any column blank. If not applicable enter "NA". Use only bold letters.)

I/We as per resolution No. dated have been authorised to and hereby do apply for Technology support for M/s. for an amount of Rs. (Rupees only)

The details are as under:

1. Whether new unit : Yes/No
2. Date of commencement of commercial production (if answer to 1 is "yes") :

In case of existing units (if answer to 1 is "no")

3. Date of commencement of production after installing new Technology :
4. Details of new technology acquired :
 - (i) Brief description of the new technology :
 - (ii) Name of the Technology/Research Institution :
 - (iii) Whether the institution is approved : Yes/No
 - (iv) Cost of Technology/consultancy charges :
 - (v) Cost of new machinery :
 - (vi) Valuation cost of Technology & new Plant and Machinery as per Engineer :
 - (vii) List of machinery :

Name of item	Name of supplier	Invoice No & date	Invoice Value	Cash receipt/DD/RTGS No & date	Value involved in the receipt/DD/RTGS
		TOTAL			

5. Whether the investment particulars have been intimated to DIC (Pl enclose copy of amendment order of EM Part II) : Yes/No
6. Investment claimed for technology support (Cost of technology and new machinery) :
7. Amount of assistance claimed :
8. Details of assistances availed earlier :
 - (i) Startup support :
 - (ii) Investment support :
 - (iii) SIS/Any other assistance (enclose copies of sanction orders) :
 - TOTAL :

9. Name of financing institution :

I/We have read the rules and conditions of the assistance towards acquiring new technologies under the Entrepreneur Support Scheme and undertake to abide by them.

I/We also submit that I/We have not applied for nor availed similar assistance from elsewhere.

I/We also submit that change of location/address of the applicant/constitution of the unit, if any shall be intimated to the sanctioning authority in writing.

I/We also certify that all the above facts are true to the best of my/our knowledge and belief.

Place:

Date:

Signature of the applicant

CHECKLIST

Enclosures to be submitted along with application: *(Pl tick the documents submitted)*

(a) Common to all assistances viz. Startup, Investment and Technology Support

- (i) Application (*Annexure - III*) duly signed by the applicant (*in case of partnership firm, all partners shall sign*)
- (ii) Acknowledgement receipt during filing the application on line
- (iii) Self attested copy of Challan/receipt towards payment of fees
- (iv) Copy of Voters ID/Passport/Ration Card/Driving license of the promoter/promoters (*attested by Gazetted officer*) (*in case applying for assistance under young entrepreneurs the document furnished shall show the Date of birth of the applicant*)
- (v) Self attested copy of resolution towards applying for this assistance in case of units other than proprietary
- (vi) Self attested copy of Acknowledgement of EM (EM part I in case of application for Startup support and part II for other assistances)
- (vii) Copy of Caste Certificate (*attested by Gazetted officer*) (*in case applying for assistance under SC/ST entrepreneurs*)
- (viii) Copy of the Project Report (*Self attested*)
(*NB:- ii & iii not required during online filing but to be submitted along with the original application*)

(b) For Startup Support {in addition to (i) – (viii) under (a)}

(to be furnished after the Term Loan is sanctioned by the Financial Institution)

- (i) Copy of Project Report (*attested by Financial Institution*)
- (ii) Recommendation letter of the financial institution (*Annexure - IV*) in original
- (iii) Copy of Term Loan sanction letter of the Financial Institution (*attested by financial institution*)

(c) For Investment Support {in addition to (i) – (viii) under (a)}

- (i) In case of belated application, request for condonation for delay in filing application

- (ii) Self attested copy of the partnership deed/Memorandum and Articles of Association/Bye-laws in case of units other than proprietary
- (iii) Self attested copy of the registration certificate from Registrar of Company/Firm/Society of units other than proprietary
- (iv) Self attested copy of audited balanced sheet with trade & profit loss statement and details of FCI
- (v) Self attested copy of valid licence from local body
- (vi) Self attested copies of sales bills
- (vii) Self attested copy of consumer card of KSEB showing Contract demand and date of power connection with a copy of the last electricity bill

- (viii) **Land**
 - 1. Copy of title/lease deed/Allotment order and remittance particulars in case of DA, DP etc.
 - 2. Fair value of land from the concerned revenue authority

- (ix) **Land Development costs**
Certificate from a Civil Engineer (*Annexure – VII*) not below the rank of an Assistant Executive Engineer of Government Department (Industries, PWD, LSGD, Irrigation, etc) or a Chartered Engineer, Institution of Engineers India/Approved Valuer of Institution of Valuers, India.

- (x) **Building**
 - 1. Copy of title deed/lease deed of land (*only in case land is not claimed*)
 - 2. Approved plan, estimate and valuation certificate from the Civil Engineer (*Annexure – VII*) not below the rank of an Assistant Executive Engineer of Government Department (Industries, PWD, LSGD, Irrigation, etc) or a Chartered Engineer, Institution of Engineers India/ Approved Valuer of Institution of Valuers, India.

- (xi) **Plant & Machinery**
 - 1. Copy of invoices/bills with proof of payment (*cash receipt/certificate from the financial institution; in case of machinery purchased from outside the state, copy of invoice shall be affixed with the stamp from the concerned taxes check post*)
 - 2. Bill of entry for imported machinery
 - 3. In case of fabricated machinery, Certificate of a Mechanical Engineer (*Annexure – VIII*) not below the rank of an Assistant Executive Engineer of Government Department (Industries, PWD, LSGD, Irrigation, etc) or a Chartered Engineer, Institution of Engineers India/Approved Valuer of Institution of Valuers, India with regard to material costs and labour costs.

- (xii) **Electrification costs**
 - 1. Copy of invoices/bills (including power connection charges, transformer costs etc) with proof of payment (*cash receipt/certificate from the financial institution*)
 - 2. In case the electrification costs is above Rs. 50,000/-, a valuation Certificate of an Electrical Engineer (*Annexure – IX*) not below the rank of an Assistant Executive Engineer, Electrical Inspectorate/Kerala State Electricity Board or Chartered Engineer, Institution of Engineers India / Approved Valuer of Institution of Valuers, India

(xiii) **Generator Set/Other energy generating Equipments**

1. Copy of invoices/bills with proof of payment (*cash receipt/certificate from the financial institution*)
2. Valuation certificate of an Electrical Engineer (*Annexure – IX*) not below the rank of an Assistant Executive Engineer of Electrical Inspectorate/Kerala State Electricity Board or a Chartered Engineer, Institution of Engineers India/Approved Valuer of Institution of Valuers, India.
3. Copy of Installation permit/Energisation order from Electrical Inspectorate towards the Generator set

(xiv) **Testing Equipments**

1. Copy of invoices/bills with proof of payment (*cash receipt/certificate from the financial institution*)
2. Valuation certificate of a Mechanical Engineer (*Annexure – VIII*) not below the rank of an Assistant Executive Engineer of Government Department (Industries, PWD, LSGD, Irrigation, etc) or a Chartered Engineer, Institution of Engineers India/Approved Valuer of Institution of Valuers, India.

(xv) **Pollution Control Devices**

1. Copy of invoices/bills with proof of payment (*cash receipt/certificate from the financial institution*)
2. Valuation certificate of a Mechanical Engineer (*Annexure – VIII*) not below the rank of an Assistant Executive Engineer of Government Department (Industries, PWD, LSGD, Irrigation, etc) or a Chartered Engineer, Institution of Engineers India/Approved Valuer of Institution of Valuers, India.
3. Self attested copy of consent letter from the Kerala State Pollution Control Board.

(xvi) **Essential Office/Water & waste recycling/rain harvesting equipments**

1. Copy of invoices/bills with proof of payment (*cash receipt/certificate from the financial institution*)
2. Valuation certificate of a Mechanical Engineer (*Annexure – VIII*) not below the rank of an Assistant Executive Engineer of Government Department (Industries, PWD, LSGD, Irrigation, etc) or a Chartered Engineer, Institution of Engineers India/Approved Valuer of Institution of Valuers, India.

(d) For Technology Support {in addition to (i) – (viii) under (a) plus (i) to (vi) under (c)}

- (i) Self attested copy of order and proof of payment of consultancy/technology transfer costs
- (ii) Self attested copy of invoices/bills with proof of payment of the new Plant & machinery
- (iii) Valuation certificate of a Mechanical Engineer (*Annexure – VIII*) not below the rank of an Assistant Executive Engineer of Government Department (Industries, PWD, LSGD, Irrigation, etc) or a Chartered Engineer, Institution of Engineers India/Approved Valuer of Institution of Valuers, India.
- (iv) Certificate from the research institution to the effect that the technology is new.

NB: In case a document pertaining to a particular detail has already been furnished under any of the applications viz. Part B/C/D, then further production of the same is not necessary.

ANNEXURE - IV

Recommendation of the financial Institution for startup support

(to be enclosed along with copy of loan sanction order attested by Manager of Bank/Financial Institution)

We have examined the application in detail submitted by M/sand viability of the scheme proposed by them. We have sanctioned a Term loan of Rs..... (Rupees.....only) against the total Fixed Capital Investment of Rs.....(Rupees.....only). The cost of project comes to Rs.....(Rupees.....only). The promoter's contribution comes to Rs.....(Rupees.....only). The margin to be brought by the unit comes to Rs..... (Rupees.....only).

We have disbursed Rs.....(Rupees.....only) of the Term loan as on..... and we certify that the unit has deposited the beneficiary contribution as envisaged in the Project Cost, in the Term Loan account of the unit with our bank.

We shall furnish you the schedule of repayment on execution of agreement by the party.

We also undertake to advise you on the completion of repayment of loan by the loanee or on any legal action against or takeover of the unit by us.

We also undertake to keep the department posted on the utilisation of the Term Loan and Startup Support assistance from time to time and also on any and all development relating to the unit which may adversely affect the interest of the Government/Our bank/institution.

Station:

Date: (SEAL)
of the

Name & Signature
Agent/Manager.

Name and address of the bank

To the General Manager,
District Industries Centre.

ANNEXURE – V

Proceedings of the General Manager, District Industries Centre,.....

(Present:)

No. Dated:.....

Sub:- Startup support- M/s.....sanctioned- orders issued

- Read:- 1. GO (Ms) No.....dated.....
2. Application of Sri/Smt.dated.....
3. Recommendation Lr No.....datedof the(name of financial institution)

ORDER

Sri/Smt.....of M/s a proposed Micro/Small/Medium enterprise bearing EM Part 1 Acknowledgement Nodated..... for the production of has applied for Startup support of Rs.....(Rupees..... only) as per 2nd and 3rd read above.

The application has been scrutinised and found to satisfy the conditions laid down in the Government Order read 1st above. The financial institution as per reference 3rd cited above have informed about the sanction of Term Loan to the applicant unit and also recommended for a Startup support of Rs.....(Rupees..... only). The unit is found eligible for a Startup support of Rs.....(Rupees..... only)

In the circumstances sanction is hereby accorded for the payment of Rs.....(Rupees..... only) as Startup support subject to the following conditions.

1. The applicant unit shall be under obligation to commence commercial production within one year from the date of receipt of this assistance and remain continuously working for a period of five years from the date of commencement of commercial production. The unit shall intimate the date of commencement of commercial production to the General Manager, District Industries Centre. Any delay in commencing commercial production after the stipulated one year period, shall be intimated to the concerned General Manager, District Industries Centre in writing by the unit within one month prior to the lapse of the stipulated one year period.

2. The applicant unit shall be under the obligation to furnish copies of balance sheets, valid licenses from local bodies, electricity bills and performance particulars in a prescribed proforma every year till the stipulated period before 31st of December of the ensuing financial year, as a proof of their functioning.

3. In case of any reduction and refixation of the loan/Fixed Capital Investment, proportionate reduction shall be made on the startup support and balance unspent amount, if any, shall be returned to the General Manager, District Industries Centre forthwith by the bank/financing institution. However, the unit shall be liable to pay the interest for the amount so returned by the financial institution till it reaches the General Manager, District Industries Centre. In any case the Bank/financing institution shall complete disbursement of the Term Loan and the startup support amount released to them by the General Manager, District Industries Centre within one year from the date of its receipt.

4. Startup support to an industrial unit is liable to be refunded by the unit with interest at the rate of 14% per annum from the date of receipt of the same, on issue of registered demand notice to the unit by the General Manager, District Industries Centre on grounds of obtaining the assistance by mis-representation, forgery or deception or if the unit is not found to have commenced its commercial production within One year after receipt of assistance or not found working continuously for five years from its date of commencement of commercial

production. All amounts due to Government under this provision shall, in case of default, be recoverable as if they are arrears of land revenue under the provisions of the Kerala Revenue Recovery Act, 1968 or in such other manner as Government may deem fit.

5. The applicant unit shall execute an agreement in the prescribed format agreeing to the above conditions within 10 working days of receipt of this order, failing which it shall be taken that the unit is not interested in availing the assistance and the case closed automatically.

6. Any officer authorised by the Director of Industries & Commerce/General Manager, District Industries Centre shall have powers to call for, inspect or examine at all reasonable time any asset, properties or books of accounts in respect of the applicant's concern and the unit shall arrange for the same.

The Administrative Assistant, of this office is authorised to draw the sanctioned amount and to credit it to the account of the applicant in the after the agreement has been produced, duly executed and production of advanced stamped receipt in triplicate.

General Manager
District Industries Centre

ANNEXURE – VI

Form of Agreement for Startup Support

(to be executed by the applicant unit in stamp paper of Rs. 100/-)

THIS AGREEMENT is executed on this the day of.....Two thousand..... between Sri/Smt..... (Here enter address of the applicant), Proprietor/Managing Partner/Director of M/s..... (here enter name and address of the unit with door no) which filed EM Part 1 with the department of Industries & Commerce vide Acknowledgement Nodated and having its Registered Office at Door No..... (here in after called 'the grantee') in favour of the Governor of Kerala (hereinafter called the `Government')

WHEREAS the above unit has applied for the Startup support under the Entrepreneur Support Scheme before Government.

AND WHEREAS on the unit's request, Government have agreed to sanction an amount of Rs.....(Rupeesonly) as per order No.....dated..... (hereinafter called the `sanction order' which shall form part of this form as if incorporated therein), the receipt of which the grantee hereby admits and acknowledges subject to the conditions contained in the sanction order and also subject to the terms and conditions herein after.

NOW THEREFORE THIS DEED WITNESSETH AS FOLLOWS:

1) The grantee shall perform all the terms and conditions contained in the sanction order and the said rules and those conditions which are applicable to the grantee according to the provisions of Kerala Financial Code or such other rules as may be framed hereafter in substitution for or in addition to the said Code.

2) The grantee agrees to commence commercial production of his unit within one year from the date of receipt of this assistance and also agrees to run his unit continuously working for a period of five years from the date of commencement of commercial production.

3) The grantee shall intimate the date of commencement of commercial production of his unit to the General Manager, District Industries Centre in writing. The grantee shall, in case of any delay in commencing commercial production of the unit after the stipulated one year period, shall intimate to the concerned General Manager, District Industries Centre in writing about the delay one month prior to the expiry of the stipulated one year period.

4) The grantee shall furnish copies of balance sheets, valid license from local body, electricity bills and performance particulars in the prescribed proforma etc every year till the stipulated period before the 31st December of the ensuing financial year, as proof of their functioning.

5) The grantee shall not close their account with the financial institution without the written consent of the General Manager, District Industries Centre.

6) The grantee shall refund the entire assistance with interest at the rate of 14% per annum from the date of receipt of the same, on issue of registered demand notice to the unit by the General Manager, District Industries Centre on grounds of obtaining the assistance by misrepresentation, forgery or deception or if the unit is not found to have commenced its commercial production within one year after receipt of the assistance or not found working continuously for five years from its date of commencement of commercial production. All amounts due to Government under this provision shall, in case of default, be recoverable as if they are arrears of land revenue under the provisions of the Revenue Recovery Act or in such other manner as Government may deem fit.

7) The grantee undertake to refund to Government any over payment to them by the disbursing agency on account of startup support made in excess of their actual entitlement upon being intimated of the fact by the disbursing agency.

8) The grantee hereby declare that they have full power and authority to execute this deed as per resolution dated.....

IN WITNESS WHERE OF grantee have here unto set his/her hand on the day, month and year first above written.

Signed by

In the presence of witnesses:

1)

2)

ENGINEER'S CERTIFICATE

1. Certified that I have inspected acres of land in Survey Nos..... of Village in.....Taluk in.....District belonging to M/s..... and used for industrial purpose. The valuation of levelling work ofacres of this land is Rs..... The valuation of filling work ofacres of this land is Rs.....

2. Certified that I have inspected the building No..... belonging to M/s..... with reference to the plan thereof approved and sanctioned by the local body.

The structure-wise valuation of the investment for this project is as follow:-

	<u>Plinth area</u>	<u>valuation</u>
Factory building	:	
Office building	:	
Godown	:	
Laboratories	:	
Guest House	:	
Canteen	:	
Rest house	:	
Compound Wall	:	
Others, if any (specify)	:	

The plinth area of the unit's building as per the approved plan is On inspection the plinth area of the structure in use for industrial purpose is seen to be Pucca/Semi pucca building. The value of this structure is..... Certified further that this is an existing/entirely new structure.

Place:

Date:

(seal)

Assistant Executive Engineer or
Chartered Engineer/Approved Valuer

ANNEXURE - VIII

CERTIFICATE OF VALUATION BY ENGINEER

I hereby certify that M/s have acquired the following assets:

<u>Fixed Assets</u>	<u>Value (Rs)</u>
1. Cost of Plant and Machinery bought readymade	:
2. Plant and Machinery fabricated in-house	
(a) Material cost of items fabricated	:
(b) Labour cost involved for fabrication	:
3. Cost of Testing Equipments	:
4. Cost of Pollution Control Devices	:
4. Cost of Essential Office Equipments	:
5. Others (Pl specify)	
Total	

I have physically inspected the items, checked the books of accounts of the unit, the invoices, cash bills and cash receipts and certify that the aforesaid information is true. All items claimed are found to be brand new.

I also certify that the testing equipments claimed for assistance are essential to the unit.

I also certify that the items have been fabricated in house and found to be put to industrial use. The bills/invoices used for fabrication are certified by me and enclosed. The list of items fabricated with approximate material consumed are as follows-

<u>Item fabricated</u>	<u>Value of the plant & machinery (in Rs.)</u>
1.	
2.	
3.	
Total	Rs.....

Place:

Date:

(seal)

Assistant Executive Engineer or
Chartered Engineer/Approved Valuer

ANNEXURE - IX

CERTIFICATE BY ELECTRICAL INSPECTOR

Certified that I have inspected and valued the electrification work of M/s and that the value of electrification work required for industrial purpose isThe material cost comes to Rs.....and the labour cost comes to Rs.....

I also hereby certify that M/s have acquired the following assets:

<u>Fixed Assets</u>	:	<u>Value (Rs)</u>
1. Cost of Generator sets and accessories	:	
2. Cost of other energy generating equipments	:	
3. Others (Pl specify)		
Total		

Place:

Date:

(seal)

Assistant Executive Engineer or
Chartered Engineer/Approved Valuer

File No.

AGENDA NOTE
(for sanction of Investment Support)

1. Name of applicant & address of unit :
2. Category applied for : Gen/Thrust/Women/Young/SC/ST
3. Location of Industrial unit :
4. Constitution of the unit :
5. Acknowledgement No of EM Part I & date :
6. Acknowledgement No of EM Part II & date :
7. Whether New/Expansion/Modernisation/
Diversification :
8. Date of commencement of Commercial
production :
9. Products manufactured :
10. Annual Capacity (in quantity & Rs.) :
11. Date of receipt of Application :
12. Period of delay, if any :
13. Docket No & date :
14. Employment generated :
15. In case of expansion/modernisation/
diversification :

	Pre-expansion/ modernisation/ diversification investment already considered for assistance	Investment claimed by unit for expansion/ diversification/ modernisation	Total investment
i. Land	:		
ii. Land Development costs	:		
iii. Building	:		
iv. Essential Office items	:		
v. Plant & Machinery	:		
vi. Electrification	:		
vii. Generator Set	:		
viii. Testing/PCDs	:		
Total	:		

16. Total Project Cost

i.	Land	:	
ii.	Land Development Costs	:	
iii.	Building	:	
iv.	Essential Office Equipments	:	
v.	Plant & Machinery	:	
vi.	Electrification	:	
vii.	Generator set	:	
viii.	Other Energy Generating equipments	:	
ix.	Pollution Control Devices	:	
x.	Testing equipments	:	
x.	Margin for working capital	:	
xi.	Others	:	

	Total		-----

17. Source of Finance:

i.	Own fund/share capital	:	
ii.	Term loan from financial institution	:	
iii.	Startup support from DIC	:	
iv.	Grant/loan from any other source	:	

	Total		

18. Period of expansion/modernisation/diversification :

19. Date of completion of expansion/modernisation/
diversification :

20. Pre-expansion capacity (Qty. value) :

21. Post expansion capacity (Qty.value)

	<u>Claimed by unit</u>		<u>Admitted for Subsidy</u>	
	Extent	Value	Extent	Value
22. Land				
23. Building	Plinth area	Value	Plinth area	Value

24.	Investment claimed by unit for assistance	Investment certified by Engineer	Investment admitted for assistance	Basis of acceptance

1.	Land			
2.	Land Dev costs			
3.	Building			
4.	Essential Office Equipments			
5.	Plant & Machinery			
6.	Electrification			
7.	Gen sets			
8.	Other energy generating equipments			
9.	Pollution Control devices			
10.	Testing equipments			
11.	Other items			
<hr/>				
	Total			

- 25. Whether office building and other ineligible civil structures have been excluded : Yes/No
- 26. (a) Startup support already availed :
- (b) Any other assistance already availed :
- TOTAL (a) + (b) :
- 27. Balance assistance available :
- 28. Recommendation :

Recommended to sanction investment support of Rs. against the fixed capital investment of Rs..... (Rupeesonly) as per GO.....This amounts to Rs.....(Rupees.....only). This may be disbursed through

Recommending Authority

SANCTION LETTER

Office of the General Manager, District Industries Centre,.....

Ref. No.

Dated:

To

M/s.

Sir,

Sub:- Entrepreneur Support Scheme-M/s.....Sanctioned-Investment Support-reg

Ref:- (i) GO (Ms) No.....dated...

(ii) Your application for Investment support received by us on.....

(iii)Meeting of the District/State Level Committee for Entrepreneur Support Scheme held on

We are pleased to inform you that the State Level Committee/District Level Committee for Entrepreneur Support Scheme at its meeting held onhas sanctioned an investment support of Rs.....(Rupees.....only) to your unit at..... The said sanction of investment support is subject to the following conditions in addition to the conditions prescribed under the scheme.

2. From the evidence furnished by you from time to time, for the purpose of sanction of this assistance the fixed capital investment of the unit admitted for investment support would be as under:

1. Land	:	Rs.
2. Land Development Costs	:	Rs.
3. Building	:	Rs.
4. Essential Office equipments	:	Rs.
5. Plant and Machinery	:	Rs.
6. Electrification	:	Rs.
7. Generator sets	:	Rs.
8. Other energy generating equipments	:	Rs.
9. Pollution control devices	:	Rs.
10. Testing equipments	:	Rs.

.....
Total : Rs

.....
Investment support sanctioned : Rs.
Less startup support availed, if any : Rs.
Less other assistance availed, if any : Rs.

.....
Balance : Rs.

On the basis of the above, an amount of Rs.....is allowed to be released through.....

3. You shall furnish an advance stamped receipt in triplicate towards disbursement of the above assistance in the following proforma,

Received with thanks from.....a sum of Rs..... (Rupees.....only) byDated on account of Investment support as per the terms and conditions laid down in the agreement executed by us on.....

4. You shall also have to execute an agreement a draft of which is enclosed. The original agreement should be on stamp paper of Rs. 100/- which shall be kept by the disbursing agency. In addition, two carbon copies on plain paper to be furnished, one of which would be returned to you for your record.

5. The agreement shall be executed by the proprietor in the case of a proprietary concern. The agreement should be executed by one or more Directors duly authorised by the Board of Directors of the Company. The execution of the agreement shall be under common seal of the company. The agreement shall be executed by all the partners in case of partnership firm. However, if any one of the partners holds a general power of attorney he may execute the agreement on behalf of the remaining partners. Please also furnish certified copy of the partnership deed and certified true copy of the power of attorney. When the agreement is executed by a holder of general power of attorney the same shall be in force and not revoked as on the date of execution of the agreement.

6. Erasures, if any, shall be properly initialed. No blank shall be left in the agreement and all the blanks shall be filled up properly.

Yours faithfully,

General Manager,
District Industries Centre.

ANNEXURE - XII

Form of Agreement for Investment Support

(to be executed by the applicant unit in stamp paper of Rs. 100/-)

Whereas I/We.....have applied for investment support under the Entrepreneur Support Scheme and whereas I/We have been granted an assistance of Rs..... the receipt of which is hereby acknowledged.

NOW THIS DEED WITNESSETH:

I/We undertake to abide by the terms and conditions stipulated for the purpose of sanction and disbursement of investment support,

I/We undertake to remain in commercial production for a period of at least five years from the date of commencement of commercial production,

I/We further agree that no change of location, name, activity, constitution of the unit and address of the applicant or any substantial contraction or disposal of fixed capital investment will be made within the period of five years without the prior approval of Government,

I/We further agree to furnish to the disbursing agency annual statement of accounts & balance sheets, valid license from local body, electricity bills and our performance particulars in the prescribed proforma every year till the stipulated period before the 31st December of the ensuing year, as a proof of our functioning,

I/We also undertake to refund to Government any sum received as investment support with interest as might be prescribed by the Government or in the absence of any such fixation with interest at 14%, if;

- i) My/our unit goes out of production within five years from the date of commencement of commercial production, or
- ii) I/We violate any of the terms and conditions stipulated for the purpose of investment support, or
- iii) The disbursing agency intimates me/us in writing that the assistance has been obtained by me/us by misrepresentation or/by furnishing of false information as to an essential fact in my/our application for assistance and supporting documents submitted by me/us.

I/We also undertake to refund to Government any over payment to me/us by the disbursing agency on account of investment support made in excess of my/our actual entitlement upon being intimated of the fact by the disbursing agency.

I/We further agree that the provision of the Kerala Revenue Recovery Act, 1968 will be invoked against me/us in case I/We default on amounts demanded from me/us under the above provisions and that all amounts due to Government shall, in case of default, be recoverable as if they are arrears of land revenue under the provisions of the Kerala Revenue Recovery Act, 1968 for the time being in force.

Signature of the applicant
with seal

Place:

Date:

Witnesses:

1)

2)

16.	Investment claimed by unit for assistance	Investment certified by Engineer	Investment admitted for assistance	Basis of acceptance
1. Technology transfer costs/ consultancy charges 2. Plant & Machinery 3. Others				
<hr/> Total <hr/>				

- 17. Assistance already availed
 - (a) Startup support :
 - (b) Investment support :
 - (c) Other assistance, if any (specify) :
- 18. Total assistance availed earlier (17a+b+c) :
- 19. Technical Support eligible :
- 20. Recommendation

Recommended to sanction technology support of Rs. against the investment of Rs..... (Rupeesonly) as per GO.....This amounts to Rs.....(Rupees.....only). This may be disbursed through

Recommending Authority

Proceedings of the General Manager, District Industries Centre,.....

(Present:)

No. Dated:.....

Sub:- Technology support- M/s.....sanctioned- orders issued

Read:- (i) GO (Ms) No.....dated.....

(ii) Your application for Technical support received by us on.....

(iii) Meeting of the District Level Committee for Entrepreneur Support Scheme held on

ORDER

Sri/Smt.....of M/s a Micro/Small/Medium unit bearing EM Part II Acknowledgement Nodated..... for the production of has applied for Technology support of Rs.....(Rupees..... only) as per 2nd read above.

The application has been scrutinised and found to satisfy the conditions laid down in the Government Order read 1st above. The unit is found eligible for a Technology support of Rs.....(Rupees..... only)

In the circumstances sanction is hereby accorded for the payment of Rs.....(Rupees..... only) as Technology support subject to the following conditions.

1. The applicant unit shall be under obligation to remain continuously working for a period of five years from the date of commencement of production after the installation of new technology.

2. The applicant unit shall be under the obligation to furnish copies of balance sheets, valid licenses from local body, electricity bills and performance particulars in a prescribed proforma every year till the stipulated period before the 31st December of the ensuing financial year, as proof of their functioning.

3. Technology support to an industrial unit is liable to be refunded by the unit with interest at the rate of 14% per annum from the date of receipt of the same, on issue of registered demand notice to the unit by the General Manager, District Industries Centre on grounds of obtaining the assistance by mis-representation, forgery or deception or if the unit is not found working continuously for five years from its commercial production after the installation of new technology. All amounts due to Government under this provision shall, in case of default, be recoverable as if they are arrears of land revenue under the provisions of the Kerala Revenue Recovery Act, 1968 or in such other manner as Government may deem fit.

4. The applicant unit shall execute an agreement in the prescribed format agreeing to the above conditions within 10 working days of receipt of this order, failing which it shall be taken that the unit is not interested in availing this assistance and the case closed automatically.

5. Any officer authorised by the Director of Industries & Commerce/General Manager, District Industries Centre shall have powers to call for, inspect or examine at all reasonable time any asset, properties or books of accounts in respect of the applicant's concern and the unit shall arrange for the

same.

The Administrative Assistant, of this office is authorised to draw the sanctioned amount and to credit it to the account of the applicant in the after the agreement has been produced, duly executed and production of advanced stamped receipt in triplicate.

General Manager

ANNEXURE - XV

Form of Agreement for Technology Support

(to be executed by the applicant unit in stamp paper of Rs. 100/-)

Whereas I/We.....have applied for technology support under the Entrepreneur Support Scheme and whereas I/We have been granted an assistance of Rs..... the receipt of which is hereby acknowledged.

NOW THIS DEED WITNESSETH:

I/We undertake to abide by the terms and conditions stipulated for the purpose of sanction and disbursement of technology support,

I/We undertake to remain in commercial production for a period of at least five years from the date of commencement of commercial production after the installation of new technology,

I/We further agree that no change of location, name, activity, constitution of the unit and address of the applicant or any substantial contraction or disposal of fixed capital investment will be made within the period of five years without the prior approval of Government,

I/We further agree to furnish to the disbursing agency annual statement of accounts & balance sheets, valid license from local body, electricity bills and our performance particulars in the prescribed proforma every year till the stipulated period before the 31st December of the ensuing financial year, as a proof of our functioning,

I/We also undertake to refund to Government any sum received as technology support with interest as might be prescribed by the Government or in the absence of any such fixation with interest at 14%, if;

- i) My/our unit goes out of production within five years from the date of commencement of commercial production after installing new technology, or

- ii) I/We violate any of the terms and conditions stipulated for the purpose of technology support, or
- iii) The disbursing agency intimates me/us in writing that the assistance has been obtained by me/us by misrepresentation or/by furnishing of false information as to an essential fact in my/our application for assistance and supporting documents submitted by me/us.

I/We also undertake to refund to Government any over payment to me/us by the disbursing agency on account of technology support made in excess of my/our actual entitlement upon being intimated of the fact by the disbursing agency.

I/We further agree that the provision of the Kerala Revenue Recovery Act, 1968 will be invoked against me/us in case I/We default on amounts demanded from me/us under the above provisions and that all amounts due to Government shall, in case of default, be recoverable as if they are arrears of land revenue under the provisions of the Kerala Revenue Recovery Act, 1968 for the time being in force.

Signature of the applicant
with seal

Place:

Date:

Witnesses:

1)

2)

ANNEXURE - XVI

Form of Appeal

(Affix Court Free Stamp worth Rs. 10/-)

(See Para 65 & 66)

- 1. Name of Appellant :
- 2. Name, address of the unit :
- 3. EM acknowledgement No. & Date. :
(Part I in case of Startup and Part II in case
Investment/Technology support)
- 4. Authority passing the orders :
appealed against
- 5. Type of assistance availed/applied for : Starup/Investment/Technology

6. Amount of assistance claimed :
7. Amount of assistance allowed :
8. Number and date of the order :
appealed against (Pl attach copy of the order)
9. Ground of appeal :
(if necessary use separate sheet)

Appellant:
Signature:

Place:
Date:

ANNEXURE - XVII

Performance particulars of units

(which availed assistances under Entrepreneur Support Scheme)

Financial year:

1. Name of the unit :
2. Name of promoter (s) : 1.
2.
3. Docket No & date :
4. Location of the unit :
5. Products manufactured :
6. Annual turnover as on 31st March
(In quantity and value) :
7. VAT/TIN/PAN No. :
8. Products exported, if any :
(Items, quantity and value)
9. Profit/ Loss for the year :
10. Amount of VAT paid as on 31st March :
11. No of employees engaged :
12. Total amount of wages paid to them
as on 31st March :
13. Total amount of ESI remittances made
as on 31st March :
14. Total amount of PF remittances made
as on 31st March :
15. Total power consumed for the year/
amount paid to KSEB :
16. Total amount of Bank loan/OD/CC availed
as on 31st March :
17. Amount repaid as on 31st March :
18. Total liability of the unit to the bank
as on 31st March :

19. Name of the financial institution :

20. Other particulars

Item	Previous year	Current year
1. Location		
2. Address		
3. Ownership		
4. Products		
5. Fixed Capital Investment		
6. Profit/loss		

Place:

Date:

Signature of the promoter