

**SPECIAL PACKAGE OF INDUSTRIAL INCENTIVES FOR THE STATES OF  
HIMACHAL PRADESH AND UTTARAKHAND.**

**GENERAL OPERATIONAL GUIDELINES FOR REGISTRATION OF INDUSTRIAL UNITS AND PROCEDURE FOR HANDLING SUBSIDY CLAIMS UNDER CENTRAL CAPITAL INVESTMENT SUBSIDY (CCIS) SCHEME, 2013 FOR HIMACHAL PRADESH AND UTTARAKHAND.**

- (i) Industrial unit which wishes to claim subsidy under this Scheme should get registered (EM /IEM Part-I/Registration under the scheme – Form 1A & 1B) with the District Industries Centre (DIC) concerned, prior to the date of commencement of its commercial production for new units or undertaking substantial expansion for existing unit.
- (ii) ‘Substantial expansion’ means increase in the value of fixed capital investment in plant and machinery of an industrial unit by not less than twenty five percent for the purpose of expansion of capacity.
- (iii) It may be ensured that no industrial unit should be registered for benefits under Special Package of Industrial Incentives Scheme if it is covered under Negative List of Industries provided in the Notification of the respective Schemes.
- (iv) The claims for subsidy under the special package of incentives Scheme of Himachal Pradesh and Uttarakhand have to be submitted to the concerned DIC in the prescribed Application Forms {Form-1C along with documents as per check-list Form-1C(i)} within one year from the date of commencement of commercial production / operation.

This will include appraisal report of Bank/Financial Institution (in case of bank financed units) or appraisal report of the HPSIDC/SIDCUL or the agency nominated by the concerned State Government (in case of self-financed units).

**A ‘Deviation Statement’ in Form 1C(A)(i) or IC(A)(ii) respectively shall also have to be submitted along with the claim application.**

- (v) Date of commencement of commercial production / operation would be determined from the date of filing EM or IEM Part-II as applicable.
- (vi) The DIC must ensure that the claim Application Form for subsidy is complete in all respect and accompanied by all the requisite documents as per the ‘Check List’ appended herewith as Form-1C(i). Incomplete applications, without the requisite documents should not be considered under any circumstances.

- (vii)** The Subsidy under scheme should not be considered if the claim is sub-judice.
- (viii)** All transaction in respect of the cost of plant and machinery/project, as the case may be, must be through “A/c payee cheque” or “demand draft” or any other mode of bank transaction. payment in cash would not be considered eligible for computation of subsidy.
- (ix)** The DIC should invariably obtain a certificate to the effect that no cash payment has been included while recommending the subsidy amount of each eligible unit.
- (x)** All expenses must be certified by the registered Chartered Accountant.
- (xi)** The cost of land shall not be taken into account for the purpose of determining the eligibility and quantum of subsidy under the scheme.
- (xii)** Subsidy under schemes shall not be provided on imported second hand capital goods. *It would be certified by the Applicant that no claim has been made in respect of such goods.*
- (xiii)** The DIC must date-stamp each claim under signature of official concerned on each page of all the documents required as per the respective Check List appended therewith.
- (xiv)** The authorized official of the DIC must visit the location of each and every unit and physically verify the existence and operation of the industrial unit/substantial expansion undertaken by the unit and submit a report in the prescribed Form-1C(E) and comments on the deviation report submitted by the unit.
- (xv)** The Director of Industries would designate an officer by post to certify the completeness of the documents forwarded by the DIC.
- (xvi)** The Directorate of Industries (DI) should ensure that all claims are placed before the State Level Committee (SLC) within 150 (One Hundred Fifty) days from the date of receipt of the claims. In exceptional circumstances, if there is delay, then the reason for the same must be provided in writing by the concerned authorities of DI.
- (xvii)** In case of Bank financed units, the bank shall certify the value of plant and machinery for the project. In case of self-financed units, both for service and manufacturing sector, the project would be appraised by HPSIDC / SIDCUL or by any other agency nominated by the concerned State Government after registration by the unit. HPSIDC / SIDCUL / agency nominated by the

concerned State Government would also certify the value of plant and machinery eligible for subsidy.

- (xviii) Meeting of SLC must be held at least once in a quarter to avoid accumulation of cases pertaining to claims under the schemes.
- (xix) **A priority list should be maintained in respect of claims of units run by women entrepreneurs. Claim of such unit should be processed on fast tract and their progress should be monitored by Directorate of Industries on a monthly basis.**
- (xx) The notice of the SLC meeting along with the detailed agenda note should be delivered to all concerned (including GoI nominee) at least fifteen working days before date of the meeting, failing which the meeting shall be adjourned. Representative of Financial Institutions must be invited in respect of units funded by them.
- (xxi) In case the subsidy amount is more than 30 lakh, the State Government must organize field visit of the unit, by a team consisting of one representative each from (a) State Government concerned (b) Financial Institution which assisted the unit, and (c) HPSIDC / SIDCUL. Detailed Appraisal Report by the bank would be the basis of deciding project cost.
- (xxii) The functions of the Field Visit Team shall be broadly as follows:-
- To verify the physical availability of the Plant & Machinery in respect of which claim has been made by the industrial unit.
  - To ascertain whether the components/items of these Plant & Machinery in respect of which subsidy claimed by the industrial unit is as per the provisions of the scheme & subsequent clarifications issued from time to time.
  - To invariably consider the Appraisal Report of the Financial Institution(s) which assisted the project of the Industrial Unit along with other relevant documents while assessing the quantum of the value of plant & machinery.
  - To comment on the 'Deviation Report' submitted by the unit.
  - To submit field visit report within 10 working days from the date of field visit.
- (xxiii) The field visit will take place before the SLC meeting. The report of the field visit team shall be a part of agenda of the SLC meeting.
- (xxiv) While recommending/approving a claim under the scheme, the SLC shall consider the following:-
- Physical Verification Report of the DIC

- Assessment Report of Field Visit Team (must for claims above Rs.30 lakh).
- The documents pertaining to the proof of existence of the industrial unit
- Production figures of the unit
- Detailed Project Report (DPR)/Techno-Economic Feasibility Report (TEFR) of the industrial unit
- Whether payment for procuring/acquiring these Plant & Machinery has been made through A/c Payee Cheque/Drafts/NEFT/RTGS.
- Appraisal Report of the Financial Institution(s) which had assisted the project of the Industrial unit.
- 'Deviation Report' submitted by the unit with their claim application.
- Clarifications on the eligible components of P&M provided by DIPP from time to time.
- In addition to the above, SLC can also stipulate the requirement of any other documents/reports which in its opinion are essential for ascertaining the genuineness of the claims made by the industrial units.

**(xxv)** Detailed deliberations and justifications for recommending/approving/rejecting a particular claim shall be duly recorded in the minutes of the relevant SLC meeting. Any deviation from the items of P & M considered in the Appraisal Report of the Financing Institution(s)/HPSIDC/SIDCUL and in the Assessment Report of the technical team should be suitably explained / justified by the SLC.

**(xxvi)** The SLC in its recommendation should certify that the claim is in accordance / compliance to the scheme guidelines which includes eligible component of plant and machinery.

**(xxvii)** At least 10% of the claims shall be subject to post audit by HPSIDC / SIDCUL within one month from the date of issue of sanction letter by the Directorate of Industries.

**(xxviii)** The unit shall be required to furnish Annual Progress Report (APR) as per the prescribed format to the Directorate of Industries for five years after commencement of commercial production / operation.

**(xxix)** The quantum of subsidy payable to an industrial unit should be worked out/calculated on the eligible components as laid down in the schemes and subsequent instruction/clarification issued by DIPP from time to time. In case of any doubt in this regard, the matter may be referred to DIPP for clarification. The decision of DIPP will be final in this regard.

**(xxx)** For disbursement of subsidy sanctioned by the Government of India to various eligible units, e-payment / RTGS / NEFT may be used by the issuing of payment advices to the bank for direct credit by electronic transfer to the specified bank account of the eligible unit by the HPSIDC/SIDCUL.

- (xxxii)** List of cases of claims passed / rejected / under objection DIC / SLC should be uploaded on the web site along with the reasons of rejection / objection /remarks etc.
- (xxxiii)** The State Government will furnish a quarterly report to the Department of Industrial Policy & Promotion regarding units set up, investment made and employment generated.
- (xxxiv)** The State Government will undertake IEC activities for entrepreneur awareness and promotion of the Scheme.
- (xxxv)** The State Government will also undertake six monthly reviews to monitor the implementation of the Scheme and to undertake suitable remedial measures.
- (xxxvi)** In addition, the provisions under the respective Office Memorandum / Notifications issued from time to time by the Central Government shall be followed.

Prescribed Forms/Formats/Proforma for Claims under Central Capital Investment Subsidy Scheme.

Sl. No.	Purpose	Form Number
1	Application form for registration of NEW UNITS under Special Package of Industrial Incentive Scheme.	1A
2.	Registration Certificate (for NEW UNITS).	1A.1
3	Check list (Certified /Attested photocopies of the documents required to be submitted by NEW UNITS along with the application form for registration.	1A(i)
4	Application form for registration of EXISTING unit.	1B
5	Registration Certificate (for EXISTING UNIT).	1B.1
6	Check list (Certified /Attested photocopies of the documents required to be submitted by EXISTING UNIT along with the application form for registration.	1B(i)
7	Claim Application form for Central Capital Investment Subsidy	1C
8	Statement of Investment on Plant & machinery.	1C(A)
9	Check list (Certified / attested photocopies of the documents to be submitted along with the application form for claiming Capital Investment subsidy.	1C(i)
10	Performa to be filled and forwarded to DIPP along with the Minutes of the SLC meeting held for considering subsidy claims under CCISS, 2013 (for bank-financed units)	1C(A)(i)
11.	Performa to be filled and forwarded to DIPP along with the Minutes of the SLC meeting held for considering subsidy claims under CCISS, 2013 (for self-financed units)	1C(A)(ii)
12.	Detail list of items/components of Plant & Machinery considered eligible for subsidy under CCISS, 2013 by SLC	1C(A)(iii)
13	Certificate from Registered Chartered Accountant (for NEW UNIT )	1C.(B)(i)
14	Certificate from Registered Chartered Accountant (for EXISTING UNIT)	1C.(B)(ii)
15	Affidavit	1C(C)
16	Certificate from Financial Institution/Bank.	1C(D)
14	Enquiry Report of DIC for Central Capital Investment Subsidy.	1C(E)
15	Certificate from Chartered Accountant regarding sources of Finance.	1C(F)
16	Certificate from Registered Architect on Civil Construction for service	1C(G)(i)

	sector (for NEW UNITS).	
17	Certificate from Registered Architect on Civil Construction for service sector (for EXISTING UNIT)	1C(G)(ii)
19	Proforma of Agenda note for SLC for CCIS.	Monitoring Form: 1
20.	Proforma to be submitted to HPSIDC and SIDCUL by SLC for Disbursement of subsidy.	Monitoring Form: 2
21.	Proforma for Agreement.	Monitoring Form: 3
22.	Annual Progress Report (APR) to be submitted by the unit.	Monitoring Form: 4
23.	Time-line for implementation of the Package.	Monitoring Form: 5

**FORM: 1A**  
**APPLICATION FORM FOR REGISTRATION UNDER SPECIAL PACKAGE OF  
INDUSTRIAL INCENTIVES FOR THE STATE OF HIMACHAL PRADESH AND  
UTTARAKHAND.**

**(For new unit)**  
**(to be submitted in quadruplicate)**

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



of DIPP.

iii. Copy of letter to Central Excise Authority, duly acknowledge.

:

**B** If **Service sector**, please indicate requisite Registration/License No. from the concerned Department. ( if any) :

6. Particulars/Details of Fixed Capital Investment proposed (Amount in Rs) :

a. Land

:

b. Site Development

:

c. Building

:

i. Factory building

:

ii. Office building

d. Plant and Machinery/component/ items :

e. Electrical Installation :

f. Preliminary & pre-operative expenses :

g. Miscellaneous fixed assets :

Total :

7. Proposed requirement of Power/Electricity (KW/MW) :

8. Annual Production Capacity proposed: Quantity Value in Rupees

Name of the Product(s)/Service rendered :

(i) :

(ii) ..etc.

9. Raw materials  
Name(s) of the Raw Materials used

(i) :

- (ii) :
10. Proposed Employment Generation in the unit in various fields of work :
- a. Managerial :
- b. Supervisory Staff :
- c. Skilled Worker :
- d. Semi Skilled worker :
- e. Un Skilled worker :
- f. Others :

11. Declaration

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

Place : \_\_\_\_\_ Signature\_\_\_\_\_

Date : \_\_\_\_\_ Full name of the applicant/ authorized signatory \_\_\_\_\_ Seal

**ENQUIRY REPORT**

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

Further it is certified that the item of production does not fall in the negative list as defined in **Annexure IV** of the Gazette notification of Central Capital Investment Subsidy Scheme, 2013.

Recommended for grant of registration under CCISS, 2013.

Date:

Signature of the Enquiry Officer

Place:

Designation /

**FOR OFFICIAL USE IN DISTRICT INDUSTRIES CENTRE (DIC) ONLY**

The application of M/s ..... along with enclosures have been scrutinized and found in order. The item of production does not fall in the negative list as defined in **Annexure IV** of the Gazette notification of Central Capital Investment Subsidy Scheme ,2013 for Himachal Pradesh and Uttarakhand.

Recommended for grant of registration under Central Capital Investment Subsidy Scheme. 2013 for Himachal Pradesh / Uttarakhand.

Date:

Signature of the Officer concerned

Place:

Designation / Office seal

**Form 1A(i)**

**CHECKLIST: REGISTRATION (NEW UNIT)**

**Certified /Attested photocopies of the documents required to be submitted by NEW UNITS along with the application form for registration under CCIS Scheme, 2013.**

1. Constitution/Type of the unit
  - (a).** In case of **Private Limited / Public Limited company:**
    - i. Registration Certificate under Companies Act
    - ii. Memorandum of Article of Association
    - iii. Names and address of the Directors with their PAN no
  - (b).** In case of **Partnership Firm:**
    - i. Deed of partnership
    - ii. Name and address of the Partners with their PAN no
    - iii. General Power of Attorney
  - (c).** In case of **Co-operative Society**
    - i. Registration Certificate
    - ii. Article of memorandum of Association
    - iii. Resolution of the General Body Meeting for registration of the unit
2. Registration No.
  - i. EM Part-I,
  - ii. Part-II /IEM/LOI/IL (if any)

3. Mandatory 'No objection certificate' from local body/any other authority. (e.g Pollution Control Board etc.)
4. Sanction letter of term loan/working capital loan, if any, from Bank/Financial Institution concerned
5. Certificate of Mandatory/Obligatory registration/approval from the concerned Department as applicable (in the case of Service sector units)
6. Any other document that may be required as per direction of State Government/ Directorate of Industries.

Form:1A.1

**GOVERNMENT OF HIMACHAL PRADESH / UTTARAKHAND  
OFFICE OF THE GENERAL MANAGER : DISTRICT INDUSTRIES CENTRE.....  
CERTIFICATE OF REGISTRATION UNDER SPECIAL PACKAGE OF INDUSTRIAL  
INCENTIVES FOR THE STATE OF HIMACHAL PRADESH / UTTARAKHAND**

M/s ..... is hereby registered under Central Capital investment Subsidy Scheme, 2013 and the registration number allotted to it under this Scheme is

DIC/...../ /20...../ Dated .....

Place:  
Manager  
Date:

Signature of the General

District Industries Centre

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

- (1) Directorate of Industry concerned.
- (2) HPSIDC / SIDCUL.

**FORM:1B**  
**APPLICATION FORM FOR REGISTRATION UNDER SPECIAL PACKAGE SCHEME,**  
**2013 FOR HIMACHAL PRADESH AND UTTARAKHAND.**  
**(For existing unit undertaking substantial expansion)**  
**(To be submitted in quadruplicate)**

<b>1</b>	a	<b>Name of the industrial unit &amp; location</b> (i)Village/Police Station (ii)District	: :	
	b	<b>Complete address with telephone no.</b> (i)Factory (ii)Registered Office	: :	
<b>2</b>	a	Constitution of the unit (please specify whether Proprietorial / partnership / Private Limited / Limited company / Cooperative Society)	:	
	b	Name(s), address(es) of the Proprietor/ partners / Directors of Board of Directors / Secretary and President of the Cooperative Society ( <b>Please attach separate Sheet, if necessary</b> )	:	
<b>3.</b>		Proposed date of commencement of commercial production of unit after expansion	:	
<b>4.</b>		Whether the industrial unit falls under Manufacturing sector <b>OR</b> Service sector	:	
<b>5</b>		Details of Registration with the concerned Department.		

	<b>A</b>	If <b>manufacturing sector</b> , please indicate	:	
	i	PMT registration no with date /Acknowledgement No./date of Entrepreneur Memorandum (EM) – part-I /Part-II (if any) of MSME	:	
	ii	Acknowledgement No./date of Entrepreneur Memorandum (IEM) (if any) of DIPP.	:	
	<b>B</b>	If <b>Service sector</b> , please indicate requisite Registration/License No. from the concerned Department.(if any)	:	

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



<b>7.</b>	<b>Details of land and building :</b>	
<b>A</b>	<b>Land :</b>	
a	Own land :	
i.	Land area, Revenue village, Dag No. & Patta No.:	
ii.	Date of Purchase :	
iii.	Date of registration :	
b	Land allotted by Government/ Government agency :	
i.	Date of allotment/agreement with area of land :	
ii.	Date of taking over possession :	
c	Lease hold land :	
I	Date of registration of lease deed :	
ii.	Period of lease :	
<b>B</b>	<b>Building</b>	
a	Own building/rented building :	
b	In case of own building	
i.	Build up area prior to expansion :	
ii.	Proposed built up area after expansion	
<b>8.</b>	<b>Details of electricity utilization</b>	
i.	Sanctioned load prior to expansion :	

	ii.	Connected load prior to expansion :				
	iii.	Whether requirement of additional load is essential for expansion. If so, the quantum of additional load required/applied for.				
9	<b>Production Capacity</b>					
	Name of the Product(s)/Service rendered		Annual installed capacity prior to expansion		Proposed annual installed capacity after expansion	
	(i)		Quantity	Value in Rupees	Quantity	Value in Rupee
	(ii)					
	(iii)					
10	<b>Production Capacity</b>					
	Name of the Product(s)/Service rendered		Annual installed capacity prior to expansion		Proposed annual installed capacity after expansion	
	(i)		Quantity	Value in Rupees	Quantity	Value in Rupee
	(ii)					
11.		Employment Generation in the unit in various fields of work		Prior to expansion	Proposed additional employment for expansion	Total
	a	Managerial				
	b	Supervisory Staff				
	C	Skilled Worker				
	d	Semi Skilled Worker				
	e	Un-Skilled Worker				
	F	Others				

## 12. Declaration

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

Signature\_\_\_\_\_

Place : Full name of the applicant/ authorised signatory

Date : Seal:

**ENQUIRY REPORT**

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

Further, it is certified that the item of production does not fall in the negative list as defined in the notification of the scheme.

Recommended for grant of registration for substantial expansion under Central Capital investment Subsidy Scheme, 2013 for Himachal Pradesh / Uttarakhand.

Date:  
Place:

Signature of the Enquiry Officer  
Designation:

**FOR OFFICIAL USE IN DISTRICT INDUSTRIES CENTRE (DIC) ONLY**

The application of M/s ..... along with its enclosures has been scrutinized and found in order. The item of production does not fall in the negative list as defined in para 8 (Annexure-III) of the DIPP Notification No .2(1)/2013-SPS dated \_\_\_\_\_.

Recommended for grant of registration under Central Capital Investment Subsidy Scheme 2013, for the state of Himachal Pradesh / Uttarakhand.

Date:  
Place:

Signature of the Officer concerned  
Designation / Office seal

Form : 1B.1

GOVERNMENT OF .....

OFFICE OF THE GENERAL MANAGER : DISTRICT INDUSTRIES CENTRE

.....

**CERTIFICATE OF REGISTRATION UNDER SPECIAL PACKAGE SCHEME, 2013  
FOR HIMACHAL PRADESH / UTTARAKHAND.**

**(For existing unit undertaking substantial expansion)**

M/s ..... is hereby registered under Central Capital Investment Subsidy Scheme, 2013 for Himachal Pradesh / Uttarakhand and the registration No. allotted to it under this Scheme is DIC/...../SPS/20...../.... Dated .....

Place

Signature of the General Manager

Date:

District Industries Centre....

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

1. Directorate of Industries.
2. HPSIDC / SIDCUL

**FORM: 1B(i)**

**CHECKLIST : REGISTRATION (EXISTING UNIT)**

**CERTIFIED / ATTESTED PHOTOCOPIES OF THE DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION FORM FOR REGISTRATION UNDER CENTRAL PACKAGE OF INDUSTRIAL INCENTIVE SCHEME, 2013 FOR HIMACHAL PRADESH AND UTTARAKHAND BY EXISTING UNITS UNDERTAKING SUBSTANTIAL EXPANSION.**

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

- d In case of leasehold land from a private owner
  - (i) Registered Lease deed
- e In case of Government land/plot allotted by Government
  - i Allotment letter and trace map
  - ii Premium payment receipt
- 7. Power sanction letter from State Electricity Board/ Competent authority
- 8. NOC / Consent for operation from Pollution Control Board .
- 9. List of employees with name, address and designation
- 10 Audited Balance sheet for the last three accounting years
- 11 Any other documents that may be required as per directions of State Government / Directorate of Industries & Commerce

FORM:1C

APPLICATION FORM FOR CLAIMING OF CENTRAL CAPITAL INVESTMENT  
SUBSIDY SCHEME, 2013 FOR HIMACHAL PRADESH / UTTARAKHAND.

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

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

5. Registration No. under CENTRAL CAPITAL INVESTMENT SUBSIDY SCHEME, 2013 FOR HIMACHAL PRADESH / UTTARAKHAND. (Form:1A/1B)

6. Fixed Capital Investment : (in Rs.)

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

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

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



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

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

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

8. **Power:** :
- A. In case of New units**
- (i) Sanctioned load :
- (ii) Connected Load :
- (iii) Capacity of Captive Power Plant (if any) :
- B. In case of existing units undergoing expansion** :
- (i) Sanctioned load prior to expansion :
- (ii) Connected Load prior to expansion :
- (iii) Sanction of additional load for expansion :
- (iv) Additional connected load for expansion :
- (v) Capacity of captive power plant (if any) :

9. **Details of land and Building** :
- A Land :
- (a) Own land** :
- (i) Land area, Revenue Village, Dag No. & Patta No. :
- (ii) Date of purchase :
- (iii) Date of registration :
- (b) Land allotted by Government/ Government agency** :
- (i) Date of allotment/agreement :
- (ii) Date of taking over possession :
- (c) Lease hold land** :
- (i) Date of lease of land :
- (ii) Period of lease :
- B Building** :
- (a) Own building/rented building :
- In case of own building, built up area :

10. **Statement of Investment in Plant & Machinery as per Form:1C(A)** :

**PART-II : FOR MANUFACTURING SECTOR ONLY**

(Please score out this part, if not applicable)

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

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

**b. For existing units undergoing expansion**

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

**12. Raw Materials :**

**a. For New unit**

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

**b. For existing units undergoing expansion**

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

**13. Sale of finished product(s) :**

**a. For New unit**

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

**b. For existing units undergoing expansion**

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

**14. Employment generation :**

Sl. No	Category	For new unit	For expansion unit		
			Before expansion	After expansion	Total

1	2	3	4	5	6
i.	Managerial				
ii.	Supervisory				
iii.	Skilled				
iv.	Semi-skilled				
v.	Unskilled				
vi.	Others				
	Total				

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

15.	Particulars	New unit	Existing unit
<b>A</b>	<b>Hotel Not below two Star Category</b>		
(i)	Location of the Hotel		
(ii)	Category of Hotel (Please attach certificate)		
(iii)	Area in square meters		
(iv)	Total cost of the building (in Rs)		
(v)	Total cost of essential items (list to be attached) (in Rs)		
(vi)	No. of rooms and area of each type of rooms in square feet		
(vii)	Facilities/ amenities provided (please attach separate sheets, if required)		
(viii)	Whether the norms/criteria laid down by the concerned department/agency have been fulfilled.		
<b>B.</b>	<b>Adventure and Leisure sports including ropeways</b>		
(i)	Location of ropeways installation		
(ii)	Total distance from the first point to the last point (applicable to ropeways only)		
(iii)	Whether the equipments used/proposed to be used are of international standard.		
(iv)	Name & Address of the consultant engaged/proposed to be engaged in		

	installation of Rope ways		
(v)	Whether the consultant has adequate experience of installation of ropeways. If so, give at least two locations where they have done so.		
(vi)	Total cost of civil works (in Rs)		
(vii)	Total cost of essential items installed/ to be installed (please attach separate sheet) (in Rs)		
<b>16.</b>	<b>Employment position in the unit</b>		
Sl no	Category	For new unit	For expansion unit
			Before expansion
			After expansion
			Total
1	2	3	4
(i)	Managerial		
(ii)	Supervisory		
(iii)	Skilled		
(iv)	Semi-skilled		
(v)	Unskilled		
(vi)	Others		
	<b>Total</b>		

#### PART-IV

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

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

Place:  
to the

Signature of the applicant/s/ Status in relation  
unit.

Date:

Seal:

**Form No:1C(A)**

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

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

Signature on behalf of the Unit

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

Date:

Signature & Seal of the enquiry Officer

Counter signed by:

General Manager, DIC

**Form 1C(A)(i)**

**Proforma to be filled and forwarded to DIPP along with the Minutes of SLC meeting held for considering subsidy claims under CCISS, 2013 for Himachal Pradesh and Uttarakhand.**

(for the units financed by Financial Institutions)			(Rs. In lakh)				
Sl. No	Name of the Unit	Name of the Financing Agency(ies)	Appraised Cost by Financing Agency(ies)		Eligible Cost of Plant & Machinery recommended by GM, DIC	Eligible Cost of Plant & Machinery considered by SLC	Amount of subsidy recommended by SLC
			Cost of Plant & Machinery	Total Project Cost			

**Form IC(A)(ii)**

**Proforma to be filled and forwarded to DIPP along with the Minutes of SLC meeting held for considering subsidy claims under CCISS, 2013 for Himachal Pradesh and Uttarakhand.**

		(Rs. In lakh)				
Sl.No	Name of the Unit	Appraised Cost by the HPSIDC / SIDCUL or by the agency nominated by the State Government concerned.		Eligible Cost of Plant & Machinery recommended by GM, DIC	Eligible Cost of Plant & Machinery considered by SLC	Amount of subsidy recommended by SLC
		Cost of Plant & Machinery	Total Project Cost			

\*\*\*\*\*



**Form IC(A)(iii)**

**(Annexure..... of Minutes of the SLC meeting held on.....)**

**Details list of items/components of Plant & Machinery considered eligible for subsidy under CCISS, 2013 for Himachal Pradesh / Uttarakhand.**

Name of the Unit –

Name Unit/Existing Unit under gone Expansion –

Sl. No	As Appraised by Financial Institution assisting the project/ Independent Agency (in case of self financed project)		As considered eligible for subsidy under CCIS, 2013 for Himachal Pradesh & Uttarakhand by the SLC		
	Items/Components of Plant & Machinery	Cost (Rs. In lakh)	Items/Components of Plant & Machinery	Cost (Rs. In lakh)	Reason for deviation (if any) from appraisal report of the Financial institution
<b>TOTAL</b>					

FORM: 1C(i)

CHECKLIST: CLAIM

**Certified / attested photocopies of the documents to be submitted along with the application form for claiming Capital Investment subsidy under Central Capital Investment Subsidy Scheme, 2013 for Himachal Pradesh and Uttarakhand.**

---

1. Constitution of the unit
  - a. **In case of Private Limited / Public Limited company**
    - i. Registration Certificate under Companies Act
    - ii. Memorandum and Article of Association
    - iii. Name & Address of the Director with their PAN no
  - b. **In case of Partnership unit**
    - i. Deed of partnership
    - ii. General Power of Attorney
    - iii. Name & Address of the Partners with their PAN no
  - c. **In case of Co-operative Society**
    - i. Registration Certificate from the Jt. Register of Co-operative Society
    - ii. Article of Memorandum of Association
    - iii. Resolution of the general Body for registration of the unit.
2. **Registration**
  - a. In case of proposed/new unit  
Entrepreneurs Memorandum Part I & Part II/IEM /LOI/IL (as applicable)
  - b. In case of existing unit undergoing expansion:  
PMT regn./Entrepreneurs Memorandum Part II/IEM/LOI/IL (as applicable)
3. **Land & Building**
  - a. **In case of own land**
    - i. Purchase deed / gift deed/any other document to establish the ownership
    - ii. Upto date non-incumbent certificate
    - iii. Jamabandi copy and trace map
  - b. **In case of Industrial land allotted by any Government Agency**
    - i. Deed of agreement
    - ii. Up to date rent payment receipt
  - c. **In case of Industrial shed allotted by any Government Agency**
    - i. Deed of agreement
    - ii. Up to date rent payment receipt
  - d. **In case of leasehold land from a private owner**  
Lease deed agreement
  - e. **In case of Government land/plot allotted by Government**
    - i. Allotment letter
    - ii. Premium payment receipt
4. Statement of Plant and Machinery as per **Form :1C(A)**
5. Certified copies of all bills, vouchers & money receipt of plant and machinery

6. Certificate of fixed capital investment from a Chartered Accountant as per **Form:1C(B)(i)/Form: 1C(B)(ii)**
  7. Certificate from Financial Institution/Bank, regarding disbursement ,vide **Form:1C(D)**
  8. Sanction letter from the financial Institution / Banks for term loan & working capital
  9. Certificate from a Chartered Accountant regarding Sources of Finance as per **Form:1C(F)**
  10. Certificate from Registered Architect on Civil Construction, **Form:1C(G)(i)/Form:1C(G)(ii)**
  11. Project Report
  12. Power sanction letter and first bill from State Electricity Board/ Competent Authority/Competent Department.
  13. No objection certificate from local body/authority
  14. NOC/Consent for operation from Pollution Control Board
  15. First bill(s)/money receipt of purchase of raw material
  16. Challan against first sale of finished product(s)/service rendered.
  17. Affidavit as per **Form:1C(C )**
  18. List of employees with name, address and designation
  19. Balance sheets for last three accounting years (in case of existing units undergoing expansion).
  20. Tea Board registration in case of a Tea Factory
  21. Registration certificate under Central Package of Industrial Incentives for Himachal Pradesh and Uttarakhand, 2013, issued by DIC
  22. PAN Card of the Directors/Proprietors/Partners
  23. Sales tax/VAT, Central excise clearance certificate
  24. Certificate of the unit having become functional/operational indicating date of commencement of function/operation from the concerned department as applicable (in case of service sector units)
  25. Report of HPSIDC/SIDCUL on the scrutiny of the details of the cost of project (in case of self-financed units).
  26. Any other document that may be required as per direction of State Government /Directorate of Industries /HPSIDC/SIDCUL
-

**From No: 1C(B)(i)**  
**CERTIFICATE FROM THE REGISTERED CHARTERED ACCOUNTANT**  
**(For new Unit)**

Name of the Chartered Accountant:

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

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

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

Date:  
Place:

Signature of the Chartered Accountant  
Registration No & Seal

**From No:1C(B)(ii)**  
**CERTIFICATE FROM THE REGISTERED CHARTERED ACCOUNTANT**  
**(For Existing unit undergoing Expansion)**

Name of the Chartered Accountant:

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

(Fig: Value in Rupee)

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

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

Date:  
Place:

Signature of the Chartered Accountant  
Registration No & Seal

AFFIDAVIT

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

- 1. That I am a citizen of India and permanent resident of Village ..... P.O .....Police Station ..... In the district of .....
2. That I am proprietor / Managing partner / Managing Director / Director / President of M/S..... and owners of land/building/plant & machinery of the above unit, the industrial activity of which is .....
3. That the particulars furnished in the claim application for subsidy under the Capital Investment Subsidy Scheme, 2013 for Himachal Pradesh / Uttarakhand are exactly the same as those submitted to the Income Tax authority in respect of the unit known as M/S ..... situated at ..... in the district of ..... That no subsidy/ grant under Central / State Government/ Organization etc have been availed by me against the items mentioned in the claim application form.
4. That the particulars furnished in the application form and /or in connection with the application for subsidy are correct and true to be best of my knowledge and that in case of any particulars are found to be false or misrepresentation/suppression of essential facts ,I shall be liable to punished under laws of the land.
5. That I Shri / Smt. .... the deponent of the above, do hereby solemnly declare and affirm that, statement made above are true to the best of my knowledge and belief .

Identified by me:

Signature (Advocate)

Signature Deponent

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

Magistrate Seal

**Form No: 1C(D)**

**CERTIFICATE FROM FINANCIAL INSTITUTION / BANK**

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

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

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

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*Total Rs.*

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Signature of the Official from Bank/Fl  
Seal & Date



**Form No:1C(E)**

**ENQUIRY REPORT FOR GRANT OF CENTRAL CAPITAL INVESTMENT SUBSIDY UNDER Central Capital Investment Subsidy Scheme, 2013 for Himachal Pradesh / Uttarakhand.**

- 1 a Name & Designation of the enquiry officer :
- b Date of receipt of the application :
- c Date of physical verification of the unit :
- 2 a Name of the unit :
- b Factory address with telephone no (if any) :
- c Office address with telephone / mobile no (if any) :
- d. Registered Head Office (if different from b above) :
- 3 a Constitution of the unit (please specify whether :  
Proprietorial / Partnership / Private Limited /  
Limited company / Cooperative Society ) :
- b Name/s, address(es) of the Proprietor/ partners / :  
Directors of Board of Directors / Secretary and  
President of the Cooperative Society :
- c Date & No of Registration under the Companies :  
Act / as Partnership firm / as Cooperative Society :
- d Registered Head Office of the company (if :  
registered under the companies act irrespective of  
Pvt or Ltd companies) :
- 4 a Enterprise registration :
- i Acknowledgement of Entrepreneur Memorandum :  
(EM) – part-I , No & date :
- ii Acknowledgement of Entrepreneur Memorandum :  
(EM) – part-III , No & date :
- iii Acknowledgement of Industrial Entrepreneur :  
Memorandum (IEM) No & date :
- iv Permanent registration No in case of existing unit. :
- v Tea Board Registration (if applicable)
- vi Factory Registration
- vii Certificate of the unit having become  
functional/operational from concerned Department  
(in case of service sector units)
- 5 Registration No & date under CCISS, 2013 :
- 6 Whether the proposed unit is new or an existing :

- unit under- going expansion
- a In case of new unit :
- i Proposed date of production/operation :
- ii Date of going into commercial production :
- b In case of existing unit :
- i Date of going into commercial production prior to expansion :
- ii Date of going into commercial production after expansion. :
- 7 Details of land & building of the unit :
- A Land :
- i Specify whether the land is own / lease hold / allotted by Government agency :
- ii If own land :
- a. Specify the mode of owing such as by way of inheritance, gift or purchased etc. :
- b. Total area :
- c. Location :
- d. Dag No , patta no , Revenue village and Mauza :
- e. Date of purchase of the land with value and the date of taking possession of the land :
- iii If held under lease :
- a. name and address of owner of the land :
- b. Date of agreement and its area :
- c. period of lease agreement :
- iv If the land allotted by Government / Government agency :
- a. Name of the Agency :
- b. Date of agreement :
- c. Annual rent / premium paid :
- d. Total area allotted and its location. :
- B Details of building :
- I. Whether the factory building has been constructed, if so :
- a. Permission for construction from local authority :
- b. Date of starting and completion of the civil and electrical works :
- c. Total area under construction :
- d. Total estimated cost :
- II. If factory shed has been allotted by the :

- Government agency
- a. Name of the Agency :
- b. Total area of the factory shed and open space allotted :
- c. Annual rent fixed for the shed :
- d. Date of agreement and date of possession of the shed. :
- III. If rented premises :
- a. Name & address of the owner of the premise/s :
- b. Total area & location :
- c. Date of agreement :
- d. Period of rent agreement :
- e. Annual rent fixed for :
- 8 Fixed Capital Investment :

Particulars	New unit (Actual Investment in Rupees)	Existing unit under going expansion /modernization ( actual Investment in rupees)		
		Prior expansion/ modernization	Investment for expansion/mod- ernization	Total Investment after expansion/ modernization
a. Land				
b. Site Development				
c. Building				
i. Office building				
ii. Factory building				
d. Plant & Machinery/ Component/Item				
e. Accessories				
f. Installation and Electrification				
g. Preliminary & pre-operative expanses				
h. Miscellaneous fixed assets				
<b>Total</b>				

- 9 Means of Finance :
- i Promoters contribution :

- ii Equity :
- iii Term Loan from financial institution :
- iv Unsecured loan :
- v Internal resources :
- vi Any other sources, please specify \_\_\_\_\_ :
- Total** \_\_\_\_\_ :
- 10 Financial assistance received from Financial Institution / Bank
  - a. Name of the Bank :
  - b. Amount sanctioned by FI/Bank for fixed capital investment and date of sanction (new unit) :
  - c. Amount sanctioned by FI/Bank for working capital and date of sanction (new unit) :
  - d. Amount disbursed by the FI/Bank as per certificate issued by FI/Bank (new unit) :
  - e. Amount sanctioned by FI/Bank for Fixed capital investment and date of sanction (expansion unit) :
  - f. Amount disbursed by FI/Bank for expansion and date of first disbursement. :
- 11 Power :
  - a Date and quantum of Power sanction for new units (in KW) :
  - b Date of sanction and quantum of power for the existing unit – prior to expansion (in KW) :
  - c Quantum of additional power sanction and date of sanction – for expansion unit ( unit in KW) :
  - d Total sanction and connected load after expansion in KW :
- 12 Item/s of production/ Service rendered :
- 13 Major raw materials used :
- 14 Sources of raw materials :
- 15 Whether NOC/Consent received from the Pollution Control Board :
- 16 Whether NOC obtained from local body :
- 17 Whether the unit has any franchise or marketing tie up with any unit ? :
- 18 Employment position in the unit :
- 19 Amount of Central Capital Subsidy received :

under any other Package

**Comments of the Enquiry Officer**

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

(a) Eligible fixed Capital Investment for CCISS :

(b) Recommended amount of CCISS :

Signature  
and Seal

Comments of the General Manager

Signature and Seal

**Form:1C(F)**

**CERTIFICATE FROM CHARTERED ACCOUNTANT REGARDING SOURCES OF FINANCE**

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

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

Date:  
Place:

Signature of the Chartered Accountant:  
Registration No. & Seal.

**Form No:1C(G)(i)**

**CERTIFICATE FROM THE REGISTERED ARCHITECT ON CIVIL  
CONSTRUCTION**

**(for new unit)  
(for service sector )**

Name of the Architect:

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

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

13.	Cost towards construction of power house	
14.	Any other Civil construction, pl specify.	
	Total	

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

Date:  
Place:

Signature of the Architect  
Seal and Date:



**Form No:1C(G)(ii)**

**CERTIFICATE FROM THE REGISTERED ARCHITECT ON CIVIL CONSTRUCTION**

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

Name of the Architect:

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

<b>S. No.</b>	<b>Items of fixed assets</b>	<b>Investment prior expansion</b>	<b>Additional investment made during the period from.....to....</b>	<b>Total Capital Investment</b>
1.	Cost of land including purchase value registration etc			
2.	Cost of land development			
3.	Cost of Boundary wall, culvert/bridges, retaining wall			
4.	Cost of approach road including the cost of earth filling, black tapping (whichever is applicable)			
5.	Cost of construction of main building interior and Electrification			
6.	Cost of electrification			
7.	Cost of construction of godown, workers quarter etc.			

8.	Cost towards Architect fees/ fees towards preparation of estimate etc			
9.	Cost towards hiring of earthmoving equipments			
10.	Cost towards painting, furnishing etc.			
11.	Cost towards labour payment, transportation, loading unloading, installation etc.			
12.	Cost towards construction of Dam, reservoir			
13.	Cost towards construction of power house			
14.	Any other Civil construction, pl specify.			
	<b>Total</b>			

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

Date:  
Place:

Signature of the Architect  
Date & Seal

### Monitoring Form: 1

**PROFORMA FOR AGENDA NOTES TO BE SUBMITTED TO STATE LEVEL COMMITTEE UNDER SPECIAL PACKAGE FOR CENTRAL CAPITAL INVESTMENT SUBSIDY SCHEME, 2013, FOR HIMACHAL PRADESH / UTTARAKHAND.**

- 1 Name and address of the applicant unit :
- 2 Location of the Industrial unit :
3. Name of the manufacturing/ Service Sector activities as per Special Package-II, 2013 for Himachal Pradesh and Uttarakhand :
- 4 Date of registration in case of company / cooperative society / partnership :
  - a Whether new/ existing unit under- going expansion :
  - b In case of new unit date of commencement of production :
  - c In case of expansion unit, date of going into commercial production after expansion. :
- 5 PMT registration No with date / Acknowledgement of Entrepreneur Memorandum of part-II with date / Acknowledgement of Industrial Entrepreneur Memorandum with date / Industrial Licence No & Date (wherever applicable). :
- 6 Employment generated :
- 7 Item(s) of Production/ Services to be produced :

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

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

11. Details of fixed capital investment (in Rs) :

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

12. Recommendation :  
 (i) Central Capital Investment Subsidy (in Rs.) :

Signature of the Member Secretary  
of SLC

Decision of the State level Committee meeting held on ..... at .....

Signature of the Chairman of the  
SLC

## Monitoring Form: 2

### PROFORMA TO BE SUBMITTED TO HPSIDC / SIDCUL BY THE SLC FOR DISBURSEMENT OF SUBSIDY UNDER CCISS, 2013 for HIMACHAL PRADESH / UTTARAKHAND

- 1 Name and address of the applicant unit :
2. Activity of the unit :
- 3 Location of the Industrial unit :
- 4 Date of registration in case of company / cooperative society / partnership :
  - a Whether new/ existing unit under- going : expansion
  - b In case of new unit date of commencement of: production
  - c In case of expansion unit, date of going into : commercial production after expansion.
- 5 PMT registration No with date / Acknowledgement : of Entrepreneur Memorandum of part-II with date / Acknowledgement of Industrial Entrepreneur Memorandum with date / Industrial Licence No & Date.
- 6 Employment generated :
- 7 Item/s of Production/ Services :
- 8 Name/s of the Financial Institution/ Bank from : whom financial assistance has been sought by the unit.
- 9 Means of Finance (Rs) :
  - a. Promoter's Contribution / Equity :
  - b. Loan from Bank / FI :
  - c. Unsecured loan :
  - d. Government Equity / margin money :
10. Total fixed capital investment (in Rs) :
11. Investment in Building/ Civil construction :
- 12 Investment in plant and machinery (in Rs.) :
  - a. For new unit :
  - b. For existing unit undergoing expansion :
13. Investment in other fixed assets/equipments (in Rs.) :
14. Total amount approved by the SLC and : recommended for disbursement under Central Capital Investment Subsidy (in Rs.) :
15. Date of SLC held along with No. under : CCISS, 2013.
16. Name of the Banker, address and Account no of : the unit

Signature of the Member Secretary of SLC

**Monitoring Form: 3  
AGREEMENT**

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

**AND**

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

**Where as**

1. The unit has made an application to the State Government to avail benefit under the Central Capital Investment Subsidy Scheme, 2013 for Himachal Pradesh / Uttarakhand.
2. After verification and scrutiny of claim, the Member Secretary of the State Level Committee is satisfied and placed the claim of the UNIT before the SLC in its meeting held on ----- SLC approved the claim of Central Capital Investment Subsidy Scheme (CCISS), 2013 and recommended for disbursement from the Himachal Pradesh State Industrial Development Corporation (HPSIDC) / State Industrial Development Corporation of Uttarakhand Limited (SIDCUL), the designated disbursing agency nominated by Government of India for an amount of Rs..... ( Rupees ..... ) only.
3. The UNIT is required under Section 124 of the Indian Contract Act, 1872, Chapter-VIII of the Indemnity and Guarantee and u/s 126 of the Act to enter into an agreement with the Government of ..... regarding the matter specified in the said Section of the Act.

**NOW IT IS HEREBY AGREED AND DECLARED AS FOLLOWS:**

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

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

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

AUTHORISED SIGNATORY OF THE UNIT

**ON BEHALF OF THE  
GOVERNMENT OF**

.....

Company / firm with date & Seal

**Director of Industries, .....**

Witness:

Seal & date

Name with father's name & address

- 1.
- 2.

Signature

## Monitoring Form: 4

### ANNUAL PROGRESS REPORT TO BE SUBMITTED BY THE UNIT IN DUPLICATE TO DIC

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

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

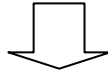
Signature of the Authorized person  
Date & Seal



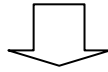
## **Monitoring Form No: 5**

### **Time-line for implementation of the Himachal Pradesh & Uttarakhand Package-II.**

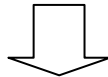
Unit should submit claim within one year from the date of commencement of commercial production at the concerned District Industry Centre (DIC) with complete documents as per norms.



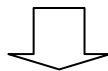
The claim shall be examined at the DIC level as per the scheme guidelines. The physical verification of the unit in respect of plant & machinery installed shall be conducted by the authorized officer of DIC. GM, DIC shall ensure that all these formalities should be completed within 60 days from the date of submission of the claim by the unit and forward the claim to Directorate of Industries with its recommendations.



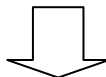
Directorate of Industries will go through the each case and verify whether the claim has been examined by the DIC concerned as per the norms and prepare agenda note for organizing the SLC meeting. After meeting of SLC, issue the sanction letter of the claims approved the SLC and forward the claim files to nodal agency for release of funds. Total time to be taken by Directorate of Industries should not be more than 90 days after receipt of the claim from DIC concerned. Therefore, the total time should not be more than 150 days from the date of submission of claim by the unit. All documentation should be completed when the claim is submitted to SLC.



Nodal Agency will make a request to the DIPP for funds as per the list of sanction issued by the Directorate of Industries along-with the utilization certificate of the earlier release of funds by DIPP within 15 days from the date of issue of sanction letter by Directorate of Industries. Simultaneously, conduct post-audit of 10% claimS.



On the request of the nodal agency, DIPP will examine the requisition and process the same for release of funds. If the request is in order, release funds within 45 days.



The nodal agency shall disburse the funds to the bank account of the unit through electronic transfer as per norms within 30 days from the date of release of funds by PAO to the account of nodal agency.