औद्योगिक हस्तपुस्तिका -2011

बिहार सरकार

उद्योग मित्र, उद्योग विभाग, बिहार

प्रकाशक : उद्योग मित्र, उद्योग विभाग, बिहार
इंदिरा भवन, राम चरित्र सिंह पथ, पटना–1
दूरभाष– 0612–2532695
प्रकाशन वर्ष : जुलाई, 2011

नीतीश कुमार
मुख्यमंत्री
बिहार

बिहार सरकार

1, अणे मार्ग, पटना–800 001
दूरभाष– 0612–2215886 (का.)
2215784 (का.)
2222079 (आ.)

संदेश

मुझे यह जानकर प्रसन्नता हो रही है कि उद्योग विभाग के ''उद्योग मित्र'' द्वारा उद्यमियों के सहायतार्थ औद्योगिक हस्तपुस्तिका – 2011 प्रकाशित किया जा रहा है। इस हस्तपुस्तिका में एकत्रित सूचनायें एवं परिपत्र आदि से उद्यमियों को उद्योग लगाने के क्रम में काफी सहायता मिलेगी।

''उद्योग मित्र'' द्वारा इस औद्योगिक हस्तपुस्तिका – 2011 के प्रकाशन हेतु किया गया प्रयास काफी सराहनीय है।

(नीतीश कुमार)

डा. रेणु कुमारी कुशवाहा
मंत्री
उद्योग एवं आपदा प्रबंधन विभाग
बिहार

बिहार सरकार

आवास :
16, बेली रोड, पटना– 800 001
दूरभाष– 2215430 (का.) 2285569 (आ.)
मोबाईल– 9955995505, 9473199290

संदेश

मुझे यह जानकर प्रसन्नता हो रही है कि उद्योग विभाग का एक सक्रिय कार्यालय ''उद्योग मित्र'' इंदिरा भवन, पटना द्वारा उद्यमियों के सहायतार्थ औद्योगिक हस्तपुस्तिका – 2011 प्रकाशित किया जा रहा है। वर्त्तमान सरकार के दूसरी बार गठन के उपरांत राज्य में औद्योगिक विकास का और अनुकुल वातावरण तैयार हुआ है। राज्य में पूंजी निवेश के लिए उद्यमियों के कई प्रस्ताव आ रहे हैं। अन्य प्रक्षेत्रों के अलावे खाद्य प्रसंस्करण के प्रक्षेत्र में उद्यमियों का अधिक झुकाव है। आनेवाले समय में राज्य में औद्योगिकरण की गति निश्चित रूप से तीव्र होगी।

उद्यमियों को उद्योग लगाने के क्रम में जिन–जिन विभागों के आवेदन–प्रपत्रों एवं परिपत्र आदि की आवश्यकता पड़ती है उन सभी का इसमें समावेश किया गया है।

इसके प्रकाशन हेतु उद्योग मित्र के पदाधिकारी एवं कर्मी द्वारा किया गया प्रयास काफी सराहनीय है।

मैं इस हस्तपुस्तिका के सफल प्रकाशन हेतु अपनी हार्दिक शुभकामनाएं प्रेषित करती हूँ।

(रेणु कुमारी कुशवाहा)

सी. के. मिश्रा
भा.प्र.से.
प्रधान सचिव

उद्योग विभाग,
विकास भवन, द्वितीय तल,
बेली रोड, पटना–15
दूरभाष– 0612–2215211(का.)

प्रस्तावना

यह औद्योगिक हस्तपुस्तिका–2011 राज्य एवं राज्य के बाहर के उद्यमियों के लिए काफी उपयोगी एवं सहायक होगा। उद्यमियों को नई औद्योगिक इकाई स्थापित करने के क्रम में जितने प्रकार के आवेदन–प्रपत्रों, लाईसेंसिंग, मानक प्राप्त करने की आवश्यकता होती है लगभग सभी आवेदन–प्रपत्रों का नमूना एवं प्रक्रियाओं आदि की जानकारी इसमें समाहित की गई है।

राज्य की औद्योगिक प्रोत्साहन नीति के तहत मिलने वाली सुविधाओं को इसमें सन्निहित किया गया है। औद्योगिक इकाई स्थापना हेतु भूमि आवंटन, विद्युत कनेक्शन, लाईसेंसिंग प्रक्रिया, पर्यावरण से एन.ओ.सी., भैट प्रतिपूर्ति, मानक चिन्ह, पेटेंट कराने, वित्तीय सहायता प्राप्त करने संबंधी प्रक्रियाओं आदि की जानकारी इसमें विस्तृत रूप से उपलब्ध कराई गई है।

बिहार एक कृषि प्रधान राज्य है फलतः यहाँ खाद्य प्रसंस्करण उद्योग की काफी संभावनायें हैं। इसी क्रम में नई खाद्य प्रसंस्करण नीति–2008 लागू की गयी है। इसके तहत उद्यमियों को विशेष सुविधा एवं अनुदान दिया जा रहा है जिसका समावेश इसमें किया गया है। यह औद्योगिक हस्तपुस्तिका एक संकलन मात्र है जो सूचना के लिए है। इसका कानूनी संदर्भ में उपयोग नहीं किया जा सकता है।

इस हस्तपुस्तिका के प्रकाशन में उद्योग मित्र के सभी पदाधिकारी एवं कर्मचारी का प्रयास काफी सराहनीय है।

मुझे पूर्ण विश्वास है कि यह हस्तपुस्तिका राज्य के औद्योगिक विकास एवं पूंजी निवेश में काफी सहायक एवं उपयोगी सिद्ध होगा।

(सी० के० मिश्रा)

विमलानन्द झा
भा.प्र.से.
उद्योग निदेशक
बिहार, पटना

उद्योग विभाग,
विकास भवन, द्वितीय तल,
बेली रोड, पटना–15
दूरभाष– 0612–2235812(का०)

संदेश

मुझे यह जानकर हर्ष हो रहा है कि उद्योग मित्र, उद्योग विभाग द्वारा उद्यमियों के सहायतार्थ औद्योगिक हस्तपुस्तिका का प्रकाशन किया जा रहा है। इस हस्तपुस्तिका में उद्यमियों को इकाई स्थापित करने के क्रम में जिन–जिन विभागों से वास्ता पड़ता है उन सभी विभागों के आवेदन प्रपत्रों का नमूना एवं प्रक्रियाओं आदि की जानकारी इसमें समाहित है। यह हस्तपुस्तिका वास्तव में उद्यमियों के लिए काफी उपयोगी सिद्ध होगा।

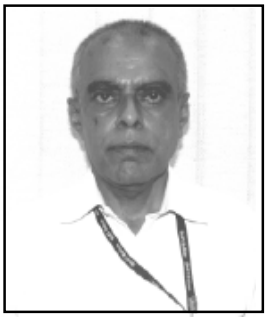
इसके प्रकाशन में उद्योग मित्र के पदाधिकारी एवं कर्मी द्वारा काफी परिश्रम किया गया है जो प्रशंसनीय है।

मैं इसके सफल प्रकाशन हेतु अपनी शुभकामनायें प्रेषित करता हूँ।

(विमलानन्द झा)

ई. अनिल कुमार ठाकुर
मुख्य कार्यपालक पदाधिकारी
उद्योग मित्र
उद्योग विभाग, बिहार, पटना

कार्यालय :
इंदिरा भवन, भूतल
आर.सी.एस. पथ, पटना–1
दूरभाष– 0612–2532695 (का.)



हस्तपुस्तिका-एक परिचय

यह हस्तपुस्तिका पूर्व में मुद्रित हस्तपुस्तिका से काफी समृद्ध एवं व्यावहारिक है। उद्यमियों के सहायतार्थ इस हस्तपुस्तिका को 29 भागों में विभक्त किया गया है। इसमें उद्यमी बंधुओं को नई औद्योगिक इकाई स्थापना के दौरान जिन-जिन विभागों से वास्ता पड़ता है, उनके आवेदन-पत्रों का नमूना, प्रक्रिया आदि को इसमें समाहित किया गया है यथा- भूमि/शेड आवंटन हेतु बियाडा, विद्युत कनेक्शन हेतु बिहार राज्य विद्युत बोर्ड, प्रदूषण संबंधी बिहार राज्य प्रदूषण नियत्रंण पर्षद से अनापत्ति प्रमाण-पत्र प्राप्त करने, मानक चिन्ह - क्यू मार्का, आई०एस०ओ०, एगमार्क, ड्रग लाइसेंस, एक्सप्लोसिभ लाइसेंस, लेवर लाइसेंस, भू-जल लाइसेंस, माप-तौल पंजीकरण आदि प्राप्त करने की प्रक्रिया एवं इसके आवेदन प्रपत्रों का नमूना आदि इसमें समाहित है। साथ ही वित्तीय व्यवस्था हेतु बिसीको, बी०एस०एफ०सी०, सिडबी एवं व्यावसायिक बैंको से संबंधित सूचनायें आदि इसमें समावेशित की गयी है।

उद्यमियों के सहायतार्थ औद्योगिक प्रोत्साहन नीति-2006 के तहत कैपटिव पावर, डी.जी. सेट, जमीन निबंधन पर स्टाम्प डूयटी में छूट, वैट की प्रतिपूर्ति आदि के संबंध में भी विस्तृत जानकारी इसमें दी गयी है साथ ही खाद्य प्रसंस्करण नीति-2008 के तहत अनुदान आदि प्राप्त करने की प्रक्रिया एवं आवेदन प्रपत्र आदि को भी इसमें समावेषित किया गया है।

इस हस्तपुस्तिका के प्रकाशन हेतु उद्योग मित्र के पदाधिकारियों एवं कर्मचारियों द्वारा किया गया प्रयास काफी सराहनीय है।

(अनिल कुमार ठाकुर)

विषय सूची

क्र.सं.		पृष्ठ संख्या
1.	बिहार एक झलक	10-14
2.	उद्योग विभाग (BIADA, IDA, BICICO, BSFC etc)	15-85
3.	हस्तकरघा उद्योग (भारत सरकार)	86-94
4.	उद्योग स्थापित करने हेतु विहित प्रपत्र	95-128
5.	गन्ना उद्योग	129-131
6.	पर्यटन उद्योग	132-138
7.	क्यू मार्का ('Q' Mark)	139-143
8.	भारतीय मानक ब्यूरो (ISI)	144-152
9.	खाद्य उत्पाद आदेश (FPO)	153-160
10.	एगमार्क (AGMARK)	161-176
11.	बार कोड (BAR CODE)	177-179
12.	प्रदूषण नियंत्रण पर्षद/केन्द्रीय प्रदूषण नियंत्रण पर्षद	180-202
13.	भू-जल नियंत्रण एक्ट	203-221
14.	बिहार राज्य विद्युत बोर्ड (BSEB)	222-241
15.	कारखाना एवं श्रम अधिनियम	242-257
16.	सूक्ष्म, लघु एवं मध्यम उद्यम (MSME)	258-298
17.	खादी ग्रामोद्योग आयोग (KVIC)	299-310
18.	राष्ट्रीय लघु उद्योग निगम लिमिटेड (NSIC)	311-334
19.	राष्ट्रीय सहकारी विकास निगम (NCDC)	335-345
20.	राष्ट्रीय कृषि एवं ग्रामीण विकास बैंक (NABARD)	346-364
21.	भारतीय लघु उद्योग विकास बैंक (SIDBI)	365-380
22.	आयात निर्यात (Export Import)	381-390
23.	Intellectual property of India (Patent/Design/Trade Marks/ Geographical Indication & Copywrite)	391-402
24.	ड्रग अनुज्ञप्ति (Drug License)	403-406
25.	माप-तौल	407-413
26.	विस्फोटक लाईसेंस कार्यालय का पता	414
27.	राष्ट्रीय बागवानी बोर्ड	415-419
28.	बिहार बागवानी मिशन	420-425
29.	महत्त्वपूर्ण वेबसाईट	426-428

बिहार-एक झलक

1. बिहार एक परिचय
2. बिहार एक नजर में

बिहार एक परिचय

वैदिक युग से आधुनिक युग तक का भारतीय इतिहास यह बताता है कि राजनैतिक, सामाजिक, धार्मिक, साहित्यिक एवं सांस्कृतिक क्षेत्रों में बिहार का अग्रणी स्थान रहा है। जीवन के विविध क्षेत्रों में इसका योगदान अमूल्य एवं अतुलनीय है। वस्तुतः प्राचीन भारत के ऐतिहासिक महत्व का तीन चौथाई बिहार के इतिहास से ही माना जा सकता है। उपनिषद, रामायण, महाभारत एवं पुराणों में भी बिहार के प्राचीन समृद्ध राज्यों यथा- विदेह, वैशाली, अंग एवं मगध के अस्तित्व की बात स्वीकार की गई है।

बंगाल से अलग 22 मार्च 1912 को बिहार एवं उड़ीसा नए प्रांत के रूप में गठित हुए। 1 अप्रैल 1936 को बिहार से उड़ीसा प्रांत अलग किया गया। वर्ष 2000 में बिहार से झारखंड राज्य अलग हुआ। बिहार का कुल क्षेत्रफल-94,163 वर्ग कि.मी. है। भारत के पूर्वी भाग में स्थित बिहार क्षेत्रफल की दृष्टि से देश का 12वाँ राज्य एवं जनसंख्या की दृष्टि से इसका तीसरा स्थान है। बिहार के उत्तर में नेपाल, पूर्व में पं. बंगाल, पश्चिम में उत्तर प्रदेश, दक्षिण में झारखंड राज्य है।

बिहार में कुल 38 जिले हैं, यहाँ की जनसंख्या-10,38,04,637 है, जिसमें पुरुष-5,41,85,947 महिलायें-4,96,19,250 है। यहाँ का जनसंख्या घनत्व-1102 व्यक्ति प्रति वर्ग कि.मी. है। यहाँ का लिंगानुपात (महिलायें प्रति हजार पुरुष)-916 है। बिहार का साक्षरता दर-63.82% है, जिसमें पुरुष 73. 39%, महिलायें-53.33% साक्षर है।

बिहार एक कृषि प्रधान राज्य है। भारत के अन्य राज्यों की भांति राज्य की लगभग तीन-चौथाई जनसंख्या कृषि एवं पशुपालन संबंधी व्यवसायों पर यहाँ निर्भर है। राज्य में कुल 105.1 लाख हेक्टेयर भूमि खेती के योग्य है। बिहार की मुख्य फसलें धान, गेहूँ, मक्का आदि है। इसके अतिरिक्त, चना, सरसों, लालमिर्च, हल्दी आदि मसाले, दलहन, तिलहन तथा व्यवसायिक फसलों में गन्ना, जूट, तम्बाकू आदि की भी उपज होती है। वहीं आम, केला, लीची, अमरुद, पपीता आदि फलों एवं मौसमी सब्जियाँ टमाटर, बैंगन, परवल, कद्दू एवं आलू आदि पैदा की जाती हैं। राज्य में नहरों, तालाबों, नलकूपों एवं सामान्य कुआँ आदि साधनों से मुख्यतः सिंचाई की जाती है।

बिहार में शिक्षण हेतु पटना विश्वविद्यालय पटना, मगध विश्वविद्यालय बोध गया, ललित नारायण मिथिला विश्वविद्यालय दरभंगा, तिलका माँझी विश्वविद्यालय भागलपुर, बाबा साहेब भीमराव अम्बेदकर विश्वविद्यालय, मुजफ्फरपुर जयप्रकाश नारायण विश्वविद्यालय, छपरा, वीर कुंवर सिंह विश्वविद्यालय, आरा, बी.एन. मंडल विश्वविद्यालय मधेपुरा, अरबी एवं फारसी के विकास के लिए मौलाना आजाद विश्वविद्यालय पटना, राजेन्द्र कृषि विश्वविद्यालय पूसा, समस्तीपुर, नालंदा खुला विशविद्यालय, पटना है। साथ ही यहाँ राष्ट्रीय स्तर के चाणक्या विधि विश्वविद्यालय पटना, चन्द्रगुप्त प्रबंधन संस्थान पटना, नेशनल इन्सटीच्यूट ऑफ फैशन टेक्नोलॉजी पटना, आई. आई. टी. पटना, बी. आई. टी. पटना, नाईपर हाजीपुर, सीपेट हाजीपुर आदि संस्थान हैं।

बिहार-एक नजर में

		^{0}20‘20’’ से 27^{0}31‘15‘‘ उत्तर
देशान्तर	:	82^{0}19‘50‘‘ से 88^{0}17‘40‘‘ पूर्व
समुद्र तल से ऊँचाई	:	173 फीट (52.73 मीटर)
क्षेत्रफल	:	94,163 वर्ग किलोमीटर
कुल आबादी	:	10,38,04,637पुरुष-5,41,58,347, महिला-4,96,19,290
प्रमंडल	:	9
जिला	:	38
अनुमंडल	:	101
सामुदायिक विकास प्रखंड	:	534
ग्रामों की संख्या	:	45103
पुलिस थाना	:	853
पुलिस जिला	:	43
पंचायतों की संख्या	:	8471
सी.डी. ब्लॉक	:	534
नगर निगम	:	5
नगर परिषद्	:	32
नगर पंचायत	:	85
शहर	:	139
पुरुष : महिला अनुपात	:	1000 : 916
सर्वाधिक जनसंख्या वाला जिला	:	पटना- 57,72,804
न्यूनतम जनसंख्या वाला जिला	:	शेखपुरा- 6,34,927
सर्वाधिक जनसंख्या घनत्व वाला जिला	:	शिवहर-1882 / कि.मी.
न्यूनतम जनसंख्या घनत्व वाला जिला	:	कैमूर- 488 / कि.मी.
सर्वाधिक लिंगानुपात वाला जिला	:	गोपालगंज- 1015 महिला/1000 पुरुष
न्यूनतम लिंगानुपात वाला जिला	:	मुंगेर/भागलपुर- 879/1000
साक्षर आबादी (साक्षरता)	:	3,16,75,607-63.82 प्रतिशत
साक्षर पुरुषों की संख्या	:	2,09,78,955-73.39 प्रतिशत
साक्षर महिलाओं की संख्या	:	1,69,66,552-53.33 प्रतिशत
सर्वाधिक साक्षर जिला	:	रोहतास - 75.59 प्रतिशत
न्यूनतम साक्षर जिला	:	पूर्णिया - 52.49 प्रतिशत
विधान सभा क्षेत्रों की संख्या	:	243
विधान परिषद् के सदस्यों की संख्या	:	75
लोकसभा क्षेत्रों की संख्या	:	40
राज्यसभा सदस्यों की संख्या	:	16

(2011 की जनगणना के अनुसार

जिलावार जनसंख्या एवं क्षेत्रफल

	जिला	क्षेत्रफल (वर्ग कि.मी.)	जनसंख्या (2011 जनगणना)	मुख्यालय

21.	मधुबनी	3,477.8	4476044	मधुबनी
22.	लखीसराय	3,302.2	1000717	लखीसराय
23.	मुंगेर	1,419	1359054	मुंगेर
24.	शेखपुरा	689	634927	शेखपुरा
25.	मुजफ्फरपुर	3,122.7	4778610	मुजफ्फरपुर
26.	नालंदा	2,361.7	2872523	बिहारशरीफ
27.	नवादा	2,497.5	2216653	नवादा
28.	पटना	3,130.1	5772804	पटना
29.	पूर्णिया	3,202.3	3273127	पूर्णिया
30.	रोहतास	3,838.2	2962593	सासाराम
31.	समस्तीपुर	2,578.7	425782	समस्तीपुर
32.	सारण	2,624.1	3943098	छपरा
33.	सीतामढ़ी	2,627.7	3419622	सीतामढ़ी
34.	शिवहर	443	656916	शिवहर
35.	सिवान	2,213	3318176	सिवान
36.	सुपौल	2,984.9	2228397	सुपौल
37.	वैशाली	1,995.3	3495249	हाजीपुर
38.	प. चम्पारण	4.249.9	3922780	बेतिया

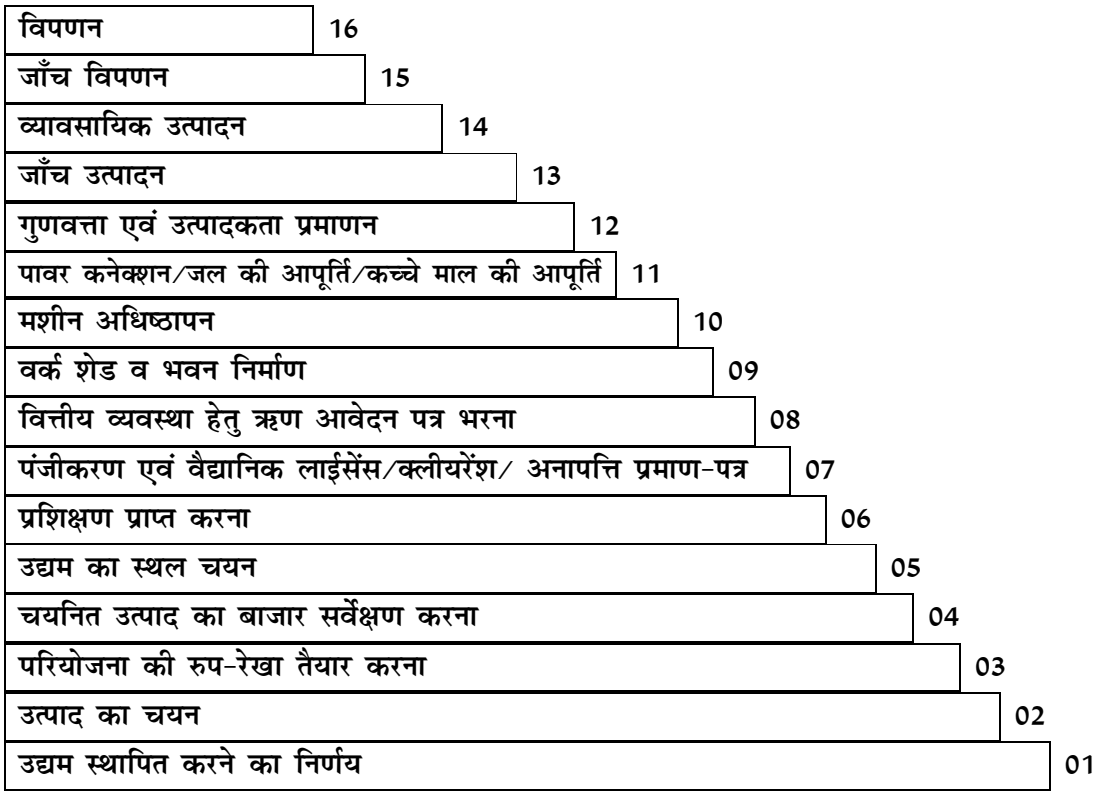
उद्योग विभाग

1. उद्योग स्थापित करने के लिए कदम दर कदम
2. उद्योग स्थापित करने के लिए आवश्यक औपचारिकताएँ
3. उद्योग विभाग की संगठनात्मक व्यवस्था
   - (i) उद्योग निदेशालय
   - (ii) तकनीकी विकास निदेशालय
   - (iii) हस्तकरघा एवं रेशम निदेशालय
   - (iv) खाद्य प्रसंस्करण निदेशालय
   - (v) बिहार औद्योगिक क्षेत्र विकास प्राधिकार
   - (vi) आधारभूत संरचना विकास प्राधिकार
   - (vii) उद्योग मित्र
   - (viii) बिहार राज्य साख एवं विनियोग निगम
   - (ix) बिहार राज्य वित्तीय निगम
   - (x) उपेन्द्र महारथी शिल्प अनुसंधान संस्थान
   - (xi) उद्यमिता विकास संस्थान
   - (xii) बिहार फाउन्डेशन

उद्योग विभाग

उद्यमियों को उद्योग स्थापित करने के लिए कदम-दर-कदम मार्गदर्शिका

Step by Step) नामक एक मार्गदर्शिका प्रस्तुत की जा रही है, जिससे उद्यमी को निश्चित रूप से मदद मिलेगी ।



उद्यमियों को उद्योग स्थापित करने के लिए
कदम-दर-कदम मार्गदर्शिका

कदम-1

:

द्र

3. उद्यमिता विकास संस्थान, फ्रेजर रोड, बिहार राज्य वित्त निगम भवन, पटना- 800 001,
   फोन नं.- 2230153, 2230154

उद्यम में सफलता उद्यमी का प्रथम लक्ष्य होता है। इसके लिए जरुरी है सही-सही उत्पाद का चयन किया जाय। सही उत्पाद का चुनाव मुख्यत: दो बातों पर निर्भर करता है - उद्यमी की पूँजी लगाने की क्षमता एवं बाजार की स्थिति। उत्पाद चयन करने के क्रम में उद्यमी को चालू औद्योगिक इकाई, सफल उद्यमी, बैंक एवं अन्य सहायक संस्थाओं से उत्पाद सम्बन्धित जानकारियाँ लेना अति आवश्यक है। उत्पाद के चयन में निम्न कार्यालयों से मार्गदर्शन प्राप्त किये जा सकते हैं-

1. उद्योग मित्र, इंदिरा भवन, भूतल, रामचरित्र सिंह पथ, पटना- 800 001
2. सूक्ष्म, लघु एवं मध्यम उद्यम विकास संस्थान, पाटलिपुत्र, इन्डस्ट्रीयल एरिया, पटना- 23,
   फोन न.- 0612-2262208, 2262719
3. राज्य के सभी जिला उद्योग केन्द्र
4. उद्यमिता विकास संस्थान, फ्रेजर रोड, बिहार राज्य वित्त निगम भवन, पटना- 800 001,
   फोन नं.- 2230153, 2230154

-3

चयनित उत्पाद को मूर्त रुप देने के लिए उत्पाद से सम्बन्धित परियोजना की रुप-रेखा तैयार करना अति आवश्यक है। उत्पाद से सम्बन्धित परियोजनाओं का भी संकलन करना चाहिए। परियोजना प्रतिवेदन में मशीनरी, कच्चा माल, तकनीक, आर्थिक व्यवहार्यता, वित्तीय पहलू एवं प्रबंधकीय क्षमता इत्यादि का समावेश होता है। परियोजना की रुप-रेखा तैयार करने के लिए निम्न संस्थाओं से मार्गदर्शन लिये जा सकते हैं ।

1. उद्योग मित्र, इंदिरा भवन, रामचरित्र सिंह पथ, पटना - 800 001
2. राज्य के सभी जिला उद्योग केन्द
3. उद्यमिता विकास संस्थान, फ्रेजर रोड, बिहार राज्य वित्त निगम भवन, पटना - 800 001
4. सूक्ष्म, लघु एवं मध्यम उद्यम, विकास संस्थान, पाटलिपुत्र इन्डस्ट्रीयल एरिया, पटना।

कदम-4

कदम-5

कदम-6

ऋण प्राप्त करने की व्यवस्था, वैधानिक जानकारियाँ एवं अभिप्रेरणा आदि मिलती है। प्रशिक्षण निम्नलिखित संस्थाओं से प्राप्त किया जा सकता है :-

1. उद्यमिता विकास संस्थान,
   वित्त निगम भवन, फ्रेजर रोड,
   पटना - 800 0014.
2. राज्य के सभी जिला उद्योग केन्द्र
3. सूक्ष्म, लघु एवं मध्यम उद्यम विकास संस्थान,
   पाटलिपुत्र, पटना - 23
4. गैर-सरकारी या स्वंयसेवी संस्थायें
5. उपेन्द्र महाराथी शिल्प अनुसंधान संस्थान, दीघा, पटना-13
   फोन नं. - 2262482

-7

च वर्षों के लिए दिया जाता है। राज्य के सभी जिला उद्योग केन्द्र से इकाई का मेमोरेण्डम - I एवं II (इकाई के उत्पादन में आने पर अर्थात् स्थायी निबंधन) निर्गत किया जाता है। औद्योगिक क्षेत्र में बिहार औद्योगिक क्षेत्र विकास प्राधिकार के संबंधित क्षेत्रीय कार्यालय पटना, भागलपुर, मुजफ्फरपुर द्वारा निर्गत किया जाता है।

चुने हुए उत्पाद, कारखानों के आकार/नियोजित श्रमिकों आदि के आधार पर उद्यमी को निम्न लाइसेंसिंग प्राधिकरण से अनुमोदन प्राप्त कर लेना चाहिए ।

-8

क्र.	वित्त मुहैया कराने वाले संस्थान	वित्त प्रदत्त हेतु योजनाएँ
	त्त	० ०० ष्ट
		क्र
	^ NABARD	
	^ NSIC	० ० ० क्र
	^	

कदम–9

कदम–10

राष्ट्रीय लघु उद्योग निगम लिमिटेड (NSIC)

पावर कनेक्शन/जल की आपूर्ति/कच्चे माल की आपूर्ति :

गुणवत्ता एवं उत्पादकता प्रमाणन :

(1) क्यू - मार्का प्रमाण-पत्र :

। एवं उत्पादकता कार्यक्रमों के सम्पादन हेतु पटना, भागलपुर, एवं मुजफ्फरपुर में तीन क्षेत्रीय कोटि नियंत्रण कार्यालय कार्यरत हैं और इन केन्द्रों में विभिन्न उद्योगों द्वारा उत्पादित वस्तुओं के गुणवत्ता की जाँच एवं क्यू-मार्का प्रमाण-पत्र निर्गत किया जाता है।

(2) भारतीय मानक ब्यूरो प्रमाणन योजना :

भारतीय मानक ब्यूरो,

(3) आई० एस० ओ० मानक :

नोट-

० एस० एम० ई०, पाटलिपुत्र औद्योगिक प्रांगण, पटना,
दूरभाष-0612-2262719/ 2262208/22621186
मुख्य कार्यालयः भारतीय मानक ब्यूरो, मानक भवन, 9,
बहादुरशाह जफर मार्ग, नई दिल्ली-110021
क्षेत्रीय कार्यालय : भारतीय मानक ब्यूरो, ¼ भी. आई. पी. रोड,
कोलकाता
शाखा कार्यालय : भारतीय मानक ब्यूरो, पाटलिपुत्र इन्डस्ट्रीयल एरिया,
पटना-800013, दूरभाष-0612-22628083

जांच उत्पादन :

गुणवत्ता एवं उत्पादकता प्रमाण पत्र मिलने के बाद जाँच उत्पादन (Trial Production) किया जाता है जिससे व्यवसायिक उत्पादन में प्रारम्भिक समस्याओं को चिन्हित किया जा सके। व्यवसायिक उत्पादन में कम से कम कच्चा माल खराब होता है और अपेक्षित गुणवत्ता वाली वस्तु उपभोक्ता को प्राप्त होता है।

व्यवसायिक उत्पादन :

जाँच उत्पादन के बाद व्यवसायिक उत्पादन प्रारम्भ किया जाता है। व्यवसायिक उत्पादन में कम से कम कच्चा माल खराब होना चाहिए और उपभोक्ताओं को गुणवत्ता उत्पाद देने का भरसक प्रयत्न करना चाहिए। क्योंकि उपभोक्ता बढ़िया माल ही खरीदना पसन्द करते हैं। कारखानों की वास्तविक 'ले-आउट' का एक ब्लू-प्रिंट तैयार करवाना चाहिए और उसमें क्रमवद्ध तरीके से विभिन्न ऑपरेशनों को करने के लिए अपेक्षित जगहों का अलग-अलग दिखाना चाहिए।

जाँच विपणन :

जब वस्तु का व्यापारिक उत्पादन प्रारम्भ होता है तो जाँच विपणन किया जाता है जिससे उपभोक्ता को प्रथम दृष्टि में उत्पाद पर क्या प्रतिक्रिया है यह जाँचा-परखा जाता है तद्उपरान्त व्यवसायिक रुप से लगातार विपणन का व्यवस्था किया जाता है।

विपणन :

उद्यमी को उत्पादित माल की बिक्री को बढ़ाने हेतु निम्न बातों पर ध्यान देना चाहिए।

(1) निश्चित मांग जिसका अर्थ है वह मांग जो बिना बाह्य प्रयत्नों के बनी रहती है।

(2) संभावी मांग, जिसे बनाने या बढ़ाने के लिए संबर्द्धनात्मक कार्यकलापों में दो तकनीकों को अपना सकते हैं :-

(1) प्रत्यक्ष संबर्द्धन तकनीकें -

ङ) वैयक्तिक बिक्री संबंधी कुशलता
(ग) प्रचार/प्रसार (च) नेटवर्किंग मार्केटिंग

(2) अप्रत्यक्ष संबंद्धन तकनीकें :-

(क) कस्टमर सर्विसेज

(ख) जन-सम्पर्क

(ग) मैत्रीपूर्ण ग्राहक संबंध

(घ) उपयुक्त उत्पाद डिजाईन/स्टाईल/पैकेजिंग

(ङ) समुदाय का सद्भाव

थोक-बिक्रेताओं को वित्तीय प्रोत्साहन व प्रर्याप्त रियायतें देकर प्रोत्साहित किया जा सकता है। इसके अलावा विनिर्माता को अपने वितरण चैनलों पर भी कड़ी निगाह रखनी चाहिए। उसे नये-नये बाजार भी खोजने चाहिए।

विपणन में सहायता हेतु निम्न कार्यालय से सम्पर्क स्थापित किया जा सकता है-

1. राष्ट्रीय लघु उद्योग निगम लिमिटेड, मौर्या लोक कॉम्पलेक्स, बी० ब्लॉक, पटना।
2. सूक्ष्म, लघु एवं मध्यम उद्यम, विकास संस्थान, पाटलिपुत्र, पटना।
3. उद्यमिता विकास संस्थान, बिहार, पटना।
4. ई.पी.आई.पी., हाजीपुर।
5. एग्री एक्सपोर्ट जोन।

इसके अलावे जिला स्तरीय मेला, दिल्ली हाट, अन्तर्राष्ट्रीय व्यापार मेला, महिला उद्योग मेला, पर्यटन, व्यापार मेला आदि।

PROCEDURES IN SETTING UP AN ENTERPRISE & LEGAL REQUIREMENTS

Various legal formalities have to be complied with by an entrepreneur at the stage of setting up and, at times, at the operational stage of the enterprise.

Some formalities are required to be completed by all categories of entrepreneurs while others by specific categories of entrepreneurs depending upon their industry line, or equipment installed or size of the unit. The various legal requirements are listed as below :

PRE - OPERATIONAL STAGE :

Sl.	Purpose	Concerned Office / Agency	Remarks
1.	Constitution of the Firm- Partnership/LLP Company	Registrar of Firms Income Tax Deptt. Registrar of Companies	Optional Compulsory Certificate of Commencement of Business
2.	E.M Part –I & II as MSME/ unit	DIC, DI	Optional E.M Part- I & II
3.	Commercial Taxes (Central and State)	Sales Tax Office	Registration for Sales Tax Number
4.	Central Excise	Deptt. of Central Excise	Exemption upto Rs. 400 lakhs Turn over
5.	Factory Act, 1948	Factory Inspector's Office	Units employing over 10 workers only if with power; and over 20 worker without power
6.	Shop & Establishment Act	Local Office of Shop & Establishment Authority	For non-manufacturing activity
7.	Patents & Trade Marks	Trade Mark Registry	Where necessary
8.	Location	Municipal Corporation, Panchayat Office, Industrial Dev. Corpn, Local Development Authority etc.	No objection Certificate
9.	Pollution Control	State Authority/Board	Pollution NOC
10.	Raw Material	MSME DI DIC STC/MMTC Controller of Import/Exports	Quota items Imported Raw Material
11.	Building/Construction	State Industrial Corporation Local Authorit	Approval of Building Plan
12.	Storage of Explosives	Dy. Chief Controller of Explosives Police Deptt. Fire Brigade Chief Inspector of Boilers	Explosive and highly inflammable goods like Chlorate etc.

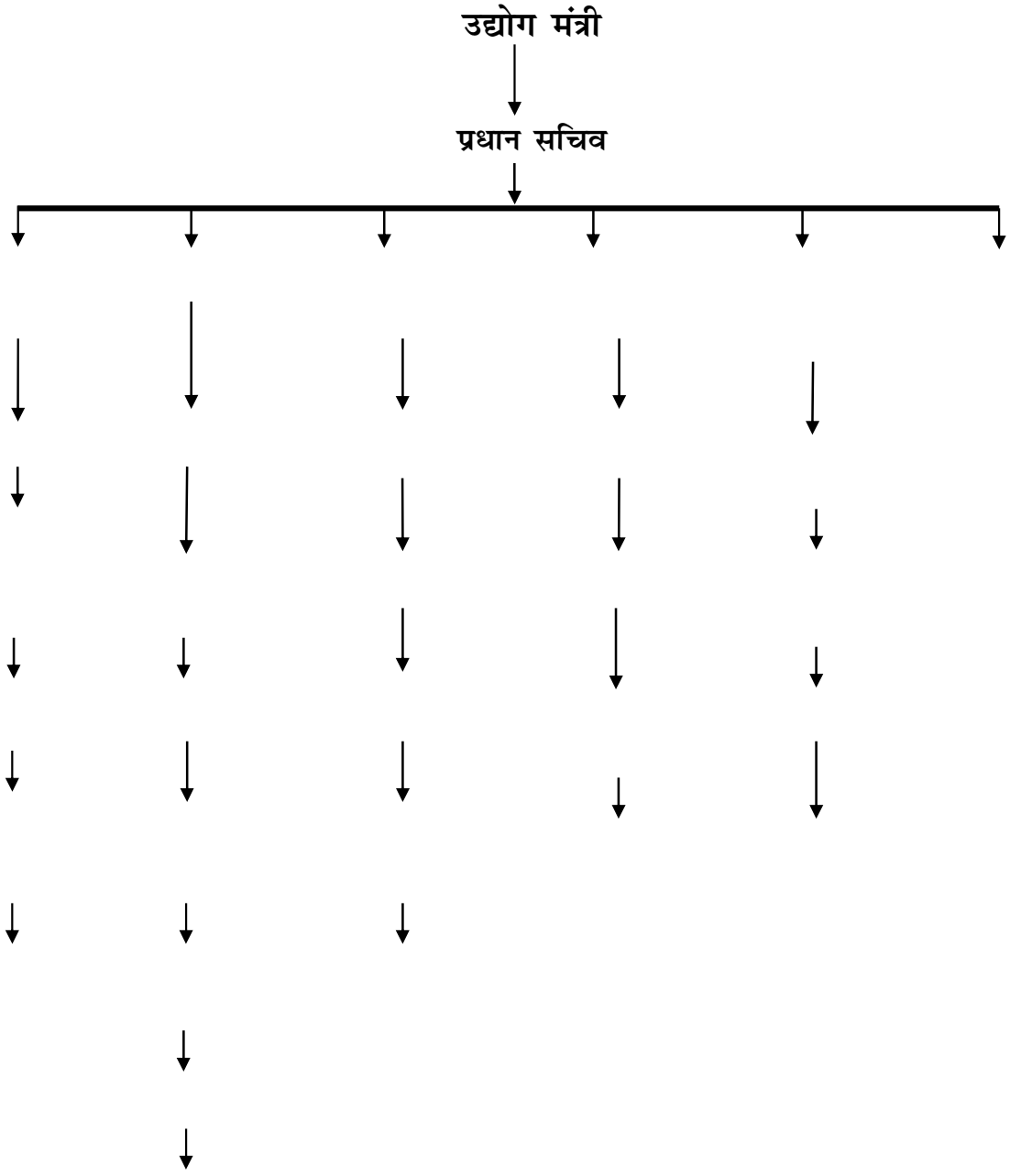
13.	Erection of Boilers	Chief Inspector of Boilers	For Operative boilers above certain size

14.	Weights/Measures	Inspector of Weights & Measures Deptt.	All weights are required to be verified/stamped before use
15.	Electronic Items		
16.	Drugs Allopathic Ayurvadic Siddha Unani Homeopathic	State Drugs Controller	Clearance for Drugs and Cosmetic
17.	Meat Food	Sr. Marketing Officer Directorate of Marketing and Inspection Ministry of Rural Reconstruction	Licence under Meat
18.	Fruit Products	Dy. Director (Food & Vegetable Preservation), Office of the Food and Nutrition Board, Ministry of Agriculture	Licence under Fruit Products Order, (FPO)1954 & 1974
19.	Cold Storage (Construction, Expansion, Operation)	Regional Officer, Directorate of Horticulture	Cold Storage Order 1980 and 1983
20.	Food Articles (Manufacture Sale, Storage Distribution)	Local Body like	Clearance under Prevention of Food Adulteration, Act, 1954
21.	Wheat Products	Food Department of State Govt.	Obtaining prior concurrence of State Govt.
22.	Rice Mills	Food Deptt. of State Govt.	Permit for Rice Mill Constitution (Rice Milling Regulation, 1958)
23.	Power Looms	Textile Commissioner	Clearance for establishing power looms under the Textile (Control Order)
24.	Denatured spirits, methyl and varnish (French Polish)	Prohibition and Excise Deptt.	Licence required for industrial applications under State Rules
25.	Media Printing Press	Distt. Magistrate/Distt. Revenue Officer/Public Authorities	Declaration required to be submitted for running the press/ ministry
26.	Insecticides (Import or manufacture)	Central Insecticides Board and Registration Committee, Directorate of Plant protection quantitative and Storage, NH IV Faridabad – 121001 (Haryana)	Registration for manufactu

27.	Mixed Fertilizers	Director of Agriculture	Registration for preparing mixed fertilizer

At the operating stage various Labour/Commercial laws have to be abided by.

उद्योग विभाग का संगठनात्मक स्वरूप



उद्योग विभाग की संगठनात्मक व्यवस्था एवं प्रशासकीय स्वरूप

दो अन्य वित्तीय संस्थायें

उद्योग निदेशालय

1.1 जिला उद्योग केन्द्र

1.2 गणना कोषांग

तकनीकी विकास निदेशालय

2.1 क्षेत्रीय कोटि नियंत्रण कार्यालय-

2.2 राज्य पूंजी निवेश प्रोत्साहन पर्षद (SIPB)-

SIPB

2.3 औद्योगिक नीति के कार्यान्वयन

Consultancy)

हस्तकरघा एवं रेशम निदेशालय

हस्तकरघा बुनकर व्यापक कल्याण योजना

स्वास्थ्य बीमा योजना

www.handlooms.nic.in

महात्मा गाँधी बुनकर योजना-

मिल गेट कीमत योजना-

(क) मिल गेट कीमत पर धागे की आपूर्ति-

(ख) राष्ट्रीय हस्तकरघा विकास निगम (NHDC) में निवेश :-

रेशम विकास कार्यक्रम

(क) प्रशिक्षण-

क्र.	कार्यक्रम	अवधि	प्रशिक्षण की सं.	न्यूनतम योग्यता	संस्थान/केन्द्र	छात्रवृति रु० प्रतिमाह
					₹	
					(₹) ( ) ( ) ₹ ( ) ( ) (₹) ( )	
					₹	

(ख) केन्द्र प्रायोजित उत्प्रेरक विकास कार्यक्रम (सी.डी.पी.)

क्र.	कार्यक्रम	इकाई लागत (सं०)	स्त्रोत		लाभुक अंशदान
			राज्यांश	केन्द्रांश	
मलवरी					
	( )	5,500	50%	25%	25%
	( )	20,000	50%	25%	25%
	( )	40,000	50%	25%	50%
		50,000	25%	25%	50%
		3,45,000	25%	25%	25%
		1,00,000	50%	25%	25%
	^	96,000	50%	25%	25%
तसर					
		16,000	60%	20%	20%
		1,00,000	60%	20%	20%
अंडी					
		1,050	60%	20%	20%
		50,000	60%	20%	20%
पोस्ट ककून					
	₹	16,000	50%	25%	25%
	₹	3,800	50%	25%	25%

		2,50,000	50%	25%	25%
	क्र	30,000	50%	25%	25%
	(० ० ० ०)	(3,00,000/5,00,000)	75%	-	25%
	० ०	12,00,000	75%	-	25%

(ग) राज्य योजना-

(i) रेशम कीटपालकों/सूत उत्पादकों के लिए पुरस्कार योजना -

(ii) रेशम कीटपालकों को साइकिल वितरण -

विद्युत करघा में बिजली खपत पर अनुदान

–

1. राज्य के विद्युतकरघा प्रक्षेत्र के व्यवसाय में वृद्धि लाने के उद्देश्य से विद्युतकरघा पर बिजली खपत पर 1.50 (एक रुपये पचास पैसे) रुपये प्रति यूनिट की दर से अनुदान देने की स्वीकृति प्राप्त हुई है,
2. यह योजना वित्तीय वर्ष 2006-07 में दिनांक 01.10.2006 से सम्पूर्ण राज्य में समान रूप से लागू है,
3. अनुदान की राशि लाभान्वितों को एकाउन्ट पेयी चेक के माध्यम से किया जायेगा,
4. इस योजना के कार्यान्वयन पदाधिकारी संबंधित जिला के महाप्रबंधक, जिला उद्योग केन्द्र होंगे, विहित प्रपत्र (परिशिष्ट-क) में सभी अनुलग्नकों सहित अपना दावा संबंधित जिला के महाप्रबंधक, जिला उद्योग केन्द्र के यहाँ प्राप्ति रसीद प्राप्त कर समर्पित करेंगे,
5. आवेदक प्रपत्र त्रैमास (अक्टूबर-दिसम्बर/जनवरी-मार्च/अप्रैल-जून/जुलाई-सितम्बर) का विहित प्रपत्र (परिशिष्ट-क) में सभी अनुलग्नकों सहित अपना दावा संबंधित जिला के महाप्रबंधक, जिला उद्योग केन्द्र के यहाँ प्राप्ति रसीद प्राप्त कर समर्पित करेंगे,

अनुलग्नक के रूप में निम्नांकित कागजात आवश्यक है :-

(क) मूल विद्युत विपत्र,

(ख) मूल विद्युत विपत्र भुगतान की प्राप्ति रसीद एवं

(ग) स्व प्रमाणित एक फोटो

6. महाप्रबंधक, जिला उद्योग केन्द्र आवेदक द्वारा समर्पित आवेदन पत्र की जाँच करते हुए आवेदन पत्र को तीन दिनों के अन्दर निश्चित रूप से निष्पादित करेंगे। आवेदन प्राप्ति के तीन दिनों के अन्दर भुगतान नहीं करने पर महाप्रबंधक, जिला उद्योग केन्द्र के विरूद्ध अनुशासनिक कार्रवाई की जाएगी।
7. महाप्रबंधक, जिला उद्योग केन्द्र एक पंजी में प्राप्त आवेदन पत्रों का संधारण (परिशिष्ट-ख में) करेंगे, जिसमें आवेदक का स्व प्रमाणित फोटो सटा रहेगा,
8. महाप्रबंधक, जिला उद्योग केन्द्र इस योजना का अलग से एक रोकड़ पंजी संधारित करेंगे,
9. महाप्रबंधक, जिला उद्योग केन्द्र प्रत्येक त्रैमास में प्रतिवेदन निदेशक, हस्तकरघा एवं रेशम, बिहार, पटना को विहित प्रपत्र-ग में निश्चित रूप से उपलब्ध करायेंगे।

10. वित्तीय वर्ष के अंत में वार्षिक प्रतिवेदन निदेशक (हस्तकरघा एवं रेशम) को समर्पित करेंगे,

11. महाप्रबंधक, जिला उद्योग केन्द्र, विद्युत अनुदान हेतु समर्पित विद्युत विपत्र का अनुदान भुगतान के उपरांत समय-समय पर रैन्डम का सत्यापन संबंधित विद्युत अंचल से करायेंगे। किसी प्रकार की अनियमितता पाये जाने पर आवेदक के विरूद्ध कानूनी कार्रवाई करेंगे।

ह./-
औद्योगिक विकास आयुक्त
बिहार, पटना।

राज्य के विद्युतकरघा बुनकरों को विद्युत में होने वाले विद्युत खपत पर विद्युत अनुदान देने हेतु सूचना

1. राज्य के विद्युतकरघा प्रक्षेत्र के व्यवसाय में वृद्धि के उद्देश्य से विद्युतकरघा पर बिजली खपत पर 1.50 (एक रुपये पचास पैसे) रुपये प्रति यूनिट की दर से अनुदान देने की स्वीकृति प्राप्त हुई है,

2. यह योजना वित्तीय वर्ष 2006-07 में दिनांक 01.10.2006 से सम्पूर्ण राज्य में समान रूप से लागू है,

3. अनुदान की राशि लाभान्वितों को एकाउन्ट पेयी चेक के माध्यम से किया जायेगा,

4. इस योजना के कार्यान्वयन पदाधिकारी संबंधित जिला के महाप्रबंधक, जिला उद्योग केन्द्र होंगे,

5. आवेदक प्रपत्र त्रैमास (अक्टूबर-दिसम्बर/जनवरी-मार्च/अप्रैल-जून/जुलाई-सितम्बर) का विहित प्रपत्र में सभी अनुलग्नकों सहित अपना दावा संबंधित जिला के महाप्रबंधक, जिला उद्योग केन्द्र के यहाँ प्राप्ति रसीद प्राप्त कर समर्पित करेंगे,

   अनुलग्नक के रूप में निम्नांकित कागजात आवश्यक है :-

   (क) मूल विद्युत् विपत्र,

   (ख) मूल विद्युत विपत्र भुगतान की प्राप्ति रसीद एवं

   (ग) स्वप्रमाणित एक फोटो

6. महाप्रबंधक, जिला उद्योग केन्द्र आवेदक द्वारा समर्पित आवेदन पत्र की जाँच करते हुए आवेदन पत्र को तीन दिनों के अन्दर निश्चित रूप से निष्पादित करेंगे।

7 विशेष जानकारी हेतु विभाग का बेवसाईट *www. industries. bih. nic.* पर देखा जा सकता है। उक्त सूचना विभाग के बेवसाईट पर भी उपलब्ध है।

परिशिष्ट-'क'

विद्युत खपत पर विद्युत् अनुदान हेतु आवेदन-पत्र

जिला का नाम -

त्रैमास जिसके लिए दावा प्रस्तुत किया गया है।
(अक्टूबर-दिसम्बर/जनवरी-मार्च/अप्रैल-जून/जुलाई-सितम्बर)

1. विद्युतकरघा का नाम एवं पता -
2. विद्युतकरघा के स्वत्त्वाधिकारी का नाम, पिता/पति का नाम एवं पता -
3. कुल अधिष्ठापित विद्युतकरघों की सं. (प्रकार सहित) -
   विचाराधीन अवधि में -
   (क) कार्यरत विद्युतकरघों की सं. -
   (ख) बन्द विद्युतकरघों की सं. -
4. स्वीकृत विद्युत अधिभार (एच. पी./के. भी. ए.)-
5. विद्युत अंचल, जिसमें इकाई स्थापित है -
6. उपभोक्ता सं. तथा विद्युत कनेक्शन की तिथि -
7. विचाराधीन अवधि में उत्पादन की विवरणी -
   (क) उत्पादित आइटम -
   (ख) प्रतिदिन औसतन कार्य घंटा -
8. समर्पित अनुदान दावा -
   (क) विपत्र सं. -
   (ख) विपत्र की अवधि -
   (ग) कुल खपत की गयी यूनिट -
   (घ) बिहार राज्य विद्युत पर्षद् को भुगतान की गई राशि-
   (च) भुगतान की तिथि एवं प्राप्ति रसीद की सं. -

प्रमाणित किया जाता है कि -

(क) मेरे द्वारा दी गई उपर्युक्त सूचनायें सही है। गलत पाये जाने पर मैं दण्ड का भागी होउंगा।

(ख) उपरोक्त दावे से संबंधित विद्युत ऊर्जा की खपत केवल विद्युत करघों द्वारा वस्त्र उत्पादन से संबंधित कार्यो में प्रयुक्त किया गया है।

(ग) इस विपत्र की राशि से संबंधित अनुदान का दावा पूर्व में नहीं किया गया है।

(घ) यदि किसी कारणवश अधिक अनुदान दावा का भुगतान / अनियमितता की जाती है तो ऐसी स्थिति में अधिक भुगतान की गई राशि एक मुश्त लौटा दी जाएगी।

आवेदक का हस्ताक्षर

आवेदक का पूरा नाम एवं पता

आवेदक का इकाई में स्वत्वधिकारी/साझेदारी है

मुहर

बुनकर प्रशिक्षण केन्द्रों में नामांकन हेतु

आवेदन-पत्र का प्रपत्र

फोटो

सेवा में,

केन्द्र प्रभारी,

विषय :---------- में नामांकन हेतु आवेदन पत्र।

महाशय,

मैं ---------- दिनांक 01.04.2011/01.10.2011 से प्रारंभ होने वाले प्रशिक्षण सत्र में प्रशिक्षण प्राप्त करना चाहता हूँ। कृपया मेरे आवेदन पत्र पर विचार कर साक्षात्कार में भाग लेने का मौका दिया जाय।

1. नाम -

2. पिता/पति का नाम -

3. स्थायी पता -

4. पत्राचार का पता -

5. शैक्षणिक योग्यता -

6. तकनीकी योग्यता -

7. जाति -

8. उम्र -

मैं यह घोषित करता हूँ कि मेरे द्वारा दी गयी उपर्युक्त जानकारी सही है। मैंने किसी भी बुनकर प्रशिक्षण केन्द्र में पहले कभी प्रशिक्षण नहीं लिया है। क्रमांक 1 से 8 तक में दी गई जानकारी गलत पाये जाने पर मेरा नामांकन रद्द कर दिया जाय। साथ ही यह भी घोषित करता हूँ/करती हूँ कि यह प्रशिक्षण प्राप्त करने के उपरांत वस्त्र बुनाई की पेशा को अपनाकर स्वरोजगार करूँगा/करूँगी।

आवेदक का हस्ताक्षर

हस्तकरघा औद्योगिक संस्थान, चौकाघाट, वाराणसी में त्रिवर्षीय डिप्लोमा में नामांकन हेतु

आवेदन पत्र का प्रारूप

Government of India
Ministry of Textiles
Indian Institute of Handloom Technology
Chowkaghat, Varanasi-221 002
Phone No : 0542-2203833

APPLICATION FORM FOR ADMISSION TO

THREE YEARS DIPLOMA IN HANDLOOM TECHNOLOGY

AFFIX LATEST PASSPORT SIZE PHOTOGRAPH

1 Name of the applicant
(Both in Hindi & English in block letters)
Hindi ----------
English ----------

2 Father's Name ----------

3 Mother's Name ----------

4 Age as on _____Days _____Months _____ Years

5 Name of the State of which ----------
you are a bonafide resident

6 Category (General/SC/ST/OBC/ or others). ----------

7 Weather belongs to weavers Community or Profession ----------
(If yes attach certificate in support)

8 Present address for communication ----------
e-mail (if any) ----------
Phone No. with STD code ----------
Mobile No. ----------

9 Permanent address ----------

---

10 EDUCATIONAL QUALIFICATION (in chronological order)

Exam. Passed	Year of Passing	Name of the Institute	Name of Board/University	Division & % of makrs	Subject studied

11 Percentage of Marks in Math and Science
(put together) in class Xth or Equivalent ----------

12 Nearest Railway Station ----------

13 Extra Curricular Activities ----------

DECLARATION

I hereby declare that the information furnished by me above are correct and true to the best of my knowledge and belief.

(Signature of the Candidate)

Place .....

Date.....

बुनकर पुरस्कार हेतु आवेदन का प्रपत्र

स्वयं द्वारा
हस्ताक्षरित
पासपोर्ट साईज
फोटो

1 बुनकर का नाम :-

2 पिता/अभिभावक का नाम :-

3 स्थायी पता :-

4 वर्तमान पता :-

5 उम्र :-

6 संलग्न वस्त्र नमूना का नाम (नमूना फूल साईज में होना चाहिए) :-

7 वस्त्र का उत्पादन किस प्रकार के करघा पर किया गया है :-

8 वस्त्र के उत्पादन में यदि डॉबी, जैकार्ड का उपयोग किया गया हो तो उसका विवरण :-

9 संलग्न नमूना का उत्पादन बुनकर द्वारा कब से किया जा रहा है तथा इसकी बिक्री कहाँ की जाती है, के संबंध में पूर्ण ब्योरा :-

10 कोई अन्य मुख्य बिन्दु :-

मैं घोषित करता / करती हूँ कि उपरोक्त दी गयी सूचनाएँ सही है तथा वस्त्र उत्पादन मेरे द्वारा हस्तकरघा पर किया गया है।

स्थान :-

तिथि :- आवेदक का हस्ताक्षर

खाद्य प्रसंस्करण निदेशालय

AGRICULTURE POTENTIAL IN BIHAR

	RICE
	MAIZE
	PULSES
	OILSEEDS
	MANGO
	LITCHI
	GUAVA

	BANANA
	AMLA
	MAKHANA
	TOMATO
	POTATO
	CHILLY
	PEAS

खाद्य प्रसंस्करण निदेशालय

राज्य में खाद्य प्रसंस्करण उद्योग को प्रोत्साहित करने के उद्देश्य से खाद्य प्रसंस्करण निदेशालय का गठन वर्ष 2008 में किया गया है। राज्य में खाद्य प्रसंस्करण उद्योग में देश के निवेशकों को आकर्षित करने हेतु वाराणसी, चेन्नई, मुंबई, कोलकाता, भुवनेश्वर, बैंगलोर आदि शहरों में रोड शो का आयोजन किया गया।

इस निदेशालय के अन्तर्गत खाद्य प्रसंस्करण की संबंधित नीति का कार्यान्वयन सरकार के माध्यम से आई.एल. एफ.एस. द्वारा किया जाता है।

अनुदान स्वीकृति की प्रक्रिया

पत्रांक: 1238/पटना, दिनांक: 14.10.2009
डी.टी.डी./एफ-15/2009

प्रेषक,

प्रधान सचिव,
उद्योग विभाग, बिहार, पटना।

सेवा में,

प्रबंध निदेशक,
बिहार औद्योगिक क्षेत्र विकास प्राधिकार,
उद्योग भवन, पूर्वी गाँधी मैदान, पटना
महाप्रबंधक, सभी जिला उद्योग केन्द्र।

विषय : खाद्य प्रसंस्करण क्षेत्र के समेकित विकास योजना के लिये अनुदान स्वीकृति की प्रक्रिया।

महाशय,

उद्योग विभाग के पत्रांक 418 दिनांक 24.01.2008 एवं पत्रांक 7329 दिनांक 05.12.2008 द्वारा राज्य में खाद्य प्रसंस्करण प्रक्षेत्र की विभिन्न योजनाओं के कार्यान्वयन के लिए राज्य सरकार का अशंदान अनुदान के रुप में व्यय की स्वीकृति प्रदान की गई है। उक्त अनुदान की स्वीकृति की प्रक्रिया निम्न रुप में संसूचित किया जाता है:-

पृष्ठभूमि:

खाद्य प्रसंस्करण क्षेत्र के ''विजन डॉक्यूमेंट'' में इस पर बल दिया है कि कृषि बिहार की सबसे बड़ी ताकत है मगर आधारभूत संरचनाओं एवं मूल्यवर्द्धन की सुविधाओं में अभाव की वजह से इस क्षेत्र की सही पहचान नहीं हो पायी है। इस राज्य में बर्बादी का स्तर खासकर फल और सब्जियों में काफी ज्यादा है और इस वजह से किसानों को उचित आमदनी नहीं मिल पाती है। इसलिए विजन डॉक्यूमेंट में परामर्श दिया गया है कि राज्य में फल एवं सब्जियों का प्रसंस्करण अधिक-से-अधिक हो। इसके रख-रखाव को और इसके अनुकूल सुदृढ़ किया जाय।

उद्देश्य:

इस योजना का उद्देश्य खाद्य प्रसंस्करण प्रक्षेत्र में चावल, मकई, दाल, मधु, मखाना, फल, सब्जियों और दूसरे कई इकाइयों द्वारा बुनियादी संरचनाओं, तकनीकी कौशल एवं विपणन संबंधी रुकावटों को दूर करना है, जिसके अंतर्गत निम्नलिखित बातें हैं-

- राज्य में विशाल कृषि संसाधन के उपयोग के लिये नई खाद्य प्रसंस्करण इकाइयों का विकास।
- राज्य में आधुनिक प्रसंस्करण संरचनायें विकसित कर खाद्य प्रसंस्करण इकाइयों में बढ़ाना।
- विस्तार, उन्नयन और मूल्यवर्द्धन में आधुनिक तकनीक लाकर छोटे, लघु एवं मध्यम इकाइयों को वैल्यू चेन में ऊपर लाना।
- चिन्हित कलस्टरों में छोटे, लघु एवं मध्यम इकाइयों की क्षमता को बढ़ाना जिससे उन्हें राज्य/केंद्र सरकार की विभिन्न योजनाओं का पूरा लाभ मिल सके।

- पब्लिक प्राईवेट पार्टनरशीप अंतर्गत विकास की प्रक्रिया में लाभार्थियों (beneficiries) का चयन और अंततः इन इकाइयों का स्वामित्व एवं प्रबंधन का हस्तांतरण।
- उद्योग संघों/कलस्टर स्टेक होल्डरों को ज्यादा उत्तरदायी एवं भागीदार बनाना जिससे विकास प्रक्रिया का अधिकतम उपयोग हो सके।

सहायता:

खाद्य प्रसंस्करण उद्योगों के लिए कॉमन कलस्टर आधारभूत संरचना में अनुदान के रुप में प्रोजेक्ट व्यय का 40 प्रतिशत (अधिकतम 10 करोड़ रुपये) की राशि और व्यक्तिगत निवेशक वाले प्रोजेक्ट मूल्य का 35 प्रतिशत (अधिकतम 05 करोड़ रुपये) की राशि देने की योजना मंत्रिपरिषद से स्वीकृत है।

कार्यान्वयन एजेंसी:

यह योजना आई.एल.एफ.एस. कलस्टर डेवेलपमेंट इनिसिएटिव द्वारा कार्यान्वित हो रही है, जिसे इस बाबत बिहार सरकार ने प्रोजेक्ट मैनेजमेंट एजेंसी के रुप में बहाल किया है।

लाभार्थियों की पहचान:

यह पहचान आई.एल.एफ.एस. कलस्टर डेवेलपमेंट इनिसिएटिव द्वारा की जा रही है।

प्रोजेक्ट स्वीकृति एवं अनुश्रवण कमिटी (PAMC) का गठन -

खाद्य प्रसंस्करण परियोजना की स्वीकृति एवं अनुश्रवण हेतु प्रधान सचिव, उद्योग विभाग की अध्यक्षता में एक समिति गठित की गयी है, जिसके सदस्य निम्नांकित पदाधिकारी होगें।

- निदेशक, तकनीकी विकास, उद्योग विभाग, बिहार सरकार
- निदेशक, उद्योग , बिहार सरकार
- संयुक्त निदेशक, उद्योग, बिहार सरकार
- उप निदेशक, उद्योग, बिहार सरकार
- कार्यकारी निदेशक, इंस्टीच्यूट ऑफ इन्टरप्रेन्योरशिप डेवेलपमेंट, पटना
- चेयरमैन, सी.आई.आई., बिहार प्रभाग
- आई.एल.एफ.एस. कलस्टर डेवेलपमेंट इनिसिएटिव के प्रतिनिधि

खाद्य प्रसंस्करण परियोजना की स्वीकृति की प्रक्रिया -

उद्यमी/निवेशक बिजनेस प्लान आई.एल. एण्ड एफ.एस. (सी.डी.आई.) को उपलब्ध करायेंगे। इसके आधार पर आई.एल. एण्ड एफ.एस. (सी.डी.आई.) द्वारा प्रोजेक्ट प्रोफाइल तैयार कर अनुशंसा के साथ राज्य पूंजी निवेश प्रोत्साहन पर्षद को स्वीकृति हेतु उद्योग विभाग को समर्पित किया जायेगा। इसके बाद पी.ए.एम.सी. की स्वीकृति प्राप्त की जायेगी। जिन मामलों में निवेशक/उद्यमी/कम्पनी ने स्वंय विस्तृत परियोजना प्रतिवेदन तैयार किया है, वैसे मामलों में विहित प्रपत्र में आवेदन उद्यमी/निवेशक/कम्पनी द्वारा उद्योग विभाग को समर्पित किया जायेगा। इसे आई.एल. एण्ड एफ.एस. से इसका अप्रेजल कराकर उसकी स्वीकृति की कारवाई की जायेगी। परियोजना एवं इसमें सन्निहित अशंदान की स्वीकृति एवं विमुक्ति की प्रक्रिया निम्न प्रकार होगी:-

	विवरण
सैद्धान्तिक स्वीकृति (नोट- प्रोमोटर्स चाहें तो विस्तृत परियोजना रिपोर्ट प्रारंभ में ही जमाकर परियोजना की अंतिम स्वीकृति प्रारंभ में ही ले सकते हैं।)	▪ निर्धारित प्रारुप में एक आवेदन SIPB में जमा करना जिसके साथ एक संक्षिप्त प्रोजेक्ट जानकारी हो जैसे प्रोमोटर्स की विश्वसनीयता, जमीन उपलब्धता, बिजनेस प्लान इत्यादि। ▪ PAMC से स्वीकृति लेने हेतु एक आवेदन उद्योग विभाग या PMA के पास जमा करना चाहिए। ▪ SIPB और PAMC से प्राप्त सैद्धान्तिक स्वीकृति 6 महीने तक वैध रहेगी, इस

	बीच विस्तृत परियोजना रिपोर्ट तैयार करना होगा। विशेष परिस्थितियों में सरकार छः माह के बाद भी इसकी अनुमति दे सकेगी। ▪ राज्य निवेश प्रोत्साहन पर्षद की सैद्धान्तिक स्वीकृति बिहार सरकार द्वारा प्रोमोटर्स को संसूचित किया जायेगा। ▪ विकास आयुक्त की अध्यक्षता में गठित राज्य निवेश प्रोत्साहन पर्षद की सैद्धान्तिक सहमति मिलने के बाद औद्योगिक प्रोत्साहन नीति–2006 के अन्तर्गत औद्योगिक भूखण्ड के लीज/बिक्री/अंतरण पर लगने वाले स्टाम्प डयूटी/पंजीकरण शुल्क से छूट के लिए प्राधिकार पत्र निर्गत किया जा सकेगा।
विस्तृत परियोजना रिपोर्ट तैयार करना।	▪ जमीन, मास्टर प्लान के साथ सिविल कार्य के लिये जरुरी कोटेशन, प्राक्कलन इत्यादि के दस्तावेजी साक्ष्य प्रोमोटर्स द्वारा देने पर PMA द्वारा विस्तृत परियोजना रिपोर्ट तैयार किया जायेगा।
अंतिम स्वीकृति	▪ PMA के सिफारिशों के आधार पर PAMC द्वारा विस्तृत परियोजना रिपोर्ट जिसमें अनुदान सम्मिलित होगी, की अंतिम स्वीकृति दी जायेगी। ▪ बिहार सरकार द्वारा अंतिम स्वीकृति और अनुदान विमुक्त करने से पहले की औपचारिकतायें पूरी करने के संबंध में पत्र निर्गत किया जायेगा। उपर्युक्त प्रक्रिया पूरी होने के बाद जो निवेशक औद्योगिक प्रोत्साहन नीति के अन्तर्गत स्टाम्प ड्यूटी एवं पंजीकरण शुल्क से छूट का लाभ पंजीकरण के पूर्व प्राप्त नहीं कर पाये हों, उन्हें भुगतान की गयी राशि की प्रतिपूर्त्ति की जायेगी।
अनुदान की विमुक्ति/भुगतान पूर्व की शर्त्तें	**पहली किश्त** ▪ निर्धारित प्रारुप में प्रोमोटर्स द्वारा अपना दावा प्रस्तुत किया जायेगा। ▪ PMA द्वारा पते का सत्यापन किया जायेगा। ▪ भुगतान पूर्व, बिहार सरकार एवं PMA के अधिकारियों द्वारा प्रोजेक्ट स्थान पर जाकर वास्तविक प्रगति की जानकारी प्राप्त की जायेगी। ▪ PAMC से अंतिम स्वीकृति के बाद माननीय उद्योग मंत्री, बिहार सरकार से अनुदान की राशि की स्वीकृति प्राप्त की जायेगी। ▪ बिहार सरकार एवं प्रोमोटर्स के बीच MOA पर हस्ताक्षर किया जायेगा। ▪ जहाँ भी जरुरत हो, प्रोमोटर्स SPV/FPU को जमीन हस्तांतरण/पट्टे पर उपलब्ध करायेंगे। ▪ PMA की सहायता से SPV/FPU निर्माण योजना और समयबद्धता का विवरण प्रस्तुत करेंगे। ▪ PMA की सहायता से SPV/FPU परियोजना की इंजिनीयरिंग योजना, कार्यान्वयन योजना, उसकी समयबद्धता के साथ स्वीकृति के लिए जमा करेंगे। ▪ SPV/FPU को PMA की सहायता से विधिवत निष्पादित टी. आर. ए.(TRA) करार/ No-lien खाते की सूचना दस्तावेज के साथ देना होगा। ▪ TRA /No-lien खाते से राशि की निकासी एक SPV/FPU द्वारा प्राधिकृत और दूसरा उद्योग विभाग (बिहार सरकार) द्वारा प्राधिकृत प्रतिनिधि के संयुक्त हस्ताक्षर से की जायेगी। ▪ SPV/FPU द्वारा TRA /No-lien खाते में अपनी equity share के रुप में सामानुपातिक राशि जमा करनी होगी। ▪ PMA की अनुशंसा प्राप्त होनी चाहिए।

	दूसरी किश्त ▪ SPV/FPU को प्रोजेक्ट के लिये मिल रही विभिन्न वित्तीय संस्थानों से ऋण स्वीकृत होना चाहिए। ▪ SPV/FPU द्वारा सिविल कार्य आरंभ होना चाहिए। ▪ SPV/FPU द्वारा प्रस्तावित प्लांट और मशीनरी के क्रय हेतु कार्यादेश आपूर्त्तिकर्त्ता को दिया जाना चाहिए। ▪ PMA की अनुशंसा प्राप्त होनी चाहिए। **तीसरी किश्त के पहले** ▪ SPV/FPU को पिछली किश्तों का भुगतान की गयी राशि एवं परियोजना लागत का 30 प्रतिशत की राशि का उपयोग हो जाना चाहिए। ▪ पी.एम.ए. और बिहार सरकार के अधिकारियों द्वारा संयुक्त रुप से वास्तविक प्रगति का आकलन एवं निरीक्षण कर प्रतिवेदन देना होगा। ▪ इस संदर्भ मे पी.एम.ए. की अनुशंसा प्राप्त किया जायेगा। **चौथी किश्त के पहले** ▪ SPV/FPU को चार्टर्ड एकाउन्टेंट द्वारा परियोजना सम्पूर्ण होने का प्रमाण-पत्र समर्पित करना होगा। ▪ उपर्युक्त परियोजना के सम्पूर्ण होने के प्रमाण-पत्र के आधार पर उद्योग विभाग और आई.एल. एण्ड एफ.एस. के पदाधिकारी द्वारा संयुक्त रूप से वास्तविक प्रगति का आकलन एवं निरीक्षण कर प्रतिवेदन देना होगा। ▪ निरीक्षण दल एवं PMA द्वारा अनुशंसित राशि का भुगतान किया जायेगा।

अनुश्रवण रिपोर्ट का प्रारूप संलग्न है।

निरीक्षण टीम की संरचना

संयुक्त जाँच/अनुश्रवण के लिये गठित टीम में निम्न सदस्य होंगे :

(i) उद्योग विभाग से 2 सदस्य

(ii) PMA से 2 सदस्य

नोट :- किसी तरह के विवाद के उत्पन्न होने पर औद्योगिक प्रोत्साहन नीति-2006/खाद्य प्रसंस्करण नीति में निहित प्रावधान ही प्रभावी होंगे।

PAMC	=	Project Approval & Monitoring Committee
PMA	=	Project Management Agency
FPU	=	Food Processing Unit
SPV	=	Special Purpose Vehicle
MOA	=	Memorandum of Agreement
TRA	=	Trust and Retention Account

विश्वासभाजन

ह./-

प्रधान सचिव,

उद्योग विभाग, बिहार, पटना।

ज्ञापांक :1238 पटना, दिनांक 14.10.2009

डी.टी.डी./एफ1-15/2009

प्रतिलिपि :- सभी विभाग/विभागाध्यक्षों/राज्य में खाद्य प्रसंस्करण उद्योग की स्थापना करने वाली सभी निवेशक कंपनी/बिहार इंडस्ट्रीज एसोसिएशन/बिहार चैम्बर ऑफ कॉमर्स/सी.आई.आई., पटना क्षेत्र को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

ह./-

प्रधान सचिव,

उद्योग विभाग, बिहार, पटना।

ज्ञापांक: 1238 पटना, दिनांक 14.10.2009

डी.टी.डी./एफ1-15/2009

प्रतिलिपि :- मुख्यमंत्री के प्रधान सचिव/मुख्य सचिव, बिहार, पटना/उद्योग मंत्री के आप्त सचिव को सूचनार्थ प्रेषित।

ह./-

प्रधान सचिव,

उद्योग विभाग, बिहार, पटना।

बिहार सरकार

उद्योग विभाग

पत्र संख्या:- 128 /पटना, दिनांक 16.01.2006

संकल्प

विषय:- राज्य में निवेश को बढ़ावा देने हेतु निवेश प्रोत्साहन एवं निवेश संबंधी प्रस्तावों पर विचार करने हेतु राज्य निवेश प्रोत्साहन पर्षद का गठन।

राज्य में औद्योगिक प्रक्षेत्र में निवेश को प्रोत्साहन देने हेतु तथा निवेशकों से प्राप्त प्रस्तावों पर विचार कर अनुकूल निर्णय लेने हेतु एक उच्च स्तरीय राज्य निवेश प्रोत्साहन पर्षद के गठन की आवश्यकता महसूस की जा रही है। गत 7-9 जनवरी, 2005 को भारत सरकार के प्रवासी भारतीय कार्य मंत्रालय एवं फेडरेशन ऑफ इंडियन चैम्बर्स ऑफ कॉमर्स एण्ड इण्डस्ट्रीज द्वारा आयोजित प्रवासी भारतीय दिवस, 2005 में राज्य सरकार द्वारा भाग लिये जाने के बाद यह सर्वसम्मत अभिमत गठित हुआ है कि राज्य में विदेशी प्रवासी भारतीय तथा देश के आंतरिक निवेशकों को प्रोत्साहित करना आवश्यक है ताकि राज्य में उद्योग, आधारभूत संरचना एवं सम्बद्ध क्षेत्रों में निवेश को बढ़ावा मिले।

2. राज्य निवेश प्रोत्साहन पर्षद के कार्य एवं दायित्व निम्न प्रकार होगें :-

(क) राज्य में बाह्य (विदेशी, प्रवासी भारतीय एवं भारत सरकार द्वारा स्वीकृत आंतरिक स्रोतों से निवेश) एवं आंतरिक (देश के अंदर) स्रोतों से पूंजी निवेश को प्रोत्साहित करने और इस हेतु यथावश्यक कार्रवाई करना।

(ख) बाह्य एवं आंतरिक निवेशकों से प्राप्त नये प्रस्तावों के वर्त्तमान प्रभावी छूट/नीतिगत रियायतों के अन्तर्गत हो या उनसे भिन्न हो, पर विचार कर उन पर पूरी परियोजना के मद्देनजर परिपूर्ण दृष्टि (Holistic view) अपनाते हुए अनुशंसा करना जिसके तहत सभी छूट/नीतिगत रियायत समाहित हो, ताकि Single Window Clearance दिया जा सके।

(ग) राज्य निवेश प्रोत्साहन पर्षद द्वारा प्रदान की गई स्वीकृति/लिये गये निर्णय के कार्यान्वयन की सामयिक समीक्षा।

(घ) अन्य कोई विषय जो उपर्युक्त कार्यों एवं दायित्वों के निर्वाह हेतु आवश्यक हो।

2.2 वैसी परियोजनाएँ जिनकी कुल लागत (हिस्सा पूंजी एवं ऋण सहित) 100 करोड़ रु. तक हो की स्वीकृति मुख्यमंत्री/महामहिम राज्यपाल (राष्ट्रपति शासन की अवधि में) के स्तर पर प्रदान की जायेगी और उससे अधिक लागत की परियोजनाएँ मुख्यमंत्री के अनुमोदनोपरांत मंत्रिपरिषद के विचारार्थ एवं अनुमोदनार्थ प्रस्तुत की जायेगी। पर्षद अपनी अनुशंसाएँ मुख्य सचिव के माध्यम से मुख्यमंत्री/ मंत्रिपरिषद को प्रस्तुत करेगी।

2.3 राज्य निवेश प्रोत्साहन पर्षद का गठन निम्न प्रकार करने का निर्णय लिया गया है:-

विकास आयुक्त	-	अध्यक्ष
वित्त आयुक्त	-	सदस्य
अध्यक्ष, बिहार राज्य विद्युत पर्षद	-	सदस्य
आयुक्त एवं सचिव,राजस्व एवं भूमि सुधार विभाग	-	सदस्य
सचिव, वाणिज्य-कर विभाग	-	सदस्य
अध्यक्ष, बिहार इंडस्ट्रीज एसोसियेशन	-	सदस्य
औद्योगिक विकास आयुक्त	-	सदस्य सचिव

2.4 पर्षद की कार्य प्रणाली निम्नवत होगी :-

(i) पर्षद अपनी बैठकों में निवेश के प्राप्त प्रस्तावों पर या/और विषयों के संबंधित विभाग के सचिव को आमंत्रित कर उनका विचार प्राप्त कर ही निर्णय लेगी।

(ii) पर्षद को यह अधिकार होगा कि वह किसी भी मामलें मे किसी भी व्यक्ति या संस्थान के प्रतिनिधि को अपने बैठक में आमंत्रित करें और उनका विचार प्राप्त कर सके।

(iii) प्राप्त निवेश के प्रस्तावों पर पर्षद यथासंभव एक माह के अंदर अपनी अनुशंसा मुख्यमंत्री/मंत्रिमंडल (जो भी सक्षम स्तर हो) को प्रस्तुत करेगी।

(iv) पर्षद की बैठक में भाग लेने हेतु किसी भी सदस्य या आमंत्रित को कोई यात्रा भत्ता या अन्य सुविधा देय नहीं होगी।

(v) उद्योग विभाग पर्षद के सचिवालय का कार्य करेगा और निवेशकों से प्राप्त आवेदन वहाँ पंजीकृत होगें ताकि उन्हें First Come First Serve के आधार पर समिति के समक्ष विचारार्थ प्रस्तुत किया जाय।

आदेश:- आदेश दिया जाता है कि इस संकल्प को बिहार राजपत्र के अगले अंक में प्रकाशित किया जाए और इसकी सूचना सभी संबंधित पदाधिकरियों को दी जाय।

राज्यपाल के आदेश से,
ह०/-
(एस० विजयराघवन)
औद्योगिक विकास आयुक्त
बिहार, पटना

ज्ञापांक:- 128 /पटना, दिनांक:- 16.01.2006

प्रतिलिपि:- अधीक्षक, राजकीय मुद्रणालय, पटना को बिहार गजट के विशेष अंक में प्रकाशनार्थ प्रेषित। साथ ही उनसे अनुरोध है कि प्रकाशित गजट की 500 (पाँच सौ) प्रतियाँ विभाग को उपलब्ध कराने की व्यवस्था की जाय।

ह०/-
(एस० विजयराघवन)
औद्योगिक विकास आयुक्त
बिहार, पटना

ज्ञापांक:- 128 /पटना, दिनांक:- 16.01.2006

प्रतिलिपि:- संबंधित सभी पदाधिकारियों/सभी विभागों/ विभागाध्यक्षों/उद्योग विभाग, बिहार, पटना/निदेशक, तकनीकी विकास, बिहार, पटना को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

ह०/-
(एस० विजयराघवन)
औद्योगिक विकास आयुक्त
बिहार, पटना

ज्ञापांक:- 128 /पटना, दिनांक:- 16.01.2006

प्रतिलिपि:- मुख्य सचिव के सचिव, बिहार, पटना/विकास आयुक्त के सचिव, बिहार, पटना को सूचनार्थ प्रेषित।

ह०/-
(एस० विजयराघवन)
औद्योगिक विकास आयुक्त
बिहार, पटना

ज्ञापांक:- 128 /पटना, दिनांक:- 16.01.2006

प्रतिलिपि:- अध्यक्ष, बिहार इण्डस्ट्रीज एसोसियेशन/अध्यक्ष, बिहार चैम्बर्स ऑफ कॉमर्स/अध्यक्ष, सी.आई.आई., पटना प्रक्षेत्र/अध्यक्ष, TIE के सचिव, को सूचनार्थ प्रेषित।

ह०/-
(एस० विजयराघवन)
औद्योगिक विकास आयुक्त
बिहार, पटना

Check List of Project Submission for Approval of SIPB

	Information	1st Stage	2nd Stage
A	**Promoters Details**		
1	Name and address	√	
2	Profile of Promoters	√	
3	Company Profile	√	
4	Memorandum of Association & Article	√	
5	Certificate of Incorporation	√	
B	**Land Details**		
1	Availability of land / Size	√	
2	Location	√	
3	Title of Land / Lease agreement		√
4	Revenue map along with khesra number		√
5	Copy of registered sale deed		√
6	Latest Rent receipts (if land is given on rent)		√
7	Land possession certificate		√
8	Non-encumbrance certificate		√
9	Flood history		√
10	Land conversion certificate		√
C	**Financial Documents**		
1	Accounted Balance Sheet for last 2-3 year/Net worth	√	
2	Accounted P&L for last 2-3 years / IT return	√	
3	Project Specific Bank account		√
D	**Business Plan**		
1	Project Components	√	
2	Capacity	√	
3	Revenue Model	√	
4	Layout of the Projects	√	
5	Quotation from suppliers	√	
6	Estimate of civil work	√	
E	**Clearances**		
1	License to construct and operate cold storage		√
2	License for trading of fertilizer		√
3	License for trading of seed and pesticide		√
4	FPO license / Agmark/ ISI Mark		√
5	Power purchase agreement (LT & HT Connection)		√
6	Weight and Measurement		√
7	NOC From Pollution Control Board	√	
8	Factory Map Approval From Factory inspector	√	
9	Labour License From Labour Department		√

APLICATION FORM

I Name and Address for Correspondence of the Promoter/Industrial Undertaking in Full (BLOCK LETTERS)

Name of the Undertaking Promoter :

Area :

Town :

Tehsil/Taluka :

District :

State :

Pin Code :

Telephone :

Telex :

Fax :

Cable :

II Registrar of Companies

Registration No (if registered)

III Status of the Promoter/Industrial Undertaking

(1) Status of the Promoter/industrial Undertaking (Please tick the appropriate box)

- ☐ Central Government Undertaking
- ☐ State Government Undertaking
- ☐ State Industrial Development Corporation
- ☐ Joint Sector Undertaking
- ☐ Private Sector Undertaking
- ☐ Individual Promoter
- ☐ Assisted Sector Undertaking
- ☐ Co-operativeUndertaking

(2) Indicate whether this proposal is for (Please tick the appropriate box)

- ☐ Estabilshment of a New Undertaking
- ☐ Effecting Substantial Expansion
- ☐ Manufacture of New Articles
- ☐ Infrastructure
- ☐ Hospital
- ☐ Institution

IV Location

(1) Location of the proposed undertaking

Place/Town :

Tehsil/Taluka:

District:

State :

Pin Code :

(2) Please indicate whether the Proposed Location is

(a) Within 25 Km from the periphery of a City having population above million according to 1991 census

Yes ☐ No ☐

(b) Located in an Industrial Area/Industrial Estate designate up prior to 25.07.1991

Yes ☐ No ☐

V Items (s) of Manufacture In case of more than one item supplementary sheets may be used

(1) Item of Manufacture

(a) National Industrial Classification of all Economic Activity (NIC), 1987

NIC No.

(b) Item Description

(c) Proposed Annual Capacity

(d) Existing Capacity

(e) Total Capacity after Expansion

(f) Unit of Capacity

(2) Description of Activities to be Undertaken (if no manufacturing envisaged)

_____

(3) By-Products/Co-Products

NIC No.

Item Description

Proposed annual Capacity

Existing Capacity, (If applicable)

Total Capacity after expansion

Unit of Capacity

NIC No.

Item Discription

Proposed annual capacity

Existing capacity. (if applicable)

Total Capacity after expansion

Unit of Capacity

NIC No.

Item Description

1 Raw Material (Including Components. Intermediates and Packing Materials) per annum

ITEM (S)	QUANTITY	UNIT	VALUE

VI **Whether** the Item(s) of Manufacture/By-Product/Co-Product is covered in Schedule-1 (Reserved for Public Sector)

Schedule II (Under compulsory Licensing) of Schedule III (Reserved for manufacture in Small Scale Scetor) of Notification No. 477(E) dated- 25.07.1991/as amended from time to time.

Schedule I		Schedule II		Schedule III	
Yes	☐	Yes	☐	Yes	☐
No	☐	No	☐	No	☐

VII **Investment**

		Exiting (Amount in Rupees)	Proposed (Amount in Rupees)
(a)	Land (for rented premises capitalised value of the same to be indicated)		
(b)	Building		
(c)	Plant & Machinery		
	Indigenous		
	Imported		
	CIF Value		
	Landed Cost		
(iii)	Total [(I) + (II)b]		

VIII **Financing Pattern**

		Exiting (Amount in Rupees)	Proposed (Amount in Rupees)
Total Equity			
(I)	Resident Indian		
(II)	Non Resident Indian		
(III)	Foreign		
Total Borrowing			
(I)	Public Financial Institution		
(II)	Non Resident Indian		
(III)	Other Sources		

Promoters' Contribution

(1) Whether Foreign Technology Agreement is Envisaged

(Please tick appropriate box)

Yes ☐ No ☐

(2) Whether Foreign Technology Agreement is Envisaged

(Please tick appropriate box)

Yes ☐ No ☐

IX Employment (All figures in number)

	Exiting	Proposed
Supervisory		
Non-Supervisory		
Total		

X Expected Date of Commencement of Commercial Production

Date ☐☐ Month ☐☐ Year ☐☐☐☐

XI Required Attachments

i. Last Three years Balance Sheet of Company or Institution or Person

ii. Details of Income Tax paid during last three years

iii. Clearance required for establishment of Project

iv. Details of viability of projects (Appraisal Report of Financial Institution/Bank may be enclosed

v. Please enclose Bank Draft of Rs. One thousand in favour of Department of Industries. Govt. of Bihar, Patna.

Declaration

I/We hereby further declare that the above statements are true and correct to the best of my/our knowledge and belief.

Singnature of Promoter (s)

Place - _____

Date-

(Name in BLOCK Letters)

_____

(Designation of the Promoter)

निरीक्षण एवं अनुश्रवण प्रारूप

किश्त की रिहाई के लिये निगरानी एवं निरीक्षण रिपोर्ट (चिन्हित करें)

(1) पहली किश्त
(2) दूसरी किश्त
(3) तीसरी किश्त
(4) चौथी और आखिरी किश्त

(अ) पहली किश्त की जाँच सूची (कृपया ✓ चिन्ह दें)

जी.ओ.बी. और लाभार्थी के बीच विधिवत् निष्पादित MOA	
पी.एम.ए. और लाभार्थी के बीच MOA अगर जरूरत हो	
जमीन का भौतिक कब्जा	
विधिवत् निष्पादित टी.आर.ए. (TRA) (SPV प्रोजेक्ट में) / नहीं ग्रहणाधिकार खाता (No-lien) (व्यक्तिगत प्रोजेक्ट में)	
प्राधिकृत शेयर पूंजी में अनुपातिक वृद्धि	
इक्विटी के 10 प्रतिशत तक पेडअप पूंजी	
निर्माण योजना एवं इंजिनीयरींग योजना की प्रस्तुति	
भुगतान पूर्व दौरा (वास्तविक प्रोजेक्ट स्थिति की जानकारी हेतु)	

(ब) दूसरी किश्त की जाँच सूची (कृपया ✓ चिन्ह दें)

वित्तीय सहायता की समाप्ति	
प्लांट और मशीनरी के लिये ऑर्डर देय (दस्तावेजी साक्ष्य के रुप में ऑर्डर फॉर्म की कॉपी या भुगतान का प्रमाण)	
सिविल निर्माण के लिए अनुबंध करार	

(स) तीसरी किश्त की जाँच सूची (कृपया ✓ चिन्ह दें)

30 प्रतिशत कार्य के लिये उपयोगिता प्रमाण पत्र (एनेक्चर 2 में प्रारुप दिया गया है)	
साईट पर संयुक्त रुप से जी.ओ.वी. और पी.एम.ए. अधिकारियों द्वारा किये गये कार्य का सत्यापन	

(ड) चौथी किश्त की जाँच सूची (कृपया ✓ चिन्ह दें)

समाप्त प्रोजक्ट के लिये उपयोगिता प्रमाण पत्र (एनेक्चर 2 में प्रारुप दिया गया है)	
उत्पादन परीक्षण किया गया	
साईट पर संयुक्त रुप से जी.ओ.बी. और पी.एम.ए. अधिकारियों द्वारा किये गये कार्य का सत्यापन	

एनेक्चर - 2

उपयोगिता प्रमाण पत्र

हम ..... (सी.ए. फर्म का नाम) ने ..... (लाभार्थी का नाम) ..... (प्रोजेक्ट का नाम) के कार्य की प्रगति, साथ खातों की किताबों का सत्यापन किया है और यह प्रमाणित करते हैं कि निम्नलिखित काम पूरा कर लिया गया है:

	कार्य	**विवरण**	**राशि (रुपयों में)**
1	सिविल निर्माण		
	अ. ब. स.		
	कुल सिविल निर्माण		
2	प्लांट एवं मशीनरी		
	अ. ब. स.		
	कुल प्लांट एवं मशीनरी		
3	सुविधायें/विविध फिक्सड एसेट्स		
	अ. ब. स.		
	कुल सुविधायें/विविध फिक्सड एसेट्स		
4	दूसरे कार्य		
	अ. ब. स.		
	कुल दूसरे कार्य		
5	कुल		

विस्तृत अनुसूची इस प्रमाण के साथ संलग्न है

खाते की किताबों के अनुसार निधि के विभिन्न स्रोत इस प्रकार हैं

स्त्रोत	**राशि (रुपयों में)**
प्रोमोटर्स इक्विटी	
जी.ओ.बी. अनुदान	
टर्म ऋण	
दूसरे स्रोत	
कुल	

अनुदान दावा फॉर्म

हम प्रमाणित करते हैं कि खाद्य प्रसंस्करण क्षेत्र के समेकित विकास योजना के अंतर्गत देय अनुदान की किश्त (किश्त की संख्या दें) की रिहाई की शर्तें और जरुरतें पूरी कर ली गई है और हम किश्त को प्राप्त करने के लिये योग्य (Eligible) हैं। हम यह भी प्रमाणित करते हैं कि नीचे दिये गये विवरण हमारी अच्छी जानकारी के मुताबिक सही है।

1. लाभार्थी का नाम .....
2. पैन नं. (पैन कार्ड की प्रति संलग्न होनी चाहिए) .....
3. बैंक खाते का विवरण .....
   .....
4. किश्तों की संख्या का उल्लेख हो
   (अ) पहली किश्त
   (ब) दूसरी किश्त
   (स) तीसरी किश्त
   (द) चौथी किश्त और आखिरी किश्त
5. जरुरतें पूरी की गई (चिन्हित करें)

(अ) अगर पहली किश्त हो तो (कृपया ✓ चिन्ह दें)

जी.ओ.बी. और लाभार्थी के बीच विधिवत् निष्पादित MOA	
पी.एम.ए. और लाभार्थी के बीच MOA. अगर जरूरत हो	
जमीन का भौतिक कब्जा	
विधिवत निष्पादित टी.आर.ए. (TRA) (SPV प्रोजेक्ट में) / नहीं ग्रहणाधिकार खाता (No-lien) (व्यक्तिगत प्रोजेक्ट में)	
प्राधिकृत शेयर पूंजी में आनुपातिक वृद्धि	
इक्विटी के 10 प्रतिशत तक पेडअप पूंजी	
निर्माण योजना एवं इंजीनियरिंग योजना की प्रस्तुति	
भुगतान पूर्व दौरा (वास्तविक प्रोजेक्ट स्थिति की जानकारी हेतु)	

(ब) अगर दूसरी किश्त हो तो (कृपया ✓ चिन्ह दें)

वित्तीय सहायता की समाप्ति	
प्लांट और मशीनरी के लिये ऑर्डर देय (दस्तावेजी साक्ष्य के रुप में ऑर्डर फॉर्म की कॉपी या भुगतान का प्रमाण)	
सिविल निर्माण के लिए अनुबंध करार	

(स) अगर तीसरी किश्त हो तो (कृपया ✓ चिन्ह दें)

30 प्रतिशत कार्य के लिये उपयोगिता प्रमाण पत्र (एनेक्चर 2 में प्रारुप दिया गया है)	

(ड) अगर चौथी किश्त हो तो (कृपया ✓ चिन्ह दें)

समाप्त प्रोजेक्ट के लिये उपयोगिता प्रमाण पत्र (एनेक्चर 2 में प्रारुप दिया गया है)	
उत्पादन परीक्षण किया गया	

संलग्नः उपर दिये गये विवरण अनुसार

उद्योग विभाग के अन्तर्गत अन्य निगम/बोर्ड/प्राधिकार/संस्थान

राज्य में वृहत, मध्यम तथा लघु/ग्रामीण उद्योगों की स्थापना एवं उनके विकास के कार्यों के लिए उद्योग विभाग के नियंत्रणाधीन निम्नांकित निगम, बोर्ड, प्राधिकार एवं संस्थान कार्यरत हैं।

- बिहार औद्योगिक क्षेत्र विकास प्राधिकार (BIADA)
- आधारभूत संरचना विकास प्राधिकार (IDA)
- उद्योग मित्र
- बिहार राज्य साख एवं विनियोग निगम (BICICO)
- बिहार राज्य वित्तीय निगम (BSFC)
- उपेन्द्र महारथी शिल्प अनुसंधान संस्थान
- उद्यमिता विकास संस्थान (IED)
- बिहार फाउन्डेशन
- बिहार राज्य खादी ग्रामोद्योग बोर्ड
- बिहार राज्य औद्योगिक विकास निगम (BSIDC)
- बिहार राज्य फिल्म विकास निगम
- बिहार राज्य वस्त्र निगम *
- बिहार राज्य निर्यात निगम *
- बिहार राज्य चर्म उद्योग विकास निगम *
- बिहार राज्य लघु उद्योग विकास निगम
- बिहार राज्य हस्तकरघा एवं हस्तशिल्प विकास निगम *
- बिहार राज्य औषधि एवं रसायन निगम *

नोटः * उपरोक्त निगम की प्रक्रिया बन्द है।

THE BIHAR INDUSTRIAL AREAS DEVELOPMENT AUTHORITY ACT, 1974
AN ACT

To provide for planned development of Industrial Areas and Promotion of Industries and Matter Apparent thereto.

Be it enacted by the Legislature of the State of Bihar in the twenty-fifth year of the Republic of India as follows:

CHAPTER – I

1. Short title extent and commencement – (1) this Act may be called the Bihar Industrial Areas Development Authority Act, 1974.
2. If extends to the whole of the State of Bihar.
3. Definition – In this Act unless the context otherwise requires-

(a) "amenity includes road, water-supply, street lighting drainage sewerage, school, housing, hospital and recreation facilities and such other existence facility as the State Government may be notification in the Official Gazette, Specify to be an amenity for the purposes of this Act;

(b) "building" includes any structure or creation or part of structure or creation which is intended to be used for residential, industrial, commercial, or other purposes, Whether in actual use or not;

(c) "development" with its grammatical variations means the carrying out of building engineering or any other operations in, on over or under land or the making of any material change in any building or land including the provision of accommodation for carrying on industrial activities with or without accommodation for residential purposes or other and all proper facilities for public works, recreation, amenity and other basic requirements for establishment of industries, and include re-development;

(d) The industry" would have the same meaning as has been assigned to it under Section 2, clause (3) of the Bihar State Aid to Industries Act, 1956;

(e) "development area" means any area declared to be a development area under section 4;

(f) Industrial area" means an area for which an Authority is constituted under section 3;

(g) "regulation" means a regulation made under this Act by the Authority constituted under section 3;

(h) "rule" means a rule made under this Act by the State Government;

(i) "Prescribed" means prescribed in the rules framed by the State Government under this Act.

CHAPTER – II

(1) Industrial areas development authority: - aims and object – (1) the State Government may at any time after commencement of this Act constitute by notification, an Authority for any area or areas for development and promotion of industry (hereinafter in this Ordinance referred to as the Authority)

Explanation – The State Government may set up one or more Authorities, or one Authority for one or more areas in the State under this Act such an Authority will be known as "(name of the area) Industrial Area Development Authority."

(2) The Authority shall be a body corporate by the name aforesaid having perpetual succession and a common seal with powers to acquire, hold and dispose of properties, both movable and immovable, and to contract and shall by the said make sue and be sued.

(3) (i) Any such Authority shall consist of a Chairman, a Managing Director and five other Directors who shall be appointed by the State Government and who shall hold their office on terms and conditions to be prescribed in this behalf,, at the pleasure of the State Government.

(ii) The Chairman of the Authority shall be a Government servant not below the rank of a Commissioner or any other person who may be nominated by the Government.

(iii) The State Government may, if it is found to be expedient, appoint the same person as Chairman and Managing Director of the Authority.

(4) The Managing Director shall be a whole time officer and the Chief executive of the Authority and shall perform, among others, the following duties under, the general guidance of the Chairman:-

(a) he shall receive all the money on behalf of the Authority and issue receipt and maintain proper account for the same;

(b) he shall draw money from the fund of the Authority for disbursement of salaries, allowances and meeting the expenses of the Authority;

(c) he shall authenticate any order of the Authority;

(d) he shall perform any order only that may be assigned to him by the Authority or the State Government from tome to time.

Declaration of areas as development area – (1) The State Government may by a notification in the office gazette declare any area adjacent to on Industrial Area, a "development area" for the purposes of the Act after taking into consideration any objection that may be raised in the manner prescribed in the rules;

Provided that the no objections ……. for any area already declared as controlled area under sub-section (1) of the Section 3 of the Bihar Restriction of Uses of Land Act, 1948.

as a development area under Sub-section (1) of section 4 of this Act, no person or company or business …. Or anybody (including a department of the State Government) shall undertake or carry out any construction, modification or demolition of any structure or building within such development are without the prior approval of the Authority in accordance with the procedure laid down in the rules prescribed.

(5) Unless otherwise stipulated on the rules, the procedure regarding application for permission to build, excavate or lay our any means of access and grant and refusal of such permission shall be according to the provisions of the Bihar Restriction of Uses of Land Act, 1948 in this behalf.

(6) Establishment :- The Authority shall have its own establishment for which it shall frame regulations with prior approval of the State Government.

CHAPTER – III

Powers and Duties of the Authority

1. General duties and powers of the authority:- (1) Subject to the provisions of this Act, the authority shall be responsible for the planned development of the Industrial Area (including preparation of the master plan of the area) and promotion of industries in the area and other amenities incidental thereto.

2. The Authority shall be responsible for planning, development and maintenance of the Industrial Area and amenities thereto and allotment of land, execution of lease and cancellation of such allotment of lease, realization of fees rent charges and matters collected thereto.

3. The State Government may from time to time entrust the Authority with any other work that is connected with planned development or maintenance of the Industrial Area and its amenities and matters connected thereto.

4. The Authority shall have the powers of the Commissioner of a Municipality as specified in sections 196,197,198,199,200,201 and 202 of the Bihar and Orissa Municipal Act, 1922 for purposes of removal of encroachment on road houses, gullies, any land in the development area and properties of the Authority.

5. The State Government may, be notification in the official Gazette, vest the authority or the chargesheet of the Managing Director with powers under any other Act for planning development and maintenance of civic amenities like housing and schools and vacation of encroachment, etc. that are exercisable by any local authority or statutory body or State Agency under any law for the time in force in this regard.

6. Where, in the opinion of the authority, as a consequence of any development having been executed by the Authority in any development area, the value of any property in that area which has been benefited by the development has increased, the Authority may, with the prior approval of the State Government, levy upon the owners of the property or any person having interest therein a betterment charge in respect of the increase in value of the property resulting from the execution of the development.

   Provided that no betterment charge shall be levied in respect of lands owned by the State or the Central Government.

7. Such betterment charge shall be an amount, in respect of any property situated in a development area, equal to one- third of the amount by which the value of the property on the completion of the execution of the development scheme, estimated as if the property were clear of building exceeds the value of the property prior to such execution estimated in like manner.

8. The Authority may in addition to the grants, loans advances or subsidies that may be received from the State Government also borrow from any source, with the prior approval of the State Government.

8.1 Financial Powers: The Authority shall have and maintain its own fund to which shall be credited:-

   (a) all moneys received by the Authority from the State Government by way of grants loans, advances or otherwise;

   (b) all fees, rents charges, levies and fines received by the Authority under this Act;

   (c) all money received by the authority from disposal of its movable and immovable assets;

   (d) all moneys received by the Authority by way of loan from financial and other institutions and debentures floated for the execution of a scheme or schemes of the Authority duly approved by the State Government.

8.2 Unless the State Government otherwise directs, all moneys received by the Authority shall be credited to its fund which shall be kept with the State Bank of India and or one or more of the nationalized Banks and drawn as an when required by the Authority.

8.3 Budget:-

(1) The authority shall prepare a budget every year in respect of the financial year next ensuring, showing the estimated receipts and expenditures of the Authority and shall forward to the State Government such number of copies thereof as may be red expedient for the purpose of this Act.

(2) The Authority shall maintain proper accounts and other relevant records and prepare an annual statement of accounts including a balance sheet.

(3) The Account of the authority shall be subject to audit annually by the Accountant General, Bihar, and any expenditure incurred by him in connection with such and it shall be payable by the Authority to the Accountant General, Bihar. The Accountant General shall have all the privileges and Authority in connection with audit of the Government accounts.

(4) The accounts of the Authority as certified by the Accountant General, Bihar or any other person appointed by him in this behalf together with the audit report shall be forwarded every year to the State Government along with an annual report.

CHAPTER – IV

9. Miscellaneous Precisions :-

(1) The State Government may acquire any land required for the purpose of the Authority, which shall be deemed to be " public purpose" under the Land Acquisition Act, 1894.

(2) The State Government may by a deed of lease, transfer on terms and conditions as may be decided by the State Government to the Authority any development or undevelopment land vested in the State of Bihar for the purpose of development or use in accordance with the provisions of the Act.

(3) If any land so placed at the disposal of the Authority under Sub-section (2) is required at any time by the State Government, the Authority shall restore it to the State Government.

10. Every Director and every officer and employee of the Authority shall be deemed to be a public servant within the meaning of Section 21 of the Indian Penal Code.

11. Any money due to the Authority on account of fees, rent or charges or the disposal of land, building or other properties, movable and immovable, or by way of rents and profits, may be recovered by the Authority as areas of land revenue under the Bihar Public Demands Recovery Act, 1914.

12. (1) Any person who violates any order of the Authority in respect of removal and any structure or encroachment or uses any land or building in contravention of any regulation framed by the Authority in this behalf shall be punishable with fine which may extend up to Rs. 10,000 or simple imprisonment for a term which may extend to six months or both and in case of a continuing offence with further fine which may extend to Rs. 100 for every day after conviction.

(2) All fines realized in connection with prosecution under this Act shall be paid to the Authority.

(3)No Court below the rank of a Magistrate of the First Class shall try any offence under this Act.

13. Save as aforesaid the provisions of this Act and Rules and Regulations made thereunder shall have effect not withstanding anything inconsistent therewith contained to any other law in force in the State.

14. The State Government may, by notification in the Official Gazette, make rules to carry out the purposes of this Ordinance and in particular provide for –

(a) a removal of encroachments on lands belonging to the Authority;

(b) removal of unauthorized structures;

(c) demolition of buildings which may interfere with the planning or which may have been erected in contravention of the Regulations of the Authority;

(d) the submission of reports and returns by the Authority to the State Government on matters relating to the duties, power and responsibilities of the Authority;

(e) the issue of directions by the State Government laying down broad principles for the fulfillment of aims and objects of the Act.

15. The Authority may, with the prior approval of the State Government, by a Resolution published in the Official Gazette, make Regulations to carry out the purposes of the Act.

16. No suit, prosecution or other legal proceeding shall lie against any person for any action which is in good faith done or intended to be done under this Act, or any rule or regulations made thereunder.

17. When the State Government is satisfied that the pupose for which the Authority was established under this Act has been substantially achieved so as to render the continuance of the Authority unnecessary, the Government may be notification in the Official Gazette.

Bihar Gazette (Extra Ordinary) 5 Nov, 1992

BIHAR INDUSTRIAL AREA DEVELOPMENT AUTHORITY (AMENDMENT), BILL, 1991

AN BILL TO AMEND THE INDUSTIAL AREA DEVELOPMENT ACT, 1974

Be it enacted by the legislature of the State of Bihar in the Forty Second Year of the Republic of India as follows:-

1. Short title and commencement

(1) This Act may be called the Bihar Industrial Area Development Authority (Amendment) Act, 1991.

(2) It shall come into force with retrospective effect. Amendment of Section-6 of Bihar Act 16 of 1974 – In the Bihar Industrial Area Development Authority Act, 1974 (Bihar Act 16, 1974) after sub-section (2) of Section 6 the following new sub-sections shall be added namely:-

2 (a) In case necessary effective steps are not taken within the fixed period to establish the industry the authority shall in such condition cancel the allotted plot/shed and also forfeit the amount deposited in this connection. The authority shall before canceling the allotment allow one month time to the allottee to put up this case. The allottee on being dissatisfied with the order of the authority may file an appeal to the State Government within one month and the State Government shall, after due consideration disposed of within two months from the date of receipt of appeal.

(b) The Authority shall, after cancelation of allotment of the plot/shed take possession of the said plot.

बिहार राज्यपाल के आदेश से

ह./-

(बिन्देश्वरी प्रसाद यादव)

सरकार के प्रभारी संयुक्त सचिव

बिहार सरकार

उद्योग विभाग

संकल्प

विषयः- राज्य के तीनों औद्योगिक क्षेत्र विकास प्राधिकार का पुनर्गठन।

राज्य के औद्योगिकरण एवं उद्योगों के गुणात्मक विकास की दृष्टिकोण से सरकार ने बिहार औद्योगिक क्षेत्र विकास प्राधिकार अधिनियम 1974 के अन्तर्गत छः औद्योगिक क्षेत्र विकास प्राधिकार, यथा, पटना/दरभंगा/मुजफ्फरपुर/ राँची/आदित्यपुर एवं बोकारो की स्थापना की थी। राज्य के विभाजन के उपरांत उत्तरवर्ती बिहार में तीन प्राधिकार यथा पटना औद्योगिक क्षेत्र विकास प्राधिकार, पटना, उत्तर बिहार औद्योगिक क्षेत्र विकास प्राधिकार, मुजफ्फरपुर एवं दरभंगा औद्योगिक क्षेत्र विकास प्राधिकार, दरभंगा अवस्थित है।

2. इन तीन औद्योगिक क्षेत्र विकास प्राधिकार के पृथक स्वरूप और इनके कार्यों के आलोक में भविष्य में इन्हें पुनर्गठित कर किस प्रकार इनसे बेहतर सुविधाएँ उपलब्ध कराई जाए की समीक्षा सरकार द्वारा उद्योग विभाग में गठित समिति द्वारा की गई। समिति में प्राधिकारों के वित्तीय एवं भौतिक उपलब्धि, आय के मुख्य श्रोत, प्राप्त राजस्व, आदि पर विचार किया गया। तद्पोरांत मंत्रिपरिषद की आर्थिक नीति एवं आर्थिक विषयक समिति ने विचार कर अपनी अनुशंसाएँ दी।

3. उद्योग विभाग में गठित समिति एवं मंत्रिपरिषद की आर्थिक नीति एवं आर्थिक विषयक समिति द्वारा की गई अनुशंसाओं पर भलिभाँति विचार करते हुए राज्य सरकार ने तीनों प्राधिकरों का विलयन एवं एकीकरण करते हुए एवं इस एकीकृत प्राधिकार को इसके मूल उद्देश्य यथा, उद्योग के लिए आधारभूत संरचना के विकास को ध्यान में रखते हुए इसे इस संकल्प के निर्गमन की तिथि से - ''औद्योगिक क्षेत्र विकास प्राधिकार'' के नाम से पुनर्गठित करने का निर्णय लिए है।

4. पुनर्गठित बिहार औद्योगिक क्षेत्र विकास प्राधिकार का ढ़ांचा, उसके क्षेत्रीय कार्यालय एवं प्राधिकार के अन्तर्गत रखे जाने वाले पदों की संख्या परिशिष्ट - I में अंकित है, इस प्राधिकार का मुख्यालय पटना में रहेगा एवं इसके तीन क्षेत्रीय कार्यालय यथा-मुजफ्फरपुर, भागलपुर एवं दरभंगा होंगे। पटना का क्षेत्रीय कार्यालय अलग से नहीं होकर मुख्यालय पटना में ही सम्मिलित हो गई। कार्यालय के अधीन शाखा कार्यालयों की विवरणी परिशिष्ट - II है। इन तीनों प्राधिकारों यथा, पटना औद्योगिक क्षेत्र विकास प्राधिकार, उत्तर बिहार औद्योगिक क्षेत्र विकास प्राधिकार, मुजफ्फरपुर एवं दरभंगा औद्योगिक क्षेत्र विकास प्राधिकार, दरभंगा के ''बिहार औद्योगिक क्षेत्र विकास प्राधिकार'' में विलयन एवं एकीकृत के फलस्वरूप इनकी परिसम्पतियाँ/दायित्व/ पावती/देनदारियाँ/अंक खाता आदि स्वतः बिहार औद्योगिक क्षेत्र विकास प्राधिकार में स्थानांतरित मानी जाएगी।

5. जहाँ तक वर्तमान प्राधिकारों के कर्मियों के सेवा शर्त का प्रश्न है इस संबंध में सभी कर्मियों का एक सेवा संवर्ग रहेगा। पुनर्गठन के फलस्वरूप जो पद समाप्त हो जायेंगे उन पदधारक की छंटनी नहीं होगी बल्कि वे अपने पद पर सेवा निवृत/मृत्यु/पदत्याग/सेवा मुक्ति तक बने रहेंगे एवं पद रिक्त होने पर वह पद स्वतः समाप्त हो जाएँगे। प्राधिकार में प्रतिनियुक्ति के आधार पर कार्यरत कर्मियों के कार्यकलाप (Performance) पर विचार करने के उपरान्त उनकी प्रतिनियुक्ति अवधि का विस्तार का निर्णय प्राधिकार के निदेशक पर्षद की अनुमति से लिया जाएगा, लेकिन प्रतिनियुक्ति की अवधि तीन वर्षों से अधिक नहीं होगी। प्राधिकार में भरे जाने वाले पदों की प्रक्रिया परिशिष्ट - III में अंकित है। एकीकृत प्राधिकार के पुनर्गठन के कारण पदों की संख्या 298 से घटकर 143 हो जाएगी (परिशष्ट - III) जिन पदों को प्रतिनियुक्ति/अनुबंध के आधार पर नहीं भरना है उन पदों को भरने की प्रक्रिया एवं नियम वही होगें जो राज्य सरकार के सरकारी सेवकों के लिए प्रभावी है। अनुबंध पर भरे जाने वाले पदों के पदधारक को वेतनमान नहीं बल्कि मासिक, नियत पारिश्रमिक देय होगा। नियत पारिश्रमिक का निर्धारण वित्त विभाग की सहमति से किया जाएगा।

6. प्राधिकार के प्रबंध निदेशक की तकनीकी एवं वित्तीय शक्तियां लोक निर्माण विभाग के अभियंता प्रमुख को प्रदत्त वित्तीय शक्तियों के बराबर होगीं। कोई भी परियोजना जिसे राज्य सरकार द्वारा इस प्राधिकार को कार्यान्वयन के लिए दिया जाता है, उसके परियोजना लागत का 5 प्रतिशत राशि प्राधिकार को प्रशासनिक खर्च के रूप में दिया जाएगा। प्राधिकार से आंचलिक पदाधिकारियों को ऋण वसूली के लिए ''पब्लिक डिमांड रिकभरी एक्ट'' के तहत सभी आवश्यक शक्तियां प्रदत रहेंगी। वित्तीय स्थिति सुदृढ़ करने के उद्देश्य से सरकार द्वारा निर्धारित कार्य क्षेत्रों में प्राधिकार के निदेशक पर्षद द्वारा यथा अनुमोदित कार्यक्रम कार्यान्वित करने हेतु प्राधिकार से पूर्वानुमति लेने की आवश्यकता नहीं होगी। वर्तमान में उद्योग विभाग के विभिन्न निगमों द्वारा सम्पादित किए जा रहे आधारभूत संरचना संबंधित परियोजनाओं को इस पुनर्गठित प्राधिकार को यथासंभव स्थानान्तरित कर दिया जाएगा तथा भविष्य में भी आधारभूत संरचना संबंधित सभी परियोजनाएं यथासंभव इसी प्राधिकार के माध्यम से कराई जाए।

7. मूल नीतिगत बिन्दुओं पर लोक उद्यम ब्यूरो की सहमति के उपरांत प्राधिकार अपने स्तर से आवश्यक निर्णय लेकर इसे कार्यान्वित कर सकेगा।

8. प्राधिकार में एक स्थाई कोर 'टेक्निकल ग्रुप' के रूप में अभियंत्रण शाखा होगा। प्राधिकार अपने अधिकतम कार्य कन्सलटेंट के माध्यम से कराएगा जो अनुबंध के आधार पर होगा। इन कार्यों के तकनीकी पर्यवेक्षक, इस्टीमेट का सत्यापन आदि का कार्य ही प्राधिकार के अभियंत्रण शाखा द्वारा किया जाएगा। प्राधिकार 'टर्न की कन्सलटेंसी' के माध्यम से सुपरवीजन का कार्य भी कन्सलटेंट के माध्यम से करा सकेगी। स्थापना व्यय में कमी लाने के लिए प्राधिकार को यह शक्ति होगी कि वह कुछेक कार्य कॉन्ट्रेक्ट पर अन्य एजेंसियों से कराए यथा सुरक्षा का कार्य, सफाई का कार्य, एकाउन्ट प्रीपरेशन का कार्य, आदि।

9. इन तीन प्राधिकार यथा, पटना औद्योगिक क्षेत्र विकास प्राधिकार, पटना, उत्तर बिहार औद्योगिक क्षेत्र विकास प्राधिकार, मुजफ्फरपुर एवं दरभंगा औद्योगिक क्षेत्र विकास प्राधिकार, दरभंगा के ''बिहार औद्योगिक क्षेत्र विकास प्राधिकार'' में विलयन एवं एकीकरण के फलस्वरूप तीनों प्राधिकार का निदेशक मण्डल स्वतः समाप्त हो जाएगा।

आदेश : आदेश दिया जाता है कि इस संकल्प को बिहार राजपत्र के विशेष अंक में शीघ्र प्रकाशित किया जाए और सभी संबंधित प्राधिकारी को अवगत कराया जाए।

बिहार राज्यपाल के आदेश से
ह./-
(अशोक कुमार)
सचिव
उद्योग विभाग, बिहार, पटना।

ज्ञापांक - 2538 /पटना, दिनांक 19.06.2003

प्रतिलिपि - अधीक्षक, सचिवालय मुद्रणालय, गुलजारबाग, पटना- 800 007 को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित। प्रकाशित संकल्प की पाँच सौ प्रतियाँ इस विभाग को उपलब्ध करायी जाए।

ह./-
(अशोक कुमार)
सचिव
उद्योग विभाग, बिहार, पटना।

बियाडा का शाखा कार्यालय और उनका कार्यक्षेत्र

मुख्यालय, पटना के अधीन		
क्रम सं.	**शाखा कार्यालय का स्थान**	**शाखा कार्यालय के अधीन औद्योगिक क्षेत्र/प्रांगण**
1.	पटना	पटना एवं जहानाबाद
2.	फतुहा	फतुहा
3.	डेहरी	डेहरी, विक्रमगंज एवं वारूण
4.	गिद्धा (आरा)	गिद्धा (आरा), बक्सर एवं विहिया
5.	गया	गया एवं औरंगाबाद
6.	बिहारशरीफ	बिहारशरीफ एवं नवादा
क्षेत्रीय कार्यालय, मुजफ्फरपुर के अधीन		
क्रम सं.	**शाखा कार्यालय का स्थान**	**शाखा कार्यालय के अधीन औद्योगिक क्षेत्र/प्रांगण**
1.	मुजफ्फरपुर	मुजफ्फरपुर
2.	सीतामढ़ी	सीतामढ़ी
3.	बेतिया	बेतिया एवं रामनगर, रक्सौल
4.	हाजीपुर	हाजीपुर
क्षेत्रीय कार्यालय, दरभंगा के अधीन		
क्रम सं.	**शाखा कार्यालय का स्थान**	**शाखा कार्यालय के अधीन औद्योगिक क्षेत्र/प्रांगण**
1.	दरभंगा	दरभंगा एवं समस्तीपुर
2.	बेगुसराय	बरौनी, बेगुसराय एवं खगड़िया
3.	सहरसा	सहरसा एवं मुरलीगंज
4.	पंडौल	पंडौल एवं झंझाारपुर
क्षेत्रीय कार्यालय, भागलपुर के अधीन		
क्रम सं.	**शाखा कार्यालय का स्थान**	**शाखा कार्यालय के अधीन औद्योगिक क्षेत्र/प्रांगण**
1.	बरारी (भागलपुर)	बरारी (भागलपुर)
2.	मुंगेर	जमालपुर, लखीसराय, सीताकुंड एवं मुंगेर
3.	पूर्णियाँ	पूर्णियाँ, किशनगंज एवं कटिहार

Procedure of Land Allotment in BIADA

- Application for allotment of Land / Shed to be submitted in Prescribed format.
- Application form for land allotment in three copies to be submitted along with the following documents.
  - i) Project Profile (Three copies) prepared by Accredited / Approved consultant with information regarding details of item to be produced, land required, plant & machinery, finance for the project, working capital requirement, NOC from Pollution Control Board etc.
  - ii) Personal Bio-data of entrepreneur along with three attested photographs of the applicant, identity proof paper (Three copies).
  - iii) Demand Draft of processing fee of Rs. 500/- and Rs. 2000/- acre as security money.
  - iv) Layout plan duly certified by consultant registered by Govt. of Bihar.
- Application for land allotment are scrutinized and approved by the Project Clearance Committee (PCC) of BIADA headed by Managing Director in its meeting held at regular intervals.

Procedure of Ownership Transfer

- Transfer of ownership and all kind of firms on account of succession or inheritance – BIADA shall charge Rs. 1000/- along with payment of old dues.
- For transfer of shares in all other cases and to a maximum of 50% BIADA Shall charge a fixed amount Rs. 5000/- along with payment of old dues.
- For the transfer of shares of 51% and above 15% of land value along with payment of old dues shall be charged.
- All changes of name of firms should be communicated in advance to the BIADA.
- The above policy will be applicable to partnership firms as well.
- Any change in Directors has to be informed in writing to the Authority by all allottees.

BIADA-Land Rate – Sheet effective from 01-04-2011

Provisional lease Rate of Industrial area/growth centre/estate of BIADA

Sl. No.	BIADA Rate (Rs. Lac Per Acre)	Maintenance Cost (Rs. Lac Per Acre)	Total Cost with MC (Rs. Lac Per Acre)	Total Cost with MC (Rs. Lac Per Acre)	BIADA Rate (In Sq.ft.)	Maintenance Cost (In Sq. ft.)	Total Cost (In sq.ft.)
Regional Office-Patna							
1.	Patliputra (I/E)	195.492	8.08	203.572	448.79	18.55	467.34
2.	Fatuha	41.822	1.73	43.552	96.01	3.97	99.98
3.	Hajipur (I/A)	137.049	5.64	142.689	314.62	12.95	327.57
4.	EPIP, Hajipur	55.297	3.13	58.427	126.94	7.19	134.13
5.	Biharsharif	137.940	5.70	143.640	31.67	13.09	44.76
6.	Nawada	64.460	0.27	64.730	147.98	0.62	148.60
7.	Gaya	14.256	0.52	14.776	32.73	1.19	33.92
8.	Jehanabad	8.371	0.41	8.781	19.22	0.94	20.16
9.	Aurangabad (IA)	9.647	4.86	14.507	22.15	11.16	33.31
10.	Aurangabad (G.C.)	12.012	7.21	19.222	27.58	16.55	44.13
11.	Dehri-on-sone	6.039	1.09	7.129	13.86	2.50	16.36
12.	Barun	4.510	0.47	4.980	10.33	1.08	11.41
13.	Vikramganj	7.832	2.62	10.452	17.98	6.02	24.00
14.	Buxar	8.591	0.47	9.061	19.72	1.08	20.80
15.	Bihiya	6.655	0.00	6.655	15.28	0.00	15.28
16.	Gidha (G.C)	9.878	0.36	10.238	22.68	0.83	23.51
17.	Bihta	42.834	0.00	42.834	98.40	0.00	98.40
18.	Barauni	7.359	3.27	10.629	16.90	7.51	24.41
Rigional Office Bhagalpur							
1.	Barai, Bhagalpur	7.293	0.47	7.763			
2.	Jamalpur	6.446	0.97	7.416			
3.	Sitakund	8.47	0.36	8.83			
4.	Munger	3.223	1.88	5.103			
5.	Lakhisarai	3.982	0.40	4.382			
6.	Kahalgaon (GC)	7.865	0.32	8.185			
7.	Purnea City	4.015	0.90	4.915			
8.	Maranga (Purnia)	5.181	0.23	5.411			
9.	Katihar	3.894	1.93	5.824			
10.	Forbesganj	2.739	0.28	3.019			
11.	Kishanganj (Kharga)	7.865	0.32	8.185			
12.	Kishanganj (Bhediadangi)	7.865	0.32	8.185			
Rigional Office-Darbhanga							
1.	Bela, Darbhanga	8.657	2.57	11.227			
2.	Donar, Darbhanga	4.433	0.57	5.003			
3.	Dharampur	5.181	2.31	7.491			
4.	Pandaul, Madhubani	3.014	0.44	3.454			
5.	Jhanjharpur	4.796	3.44	8.236			
6.	Saharsa	4.147	1.15	5.297			
7.	Murliganaj	2.145	0.92	3.065			
8.	Udakisanganj	2.145	0.96	3.105			
9.	Samastipur	10.230	0.42	10.650			
Rigional Office- Muzaffarpur							
1.	Bela, Muzaffarpur (IA)	42.35	1.1	43.45			
2.	Bela, Muzaffarpur (IE)	42.35	1.75	44.10			
3.	Betiah	4.598	0.84	5.44			
4.	Kumarbagh, (Betiah)	4.587	0.84	5.43			
5.	Ramnagar	6.116	0.88	7.00			
6.	Raxaul	6.545	1.13	7.68			
7.	Sitamarhi	15.158	1.16	16.32			
8.	Siwan	7.0400	0.48	7.52			

BIHAR INDUSTRIAL AREA DEVELOPMENT AUTHORITY

Application for land allotment

Details of Application :- Land Allotment Fresh/ Additional Land Allotment/Transfer of Land

1. PERSONAL PROFILES

1.1 Name (See the Instruction 5.1) :

:

1.2 Mailing Address :

:

:

:

1.3 Phone/Mobile No :

1.4 E-mail Address :

:

:

:

2. PROJECT

2.1 Name of Product as per Project Report :

2.2 Application for Land/Shed (Area In Sq/ft.) :

2.3 Name of Industrial Area/Estate whose Application is submitted. :

3. DETAILS OF UNIT

3.1 Name of unit : :

3.2 Is Provisional Registration Certificate/Memorandum No. enclosed? Yes/No.

3.2.1 If Not enclosed, then attach two Copies of Application Form for Memorandum No. (Two copies of application form for Memorandum No. is attached.) Yes/No. :

3.2.2 Name & Address of Proposed financial Institution/Bank from where loan can be obtained :

:

:

:

:

3.2.3 Name & Address of Proposed Financial Institution/Bank from where Working Capital can be obtained. :

:

:

:

:

3.2.4 If the Answers of columns 3.2.2 & 3.2.3 Are in negative the financial Burden will Be borne by your self. Yes / No.

4. CONSTITUTION AT DETAILS OF THE UNIT

(Tick Mark if Application)

4.1 Please Indicate (Whether the Unit is) :-

1. Proprietorship / Partnership
2. Public Ltd. Company
3. Pvt. Limited Company

4. Others

4.2 Details of the Unit.

Sl.No.	Name of Partner / Director	Percentage share of Partners	If Partner/Director/Share holder is Associated with any other companies write the Name & Address of the Company.
4.2.1			
4.2.2			
4.2.3			
4.2.4			
4.2.5			
4.2.6			

(Attach Separate sheet if needed)

4.3 Has the Application/Partner/Director ever applied for Land/Shed ? Yes/No

4.3.1 If Your Answer is Yes, then:

Sl.No.	Name of Partner / Director	Name & Address of proprietor/ Partner/Director	Date of Application Industrial Area/Estate Name	Whether land was allotted or not.

DECLARATION

1. I/We declare that the information given above is correct.
2. If any information is found wrong, then my/our Application is liable to be rejected. If any information is found wrong by the Authority the Allotment may be cancelled and civil/criminal case may be instituted for which I/We will be liable.
3. All the Rules and Regulations for the Allotment of Land has been known to me.

Name -

Designation -

Full Address - **Signature**

Place -

Date -

BIHAR INDUSTRIAL AREA DEVELOPMENT AUTHORITY

BIO-DATA

I. PERSONAL PROFILES

1. Name :- (See Instruction 5.1)

Title	Middle Name	First Name

1.2 Correspondence Address :-

Name:
Pin Code:
E-mail

Note:- It is mandatory to inform any change of Address.

1.3 Telephone Yes/No

Official No.	
Residential No.	
Mobile No.	

1.4 Permanent Address:-

1.5 Father's Name :-

1.5.1 Father's Occupation :-

Name:
Pin Code:
E-mail

1.6 Date of Birth

Year	Month	Date

II. EDUCATION QUALIFICATION

Sl.No.	Year of Studies up to year of completion	Name of College/ School	Subjects	Year of Passing
2.1	Matric			
2.2	Intermediate			
2.3	Graduation			
2.4	Post Graduation			
2.5	Diploma			
2.6	Professional Qualification			

III. WORKING EXPERIENCE

S.L	From (Year)	To (Year)	Name of Institution / Estate	Post	Work Description	Annual Earning
3.1						
3.2						
3.3						

Note:- Attach extra sheets if required.

IV. WORKING EXPERIENCE

S.L	From (Year)	To (Year)	Name of Institution / Estate	Work Description	Annual Earning
4.1					
4.2					
4.3					
4.4					

V. EXTRA SOURCES OF INCOME

S.L	Mean of Income	Total Yearly Income	Details		
5.1	Agriculture		Area (In Acres)	District	Village/City
5.2	House Rent		Area (Sq.ft.)/	Block	Village/City
5.3	Contribution		Name of Company & Type		Dividend of Last Year
5.4	Interest		Term Deposit in Bank		Name of Bank
5.5	Any other means		Total Details.		

(Attach if separate sheet required)

VI. DEDUCTION OF IT & COMMERCIAL TAXES

6.1 Are you an Income Payee Tax Yes/No

6.1.1 Give Permanent Account No if Allotted

6.1.2 Ward No. :-

6.2.1 Income Tax Details :-

(For Last Three Years)

Year of Assessment	Taxable Income	Amount Paid

6.3 Are you a Commercial tax Assessee. Yes/No

6.3.1 If yes, then details there of

Commercial Assessment Year	Amount of Commercial Tax	Amount Paid

6.4 To Which Commercial Tax area you belong. | |

Date:-

Place:- Signature

PROCEDURE OF LEASE – DEED

- To invest 50% of Promoter's Contribution except land cost paid to BIADA.
- Documentary proof to place order for Plant and Machinery.
- Photographs and proof of expenses of civil construction work.
- Recommendation of concerned Area In Charge.

FORMAT OF LEASE – DEED

LEASE - DEED

This INDENTURE made this day of the ……..between the Executive Director, ……., Bihar Industrial Area Development Authority, Patna (hereinafter called "Lessor" which expression shall where the context so admits or implies include his successors in office and permitted assigns) of the ONE PART and ……..through ……. …….....

(hereinafter called the "Lessee" which expression shall where the context so admits or implies include his successors, legal representatives and permitted assigns) of the OTHER PART.

WHERE THE LESSEE has applied for land to this Authority, and has been allotted the piece of land described and specified in Part- I of the schedule appended hereto belonging with all rights, easements and a appurtenances thereto M/S ……

except reserving unto the lessor all mines, minerals in and under the said land or any part thereto for establishing a factory for manufacturing …….

NOW THIS INDENTURE WITNESSTH

In consideration of the bond executed by the lessee and the payment to the Lessor by the Lessee of the first installment of Rs. …….only, being 30%

of the total cost Rs. …….. calculated on land & Maintenance Charge on adhoc basis @ Rs. ……. Per Acre, The balance shall be paid in seven equal annual installment carrying interest @ 5% every year till finally liquidated. Including proportionate development cost of area on or before the execution of these present and of the area on or before the execution of these presents and of the rent hereby reserved and of the covenant and agreement on the part of Lessee and fully mentioned in Part-II of the schedule which too is an integral part of this deed, the lessor doth hereby demise unto the lessee all that piece of land mentioned and described in Part-I of the schedule.

SCHEDULE

Part-I

Details of the land to be leased out hereinafter referred as :-

Industrial Area/Estate	Industrial Plot	Survey	Khata	Area	Vill	Thana No.	P.S.	Pargana	Dist.	Sub Registry

BOUNDARY

NORTH:

SOUTH:

EAST :

WEST :

Possession taken over the plot on …….....…

Two copies of tracing Cloth maps duly signed by…….., B.I.A.D.A.

……enclosed.

PART - II

TERMS AND CONDITIONS OF THE LEASE

1. That the lease of land detailed in Part-I the scheduled is given for ----------years to the Lessee by the Lessor subject to renewal at the option of either part of the indenture for such period as may be mutually agreed upon.

2. That the lessee would pay to the Bihar Industrial Area Development Authority the proportionate cost of development of land leased which would include the cost of construction of roads for communication purpose, laying of sewerage and water pipes, construction of electric lines etc. and other expenditure as may be described to be part of the development cost by the Bihar Industrial Area Development Authority, Patna.

(a) That the decision of the Bihar Industrial Area Development Authority, Patna with regard to calculation of the development cost would be final and such cost would be subject to revision by the Bihar Industrial Area Development Authority periodically and the revised cost would be applicable to lessee applying for land after such revision.

In case the lessor is saddled with a decretal amount awarded by a court, the same will be added in the cost of land making it payable by the Lessee. If even after allotment of land the decretal amount, as a consequence of an award passed by a court with respect to the land allotted, shall be added to the cost of the land and the same will be payable by the Lessee.

(b) In case necessary effective steps are not taken within the fixed period to establish the industry, the authority shall cancel the allotted plot/shed and also forfeit the amount deposited in this connection. The Authority shall, before canceling the allotment allow one month time to the allottee to put up his case. The allottee on being dissatisfied with the order of the authority may file an appeal to the State Government within one month and the State Government shall, after due consideration dispose it of within two months from the date of receipt of the appeal.

(c) That the lessee shall pay to the Lessor or his nominee the all such Legal expense as incurred before or after the signing of the lease deed.

(d) All costs relating to recovery of dues and land, handing/taking over of plots and charges related to and in pursuance of resumption of land by BIADA Shall be recovered from the allottee/lease holder.

3. That in case the actual cost of development, if could not be finally determined at the time the lessee is put in possession of the land, the lessee shall pay, tentative cost of development as may be fixed by B.I.A.D.A., and shall also execute a bond in favour of the lessor giving an undertaking to pay on demand the balance of the cost of development along with such other costs of the land if any, be determined by the Bihar Industrial Area Development Authority. Apart from the Development cost, any dues found to be with respect to the land, will be payable by the Lessee.

(a) That the Lessee will also be liable to pay the cost towards the maintenance of the infrastructure facilities in the Industrial Area from time to time as determined by the Bihar Industrial Area Development Authority, Patna.

(b) In case of any change in the ownership or possession of the lease hold or any part thereof either by auction purchase or transfer by the lessee with the permission of the lessor in terms and conditions of the Lease deed such person so stepping into the shoes of the lessee shall get a fresh lease deed executed for the rest of the period on the same terms and conditions of the lease and such person shall not be entitled to use the lease hold or any part thereof for any other Industrial purpose In case of such person intends to use this lease hold or any part thereof so transferred to him for any other industrial purpose than the one for which this lease has been for such other industrial purpose and on getting such approval shall be liable to pay at the rates, prevailing at the time for the land etc. in question as per norms of the BIADA.

4. That the lessee shall pay Rs. ……. Annually to the Bihar Industrial Area Development Authority, Patna or their nominee such rent as prescribed, in one installment on or before 31st March every year. The said ground rent is liable to be doubled after every four years and thereafter may be revised after every twenty year in accordance with the provisions of law and rules framed by the Government or the Bihar Industrial Area Development Authority, as the case may be, in force for the time being and in absence of any such law and rules as it may be fixed by the leassor.

(a) In addition thereto, if any outstanding dues come to light at any later date on audit/accounting or otherwise, the lessee shall pay the same as well as to the lessor with interest and within such time as the lessor may decide.

(b) The financial institution which mortgages the lease hold or any part thereof, in the event of sale, shall obtain prior information about the dues other than the cost of the land from BIADA and indicate in the notice for sale that the purchaser will be given possession of the lease hold by such financial institution only where the dues of BIADA is cleared and a clearances certificate is obtained from BIADA.

Notwithstanding above, the BIADA can resume possession of the leasehold at any time even if the leasehold is mortgaged to any Bank/Financial Institution .(c)That the lessee shall also pay Rs. ……..…… to lessor or its nominee/successor or assign, as the case may be, such maintenance charge as may be prescribed and in such manner as may be specified. In case of failure or default on the part of the lessee so to pay the said amount in the said manner the lessee shall have to pay interest or penal interest. Such charges are liable to be revised if and when the Government instruction in this regard is obtained or on the basis of actual cost of maintenance. The charges thus raised would be binding on the lessee.

5. If and when any part of the rent and / or development cost maintenance charge, decretal amount etc. falls in arrears, the same may be recovered from the lessee as an arrear of land revenue under the provision of Public Demand Recovery Act or such other Act as may be in force for recovery of public demands. The lessor also reserves its right to forfeit the lease of allotment of the land, to enter upon the same and to realize the said amount by sale of the structure and from other properties (movable and immovable) belonging the Lessee.

6. **The lessor and lessee hereby covenants and agrees as follows:-**

a. That the lessee will not assign, mortgage, under let or part with the possession over the land or any right or interest therein or in respect thereto without the previous consent of and also without due approval of the lessor or his nominee, provided that in case of registered small Scale Industries no separate permission will be required to be obtained by the lessee mortgaging it with any financial institution for raising loans for the purpose of the industry for which the land was allotted. In all cases, dues of the Bihar Industrial Area Development Authority shall hold the first charge on the properties mortgaged PARRI PASSU with the charge of the Financial Institution. Further the properties offered as security against the loan of the Financial Institution should be adequate to cover the full dues of the Bihar Industrial Area Development Authority as well as the loan given by the Financing Institution.

b. No change in the lease, proprietorship or partnership if it is Private Limited or Unlimited Company or a registered or unregistered firm shall be recognized without the previous written consent of the lessor or his nominee.

c. If the lessee assigns its lease hold interest with the written consent of the lessor in the land described in Part-1 of the Schedule hereunder written the assignee shall duly get his or their names registered with the lessor or his nominee within four calendar months after obtaining possession of the holding and will possess and use the land and will be bound by the terms, covenants and conditions herein contained.

d. That if subsequently any or entire part of the said land is required by the State Government or the Bihar Industrial Area Development Authority for a Public Purpose (of which matter the Sate Government or the Bihar Industrial Area Development Authority shall be the sole judge) the lessee shall, on being asked by the State Government or the Bihar Industrial Area Development Authority transfer to them such part or parts of the said land as the Bihar Industrial Area Development Authority shall specify as necessary for the purpose. The Bihar Industrial Area Development Authority shall pay back to the lessee a sum proportionate or equal, as the case may be to the cost of land and its development cost, if any earlier realized from him together with compensation for the building and other structure erected with approval in writing of the lessor or its nominee on such part or parts of the land at a valuation to be determined by the Engineer/Valuer authorized by the Lessor in this behalf and the decision of the Lessor shall not be questioned by any authority.

   Provided that for the purpose of this Sub-clause the State Government or the Bihar Industrial Area Development Authority would be entitled to resume only such part or parts of the land leased out to the lessee which actually is not used by the lessee for the purpose for which the land is allotted to him.

e. If at any time the said land or any part or parts thereof shall no longer be required by the lessee for the purpose for which it is leased out him the lessee shall surrender the same to the Bihar Industrial Area Development Authority or with the prior approval of Bihar Industrial Area Development Authority the lessee may transfer the lease hold right to any other party. In Case of surrender of the land to government or Authority, the lease and remained in actual possession on the leasehold. But in case of forfeiture, the lessee shall not be entitled to any refund.

It is also clarified that such sale be allowed only for industrial purpose and in case purchaser wishes to utilized the land for any industry other than the purpose for which the land was allotted to him or changes the name and style of the unit, the lessor shall charge the rates as per norms of BIADA prevailing at the time before allowing such sale and making a fresh lease deed.

f. If the Bihar Industrial Area Development Authority accepts the offer made under foregoing clause, the lessee shall be entitled within two months from the date such acceptance is communicated to him and to remove all building or structure erected on the said land or part thereof, unless the Bihar Industrial Area Development Authority also consents to keep the standing building or structure on the leasehold then the lessee shall be entitled to compensation in accordance with the valuation as indicated at 6 (d) above.

g. That the lessee will not make any excavation upon any part of the said land hereby demised nor remove any stones, sand, gravel, clay or earth there from except for the purpose of digging foundation of building as per terms or the lease.

h. That if the Lessees wishes to construct a road or drainage to connect his main factory with the main road, the lessee can do so in accordance with specification and details prescribed by the lessor or his nominee.

i. That no building or any construction shall take place unless specification plan for elevation and details thereof have been submitted by the lessee in triplicate which is approved in writing by the lessor or his nominee. If the same is not accorded or is not available within 180 days of the submission of the plan, it would be presumed that the lessor or his nominee has no objection to the commencement of building or erection as the case may be.

J. That in case approval is not accorded by the lessor within 180 days the lessee will proceed with the construction work in accordance with the norms of the BIADA observing the Rules and Regulation of Municipal Act in this regard.

k. The lessee shall submit the plan for building or erection within two months of delivery of possession of the land to the lessee by lessor. Provided that the lessor may extend the period for submission of the plan for building or erection on the individual merits of the case.

l. That the lessee shall correctly keep demarcated the boundaries of the said lands and point them out.

m. That the lessee shall not except with the written consent of the lessor or his nominee use the land for any purpose other than those for which the land is allotted to him for establishing the industry.

n. That the lessee shall use the land for the specified purpose and follow the schedule of activities and time frame given in the Allotment Letter, failing which the lease may be terminated and the lessee evicted from the land without notice. In case extension is required it can be granted under the discretion of the lessor.

o. That the lessee shall provide reasonable facilities for the training of local people in his factory.

p. Other things being equal the lessee shall give preference to the local people in employment in his industrial undertakings.

q. That when the Lessee who is running his industry fails in submitting his annual return to the BAIDA or closes his industry without the permission of the lessor on account of any dispute or otherwise for a period of six months even after being in production in that case the lessor will have the full right to terminate the lease as per norms of BIADA.

7. In case of breach by the lessee of any of the terms and conditions, the lessor shall have the right to terminate this lease and forfeit the consideration money, resume, take possession and enter upon

the whole of the said land without payment of any compensation to the lessee and upon such reentry, the interest of the lessee in said land shall cease and terminate. Provided that lessee shall be given by the lessor reasonable opportunity to show cause and to rectify the omissions or defects if any.

8. In the event of retaking the possession by the State Government or BIADA, the lessee shall be entitled to remove within one month from date of such retaking of possession all buildings, structures, installations, machinery and other assets from the said land, failing which the State Government/BIADA shall be comptent to remove/auction the aforementioned items and keep the proceeds.

9. Should any dispute or difference arise concerning the meaning of interpretation of any clause or provisions contained in this lease the same shall be referred to the Bihar Industrial Area Development Authority in the appropriate department and decision of the Managing Director of Bihar Industrial Area Development Authority on such disputes or differences shall be final, conclusive and binding on the parties thereto.

10. That lessee shall be bound by such decisions of the Government and the Authority with regard to the change in Rules/Regulations and norms if any as may be made from time to time.

11. It is declared that lessor shall have the fullest liberty to postpone for any time and from tome to time any action open to him under any of the powers exercisable by him against the lessee and to either enforce or forfeit any of the conditions and covenants contained in those presents. The cost and expense incidental to the preparation, execution and registration of this lese deed shall be borne and paid by the lessee.

12. The lessee also agrees to abide by all the terms and conditions set out in the Allotment Letter and violation of any of those will be deemed as valid ground for cancellation.

13. In witness thereof the common seal of M/S
……..Though ……..... ……..…….. has hereinto been affixed and those present signed.
For and behalf of the …….

WITNESS

1.

2.

In witness of where the land of Executive Director, ……., the Bihar Industrial Area Development Authority for and on behalf of the Bihar Industrial Area Development Authority has been affixed on the date and year above written.
For and on behalf of ……

(Executive Director)
BIADA

WITNESS

1.

2.

CERTIFIED that the original and duplicate copy of this lease deed are exact true and are reproduction of each other.

For and on behalf of ……

(Executive Director)
BIADA

Infrastructure Development Authority (IDA) Bihar

(A Government of Bihar Undertaking)

Introduction

Infrastructure Development Authority (IDA) has been constituted under Bihar State Infrastructure Develpoment Enabling Act 2006 to provide for the rapid development of physical and social infrastructure in the State and to attract private sector participation in designing, financing and construction of infrastructure projects. It is the nodal agency for PPP initiatives in the State.

Land availability is a major concern in the establishment of projects. A Land Bank has been established in IDA to ensure timely acquisition of land and providing immediate fund for land acquisition.

Facility Under IDA:

Land Bank has been established to meet the requirement of land for industries and other infrastructural schemes for quick and speedy development. Projects financed under Land Bank Scheme are :-

- Bhagalpur Industrial Area
- Bihta Mega Industrial Park
- Vaishali industrial Area
- Nalanda University
- Madhepura University

On Going PPP Projects:-

- Star Category Hotel at Patna
- Operation and Management of Floating Restaurant at Patna
- Development of Cultural Centre at Bhartiya Nritya Kala Mandir, Patna , Redevelopment of Premchandra Rangshala, Patna

PPP Projects in Pipe Line:-

- Star Category Hotel at Rajgir
- Operation,Maintenance and Management of Hotels at "Sidhartha Vihar" in Bodh Gaya and Hotel "Tathagat Vihar" in Rajgir.
- Development of Technical Institutions like engineering Colleges at Barauni, Bihta, Purnia, Madhepura and Bhagalpur and development of new polytechnics at Darbhanga, Saharsa, Muzaffarpur and Gopalganj,
- Development of SUPER SPECIALITY HOSPITAL at Darbhanga, Bhagalpur and Gaya.
- Development of Star Category Hotel at Bodh Gaya.
- Development of FOOD PLAZA at Bodh Gaya, Rajgir, Gandhi Ghat(Patna), Golghar(Patna),Vaishali, Muzaffarpur.

Projects to be taken Up:-

- Kahalgaon and Bhagalpur Growth Centers
- Mega Industrial Park at Bihar
- IIT and NIT at Bihta
- Begusarai Growth Center

Future Plans:-

- Development of Water Park at Patna
- Development of IT Park at Bihta
- Development of Bus Terminal at Muzaffarpur
- Development of Amusement Park at Rajgir

- Development of Theme Park at Bodh Gaya.

उद्योग मित्र

उद्योग विभाग, बिहार, पटना

परिचय :

वर्ष 1986 में राज्य के उद्यमियों के सहायतार्थ उद्योग विभाग द्वारा दो संस्थाओं यथा औद्योगिक डाटा बैंक एवं सिंगल विण्डो सिस्टम स्थापित किया गया था। औद्योगिक डाटा बैंक का मुख्य कार्य औद्योगिक विकास से संबंधित क्षेत्रों के आँकड़ो को संकलित एवं विश्लेषित कर उद्यमियों, शोधकर्त्ताओं, योजनाकारों एवं तकनीकी सलाहकारों को वैज्ञानिक ढंग से आँकड़े/सूचनायें आदि उपलब्ध कराना था, जबकि सिंगल विण्डो सिस्टम का मुख्य कार्य उद्यमियों को एक ही छत के नीचे उद्योग लगाने के क्रम में आने वाली कठिनाईयों के निराकरण में सहयोग करना था।

चूँकि दोनों संस्थाओं का मुख्य उद्देश्य उद्योग लगाने में उद्यमी को सहायता ही पहुँचाना था, इसलिए उद्योग विभाग द्वारा यह निर्णय लिया गया कि दोनों संस्थाओं को विघटित करते हुए ''उद्योग मित्र'' नामक संस्था को नये स्वरूप में सोसाइटी एक्ट 21,1860 के अन्तर्गत निबंधन संख्या 283/2004-05 दिनांक 26.06.2004 के अन्तर्गत निबंधित कराया गया। इसका मुख्य कार्यालय पटना स्थित इंदिरा भवन, भूतल राम चरित्र सिंह पथ, पटना - 800 001 में हैं। मुख्य कार्यपालक पदाधिकारी इस कार्यालय के प्रधान होते हैं।

उद्देश्य :

उद्योग मित्र का मुख्य उद्देश्य आगन्तुक उद्यमियों को यथोचित सम्मान के साथ स्वागत करना, उद्योग स्थापना संबंधी आवश्यक सलाह देना एवं प्रारंभिक सम्पर्क के बाद जो उद्यमी चले जाते हैं उनसे लगातार सम्पर्क बनाये रखकर उनकी सारी स्थानीय समस्याओं के समाधान हेतु पहल करना है। उद्यमियों के सहायतार्थ उद्योग मित्र मुख्यत: तीन कोषांगों में कार्यरत है :-

1. उद्यमी सहायता कोषांग
2. आँकड़ा विश्लेषण कोषांग एवं
3. अनुश्रवण एवं मूल्यांकन कोषांग

उपरोक्त तीनों कोषांगों के माध्यम से उद्यमियों को निम्नलिखित सुविधायें मुहैया करायी जाती है :-

मुख्य गतिविधियाँ :

- उद्यमियों को उद्योग चयन में उचित सलाह देना, चयनित उद्योग की अद्यतन परियोजना रूप-रेखा उपलब्ध कराना तथा परियोजनाओं के कार्यान्वयन हेतु अनुश्रवण करना।
- उद्योग स्थापना के प्रथम चरण से उत्पाद्न स्तर तक उपयोग होने वाली सभी प्रकार के फॉर्मों की प्रतियाँ उपलब्ध कराकर उद्यमियों को सहयोग करना।
- राज्य की औद्योगिक प्रोत्साहन नीति के तहत उद्यमियों को दी जाने वाली सुविधाओं के संबंध में जानकारी देना एवं आवश्यकतानुसार सहयोग करना।
- उद्योग स्थापना के क्रम में विभिन्न विभागों/संस्थानों आदि से कार्य कराने में अगर उद्यमियों को कहीं कठिनाई हो रही है तो विभागीय स्तर पर पहल करना।
- उद्योग स्थापना हेतु बिहार के औद्योगिक क्षेत्र विकास प्राधिकारों में प्लॉट/शेडों की उपलब्धता एवं उसके दर, साथ ही आवंटन की प्रक्रिया आदि के संबंध में सलाह देना।
- राज्य के उद्यमियों, योजनाकारों, शोधकर्त्ताओं, तकनीकी सलाहकारों आदि को औद्योगिक आँकड़े/सूचनायें उपलब्ध कराने हेतु विभिन्न विभागों से आँकड़े/सूचनायें संकलित कर, विश्लेषित कर कम्प्यूट्रीकृत प्रतिवेदन तैयार करना।

- राज्य के उद्यमियों को औद्योगिक गतिविधियों / महत्त्वपूर्ण नीतियों, सूचनाओं आदि को ''उद्योग मित्र'' नामक त्रैमासिक पत्रिका प्रकाशित कर इसके माध्यम से अवगत कराना।
- भारत सरकार द्वारा स्वीकृत अनुज्ञप्ति/आशय-पत्र/औद्योगिक उद्यमी ज्ञापन के कार्यान्वयन में सहयोग प्रदान करना।
- औद्योगिक परियोजनाओं के स्थापना एवं उनके तीव्र कार्यान्वयन से संबंधित समस्याओं के समाधान हेतु राज्य सरकार के विभागों/संस्थाओं एवं उद्यमियों के बीच आपसी संवाद स्थापित करना।
- उद्योग मित्र में उपलब्ध तकनीकी पुस्तकें, जर्नल्स, विभिन्न पत्रिकाओं एवं आर्थिक जगत से संबंधित दैनिक समाचार पत्रों आदि से सुसज्जित पुस्तकालय के माध्यम से उद्यमियों एवं अन्य को सहायता प्रदान करना।
- उद्योग मित्र में गठित एन. आर. आई. सेल के तहत अप्रवासी भारतीय उद्यमियों को उद्योग स्थापित करने में मोनेटरिंग की विशेष सुविधा उपलब्ध कराना।
- उद्योग मित्र द्वारा उद्योग से सीधा सम्पर्क रखने वाले अन्य विभाग/संगठनों के वरीय पदाधिकारी को माह के दो निश्चित तिथि को नियमित रूप से उद्यमी की समस्याओं के निपटारे हेतु बैठक आयोजित कर उनसे रूबरू कराना।
- उद्यमियों, विभागीय पदाधिकारियों एवं कर्मचारियों एवं PMEGP के लाभुक को प्रशिक्षण देना।
- उद्यमियों को ISO 9001, Patent, Design, Geographical Indication, Bar Coding, Copywrite Trade Mark आदि प्राप्त करने में आवश्यक सलाह देना एवं सहयोग करना।
- अन्तरराष्ट्रीय व्यापार मेला, प्रवासी भारतीय दिवस, बिहार उत्सव, राज्य स्तरीय मेला, सेमिनार में भाग लेना एवं आयोजित करना।
- उद्योग मित्र द्वारा प्रत्येक माह में उद्योग विभाग द्वारा संचालित जिला उद्योग केन्द्रों की विभिन्न योजनाओं यथा- प्रधानमंत्री रोजगार सृजन कार्यक्रम (PMEGP), अटिर्जिन क्रेडिट कार्ड (ACC), लघु मध्यम उद्यम (SME), वार्षिक साख योजना (ACP) ऋण वसूली (Loan Recovery) एवं निबंधन (Registration) इत्यादि से संबंधित आँकड़े को एकत्र कर कम्प्यूटरीकृत प्रतिवेदन तैयार कर महाप्रबंधकों की बैठक में रखना।

आधारभूत सुविधाएँ :

पूर्णरूपेण वातानुकूलित कार्यालय, पूर्ण कम्प्यूटरीकृत कार्यालय, वातानुकूलित सुसज्जित काफ्रेंस हॉल, सुसज्जित पुस्तकालय, प्रोजेक्टर, इन्टरनेट, फैक्स, फोटो कॉपियर आदि की सुविधाएँ उपलब्ध।

उपरोक्त सभी कार्यों के अलावे उद्योग विभाग द्वारा समय-समय पर दिये गये कार्यों को सफलतापूर्वक सम्पादित किये जाते हैं।

BICICO

BIHAR STATE CREDIT AND INVESTMENT CORPORATION LIMITED

(A Govt. of Bihar undertaking)

The Bihar State Credit and Investment Corporation Ltd Popularly Known as BICICO is a 100% State Govt. owned undertaking of Bihar. BICICO is the Apex Financial Institution created by Govt. of Bihar mainly to provide financial assistance to Small and Medium Enterprises (SMEs) in the State. Apart from providing financial assistance to SMEs, BICICO also provides equity participation, underwriting of Public selective basis.

SALIENT FEATURES

No of Units financed	273
No of Units Paid/Settled	118
No of Units remaining	155
Total term loan sanctioned	Rs. 24230 lacs
Total term loan disbursed	Rs. 16559 lacs
Authorized Share capital	Rs. 1500 lacs
Paid up capital	Rs. 1500 lacs
Total manpower	64
No of Branch offices	Nil

SCHEMES OF BICICO

Financial Assistance

Loan up to Rs. 90.00 Lacs is provided for setting up industries in small, medium and large scale sectors. The scheme should not be in negative list. Repayment of such loan normally varies from 8 to 10 years.

BICICO has augmented One Time Settlement Scheme (OTS) for setting dues of defaulter units at Principal plus also.

OTHER ACTIVITIES OF BICICO

BICICO has decided to undertake/augment real estate projects in Patna and other district of Bihar. The Corporation has taken up the responsibility of managing fund of State Govt. and work as its Trustee. The return so generated from such funds will be ploughed back towards financing industries in small and medium sector. The corporation has also decided to adopt one sick state PSU every year for its rehabilitation.

बिहार राज्य वित्तीय निगम (BSFC)

फ्रेजर रोड, पटना

विभिन्न राज्यों में 18 वित्तीय निगमों की स्थापना संसद द्वारा पारित राज्य वित्तीय निगम अधिनियम 1951 के अन्तर्गत हुई। बिहार राज्य में बिहार राज्य वित्तीय निगम की स्थापना 1954 में की गई। यह वित्तीय निगम अपने कल्याणकारी राज्य के सामाजिक-आर्थिक दायित्वों का पालन करते हुए अबतक 7223 औद्योगिक इकाइयों को सावधि ऋण प्रदान किया है, जिसमें लगभग 2000 ऐसी इकाइयाँ है, जिसके अन्तर्गत नाई, लोहार, धोबी, कुम्हार, बुनकर एवं समाज के अन्य कमजोर वर्गों के लोगों को ऋण प्रदान कर उनके लिए स्थानीय स्तर पर रोजगार सृजन करने एवं राज्य के लिए वृद्धि में अहम् योगदान किया है।

1. बिहार राज्य वित्तीय निगम के निदेशक पर्षद द्वारा निर्णय लिया गया है कि विगत 18 वर्षों से बन्द वित्त पोषण का कार्य फिर से प्रारंभ किया जाय। इस संबंध में निगम द्वारा भारतीय लघु उद्योग निगम से एक समझौता कर संयुक्त रूप से अगले एक वर्ष में सूक्ष्म, लघु एवं मध्यम (SME) सेक्टर को अधिक विकसित करने हेतु लगभग 100 करोड़ की राशि निवेश किया जाएगा।
2. उद्यमियों को प्रशिक्षण एवं परामर्श देने हेतु निगम में एक नया संभाग (IFEDPRO Industrial Finance Entrepreneurs Development and Project Service Devision) बनाया गया है। संभाग द्वारा उद्यमियों को नई इकाइयों के स्थापना से संबंधित प्रशिक्षण देने के साथ-साथ विभिन्न प्रकार की इकाइयों के संबंध में भी जानकारी दी जाती है। प्रशिक्षण के उपरांत उक्त उद्यमियों को निगम द्वारा एक प्रमाण पत्र भी निर्गत किया जाता हैं उक्त संभाग द्वारा प्रशिक्षण के कार्यक्रम से संबंधित जानकारी अखबार के माध्यम से समय-सयम पर दी जाती है।
3. बिहार राज्य वित्तीय निगम द्वारा निम्नांकित क्षेत्रों में इकाइयों को ऋण प्रदान किये जाने का प्रावधान है:-

   A. The old units of BSFC who have successfully repaid their past loan without any One Time Settlement Scheme or litigation and are operating in Profit for the last few years. These units can be provided term loans for expansion, diversification, modernization, up gradation of technology, acquiring balancing Plant and Machinery and equipment's etc.

   B. The existing running units running in Profit, not financed by the Corporation, and not in default with other bank of B=financial institutions, for their expansion, diversification, modernization, upgradation of technology, acquiring balancing Plant and Machinery's and equipment's ect.

   C. New units to be set up for Food Processing, approved by the Department of Industries, Govt. of Bihar under Scheme for Integrated Development of Food Processing Sector.

   D. New units to be set up for Healthcare facilities viz. Nursing Homes. Acquiring Electro-medical Equipment's by Professionally qualified competent Doctors.

   E. Loan for storage of agricultural produce (Working Capital Term Loan) to existing Cold Storage's already in Operation for minimum three years with out any dudes to other financial institutions or Banks.

   F. Other units existing or new as deemed fit for financing by the Corporation based on Scrutiny of the Promoters and the Project.

बिहार सरकार
उद्योग विभाग
उपेन्द्र महारथी शिल्प अनुसंधान संस्थान, पटना

उपेन्द्र महारथी शिल्प अनुसंधान संस्थान की स्थापना वर्ष 1956 में उद्योग विभाग द्वारा की गई। इस संस्थान के माध्यम से राज्य के अविकसित एवं पिछड़े हुए हस्तशिल्प का विकास, संकलन, शोध, अनुरक्षण, प्रशिक्षण, प्रचार-प्रसार, राज्य से बाहर अध्ययन आदि कार्य कराया जाता रहा है। इस संस्थान के द्वारा अनेक विकास योजनाएं कार्यरत की गई। शोध एवं प्रशिक्षण देने हेतु सिद्वहस्त रूपांककों की नियुक्ति की गई।

संस्थान में हस्तशिल्प के नमुने तैयार करने हेतु निम्नलिखित शाखाओं का सृजन किया गया था।

1.	काष्ठ कला शिल्प	10.	काष्ठ तक्षण एवं पच्चीकरण
2.	काष्ठ खिलौना	11.	टिकुली कला
3.	स्क्रीन प्रिंटिंग	12.	मृणमय (पॉट्री)
4.	रंगाई-छपाई (बलॉक प्रिंटिंग)	13.	पेपरमेशी
5.	चर्म शिल्प शाखा	14.	बुटिक शाखा
6.	लैकरवेयर शाखा	15.	वेणु शिल्प (बांस)
7.	एप्लिक (कशीदा)	16.	पाषाण शिल्प
8.	ब्रास-बेल मेटल	17.	क्ले मोल्डिंग
9.	बुनाई शाखा	18.	मधुबनी पेंटिंग

बिहार सरकार
उद्योग विभाग
उपेन्द्र महारथी शिल्प अनुसंधान संस्थान, पटना-13
सूचना

एतद् द्वारा सूचित किया जाता है कि बिहार सरकार, उद्योग विभाग के अंतर्गत वित्तीय वर्ष 2009-10 में राज्य के 20 (बीस) सिद्वहस्त हस्त शिल्पियों को राज्य पुरस्कार से सम्मानित किये जाने का प्रावधान किया गया है। इस योजनान्तर्गत चयनित सिद्वहस्त शिल्पियों को उनके द्वारा निर्मित हस्तशिल्प की कलाकृतियों के नमूनों पर चयनित शिल्पियों को रु. 4000/-(चार हजार रुपये) नगद, अंगवस्त्र (शाल) एवं ताम्र पत्र से सम्मानित किया जायेगा। साथ ही राज्य पुरस्कार हेतु चयनित शिल्पियों के मार्ग व्यय एवं विविध खर्च हेतु 700/- (सात सौ) रु. प्रति चयनित शिल्पी को देने का प्रावधान है। राज्य के इच्छुक शिल्पी हस्तशिल्प के उत्कृष्ट नमूने/दो पासपोर्ट साईज फोटो, पाँच रु. के नन जुडिशियल स्टाम्प पेपर पर नोटरी द्वारा हस्ताक्षरित विहित प्रपत्र में शपथ पत्र एवं व्यक्तिगत जीवनी साथ ही विहित प्रपत्र में वांछित सूचनाएं जो दिनांक 15.01.11 तक निदेशक, उपेन्द्र महारथी शिल्प अनुसंधान संस्थान, औद्योगिक प्रांगण, पटना-13 के कार्यालय में किसी भी कार्य दिवस को उपलब्ध करा दें। नमूना लाने एवं वापस ले जाने में मार्ग व्यय देय नहीं होगा।

विहित प्रपत्र

1.	आवेदक/आवेदिका का नाम	:
2.	पित/पति का नाम	:
3.	जन्म तिथि	:
4.	जाति	:
5.	पत्राचार का पता	:
6.	स्थायी पता	:
7.	शैक्षणिक योग्यता	:
8.	तकनीकी योग्यता	:
9.	नमूनों का नाम एवं मूल्य	:
10.	शिल्प का प्रशिक्षण कहाँ से प्राप्त किया	:
11.	शिल्प सीखने का प्रोत्साहन कहाँ से और किस प्रकार प्राप्त हुआ	:
12.	यदि पूर्व में किसी प्रकार का पुरस्कार प्राप्त हुआ है तो ब्योरा दें	:
13	कला के संदर्भ में विदेश/राज्य से बाहर यात्रा की है या नहीं	:
14.	अग्रसारण पदाधिकारी के मंतव्य के साथ हस्ताक्षर एवं मुहर	:

(अग्रसारण पदाधिकारी सत्यापित करेंगे कि नमूना का निर्माण आवेदक/आवेदिका के द्वारा ही तैयार किया गया है। संबंधित महाप्रबंधक, जिला उद्योग केन्द्र/सहायक निदेशक/हस्तकरघा भारत सरकार, वस्त्र मंत्रालय (पटना/मधुबनी)

15. अनुलग्नक - (दो प्रति फोटो, जीवनी, नमूना एवं शपथ पत्र)

16. अन्य अभियुक्तियाँ :

आवेदक का हस्ताक्षर

शपथ-पत्र

मैं ..... पिता/पति का नाम .... पता ....

शपथ लेता/लेती हूँ कि राज्य पुरस्कार योजना वर्ष 20010-11 के लिए मैं जो नमूना समर्पित कर रहा/रही हूँ यह वास्तव में मेरी ही कृति है एवं किसी अन्य शिल्पी की कृति की चोरी/नकल नहीं की गई है।

भविष्य में अगर कोई आरोप सिद्ध पाया गया तो राज्य सरकार उद्योग विभाग को यह अधिकार रहेगा कि राज्य पुरस्कार के रूप में दी गई राशि एवं प्रमाण-पत्र इत्यादि वापस लेने के लिए सक्षम होगा।

आवेदक का हस्ताक्षर

बिहार सरकार

उद्योग विभाग

उपेन्द्र महारथी शिल्प अनुसंधान संस्थान, पटना-13

(प्रशिक्षण सत्र जनवरी 2011 से जून 2011)

1. आवेदक/आवेदिका का नाम :-

2. पिता/पति का नाम :-

3. जन्म तिथि :-

4. शैक्षणिक योग्यता :-

5. प्रावैद्यिकी योग्यता :-

6. जाति :-

7. शिल्प का नाम :-

8. पत्राचार का पता :-

9. स्थाई पता :-

आवेदक/आवेदिका का हस्ताक्षर

दिनांक

उद्यमिता विकास संस्थान, बिहार

परिचय एवं कार्यकलाप

1. स्थापना एवं उद्देश्य

उद्यमिता विकास संस्थान, बिहार का गठन वर्ष 1987 में केन्द्रीय वित्तीय संस्थाओं यथा आई.डी.बी.आई, आई.सी.आई.सी.आई., आई.एफ.सी.आई., बैंक ऑफ इंडिया, इलाहाबाद बैंक, बिहार सरकार तथा राज्य स्तरीय संस्थाओं तथा बी.एस.एफ.सी. एवं बिसीको के संयुक्त प्रयास से राज्य में नोडल इकाई के रूप में उद्यमिता, स्वरोजगार, तकनीकी एवं प्रबंध कौशल विकास के लिए किया गया। यह संस्थान सोसाइटी रजिस्ट्रेशन एक्ट 1986 के तहत निर्बंधित है। संस्थान का मुख्यालय बिहार राज्य वित्तीय निगम भवन, फ्रेजर रोड के 5 वाँ तल्ला पर स्थित है जहाँ से पूरे राज्य में चलाये जा रहे गतिविधियों का संचालन किया जाता है।

2. संस्थान का लक्ष्य

इस संस्थान के प्रमुख लक्ष्य इस प्रकार है:-

1. समूहों के उद्यमिता विकास हेतु अल्पकालिक एवं दीर्घकालिक कार्यक्रमों का क्रियान्वयन करना।
2. उद्यमिता विकास के विस्तार हेतु कॉलेज एवं सीनियर सेकेन्ड्री स्तरीय संस्थानों के विभिन्न लक्ष्य समूहों के लिए उचित पाठ्यक्रम का निर्धारण।
3. मानव संसाधन विकास में प्रयुक्त विधियों द्वारा उद्यमिता विकास के पाठ्यक्रम एवं संकल्पनाओं को प्रसारित करना।
4. गाँव तथा पिछड़े क्षेत्र में समूह उद्यमिता कार्यकलाप को विकसित करना।
5. स्वरोजगार के विकास एवं स्थिरता के लिए विपणन, आर्थिक, पूर्व एवं पश्चात् सहायता का प्रावधान करना।
6. उद्यमिता विकास के कार्यक्रमों में संलग्न विभिन्न इकाइयों के कार्यकलापों का नियंत्रण, उन्हें सहायता प्रदान करना तथा उनके ढाँचे को सुदृढ करना। इसके साथ ही उन्हें गतिशील रखने के लिए उनके कार्य निष्पादन पर नजर रखना।

3. संस्थान की मुख्य गतिविधियाँ

संस्थान ने पिछले दशक में उद्यमिता विकास क्षेत्र में अनेक बहुआयामी कार्य किये हैं। इस क्रम में संस्थान ने अपनी एक स्पष्ट एवं सुन्दर छवि स्थापित की है तथा इसके प्रशिक्षण कार्यक्रमों ने व्यापक स्तर पर विभिन्न लक्ष्य समूहों को लाभान्वित किया है। संस्थान के कार्यक्रमों का झूकाव पूर्णरूपेण लक्ष्य समूहों पर आधारित रहता है। पाठ्यक्रम में उद्यमी के गुण एवं महत्व, सहयोगी संगठनों की भूमिका, उनके कार्य, बाजार सर्वेक्षण, व्यवसायिक अवसर की पहचान, परियोजना प्रपत्र, प्रबंध एवं तकनीक जैसे विषयों का समावेश रहता है। मनोवैज्ञानिक प्रयोगशाला तकनीक द्वारा उद्यमियों में उपलब्धि अभिप्रेरणा का सृजन करना संस्थान के कार्यक्रमों का प्रमुख अंग है।

संस्थान द्वारा राज्य में स्वरोजगार एवं उद्योग धंधे के विकास के लिए निम्न गातिविधियाँ चलायी जाती है।

उद्यमिता विकास कार्यक्रम (ई०डी०पी०)

1. उद्यमिता विकास कार्यक्रम (सामान्य)
   उद्योग विभाग, बिहार सरकार द्वारा प्रवर्तित
2. खाद्य प्रसंस्करण पर आधारित उद्यमिता विकास कार्यक्रम
   खाद्य प्रसंस्करण मंत्रालय, भारत सरकार तथा
   उद्योग विभाग, बिहार सरकार द्वारा प्रवर्तित
3. उद्यमिता विकास कार्यक्रम विज्ञान एवं प्रौद्योगिक
   विज्ञान एवं प्रौद्योगिकी मंत्रालय, भारत सरकार द्वारा प्रवर्तित

4 (i) विज्ञान एवं प्रौद्योगिक मंत्रालय, भारत सरकार एवं
कल्याण विभाग, बिहार सरकार द्वारा प्रवर्तित

(ii) जूट उत्पाद पर आधारित प्रशिक्षण कार्यक्रम

(iii) वस्त्र निर्माण, आर्ट एवं क्राफ्ट, मोमबत्ती, अगरवत्ती, मशरूम उत्पादन, औषधीय एवं सुगन्धित पौधों की खेती पर आधारित कार्यक्रम

टेक्नोलॉजी प्रबन्धन

5. प्रौद्योगिक एवं नव प्रवर्त्तन प्रबंधन केन्द्र, पटना
वैज्ञानिक और औद्योगिक अनुसंधाान विभाग
विज्ञान एवं प्रौद्योगिक मंत्रालय, भारत सरकार द्वारा प्रवर्तित अन्य कार्यक्रम प्रबंधन विकास कार्यक्रम, अनुसंधान कार्य, अध्ययन कार्य इत्यादि।

कम्प्यूटर, प्राथमिक शिक्षा एवं अन्य विशेष कार्यक्रम

6. नर्सरी शिक्षक प्रशिक्षण – स्व उत्पादित
7. कम्प्यूटर प्रशिक्षण – स्व उत्पादित
8. एग्री क्लिनीक एवं एग्री बिजनेस प्रशिक्षण कार्यक्रम
9. कार्यशाला तथा सर्वेक्षण

4. संस्थान की आधारभूत संरचनाएँ

संस्थान का मुख्यालय बिहार राज्य वित्तीय निगम भवन, फ्रेजर रोड, पटना के पाँचवा तल्ला पर अवस्थित है। इसके अलावे उद्योग भवन, गाँधी मैदान एवं रूकनपुरा में दो केन्द्र भी संचालित है।

जिला स्तर पर संस्थान का कार्य जिला उद्योग केन्द्र तथा वियाडा के परिसर से संचालित होता है।

- **पुस्तकालय एवं सूचना केन्द्र :-**

संस्थान का पुस्तकालय एवं सूचना केन्द्र प्रशिक्षण कार्यक्रम एवं इससे संबंधित संस्थान विषयों की पुस्तकों से सुसज्जित है। इसमें उद्यम प्रबंध, व्यवहार विज्ञान, अर्थशास्त्र, कम्प्यूटर विज्ञान से संबंधित पुस्तकें है। इसके अतिरिक्त अनेक सामयिक पत्रिकाएँ, रिपोर्ट, प्रोजेक्ट, प्रोफाइल, विडियो टेप आदि भी उपलब्ध है।

- **परियोजना कक्ष :-**

विभिन्न क्षेत्र के उद्यमों के संभाव्य एवं आत्मनिर्भर परियोजनाओं के आँकड़ों का संकलित कोष संस्थान के इस कक्ष में उपलब्ध है। संस्थान द्वारा अपारंपरिक योजनाओं की सम्पूर्ण विवरणी उनके तकनीकी सूचनाओं के साथ तैयार की गई है।

- **कम्प्यूटर कक्ष :-**

संस्थान के पास पूर्ण विकसित कम्प्यूटर कक्ष है जो संकायों को शोधकार्य, परियोजना रिपोर्ट, सांख्यिकीय विश्लेषण तथा वित्तीय लेखाओं के क्षेत्र में सहयोग प्रदान करता है।

- **व्याख्यान कक्ष :-**

संस्थान के पास पूर्ण विकसित तथा आधुनिक प्रशिक्षण सुविधाओं से यथा लैप-टॉप, एल॰सी॰डी॰ प्रोजेक्टर, ओभर हेड प्रोजेक्टर से परिपूर्ण व्याख्यान कक्ष उपलब्ध है। झारखंड राज्य में भी संस्थान अपने सभी कार्यक्रमों का सम्पादन प्रत्येक जिला में जिला उद्योग केन्द्र में स्थित अपने शाखा कार्यालय द्वारा सम्पादित करता है।

BIHAR FOUNDATION

Bihar Foundation is an initiative of the Government of Bihar to realize the dream of a 'Better Bihar' through the participation of Non Resident Biharis (NRB), Non Resident Indians (NRI), People of Indian Origin (PIO) and others. Conceived to act as a platform to facilitate interaction between the GoB and the Diaspora at multiple levels, the Foundation solicits ideas, investment and knowledge resources across sectors and verticals that can help in the development of Bihar.

The Foundation endeavors to units Biharis and form local Chapters on NRBs in regions which have substantial population of people of Bihar origin. Policy reforms undertaken by the administration has enabled the people of Bihar to embrace better and brighter future. The Foundation works with an objective to communicate realities in Bihar and endeavors to let the used know, why and how, it has, in a very brief period of time become one of the fastest growing economies in India.

SCHEMES FOR DIASPORA

Living in foreign soil, the diaspora who have excelled in diverse fields can now contribute for the overall development of the motherland. The State government has put in place a mechanism under which the diaspora will be able to share their resource, experience and knowledge in diverse areas including rural infrastructure, education, social welfare and health sectors. Your little philanthropic gesture can help put smiles back on countless faces. Lend a helping hand today and see it come back tomorrow.

Construction of school/hospital in the name of your ancestors :

Gift a small piece of land in your village and help setup a government run school or dispensary. The institution thus setup, will be named after a person of the donor's choice.

Compensation for migrant laborers :

Under the 'PRAVASI MAJDOOR DURGHATNA BIMA YOJNA' scheme in cases of accidental death of a migrant labourer, the State government will provide compensation to the family of the victim.

PROGRAMES

Strengthen the Social Sector :

Establish old-age homes & community centers ; provide hand-pumps and toilet facilities in schools and villages ; establish orphanages.

Improve the Education System :

Help construction of class rooms and new school buildings ; provide computers ; furniture and sports goods to schools ; creating or strengthen library ; establish schools for physically challenged children.

Revitalise the Healthcare System :

Provide mobile medical units, equipments, ambulance and necessary medicine to hospitals ; set up X-ray units and pathology labs in PHC/sub-centres.

सं. 18/4/96-डीसीएच/प्रवर्तन-1125

भारत सरकार

वस्त्र मंत्रालय

हस्तकरघा विकास आयुक्त का कार्यालय

उद्योग भवन, नई दिल्ली / दिनांक : 9 सितम्बर, 1996

सेवा में,

सभी राज्यों / संघ शासित क्षेत्रों के हस्तकरघा प्रभारी निदेशक/आयुक्त।

महोदय,

हस्तकरघा/उत्पादनार्थ वस्तु आरक्षण/अधिनियम, 1985 का मुख्य उद्देश्य कुछ वस्त्र मदों को केवल हस्तकरघों पर उत्पादन के लिए आरक्षित करना है ताकि हस्तकरघा उद्योग को संरक्षण मिल सके और इसका विकास हो सके। दिनांक 4 अगस्त 1986 के आरक्षण आदेश संख्या 459 (ई) के अनुसार 22 वस्त्र मदें केवल हस्तकरघों पर उत्पादन करने के लिए आरक्षित की गई थी।

2. यह सूचित करना है कि भारत सरकार सलाहकार समिति की सिफारिशों पर विचार करने और उनसे संतुष्ट होने के पश्चात् आदेश संख्या 459(ई) दिनांक 4 अगस्त 1986 और आदेश संख्या 477(ई) दिनांक 6 अगस्त 1986 का अधिक्रमण करते हुए हस्तकरघा (उत्पादनार्थ वस्तु आरक्षण) अधिनियम, 1985 के खण्ड 3 के अन्तर्गत 11(ग्यारह) वस्त्र मदों को हस्तकरघों पर उत्पादन करने के लिए आरक्षित करती है। इस संबंध में दिनांक 7 अगस्त, 1996 को आरक्षण आदेश संख्या 557 (ई) जारी किए गए हैं जिसकी एक प्रति परिशिष्ट- 1 में संलग्न है।

3. हस्तकरघा (उत्पादनार्थ वस्तु आरक्षण) अधिनियम, 1985 के खण्ड 5 में ऐसा प्रावधान है कि यदि इस अधिनियम के खण्ड 3 के अन्तर्गत किसी मद अथवा वस्त्र मदों की श्रेणी को केवल हस्तकरघों पर उत्पादन करने हेतु आरक्षित करने के संबंध में आदेश जारी किए गए हों तो ऐसी अवस्था में आरक्षण आदेश की तिथि से वे मदें अथवा मदों की श्रेणी हस्तकरघों के अतिरिक्त किसी और करघे पर तैयार नहीं की जानी चाहिए।

   इसमें यह भी अनुबंध लगाया गया है कि यदि कोई व्यक्ति ऐसी मद अथवा मदों की श्रेणी के आरक्षण आदेशों की दिनांक से ठीक पहले ऐसी मदों को हस्तकरघों के अतिरिक्त किसी और करघे पर उत्पादन कर रहा हो तो वह उनका उत्पादन आरक्षण आदेशों की दिनांक से 3 माह की अवधि समाप्त होने तक जारी रख सकता है।

4. अत: आपसे निवेदन है कि हस्तकरघा आरक्षण आदेशों को प्रभावी ढंग से लागू करने के लिए परन्तु निम्नलिखित कदम उठाऐं :-

   (क) इन आरक्षण आदेशों का क्षेत्रीय भाषाओं में भी अनुवाद करवायें।

   (ख) हस्तकरघों पर उत्पादन के लिए आरक्षित इन मदों के प्रचार के लिए अधिक से अधिक जागरूकता कार्यक्रम आयोजित करें यादि आवश्यक हो तो इसके उत्पादन में विविधता लाने के लिए उपाय सुझायें। ऐसे कार्यक्रम विशेष रूप से पावरलूम गहन क्षेत्रों में अवश्य आयोजित किए जायें। इनकी सूची परिशिष्ट- 2 में संलग्न है। इस कार्य के लिए राज्य के अधिकारियों व कर्मचारियों की सेवायें भी ली जायें और यदि आवश्यक हो तो केन्द्रीय प्रवर्तन मशीनरी की सेवाओं का भी लाभ उठायें।

   (ग) इन आरक्षण आदेशों की एक प्रति पावरलूम संघ के प्रतिनिधियों, पावरलूम इकाइयों और वस्त्र मिलों के कार्यकारी और सभी संबंधित को भिजवा दी जाये।

   (घ) इन आरक्षण आदेशों को प्रभावी ढंग से लागू किया जाये।

5. आपसे यह भी अनुरोध है कि यह सुनिश्चित करें कि इस संबंध में प्रत्येक माह प्रगति रिपोर्ट इस कार्यालय को अवश्य भिजवाई जाये।

संलग्न : उपरोक्तानुसार

भवदीय,

(बी. एल. शर्मा)

Annexure - I

भाग II–खण्ड 3(II)

The Gazette of India

EXTRA ORDINARY

MINISTRY OF TEXTILES

ORDER

New Delhi, the 26th July, 1996

S.O. 557 (E). – In exercise of the powers conferred by sub-section (1) of Section 3 of the Handlooms (Reservation of Articles for Production Act, 1985 (22 of 1985), and in supersession of the order No. 459 (E) dated the 4th August, 1986 and order No. 477 (E) dated 6th August, 1986 of the Government of India in the Ministry of Textiles, the Central Government being satisfied after considering the recommendations made to it by the Advisory Committee that it is necessary to do for the protection and development of the Handloom Industry hereby directs with immediate effect that the articles of class or articles specified in the Table below shall be reserved for exclusive production by Handloom, namely :

TABLE

Sl.	Article	Range reserved for production by Handlooms
1	2	3

1.	Saree	(a)	A saree is a fabric made out of cotton or silk or in any combination thereof irrespective of count of yarn and dimensions, which is commonly known by that name and is characterized by the folloeing :
		(i)	Has extra warp and/or extra weft design in the border and/or heading and/or body including buttas containing and coloured or grey or bleached yarn or zari or any other metallic/metallised yarn or in combination thereof ;
			and/or
		(ii)	has a solid coloued woven border.
			Tie and dye saree, warp-wise and/or weft-wise made out of cotton or silk or art silk or in any combination thereof irrespective of count of yarn and dicmensions with or without extra warp or extra weft solid woven border.
		NOTE	
			Nothing in this direction shall apply to Sarees made out of 100% synthetic fibre/yarn i.e. Polyester, Nylon etc. or in any combination thereof.
			Nothing in this direction shall apply to sarees made in blends or union with more than 45% by weight of man-made fibre/yarn (including viscose rayon) in combination with any natural or (iii) man-made fibre/yarn.
			Nothing in this direction shall apply to crepe, chiffon, chinon, georgettes and cotton vile sarees.
			Nothing in this d rection shall apply to grey/bleached Shild Sarees having a border in extra warp design.

2.	Dhoti	Dhoti is a fabric made out of cotton or silk or in any combination thereof woven with extra warp and/or extra weft design using more than 16 dents inclusive of selvedge in the border (including solid coloured woven border) and/or extra weft heading irrespective of count and dimensions, which are commonly known by that name. **NOTE** (a) Nothing in this direction shall apply to Dhoties made out of 100% synthetic fibre/yarn i.e. Polyester, Nylon etc. or in any combination thereof ; Nothing in this direction shall apply to Dhoties made in blends or union with more than 45% by weight of man-made fibre/yarn (including viscose rayon) in combination with any natural or mah-made fibre/yarn.
3.	Towel, Gamcha and Angavastram	A towel is a fabric woven in plain, mat, twill, honey-comb, huckaback or a combination of these weaves with border or heading which is also jointly characterised by the following: (i) is made of cotton or blends of cotton with any other fibre ; (ii) are made in different dimensions ; (iii) may be white or coloured ; and may contain decorative design when produced on jacquard; Towels with mat weave is commonly known as Erazha Thorthu in Kerala and Erazha Thunda in Tamil Nadu and also includes Gamcha & Angavastram.
4.	Lungi	Lungi is a fabric made out of cotton or art silk or in any combination thereof having a width of 110 cms. Or above and 64 ends per inch and above and woven in check and/or stripe design using coloured yarn to form check and/or stripe pattern
5.	Khes, Bedsheet, Bedcover, Counterpane, Furnishing. (including tapestry, upholstery)	Khes, bedsheet, bedcover, counterpance, furnishing (including tapestry, upholstery) and by whatever name the may be called in different parts of country, including double cloth and tie & dye, made out of cotton or art silk or in any combination thereof, woven with design pattern on multi-treadle loom and/or with dobby and/or jacquards upto 200 hooks in case of pure cotton warp and upto 400 hooks in case of combination of cotton & art silk warp, irrespective of count and dimensions. **NOTE** Nothing in this direction shall apply to plain sheeting.

6.	Jamakkalam Durry of Durret		Jamakkalam Durry or Durret commonly known by that name made out of cotton or art silk or wool or jute or in any combination thereof using coarse count of single yarn or plics of resultant count having upto 24 ends/inch, woven with plain weave or twill weave or in combination of both twill and plain weave in any dimension.
7.	Dress Material		Dress material including Mashru cloth and yarn tie & dye cloth, made out of cotton or silk (including spun silk) or art silk or in any combination thereof woven with extra weftdesign in the border and/or body irrespective of count and dimensions. This also includes Telia Rumal, Real Madras Handkerchief which are commonly known by that name.
8.	Barrack Blankets, Kambal or Kamblies		Barrack blandet is a thick fabric made of woolen yarn of any count and any colour having fibrous surface produced by milling and raising which is also jointly characterised by the following : (i) Woolen blandets made from wool and woolen yarn or in any combination with other fibres ; (ii) It is produced in any size and weave ; (iii) Nothing in this direction shall apply to Barrack Blankets and Kambal or Kamblies made out of shoddy wollen yarn ; Whereas Kambal or Kamblies would be defined as a fabric made of wool and/or cotton or in any combination thereof woven in plain or check design.
9.	Shawl, Loi Muffler, Pankhi etc.		Shawl is a piece of clothe woven from worsted or woolen or cashmilon or Pashmina or any other fibre and/or blends thereof which is used by ladies or gents for covering their body/worn over the shoulders without any tailoring process which is also jointly characterised by the following : (i) Woven with designs with or without extra weft using any fibre ; (ii) Using any type of woolen yarn, worsted yarn or blended yarn or in combination thereof, (iii) It is woven with any count of yarn ; (iv) It is woven in any lengh, width and weight ; and Is commonly dnown by the name. The term shawl also includes Loi, Pankhi as well as mufflers. It will also include traditional shawls like Kulu, Kinnauri, Kani, Pashmina, Dhori, Lirancha (Tibetan), Scarf etc.
10.	Woolen Tweed		It is piece of fabric woven by 100% pure woolen yarn for making coats, Jackets and dress materials and is also jointly characterized by the following : (i) It is produced in check or stripe design irrespective of dimension ; and (ii) It is produced in 3/1 twill weave.

11.	Chaddar, Mekhala/Phanek	It is used for covering lower and/or upper part of the baody and is manufactured from cotton or silk or art silk or in any combination thereof woven in plain/will weave with check or stripe design irrespective of count and dimensions and is characterised by a border and/or cross border with extra warp and/or extra weft design. **NOTE** (i) The direction above shall also include : (ii) Puan of Mizoram. (iii) Dhara, Jainsem, Dakmanda, Daksari of Maghalaya. (iv) Skirts and Odhana fabrics of Nagaland & Arunachal Pradesh (v) Riha and pachara of Tripura. (vi) Pawde (set)/Dhawani of Southern State. (vii) Dakhona, Danka, Khamlet, Phanak of Assam.

[No. 2/10/95-DCH/CEO]
B.L. SHARMA, Jt. Secy. & Development Commissioner
(Handlooms)

Governement of India

Ministry of Textile

Office of Assistant Director

Jagdeo Path/ Ambedkar Path ESI Colony, Patna

Photograph

Signature/
Thumb

PROFORMA FOR ID CARD

1. Name of the Artisan _____
2. Father/Spouse Name _____
3. Category (Gen/SC/ST/OBC/Minority) Date of Birth _____ Sex : Male/Female
4. Address_____
5. *Edu. Qualification (passed) Nil/Below 10th/above
6. *Crafts Practised Carpet & other floor convenings/Art Metalware/woodwares/hand printed Texstiles Scarves/Embroidered & Crochetted goods/Shalws as artware/Zari & Zari goods/Immitation Jewellery/cane & Bomboo./Misc.
7. Annual Income with the craft practiced (in Rs.)
8. *Income from other sources : Agriculture/other
9. *Family details : (Family consists of artisan, his/her spouse & dependent minor children only
   (i) Member Name _____ Age : Sex : Male/Female
   (ii) Member Name _____ Age : Sex : Male/Female
   (iii) Member Name _____ Age : Sex : Male/Female
10. *Name of the Unit
    Registration : Yes/No
    Registration Number : _____
    Year of Registration : _____
    Turnover : Below 1 Lakh/1-5 lakhs/above lakhs
    Status of the unit Working Unit/Non-Working Unit
    Total Artisans employed :_____(Hired_____/Household/ member (Self employed___)
11. *Sources of Working capital :
    Commercial Blank
    - Others Financial
    - Institutions (Minority Finance Corporation/SC/ST Fin. Corpn./Backward Class Fin : Corpn./SIDBI/NABARD/

- Self

12. Annual reguirement of working capital (in Rs.) _____

13. *Channels through which products manufactured are sold :
Whole Sellers/Retailer/Trades
Sales to General (CCIC/HHEC) / Sale to State
Corporation/Apex societies/Others (Urban Haat/Delhi Hatt
Sale in National Expo's, Craft Bazar/Exhibitions/National/State/ Distt. Melas)
Export (Direct) (in Direct)

14 *Bima Yojana Yes/No

15. *Whether holding Credit Card Yes/No
If yes, specify type ACC_____/SCC_____/Other_____

16 *Status : National Awardee/State Awardee/Shilp Guru/NMC/SMC/Any other (Please specify)

17. *Whether Artisan is also a member of
Producer Organization : Yes/No.
(if yes, please specify)

SHG/Federation or Association of SHGs/
Producer group/Others
(Co-operative Society Producer Company etc.)

*(Please tick the appropriate reply)
(if more than one option is applicable, that all such options are to be ticked)

Central Cottage Industries Corporation of India Ltd.

CCIC OF INDIA LTD

BUYING DEPARTMENT

'A' BARRACKS, JANPATH, NEW DELHI -110001

PHONE NO. 23311964, 23312373, 23320439

INTRODUCTION FORM FOR NEW SUPPLIER

Paste your Photograph Here & Sign

Name Of Products -

1	Name of the person/artisan /firm- (whether proprietorship, partnership firm, pvt./ltd. Company, huf, trust, co- operative society ngos) attested copy of the document to be enclosed Name of the authorised person for contacting on behalf of the firm	
2	Category – (whether an artisan, craftsperson, craftswoman, weaver, national awardee, state awardee, manufucturer, trader etc.	
3	Age and educational qualification	
4	Complete factory/office address and phone no./fax no.	
5	Complete residential address and phone no./fax no./std code	
6	Name of institution/ workshop where training was received and period of training	
7	Name of art/craft in which trained	
8	Whether any certificate received [enclose photocopy of certificates)	
9	Whether participated in any state/national/ international exhibitions)	
10	Whether any recognition at state level/national level received	
11	Indicate your objective in the trade	
12	Your contribution (if any) towards art/craft development	
13	Give reasons for adopting this trade and supply to ccic	
14	Details of products and production capacity per day, week, month, year	
15	Source of raw material for making goods	
16	No. Of employees at your work place. Major/minor, male/female	
17	No. Of partners or salaried employees	
18	Indicate any relationship for known person in ccic	
19	Benefits to individual or more from the trade	
20	Whether any other family member is engaged in the same trade mention names	

21	Whether any family member/relative or friend is suppling merchandise to ccic	
22	(A) mode of payment (preferred) Names & address alongwith account number of the bank where supplier has account	
23	Whether you are an exporier or supplier to exporters	
24.	Supplier has to ensure not to supply the good elsewhere made as per design/specification of ccic	
25.	Major business house/firm/ export house to whom you make supplies	
26.	Supplier has to ensure not to use any picture word, design etc. On items to be supplied to ccic which are registered under copy rights act of any other party	
27.	Any other information	

Declaration

" It is hereby declared that the above information filled in by me/us are true to the best of my/our knowledge."

Date: Signature Of Supplier

Recommendation of:

Buyer	……... ……..……. ……... ……..…….
Manager/a.g.m.(buying)/sgm	.....……..……
M.d	.....……....……

उद्योग स्थापित करने हेतु विहित प्रपत्र

1. Entrepreneurs Memorandum Part - I
2. Entrepreneurs Memorandum Part - II
3. IEMs Form for SIA
4. Application form for exemption of Stamp Duty
5. Application form for Captive Power / DG Set
6. Application form for exemption/Diversification/Modernization
7. Sick Industries

Annexure - I

Amended Format for The Entrepreneurs' Memorandum Under the MSME Act 2006 After Inclusion of The Amendments Vide Notification

NO.S.O.941 (E) DATED 07.06.2007 AND

NOTIFICATION NO.S.O.200(E) DATED 16.01.2009.

Schedule – I

From No……

Entrepreneurs MemorandumFor Setting Up Micro, Small, or Medium Enterprise

General instruction.

1. Memorandum is to be filed with the district industries centre* by a Micro, Small or Medium Enterprise, as the case may be, under sub-section(i) of section 8 of the micro, small and medium enterprises development(msmed) act, 2006
2. Three copies of memorandum for micro and small enterprises and four copies for medium enterprises should be filed..
3. There is no fee for processing the memorandum.
4. Existing units should fill up only part ii of the memorandum.
5. In case of any change in the information, at any point of time, please infrom the details within three months to dic.
6. Write/type in block(capital) letters.
7. Leave one blank box after each word.
8. Fill up whichever is applicable.
9. All codes others than pin code shall be filled by the office.
10. From will be machine numbered by the district industries centre

*To be filed at the District Industries Centre under whose jurisdiction the enterprises is proposed to be located.

From No. ……

For Office Use Only

Date of issue D D M M Y Y Y Y ☐☐☐☐☐☐☐☐

Nature of Activity ☐

(Manufacturing, Service 2 ☐

Category of Enterprise ☐
(Micro-1, Small-2, Medium-3)

Entrepreneur's Memorandum Number ☐☐☐☐☐☐☐☐☐☐☐☐

(First two boxes are State/Union Territory code, next three boxes are for District Codes, Sixth and seventh boxes are for category of enterprises (sixth box for indicating manufacturing or service and seventh box for indicating micro or small or medium) and last five boxes are for Entrepreneur's Memorandum number)

Form No. …….

PART 1

(To be filled in as expression of intent)

1. NAME OF APPLICANT

2. (a) ADDRESS OF COMMUNICATION :

Pin

(i) TELEPHONE NUMBER

(ii) FAX NUMBER

(iii) CELL PHONE NUMBER

(iv) E-MAIL

(v) WEBSITE

(b) PERMANENT RESIDENTIAL ADDRESS (MAIN APPLICANT)

Pin

(i) TELEPHONE NUMBER

(ii) FAX NUMBER

(iii) CELL PHONE NUMBER

(iv) E-MAIL

(v) WEBSITE

3. NAME OF PROPOSED ENTERPRISE (if decided)

Pin

4. PROPOSED LOCATION OF ENTERPRISE

(i) VILLAGE/ ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

TOWN ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

CODE ☐☐☐☐☐☐

(ii) TEHSIL/TALUKA ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

MANDAL ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

CODE ☐☐☐☐☐☐

(iii) DISTRICT ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

CODE ☐☐☐☐☐☐

(iv) STATE ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

CODE ☐☐☐☐☐☐

(v) PIN CODE ☐☐☐☐☐☐

(vi) AREA (RURAL -1, URBAN-2) ☐☐☐☐

5. CATEGORY OF ENTERPRISE ☐

(MICRO-1,SMALL-2, MEDIUM-3) ☐

6. NATURE OF ACTIVITY [Tick Appropriate Box (CS)]

(i) MANUFACTURING ☐

(ii) SERVICE ☐

(iii) OTHERS ☐

In case of other, please specify

…….....

7. NATURE OF OPERATION

Perennial –I, Seasonal-2, Casual-3) ☐

8. WHETHER THE UNIT WILL BE AN ANCILLARY

(Yes-1, No.-2) ☐

9. PROPOSED SCHEDULE OF INSTALLATION PLANT AND

MACHINERY ☐☐☐☐☐☐

10. TYPE OF ORGANIZATION ☐

(PROPRIETARY-1. UNDIVIDED FAMILY-2, PARTNERSHIP-3

CO-OPERATIVE-4. PRIVATE LIMITED COMPANY-5, PUBLIC LIMITED COMPANY-6, SELF-HELP GROUP-7, OTHER-8)

(a) MAIN MANUFACTURING/SERVICE ACTIVITY

NAME□□□

12. (a) PROPOSED INVESTMENT IN FIXED ASSETS [Rupees in lakh]

(i) LAND (OWNED -01/RENTED -02/LEASED-03) ☐☐

APPROXIMATE VALUE* ☐☐☐☐

(ii) BUILDING(OWNED-01/RENTED-02 LEASED -03) ☐☐

APPROXIMATE VALUE*

(iii) PLANT AND MACHINERY VALUE* ☐☐☐☐

(In case of manufacturing enterprise)

(iv) EQUIPMENT VALUE* ☐☐☐☐

(In case of service enterprise)

(v) FOREIGN EQUITY, IF ANY VALUE* ☐☐☐☐

[*The value in the boxes should be filled in from the right side, e.g., if the value is Rupees 10 lakhs it should be written as, 0 0 1 0 This will also apply to all other items (rows) where quantity. Number, etc, to be given.]

13. INSTALLED CAPACITY (proposed) PER ANNUM

(I)	PLANT A	QTY	UNIT
	PRODUCT ……	☐☐☐☐	☐☐☐☐
	PRODUCT ……	☐☐☐☐	☐☐☐☐
	PRODUCT ……	☐☐☐☐	☐☐☐☐
	PRODUCT ……	☐☐☐☐	☐☐☐☐
(II)	PLANT B	QTY	UNIT
	PRODUCT ……	☐☐☐☐	☐☐☐☐
	PRODUCT ……	☐☐☐☐	☐☐☐☐
	PRODUCT ……	☐☐☐☐	☐☐☐☐
	PRODUCT ……	☐☐☐☐	☐☐☐☐

14. POWER LAND (ANTICIPATED) H.P./K.W.

15. (a) (i) OTHER SOURCE OF ENERGY/POWER ☐

[IF REQUIRED]

(NO POWER NEEDED -1, COAL-2, OIL-3, LIQUID PETROLIUM GAS-4, ELECTRICITY FROM GRID-5, ELECTRICITY FROM GENERATOR-6, NON-CONVENTIONAL ENERGY -7,TRADITIONAL ENERGY/FIREWOOD-8)

(ii) If no power required, specify reasons;

(b) INDICATED ANNUAL REQUIREMENT

SOURCE OF ENERGY	QTY	UNIT
……	☐☐☐☐	☐☐☐☐
……	☐☐☐☐	☐☐☐☐

16. EXPECTED EMPLOYMENT ☐☐☐
(Nos.)

(II) MANAGEMENT AND OFFICE STAFF ☐☐☐
SUPERVISORS

(III) WORKERS ☐☐☐

17. ENTREPRENEUR'S PROFILE (OF ALL PARTNERS/DIRECTORS OF THE ORGANISATION – USE SEPARATES SHEETS, IF NEEDED)

(a) NAME ☐☐☐☐

(IV) EQUITY PARTICIPATION (IN RUPEES) ☐

(Percentage of total equity)

(V) STAKE IN OTHER MANUFACTURING ENTERPRISES ☐
(Yes-1, No-2)

(ADD ADDITIONAL SHEET, IF NEEDED)

18. EXPECTED SCHEDULE OF COMMENCEMENT OF PRODUCTION /ACTIVITY

D D M M Y Y
☐ ☐ ☐ ☐ ☐ ☐

DATE:

PLACE

[SIGNATURE OF THE APPLICANT/AUTHORISED PERSON]

NAME OF THE PROPRIETOR/PARTNER/MANAGING DIRECTOR

(a) Enclose a self-certified copy of Power of Attorney/Board Resolution/Society Resolution, wherever applicable, while signing as partner/Managing Director or Authorised / Person.

(b) Enclose a self-certified copy of the partnership Deed/Memorandum of Association /Articles of Association in case of Medium Enterprises.

Undertaking

This is certify that the information furnished in the memorandum in From No. …… is true and correct to the best of my knowledge and belief.

Date : Signature Of The Applicant/Authorised Person

From No. ……

ACKNOWLEDGEMENT

PART - I

M/s …….....……..…… has filed memorandum expressing its intent to set up a ……(manufacturing/service) enterprise at the address …….... Pin for the item/items indicated below and the activity is proposed to commence from the (date) ……as stated in form no……..and allocated entrepreneurs' memorandum no. As below :

DETAILS OF ITEM/ITMES TO BE MANUFACTURED/SERVICE TO BE PROVIDED.

Sl. No.	Item of Manufacture/type of service to be rendered	Capacity in case of manufacture
1	……	…….
2	……	…….
3	……	…….
4	……	…….
5	……	…….
6	……	…….

(ADD ADDITIONAL SHEET IF REQUIRED)

Note : The issue of this acknowledgement does not bestow any legal right. The enterprise is required to seek requisite to seek requisite learance/licence/permit required under statutory obligation stipulated under the laws of Central Government/State Government/UT administrations/court orders'.

DATE OF ISSUE D D M M Y Y ☐☐☐☐☐☐

NATURE OF ACTIVITY ☐

(MANUFACTURING -1, SERVICES -2)

CATEGORY OF ENTERPRISE ☐

(MICRO – 1 , SMALL – 2, MEDIUM – 3)

ENTERPRENEURS MEMORANDUM NUMBER ☐☐☐☐☐☐☐☐☐☐☐☐

[First two boxes are for State/UT code, Next three boxes are for District code, sixth and seventh boxes are for category of enterprise (sixth box for indicting manufacturing or service and seventh box for indicating micro or small or medium) and last five boxes are for EM number]

This acknowledgement is valid for a period of two years from the date of issue.

DATE :

PLACE :

SIGNATURE
WITH OFFICE SEAL

Form No…

PART – II

(To be filled up and submitted to the District Industries Centre after commencement of production/activity)

(The Rows Which Have Been Repeated Need To Be Filled Only To The Extent That The Actual Details On Commencement Vary From Those In Part)

i. ENTREPRENEUR'S MEMORANDUM NUMBER (PART-I, II) ☐☐☐☐☐☐☐☐☐☐☐☐

DATE OF ISSUE D D M M Y Y

☐ ☐ ☐ ☐ ☐ ☐

ii. MONTH OF COMMENCEMENT OF PRODUCTION. ACTIVITY

1. NAME OF APPLICANT

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

2. (A) ADDRESS OF COMMUNICATION

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ PIN ☐☐☐☐☐☐

(i) TELEPHONE NUMBER ☐☐☐☐☐☐☐☐☐☐

(ii) FAX NUMBER ☐☐☐☐☐☐☐☐☐☐

(iii) CELL PHONE NUMBER ☐☐☐☐☐☐☐☐☐☐

(iv) E-MAIL ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

(v) WEBSITE ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

(B) PERMANENT RESIDENTIAL ADDRRESS (MAIN APPLICANT)

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ PIN ☐☐☐☐☐☐

(i) TELEPHONE NUMBER ☐☐☐☐☐☐☐☐☐☐

(ii) FAX NUMBER ☐☐☐☐☐☐☐☐☐☐

(iii) CELL PHONE NUMBER ☐☐☐☐☐☐☐☐☐☐

(iv) E-MAIL ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

(v) WEBSITE ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

3. NAME OF ENTERPRISE

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

LOCATION OF ENTERPRISE ☐☐☐☐☐☐☐☐☐☐☐☐☐

4. (i) VILLAGE/TOWN ☐☐☐☐☐☐☐☐☐☐☐☐☐

CODE ☐☐☐☐

(ii) TEHSIL/TALUK/ MANDAL ☐☐☐☐☐☐☐☐☐☐☐☐☐

☐☐☐☐☐☐☐☐☐☐☐☐☐

CODE ☐☐☐☐

(iii) DISTRICT ☐☐☐☐☐☐☐☐☐☐☐☐☐

CODE ☐☐☐☐

(iv) STATE ☐☐☐☐☐☐☐☐

CODE ☐☐☐☐

(v) PIN CODE ☐☐☐☐☐☐

(vi) AREA (RURAL-1, URBAN-2) ☐

5. CATEGORY OF ENTERPRISE ☐
(MICRO-1, SMALL-2, MEDIUM-3)

6. NATURE OF ACTIVITY [Tick Appropriate Box (s)]

(i) MANUFACTURING ☐

(ii) SERVICE ☐

7. NATURE OF OPERATION ☐
Perennial-I, Seasonal-2,Casual-3)

8. WHETHER THE UNIT IS AN ANCILLARY ☐
(Yes-1, No-2)

9. MONTH OF INSTALLATION OF PLANT AND MACHINERY D D M M Y Y ☐☐☐☐☐☐

10. WHETHER THE UNITS REGISTERED UNDER FACTORY ACT
(Under Section 2m(i)/2m(ii)-1,85(ii)-2, not registered)

11. TYPE OF ORGANIZATION ☐
[PROPRIETARY-1, UNDIVIDED FAMILY-2, PARTNERSHIP-3, CO-OPERATIVE-4, PRIVATE LIMITED COMPANY-5, PUBLIC LIMITED COMPANY-6, SELF HELP GROUP-7, OTHER-8]

12. (a) MAIN MANUFACTURING/SERVICES ☐☐☐☐☐☐☐☐☐☐☐☐☐
ACTIVITY ☐☐☐☐☐☐☐☐☐☐☐☐☐
NAME ☐☐☐☐☐☐☐☐☐☐☐☐☐
CODE(NIC 98*) ☐☐☐☐☐☐

(b) PRODUCTS OF BE MANUFACTURED/SERVICES TO BE PROVIDED

(i) NAME ☐☐☐☐☐☐☐☐☐☐☐☐☐
CODE (ASICC 2000*) ☐☐☐☐☐☐

(ii) NAME ☐☐☐☐☐☐☐☐☐☐☐☐☐
CODE(ASICC 2000*) ☐☐☐☐☐☐

(iii) NAME ☐☐☐☐☐☐☐☐☐☐☐☐☐
CODE(ASICC 2000*) ☐☐☐☐☐☐

(iv) NAME ☐☐☐☐☐☐☐☐☐☐☐☐☐
CODE(ASICC 2000*) ☐☐☐☐☐☐

(v) NAME ☐☐☐☐☐☐☐☐☐☐☐☐☐
(vi) CODE(ASICC 2000*) ☐☐☐☐☐☐

(*) Code for activities and products/services as per classification specified from time to time by the Development Commissioner (Small Scale Industries) Government of India to be filled in by the

District Industries centre or the office where the Entrepreneur's Memorandum is submitted (ADD ADDITIONAL SHEET FOR MORE PRODUCTS)

13. INVESMENT IN FIXED ASSETS (Rupees in lakh)

(i) LAND ☐
(OWNED-01/RENTED-02/LEASED-03)

VALUE* ☐☐☐☐

(ii) BULIDING ☐
(OWNED-01 /RENTED-02/LEASED-03)

VALUE* ☐☐☐☐

(iii) PLANT AND MACHINERYVALUE* ☐☐☐☐
(In case of manufacturing unit)

(iv) FOREIGN EQUITY, IF ANY VALUE* ☐☐☐☐

[* The value in the boxes should be filled in from the right side, e.g, if the value is 10 lakhs it should be written as | 0 | 0 | 1 | 0 |. This will also apply to all other item where quantity, number, etc, to be given]

14. INSTALLED CAPACITY PER ANNUM

PLANT-A	QTY	UNIT
PRODUCT ……	☐☐☐☐	☐☐☐
PRODUCT ……	☐☐☐☐	☐☐☐
PRODUCT ……	☐☐☐☐	☐☐☐
PRODUCT ……	☐☐☐☐	☐☐☐

PLANT B	QTY	UNIT
PRODUCT ……	☐☐☐☐	☐☐☐
PRODUCT ……	☐☐☐☐	☐☐☐
PRODUCT ……	☐☐☐☐	☐☐☐
PRODUCT ……	☐☐☐☐	☐☐☐

15. POWER LOAD H.P./K.W ☐☐☐☐☐☐

16. (a) (i) OTHER SOURCES OF ENERGY/POWER ☐☐☐☐

(IF REQUIRED)

(NO POWER NEEDED-1, COAL-2, OIL-3, LIQUID PETROLEAM GAS-4, ELECTRICITY FROM GRID-5, ELECTRICITY FROM GENERATOR-6, NON-CONVENTIONAL ENERGY-7, TRADITIONAL ENERGY/FIRE WOOD-8)

(ii) If no power required, specify reasons

(b) INDICATE ANNUAL REQUIREMENT QTY UNIT

Sources of Energy

…… □□□□ □□□

…… □□□□ □□□

…… □□□□ □□□

…… □□□□ □□□

17. EMPLOYMENT MALE □□□ FEMALE □□□

(Nos.) (Nos.)

(i) MANAGEMENT AND OFFICE STAFF □□□

(ii) SUPERVISORS □□□

(iii) WORKERS □□□

18. TOTAL ANNUAL TURNOVER □□□□□□□□□

(in Rupees)

(If less than one year in operation then expected turnover)

19. EXPORT (if any) (in Rupees) □□□□□□□□□

ENTREPRENEURS'S PROFILE (OF ALL

PARTNER/DIRECTORS OF THE ORGNISATION-US SEPARATE SHEETS, IF NEEDED)

(i) NAME □□□□□□□□□□□□□□□□□□□□

(ii) MALE(M)/FEMALE(F) □

(iii) SC(1)/ST(2)/OBC(3)/OTHERS(4) □

(iv) PHYSICALLY CHALLENGED(5) □

(v) KNOWLEDGE LEVEL □

(TECHNICAL GRADUATE-1, MANAGEMENT GRADUATE-2, POST GRADUATE-3, OTHER GRADUATE-4, UNDERGRADUATE-5, ANY OTHER LOWER-6)

EQUITY PARTICIPATION (in Rupees) □□□□□□□

(in percentage of total equity)

STAKE OTHER MANUFACTURING ENTERPRISES ☐☐

(Yes-1, No-2)

[ADD ADDITIONAL SHEET, IF NEEDED]

DATE OF COMMENCEMENT OF PRODUCTION/ACTIVITY D D M M Y Y Y Y

☐☐☐☐☐☐☐☐

DATE:

PLACE:

(SIGNATURE OF THE APPLICANT/
ATHORIUSED PERSON
NAME OF THE PROPRIETOR/
PARTNER/MANAGING DIRECTOR

Enclose a self-certified copy of power of Attorny/Board Resolution/Society Resolution where applicable, while signing as Partner/Managing Director or Authorised person .

Enclose a certified/notarized copy of the Partnership Deed/Memorandum of Association /Articles of Association in case of Medium Enterprises.

Undertaking

This is to certify that the information furnished in the memorandum in from No. …….. is true and correct to the best of my knowledge and belief. I/we have obtained approval/consent/ license/permit from the concerned Ministry/Department of Central Government/State Government/UT Administration as per statutory Requirements.

[SIGNATURE OF THE APPLICANT/AUTHORISED PERSON]

NAME OF THE PROPRIETOR/PARTNER/MANAGING DIRECTOR

DATE:

PLACE:

NUMBER

[First two boxes are for State/UT code, next three boxes are for District code, sixth and seventh boxes are for category of enterprise (sixth box for indicating manufacturing or service and seventh box for indication micro or small or medium) and last five boxes are for EM number]

DATE:

PLACE SIGNATURE

WITH OFFICE SEAL

Schedule II

Procedure of Filing of Entrepreneurs Memorandum and other matters, incidental thereto :

1. Form of the Entrepreneurs Memorandum can be downloaded from the internet, the address of which from Directorate dealing with Micro, Small & Medium Enterprises of the State Governments can be obtained / UTs. Or the hard copies of the same can be obtained from the District Industries Centers. This form can also be downloaded from the small Industries Development Organisation website i.e. www.laghu-udyog.com or www.smallindustryindia.com
2. Any person who intends to establish a micro or small enterprise, at his discretion ; or a medium enterprise engaged in providing or rendering of services may, at his discretion or a medium enterprise engaged in the manufacture or production of goods shall file the Memorandum of Micro, Small or as the case may be, of Medium Enterprise with District Industries Centre of its area.
3. The District Industries Centre shall fill all the codes in the form of the Memorandum and issue an acknowledgement after allotting an EM number, date of issue and category of the unit within five days of the receipt of the form of Memorandum by post of same day, if the form of Memorandum is submitted in person as well as online.
4. Before issuing the acknowledgement, the District Industries Centers shall make sure that the form is complete in all respect and particularly the form is signed and is accompanied with an undertaking, which is a part of the form of Entrepreneurs Memorandum.
5. The District Industries Centre Shall maintain record of all the Entrepreneurs Memorandum so filed in respect of micro, small and medium enterprises engaged in providing and rendering services. District Industries Centers shall forward a copy of the Entrepreneurs Memorandum so filed with EM number allotted to the Small Industries Service Institutes of their State/jurisdiction.
6. The District Industries Centre shall maintain record of all the Entrepreneurs Memorandum so filed in respect of medium enterprises engaged in production/ manufacturing of products and forward on copy each of the Entrepreneurs Memorandum with EM number allotted to Small Industries Service Institutes of their State/Jurisdiction and to Joint Development Commissioner (MSME Pol.) in the Office of the Development Commissioner (Small Scale Industries).
7. The form of Memorandum is in two parts. Any Person who intends to establish a micro, small or medium enterprise engaged in providing or rendering of services may file of those who want to establish medium enterprise engaged in the production or manufacture of products shall file Part 1 of the Entrepreneurs Memorandum to District Industries Centre.
8. Once the above enterprises start production or start providing of rendering services, they should file Part II of the Entrepreneurs Memorandum to District Industries Centre.
9. In case of non-filing of Part II of the Entrepreneurs Memorandum within two years of the filing of Part I, the Memorandum (Part I) filed by the entrepreneur will become invalid.
10. In case of change in the investment in plant and machinery or in equipment, the enterprises who have already filed Entrepreneurs Memorandum should inform the

District Industries Centre of the same in writing within three month of the change in investment.

11. In case of change of products and that of services of addition in products or services, the enterprises who have already filed Entrepreneurs Memorandum should inform the district Industries Centre of the same in writing within three month of the changer.
12. The District Industries Centre shall, in addition of keeping a record, in writing, shall also maintain records electronically on computer.
13. The Acknowledged Entrepreneurs' Memorandum shall be liable to be cancelled in case the unit is found closed for more than 6 months or furnished wrong information in the Entrepreneurs' Memorandum filed or did not follow the instructions at serial number 10 of this Schedule (to be initiated based on any complaint in writing followed by an enquiry under an official not below the authority notified for accepting the Entrepreneurs' Memorandum under the provisions of subsections (3) and (4) of section 8 of the said Act.
14. The enterprise has to file the Entrepreneurs' Memorandum Part II again, in case, the status of the enterprise changes from micro to small or small to medium or vice versa, as a result of enhancement/decrease in the investment in plant and machinery/equipments. In such cases, the acknowledgement issued earlier need to be cancelled and the letter of cancellation along with the copy of the cancelled acknowledgement (certified) should be provided to the industrialist so that it may take benefit, if any, for that period of functioning.
15. Out of the three copies of the Entrepreneurs' Memorandum filed by the Micro and small enterprised (both manufacturing and service), first should be retained by the District Industries Centre, Second returned to the Enterprise with Entrepreneurs' Memorandum No. allotted, and third should be forwarded to Micro, Small and Medium Enterprised Development Institute concerned.
16. Out of the four copies of the Entrepreneurs' Memorandum filed by the medium enterprised (both manufacturing and service), first should be retained by the District Industries Centre, second returned to the Enterprise with Entrepreneurs' Memorandum No. allotted, third forwarded to Micro, Small and Medium Enterprised Development Institute concerned and fourth copy should be forwarded to the Micro, Small and Medium Enterprised Policy Division of the Development Commissioner (Micro, Small and Medium Enterprises), 7th floor, A Wing, Nirman Bhavan, New Delhi.
17. In case of companies as defined in Companies Act, 1956 , (1 of 1956) cooperative/partnership firms and trusts, the change of name of the enterprise, if any, should be informed to General Manager, District Industries Centre or the authority notified for filing of Entrepreneurs' Memorandum in the State/UT within three months of change. In case of ownership firms, the same should be communicated within three months of effecting the change in name along with an affidavit.

FORM – FC/IL/COB

SIA

(For Large Industry above 10 Crore)

COMPOSITE FORM FOR FOREIGN COLLABORATION AND INDUSTRIAL LICENCE

Please fill up the attached supplementary sheets

Part A: For only FC/Part B: For only IL/ Both Part A and Part B for FC+IL

I. GENERAL INFORMATION

1. Type Application (Please True the Appropriate Boxes)

   (a) Foreign Collaboration (FC)

   For Foreign Investment For Foreign Technology Agreements

   (b) Industrial License (IL)

   (For Office Use Only)

2. Application No.

   Application Date

3. Payment Details (For Application No fee is Payable. For Industrial Licenses Rs. 25000* is Payable)

   Draft No. ……..

   Amount (Rs.)

   Draft Date

   Drawn on ……. Payable at ……

   (Name of the Bank)

*Demand Draft should be made in favour of Pay & Accounts Officer, Deptt. of Industrial Development, to be payable at State Bank of India, Nirman Bhawan Branch, New Delhi

II. Name and Address for Correspondence of the Promoter/Industrial Undertaking in full (BLOCK LETTERS)

Name of the ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Undertaking/ ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Promoter ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Area ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Tehsil/Taluka ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

District ☐☐☐☐☐☐

State ☐☐☐☐☐☐

Pin Code ☐☐☐☐☐☐

Telephone ☐☐☐☐☐☐☐☐☐☐

Telex ☐☐☐☐☐☐☐☐☐☐

Fax ☐☐☐☐☐☐☐☐☐☐

Cable ☐☐☐☐

III. Registrar of Companies Registration No. ☐☐☐☐

(If registered)

IV. Status of Promoter/Industrial Undertaking

(1) Status of the Promoter/Industrial Undertaking

(Please tick √ the appropriate box)

☐	Central Government Undertaking	☐	Private Sector Undertaking
☐	State Government Undertaking	☐	Individual Promoter
☐	State Industrial Development Corporation	☐	Assisted Sector Undertaking
☐	Joint Sector undertaking	☐	Co-operative Undertaking

(2) Indicate whether this proposal is for

(Please tick √ the appropriate box)

☐	Establishment of a New Undertaking	☐	Change of Location
☐	Effecting Substantial Expansion	☐	Change of Ownership/name of company
☐	Manufacture of New Articles	☐	Graduation to Medium Scale
		☐	Others*

*Please specify in a separate sheet.

(3) Whether the proposal is in lieu of any other IEM already Acknowledgement/Letter of Intent/Industrial Licence held

☐ Yes ☐ No

(If Yes, indicated the previous reference number and date, attach the previous reference in original)

Reference No._____ **Date** _____

V. Location

(1) ***Location of the Undertaking***

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Place/ Town ☐☐☐☐☐☐☐☐☐☐

Tehsil/Taluk ☐☐☐☐☐☐☐☐☐☐

District ☐☐☐☐☐☐☐☐☐☐

State ☐☐☐☐☐☐☐☐☐☐

Pin code ☐☐☐☐☐☐

(2) Please indicate the whether the Proposed Location is

(a) Within 25 kms. from the periphery of a City having Population above one million according to 1991 Census.

Yes No

(b) Located in an Industrial area/Industrial Estate Designated/set up prior to 25.7.1991

Yes No

(3) *(a)* Is the IEM being filed for Electronics, Computer Software or Printing Industry

Yes No

*(b)*Is the IEM being filed by a Small Unit graduating to medium Scale for the Unit Located within 25 kms. from peripheriy of a city with more than one million population

Yes No

(c) Is the IEM being filed by Existing Unit for New Articles without Additional investment

Yes No

VI. Item(s) of Manufacture : In case of more than one item supplementary sheets may be used. (Specimen of supplementary sheet is enclosed). In case of proposal for Drugs and Pharmaceuticals, applicants should also fill up the Annexure.

(1) ***Item of Manufacture****

(a) National Industrial Classification of all Economic Activity (NIC), 1987

NIC No. ☐☐☐☐☐☐☐☐

(b) Item ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Description ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

(c) Proposed Annual Capacity ☐☐☐☐☐☐☐☐☐☐

(d) Existing Capacity, (if applicable) ☐☐☐☐☐☐☐☐☐☐

(e) Total Capacity after Expansion ☐☐☐☐☐☐☐☐☐☐

(f) Unit of Capacity ☐☐☐☐☐☐☐☐☐☐

(2)Description of Activities to be Undertaken (if, no manufacturing envisaged)

_____

_____

_____

By-product/Co-products

NIC No. ☐☐☐☐☐☐☐☐☐☐

Item Description ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Proposed Annual Capacity ☐☐☐☐☐☐☐☐☐☐

Existing Capacity, (if applicable) ☐☐☐☐☐☐☐☐☐☐

Total Capacity after Expansion ☐☐☐☐☐☐☐☐☐☐

Unit of Capacity ☐☐☐☐☐☐☐☐☐☐

NIC No. ☐☐☐☐☐☐☐☐☐☐

Item Description ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Proposed Annual Capacity ☐☐☐☐☐☐☐☐☐☐

Existing Capacity, (if applicable) ☐☐☐☐☐☐☐☐☐☐

Total Capacity after Expansion ☐☐☐☐☐☐☐☐☐☐

Unit of Capacity ☐☐☐☐☐☐☐☐☐☐

NIC No. ☐☐☐☐☐☐☐☐☐☐

Item Description ☐☐☐☐☐☐☐☐☐☐

(a) Building	☐☐☐☐☐☐☐	☐☐☐☐☐☐☐
(b) Plant & Machinery	☐☐☐☐☐☐☐	☐☐☐☐☐☐☐
(i) Indigenous	☐☐☐☐☐☐☐	☐☐☐☐☐☐☐
(ii) Imported	☐☐☐☐☐☐☐	☐☐☐☐☐☐☐
(a) CIF Value	☐☐☐☐☐☐☐	☐☐☐☐☐☐☐
(b) Landed Cost	☐☐☐☐☐☐☐	☐☐☐☐☐☐☐
(iii) Total [(i) + (ii) (b)]	☐☐☐☐☐☐☐	☐☐☐☐☐☐☐

IX. Financing Pattern	**Existing (Amount in Rupees)**	**Proposed (Amount in Rupees)**
Total Equity		
(i) Resident Indian	☐☐☐☐☐☐☐	☐☐☐☐☐☐☐
(ii) Non-Resident Indian	☐☐☐☐☐☐☐	☐☐☐☐☐☐☐
(iii) Foreign	☐☐☐☐☐☐☐	☐☐☐☐☐☐☐
Total Borrowings		
(i) Public Financial Institution	☐☐☐☐☐☐☐	☐☐☐☐☐☐☐
(ii) Public Borrowing	☐☐☐☐☐☐☐	☐☐☐☐☐☐☐
(iii) Other Sources	☐☐☐☐☐☐☐	☐☐☐☐☐☐☐

Promoters' Contribution

(1) Whether Foreign Technology Agreement is Envisaged

(Please tick √ the appropriate box)

Yes ☐ No ☐

(2) Whether Foreign Investment is Envisaged

(Please tick √ the appropriate box)

Yes ☐ No ☐

X. Employment (All figures in number)

	Existing	**Proposed**
(a) Supervisory	☐☐☐☐	☐☐☐☐
(b) Non-supervisory	☐☐☐☐	☐☐☐☐
Total	☐☐☐☐	☐☐☐☐

XI. Expected Date of Commencement of Commercial Production

Date	Month	Year
□□	□□	□□□□

Declarations

1. I/We hereby certify that this memorandum conforms to all the conditions stipulated in the Notification No.477(E) dated 26.07.1991 and amendments thereof regarding exemption from Industrial Approvals.
2. I/We hereby further declare that the above statements are true and correct to the best of my/our knowledge and belief.

Signature of Promoter(s)
……
……
(Name in Block Letters)
……
Designation of Promoter)

Place …….

Date	Month	Year
□□	□□	□□□□

SPECIMEN

Supplementary Sheet referred to in Column VI

VI. Item(s) of Manufacture

(1) Item of Manufacture :

(a) Item Code (NIC No.) □□□□□□□□

(b) Item Description □□□□□□□□

(2) By-product/Co-products:

NIC No.	☐☐☐☐☐☐☐☐
Item Description	☐☐☐☐☐☐☐☐
Proposed Annual Capacity	☐☐☐☐☐☐☐☐
Existing Capacity, (if applicable)	☐☐☐☐☐☐☐☐
Total Capacity after Expansion	☐☐☐☐☐☐☐☐
Unit of Capacity	☐☐☐☐☐☐☐☐

NIC No.	☐☐☐☐☐☐☐☐
Item Description	☐☐☐☐☐☐☐☐
Proposed Annual Capacity	☐☐☐☐☐☐☐☐
Existing Capacity, (if applicable)	☐☐☐☐☐☐☐☐
Total Capacity after Expansion	☐☐☐☐☐☐☐☐
Unit of Capacity	☐☐☐☐☐☐☐☐

NIC No.	☐☐☐☐☐☐☐☐
Item Description	☐☐☐☐☐☐☐☐
Proposed Annual Capacity	☐☐☐☐☐☐☐☐
Existing Capacity, (if applicable)	☐☐☐☐☐☐☐☐
Total Capacity after Expansion	☐☐☐☐☐☐☐☐
Unit of Capacity	☐☐☐☐☐☐☐☐

VII. Whether the Item(s) of Manufacturing/by-product/co-product is covered in Schedule I (Reserved for Public Sector), Schedule II (Under Compulsory Licensing) or Schedule III (Reserved for manufacture in Small Scale Sector) of Notification No.477(E) dated 25.7.1991/as amended from time to time.

Schedule I	**Schedule II**	**Schedule III**
Yes ☐	Yes ☐	Yes ☐
No ☐	No ☐	No ☐

……
Signature of Promoter(s)

……
(Name in Block Letters)

……
(Designation of Promoter)

Place …….

Date Month Year

☐☐ ☐☐ ☐☐☐

PART- B

To be submitted at time of Commencement of Commercial Production to the secretariate for Industrial Assistance (SIA) Department of Industrial Policy and Promotion, Udyog Bhavan, New Delhi – 110 011 in six (6) copies.

I. Reference Number ☐☐☐☐☐☐

II. Actual Date of Commencement ☐☐☐☐☐☐

III. Actual Investment ☐☐☐☐☐☐☐

: *(Amount in Rupees)*

	Existing (Amount in Rupees)	**Actual** (Amount in Rupees)
(a) Land (for rented premises, Capitalised value of the same to be indicated)	☐☐☐☐☐☐☐	☐☐☐☐☐☐☐
(b) Building	☐☐☐☐☐☐☐	☐☐☐☐☐☐☐
(c) Plant & Machinery	☐☐☐☐☐☐☐	☐☐☐☐☐☐☐
(d) (i) Indigenous	☐☐☐☐☐☐☐	☐☐☐☐☐☐☐
(ii) Imported		
(a) CIF Value	☐☐☐☐☐☐☐	☐☐☐☐☐☐☐
(b) Landed Cost	☐☐☐☐☐☐☐	☐☐☐☐☐☐☐
(iii) Total [(i) + (ii) (b)]	☐☐☐☐☐☐☐	☐☐☐☐☐☐☐

IV. Item(s) of manufacture : In case of more than one item supplement …….. be attached

*NIC No.	☐☐☐☐☐☐☐	☐☐☐☐☐☐☐
*ITC Code	☐☐☐☐☐☐☐	☐☐☐☐☐☐☐
Proposed Annual Capacity	☐☐☐☐☐☐☐	☐☐☐☐☐☐☐
Existing Capacity, *(if applicable)*	☐☐☐☐☐☐☐	☐☐☐☐☐☐☐
Total Capacity after Expansion	☐☐☐☐☐☐☐	☐☐☐☐☐☐☐
Unit of Capacity	☐☐☐☐☐☐☐	☐☐☐☐☐☐☐

V. Employment Proposed Actual

(a) Supervisory	☐☐☐☐☐☐☐	☐☐☐☐☐☐☐
(b) Non-Supervisory	☐☐☐☐☐☐☐	☐☐☐☐☐☐☐

Place ……..

……..
Signature of promoter(s)

……..
(Name in Block Letters)
(Designation of the Promoter)

Date Month Year
☐☐ ☐☐ ☐☐☐☐

*To be filled wherever applicable

Annexure

ADDENDUM TO THE MEMORANDUM TO BE FILED BY THE ENTERPRENEURS IN RESPECT OF PROPOSAL FOR DRUGS AND PHARMACEUTICALS COVERED UNDER NOTIFICATION REGARDING EXEMPTION FROM INDUSTRIAL APPROVALS

Information to be furnished for each item of manufacture separately :

A. **PROPOSALS FOR BULK DRUGS/DRUG INTERMEDIATES/FORMULATIONS***

1. Name of the proposed Item of Manufacture :
2. Approval under Drugs and Cosmetics Act, 1940 and Rules made thereunder :

   (Please indicate date and reference number of the approval, for use in the country, of the proposed Bulk Drug or of the Bulk Drug for which the proposed Drug Intermediates will be used, as the case may be, and enclose copy thereof.)
3. Proposed Annual Capacity :

   (a) Quantity (Unit) :
   (b) Ex-factory Value of Production (Rs. in Lakhs) :
   (c) CIF Value of :
   (i) Imported raw materials required per kg of product (Rs.)
   (ii) Product (if imported) (*Rs. Per kg.*) :
4. Description of Proposed Process :

   (*Please furnish schematic diagram of chemical reaction sequences by giving chemical structures of reactants and products at each step.)*
5. Source of Technology :
   (a) Developed through own R & D :
   (Please give details of work done)
   (b) Procured from indigenous sources (*) :
   (c) Involves foreign Collaboration (*) :
   (Please furnish name and address of the source

   and terms of payment)

   (The name of the item manufacture should comply with British Approved Name (BAN); United State Adopted Name (USAAN) or International Non-Proprietary Names.)
6. Raw Material Requirement for the proposed Annual Capacity :

SI.	**Name of Raw Material**	**Unit**	**Quantity**	**Rs. in Lakhs**	
				CIF Value if imported	**Cost at Factor**
(1)	*(2)*	*(3)*	*(4)*	*(5)*	*(6)*

PROPOSALS FOR FORMULATIONS

SI.No.	Name of the formulation and Dosage Form	Capacity	Composition		Total Qty. Kg/Lit	Value Rs. in Lakhs	DCI/SDC Approval No. and Date
			Bulk Drug				
			Name	Strength			
(1)	*(2)*	*(3)*	*(4)*	*(5)*	*(6)*	*(7)*	*(8)*

Note for Guidance of Entrepreneurs for Submitting IEMs

(This part contains information for guidance of entrepreneurs and may be retained by them, it need not accompany the application)

1. Under the notification No.477 (E) dt. 25.07.1991 Industrial undertakings have been exempted from the operation of sections 10,11, 11A and 13 fo the I (D&R) Act, 1951 subject to fulfillment of certain conditions. Section 10 refers to the requirement of registration of existing industrial units, Section 11 referes to the requirement of licensing of new industrial undertakings. Section 11A deals with licences for the production of new Articles. Sections 13 referes, *inter alia* to the requirement of licensing for effecting substantial expansion.

Extracts from notification No. 477(E) dated 25.7.1991

Para I of Notification No.477(E) dt. 25.7.1991 as amended from time to time.

EXEMPTION FROM INDUSTRIAL LICENSING :

The Central Government hereby exempts from the operation of the provisions of Sections 10, 11, 11A, 13 of the I (D&R) Act, 1951, industrial undertakings exempted licensing are specified below.

I. Small scale and ancillary industrial undertakings covered by Notification No. S.O. 232(E), dated the 2nd April, 1991 (*as amended by S.O. 857 (E), dated 10.12.1997)* subject to the conditions that the article(s) of manufacture is :

(i) not included in schedule I or Schedule II to this notification of

(ii) include in Schedule III to this notification

II. Industrial undertakings, not covered by this Ministry's Notification No. S.O. 232 (E), dated 2.4.1991 (as amended by S.O. 857 (E), dated 10.12.1997) subject to the provisions contained in A and B Below:

(A) (i) The article(s) of manufacture shall not be an article(s) included in Schedule I, Schedule II or Schedule II to the Notification and

(ii) The proposed project shall not be located within 25kms from the periphery of the standard urban area limits.

This condition shall not apply to :-

(a) electronics, computer software, and printing industries and other non-polluting industries that may be notified from time to time.

(b) other industries provided they are located with the Industrial areas designated by the State Government(s) before 24.07.1991

(c) the small scale or ancillary industrials undertakings on their exceeding the Investment limits prescribed for such Industrial undertakings in the notification of the Government of India in the Ministry of Industry (Department of Industrial Development) No.232 (E) dated 2.4.1991 as amended by S.O. 857(E), dated 10.12.1997)

B. Section 11A of the said Act subject to the condition that the new article shall not be an article Include in Schedule I, Schedule II or Schedule III to this notification and shall not involve any additional investment in plant and machinery.

III. Industrial undertakings, other than the small scale and ancillary industrial undertakings covered by notification No. S.O. 232 (E), dated the 2.4.1991 (*as amended by S.O. 857(E), dated 10.12.1997)* availing of the exemption under Notification shall file with the Department of

Industrial Development *(Secretariat for Industrial Assistance)* Memoranda as may be prescribed in this behalf by the Central Government."

2. Subsequent to above Notification, vide which only 18 industries were exempted form licensing, now only 9 industries remain under compulsory licensing for which IEM cannot be filed.

3. In the case of proposal for Drugs and Pharmaceuticals the applicants should also fill up Annexure in prescribed Form. Part A is to be filled for Bulk Drugs/Intermediates and Part-B is to be filled for formulations. One IEM

COMPUTATION OF VALUE OF PLANT AND MACHINERY

Explanatory Note

The Status of a Unit as a small scale unit is determined by the value of investment in plant and machinery. The value is to be calculated on original value basis. In the computation certain items have been specifically excluded while considering the total value of plant and machinery to determine the investment limit. These are contained as a note to the notification dated 1.1.1993.

Clarifications have been issued from time to time specifying certain plant and machinery whose value is not taken into account in the computation of value of plant & machinery.

Extract from Notification No. S.O. 2 (E) dated 1st January, 1993.

(a) ".....In caluculating the value of plant and machinery for the purposes of this Notification, the original price thereof, irrespective of whether the plant and machinery are new or second hand shall be taken into account.

(b) In calculating the value of plant and machinery, the following shall be excluded, namely:-

i) the cost of equipments such as tools, jigs, dies, moulds and spare parts for maintenance and the cost of consumable stores.

ii) the cost of installation of plant & machinery.

iii) the cost of Research and Development (R&D) equipment and pollution control equipment.

iv) the cost of generation sets, extra transformer, etc., installed by the undertaking as per the regulations of the State Electricity Board.

v) the bank charges and service charges paid to the National Small Industries Corportation or the State Small Industreis Corporation.

vi) the cost involved in procurement or installation of cables, wiring, bus bars, electrical control panels (not those mounted on individual machines), oil circuit breakers/miniature circuit breakers etc., which are necessarily to be used for providing electrical power to the plant and machinery/safety measures.

vii) the cost of gas producer plant.

viii) transportation charges (excluding of taxes e.g Sales Tax, Excise etc.) for indigenous machinery from the place of manufacturing to the site of the factory.

ix) Charges paid for technical know-how for erection of plant and machinery.

x) cost of such storage tanks which store raw-materials finished products only and are not linked with the manufacturing process., and

xi) cost of fire fighting equipment.

(c) In the case of imported machinery, the following shall be included in calculating the value., namely:-

i) Import duty (excluding miscellaneous expenses as transportation from the port to the site to the factory, demurrage paid at the port):

ii) the shipping charges,

iii) Customs clearance charges and

iv) Sales tax.

Other Clarification

1. Computation of original value of second hand imported machinery
The price of second-hand imported machinery will be computed as under:-

To determine the original price of second-hand import machinery, the original value of the said plant and machinery will be taken in foreign currency terms.

The value of foreign currency will be converted into Rupees using the "current" exchange rate i.e. exhange rate prevalent at the time of import.

The import duty will be added on the basis of "Current" rate of import duty i.e. the rate of import duty prevalent at the time of import.

(Ref.DC(SSI) Circular No. 4(1)/93-SSI Bd. Dated, 27.08.1993

2. Exclusion of wind electric generator sets

"…… it is clarified that as per entry at Note-2(b) (iv), the value of those items of plant and machinery will be excluded while computing the investment limits for Small Scale Industries, which have been installed purely for purposes of generation of power using non-conventional source of energy such as wind, solar energy, ocean waves, bio-gas etc"

(Ref.DC(SSI) Circular No. 4(1)/91-SSI Bd. Dated, 24.01.1994

INDUSTRIAL SICKNESS

A State Level Committee under the chairmanship of Director of Industries will be constituted for the rehabilitation of Small industries. A Guidelines of the R.B.I /IDBI/SIDBI would be relied upon to identify sickness in sick and small units. Appropriate rehabilitation package would be approved for their rehabilitation. A committee would be constituted under the chairmanship of Secretary Industry to explore the possibility and determine remedies for the revival of medium and large scale industries and public Sector Underakings (PSUS).

Defination of Sick SSI unit :

As SSI unit may be classified as sick whom:

1. any of its borrowel accounts has become 'doubtful' advance i.e. Principal or interest in respect of any of its borrowal accounts has remained overdue for period exceeding 2 ½ years, and

2. there is erosion in the net worth due to accumulated cash losses to the extent of 50% or more of its peak net worth during the preceding to accounting years.

SICK INDUSTRIES

Application for consideration before the Apex Committee

(To be submitted in quadruplicate. All columns must be filled-in properly)

1. Name of the unit
   a) Factory addresses:
      Telephone No.
   b) Registered office addresses:
      Telephone No.
   c) Name of contact person:
      Address & Telephone No.

      (For correspondence in respect)
2. Registration No. & date as

   Small Scale Unit.
3. Constitution of the unit:

   Name of the Directors:
4. Investment

	Original as on…..	Present as on…..
a) Land and Building:		
b) Plant & Machinery:		
c) Working Capital:		

5. List of the Machinery installed
   In the unit with date of purchase
   & Individual purchase value.
6. Date of Commencement of Production.
7. Main items of manufacture
   a)
   b)
   c)
   d)
   e)
   f)
8. What standards for quality

   Controls are followed.
9. Employment (Nos.)
   a)
   b)

c)

d)

10. Installed Capacity in Quantity & Value (item-wise)

Sl. No	Description of items	Quantity	Production Per annum	Average Price	Total Value Rs.
	TOTAL				

11. Production during the last three years in quantity & value (if a unit is closed earlier than the last three years, the production of three year prior to the date of closure is to be furnished.

Year
quantity
value

12. Sales for the corresponding three years (year-wise) in quantity and value.

13. Cash profit/cash loss earned in the Corresponding three years(year-wise)

14. Main Buyers of your product

15. Normal period for realisation of sale proceeds.

16. Present position of the unit Whether the unit is working or closed ? If closed, since when ? why the unit was closed?

17. Power

a) Sanctioned load
b) Connected load
c) Minimum guarantee charges (Payable-Monthly)
d) Average Monthly Electricity Bills Paid.

18. (a) Sources of finance

Nature of Loan	Source	Date of Application		Saction		Disbursment	
		Date	Amount	Date	Amount	Date	Amount
Term Loan							
Working Capital							
TOTAL							

(b) i) Details of repayment or outstanding (As on ……..)
ii) Short Term loan interest
iii) Others Statutory dues as on…….
iv) Other Liabilities as on……...

19. Whether any case is pending in the court of law in respect of this unit, if yes, give details.

20. Main reason for sickness

i) Please give full write-up about your unit with as may detail as are necessary to make your points clear but in a concise form.

ii) a) Technical problems
b) Management problems
c) Dearth of raw materials
d) Lack of Finance
e) Marketing of the Products
f) any other problems

21. Your views and suggestions as to how to revitalized your unit (please be specific while making your suggestions for rehabilitation. Please also enclose a copy of the rehabilitation Proposal.

22. Any other points relating to sickness & revitalization.

Place Signature

Date

Note: *1. Application will not be entertained if a column is left blank.*

2. Balance sheets of last 3 years must be submitted along with the application.

गन्ना उद्योग

SUGARCANE INDUSTRY

Sugarcane industry is the largest agro-based industry in Bihar. This industry generates sizeable employment in the farm sector directly as well in the ancillary industries and related activities. It is estimated that about five lakh farmers and their dependents are engaged in the cultivation of sugarcane and approximately another one lakh unskilled human resource is engaged in the sugar industries of Bihar.

Status of the Sugar Industries in Bihar

Sl. No.	PARTICULARS	2007-08	2008-09	2009-10
1.	TOTAL AREA UNDER SUGARCANE CULTIVATION	2.75 Lakh Hect.	2.65 Lakh Hect	2.51 Lakh Hect
2.	TOTAL PRODUCTION OF SUGARCANE	159.50 Lakh MT.	122.22 Lakh MT.	119.24 Lakh MT.
3.	PRODUCTIVITY OF SUGARCANE	58 MT./Hect.	46 MT./Hect.	47.5 MT./Hect.
4.	CANE CRUSHED	36.39 Lakh MT.	23.70 Lakh MT.	17.23 Lakh MT.
5.	SUGAR PRODUCED	3.39 Lakh MT.	2.20 Lakh MT.	2.74 Lakh MT.
6.	RECOVERY PERCENTAGE	9.32	9.30	10.08
7.	CRUSHING DURATION	93 Days	63 Days	-

INITIATIVES :

AN ATTRACTIVE INCENTIVE POLICY AIMED TO ENCOURAGE INVESTMENT IN SUGRCANE BASED INDUSTRIES HAS BEEN DECLARED.

(A) INCENTIVE FOR GREEN FIELD SUGAR MILLS/EXPANSION OF EXISTING MILLS

- Reimbursement of central excise duty on sugar.
- Exemption of purchase tax on sugarcane.
- Exemption on Stamp duty and Registration fees on purchase of land.
- Grant of 10% subsidy on capital investment (machinery and equipments) to a maximum of 10 crores.
- Admissible minimum capacity for new sugar mills and for expansion of existing mills is 2500 TCD and 1000 TCD respectively.
- Capacity expansion up to 5000 TCD required within three years.
- Commercial production should start within three years of approval.
- Reimbursement and exemption provided for five years from the date of commercial production.

(B) INCENTIVE FOR DISTILLERIES /ETHANOL UNITS

- Grant of 10% subsidy on capital investment (machinery and equipments) to a maximum of 3.5 crores.
- Exemption of administrative charges on molasses.
- Reimbursement of Sales Tax (VAT) on molasses.
- Exemption of Stamp duty and Registration fees on purchase of land.
- Reimbursement and exemptions provided for five years from the date of commercial production.
- Commercial production should start within three years of approval.

(C) INCENTIVE FOR SETTING UP OF CO-GENERATION PLANTS

- Grant of 10% subsidy on capital investment (Machinery Equipments) limited to Rs. 10 crores.
- Exemption of electricity Duty on Co-generated power.
- Exemption of Stamp duty and Registration fees on purchase of land.
- Laying of Transmission line from Switch yard to Grid station by Bihar State Electricity Board.
- Purchase of power to be ensured by Bihar State Electricity Board on the basis of P.P.A. executed between both the parties.
- Reimbursement and exemption provided for 5 Years from the date of commercial production.
- Commercial production should start within three years of approval.

पर्यटन उद्योग

बिहार सरकार

उद्योग विभाग

पत्र संख्या-4तक. विविध-307 /06 / पटना, दिनांकः-

संकल्प

विषयः- औद्योगिक प्रोत्साहन नीति, 2006 के परिशिष्ट-1 की कंडिका-2 (ग) अन्य श्रेणियों के बिन्दु-7 पर अंकित ''पर्यटन'' को परिभाषित करने के संबंध में।

औद्योगिक प्रोत्साहन नीति-2006 में उद्योगों एवं औद्योगिक प्रतिष्ठानों को छूट एवं सुविधा देने का प्रावधान किया गया है। इस औधाोगिक प्रोत्साहन नीति के परिशिष्ट-1 पर परिभाषाएँ अंकित किये गये हैं, जिसके अनुसार औद्योगिक इकाइयों/औद्योगिक प्रतिष्ठानों में श्रेणियों का उल्लेख किया गया है। इस श्रेणी में पर्यटन उद्योग को भी सम्मिलित किया गया है, परन्तु पर्यटन उद्योग को विस्तार से परिभाषित नहीं किया गया है, जिसके कारण इन इकाइयों को निबंधन आदि में कठिनाई होती है।

2. उपर्युक्त पृष्टभूमि के आलोक में पर्यटन को निम्न प्रकार परिभाषित किया जाता है-

''पर्यटन'' उद्योग का आशय है पर्यटन उद्योग से संबंधित सभी कार्यकलाप यथा-पर्यटन आकर्षण/पर्यटन को बढ़ावा देने वाली सभी Convention Centre, आर्ट गैलरी, मनोरंजन पार्क, आकाशीय रज्जू पथ, पर्यटन ग्राम स्थापित करना, साउंड एण्ड लाईट, टूरिज्म को आकर्षित करने हेतु खेल-कूद सुविधा, मनोरंजन क्लब, स्वीमिंग पुल, आवास, सभी श्रेणियों के होटल, मोटल, मार्गीय सुविधाएँ, रिसॉर्ट्स, योग केन्द्र, यातयात की सुविधा (वायु, स्थल एवं जल यातायात), होटल-कैटरिंग-पर्यटन एवं यात्रा प्रबंधन संस्थान के सभी आधारभूत संरचनाओं की स्थापना, निर्माण, विकास एवं संचालन''।

आदेशः- आदेश दिया जाता है कि इस संकल्प को बिहार राजपत्र के अगले अंक में प्रकाशित किया जाए तथा इसकी सूचना सभी संबंधित विभागों एवं पदाधिकारियों को दी जाय।

बिहार राज्यपाल के आदेश से,

ह./-

(अशोक कु. सिन्हा)

प्रधान सचिव, उद्योग विभाग, बिहार, पटना।

ज्ञापांकः- 437 /पटना, दिनांक- 14.05.2009

प्रतिलिपिः- अधीक्षक, राजकीय मुद्रणालय, गुलजारबाग, पटना को बिहार गजट के विशेष अंक में प्रकाशनार्थ प्रेषित। साथ ही उनसे अनुरोध है कि प्रकाशित गजट की 500 (पाँच सौ) प्रतियाँ विभाग को उपलब्ध कराने की व्यवस्था की जाय।

ह/-

(अशोक कु. सिन्हा)

प्रधान सचिव, उद्योग विभाग, बिहार, पटना।

ज्ञापांकः- 437 /पटना, दिनांक- 14.05.2009

प्रतिलिपिः- सभी पदाधिकारियों/सभी विभागों/विभागाध्यक्षों/उद्योग विभाग के सभी निगम/प्राधिकार/मंत्री, उद्योग के आप्त सचिव/उद्योग निदेशक, बिहार, पटना/निदेशक, पर्यटन विभाग/निदेशक, तकनीकी विकास/महाप्रबंधक, सभी जिला उद्योग केन्द्र को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

ह/-

(अशोक कु. सिन्हा)

प्रधान सचिव, उद्योग विभाग, बिहार, पटना।

ज्ञापांक:- 437 /पटना, दिनांक- 14.05.2009

प्रतिलिपि:- सभी प्रमंडलीय आयुक्त/सभी जिला पदाधिकारी/सभी विकास आयुक्त/स्थानिक आयुक्त, बिहार भवन, नई दिल्ली/निदेशक लघु उद्योग सेवा संस्थान, पटना/मुख्यमंत्री के सचिव/अध्यक्ष बिहार राज्य विद्युत बोर्ड, पटना को सूचनार्थ प्रेषित।

ह./-

(अशोक कु. सिन्हा)

प्रधान सचिव, उद्योग विभाग, बिहार, पटना।

ज्ञापांक:- 437 /पटना, दिनांक- 14.05.2009

प्रतिलिपि:- मुख्य सचिव के सचिव, बिहार, पटना/विकास आयुक्त के सचिव, बिहार, पटना को सूचनार्थ प्रेषित।

ह./-

(अशोक कु. सिन्हा)

प्रधान सचिव, उद्योग विभाग, बिहार, पटना।

ज्ञापांक:- 437 /पटना, दिनांक- 14.05.2009

प्रतिलिपि:- अध्यक्ष, बिहार उद्योग संघ/अध्यक्ष, बिहार चैम्बर्स ऑफ कॉमर्स/अध्यक्ष, सी.आई.आई., पटना को सूचनार्थ प्रेषित।

ह./-

(अशोक कु. सिन्हा)

प्रधान सचिव, उद्योग विभाग, बिहार, पटना

पर्यटन विभाग
बिहार सरकार के अन्तर्गत कार्यरत पर्यटन सूचना केन्द्र

क्रमांक	पर्यटन केन्द्र का नाम	दूरभाष संख्या	मोबाईल नं0
1	बिहार पर्यटन कार्यालय, द्वितीय तल्ला, नेहरू मार्केट, इंगलिशिया लेन, वाराणसी	0542-2223821	91-7616634969 91-9363033002
2	बिहार पर्यटन कार्यालय, 6, जनपथ होटल, जनपथ, नयी दिल्ली	011-23368371	91-9990890845
3	बिहार पर्यटन कार्यालय, 1 एफ, नीलकण्ठ भवन, 26–बी, कैमेक स्ट्रीट, कोलकाता	033-2803304	91-9830045235
4	पर्यटन सूचना केन्द्र, कम्बाइन्ड बिल्डिंग, भागलपुर	-	91-94728554457
5	पर्यटन सूचना केन्द्र, किला गेट, मुंगेर	06344-222392	91-9504450861
6	पर्यटन सूचना केन्द्र, होटल बुद्ध बिहार, बोधगया	0631-2200672	91-9334317245 91-9431441100
7	पर्यटन सूचना केन्द्र, रेलवे स्टेशन, गया,	0631-2223635	91-9304002008
8	पर्यटन सूचना केन्द्र, रेलवे स्टेशन, पटना	0612-2205755	91-8051081903
9	पर्यटन सूचना केन्द्र, लोकनायक भवन, डाकबंगला चौक, पटना	0612-2235657	91-9308877706
10	पर्यटन सूचना केन्द्र, लोकनायक जयप्रकाश नारायण अन्तर्राष्ट्रीय हवाई अड्डा, पटना	0612-2220146	91-9234863212 91-9546828397
11	पर्यटन सूचना केन्द्र, होटल पाटलिपुत्रा अशोक, पटना	0612-2504095	91-9798439005
12	पर्यटन सूचना केन्द्र, तख्त श्री हरमंदिर साहेब परिसर, पटना सिटी	-	91-9709509235
13	पर्यटन सूचना केन्द्र, होटल गौतम बिहार परिसर, राजगीर	0611-255224	91-94791203804
14	पर्यटन सूचना केन्द्र, मेन रोड, वैशाली	06225-285425	91-9546968567
15	पर्यटन सूचना केन्द्र, रेलवे स्टेशन, मुजफ्फरपुर	-	91-9430080423
16	पर्यटन सूचना केन्द्र, रेलवे स्टेशन, रक्सौल	06255-222393	91-9934007771

BIHAR STATE TOURISM DEVELOPMENT CORPORATION

(An Undertaking of Government of Bihar)

Address : Beerchand Patel Path, Patna - 800 001.
Telephone : 0612-2225411, 2210219, Fax : 2201242, 2236218
E-mail : bstdc@rediffmail.com, bstdc@sancharnet.in
Web : http://bstdc.bih.nic.in

TRANSPORT

LOCAL BOOKING (FFECTIVE DATE : 2008)

Transfer Car Type	Half Day (35 km/4 hr)	Full day-A (60km/8 hr)	Full day-B (75km/12 hr)
Non-AC Ambassador	375.00	675.00	900.00
Maruti 800	375.00	675.00	900.00
AC Ambassador	575.00	875.00	1150.00
Qualis AC-Delux/Scorpio/Tavera/ Safari	750.00	1400.00	1725.00
Qualis AC	700.00	1300.00	1675.00
Sumo (NonA/C)	400.00	725.00	1050.00
Esteem/Logan/Indigo	700.00	1300.00	1700.00
Indica (A/C)	515.00	785.00	1025.00
Alto (A/C)	515.00	785.00	1025.00
Innova	1000.00	1600.00	2000.00
Winger	1200.00	1800.00	2400.00

TOURIST COACH TARIFF

Transfers Bus Type	Half Day (35 km/4 hr)	Full day (60km/8 hr.)	Full day 75km/12 hr)
Mini Bus	1350.00	2150.00	2850.00
Delux	1600.00	2500.00	3400.00
Hitech Bus	1850.00	2850.00	3900.00
Volvo	-	-	12000.00

OUT STATION BOOKING

Vehicle	Basic Rate (Rs.)/Kms.	Night Halt (Rs.)	Min. Chargable (k.m)
Non AC Ambassador	6.50	150.00	200
AC Ambassador	9.50	150.00	200
Sumo	9.50	250.00	200
Qualis AC-Delux / Scorpio / Tavera / Safari	11.50	250.00	200
Innova	14.00	250.00	200
Indica (A/C)	8.50	150.00	200
Alto (A/C)	8.50	150.00	200
Maruti Van	6.50	150.00	200
Winger	16.00	250.00	200
Esteem / Logan / Indigo	11.00	250.00	200
Mini Bus	16.00	250.00	200
Delux Bus	25.00	350.00	200
Hi-Tech Bus	25.00	400.00	200
AC Deluxe Bus	35.00	500.00	200
Volvo Bus	65.00	500.00	300

PRE- PAID TAXI TARIFF :

Destination	(Rate in INR)		
	Non-AC Ambassador	**AC Qualis/ Esteem/Contessa**	**Tata Sumo/ AC Ambassador /Indica/ Alto**
Airport Kautilya Bihar, Tourist Bungalow	150.00	315.00	265.00
Airport to Maurya Hotel	200.00	315.00	265.00
Airport to Any Hotel on Frazer Road	200.00	315.00	265.00
Airport to Any Hotel on Exhibition Road	200.00	315.00	265.00
Airport to Any Hotel on Boring Road	200.00	315.00	265.00
Airport to S.K. Nagar	200.00	315.00	265.00
Airport to S.K. Puri	200.00	315.00	265.00
Airport to Patliputra Colony	300.00	420.00	350.00
Airport to Kankarbagh	300.00	420.00	350.00
Airport to Rajendra Nagar	300.00	420.00	350.00
Airport to Kadam Kuan	300.00	420.00	350.00
Airport to Patna City	435.00	735.00	500.00
Airport to Danapur	450.00	735.00	500.00
Airport to Maner	700.00	1365.00	750.00
Airport to Hajipur (Railway Station)	700.00	1365.00	750.00

Daily Bus Service :

Destination	**Departure Time (IST)**	**Fare (Rs.)**
Patna to Purnia	8:30 p.m.	400.00
Purnia to Patna	8:30 p.m.	400.00
Patna to Bodhgaya	7:00 a.m.	60.00
Bodhgaya to Patna	7:00 a.m.	60.00
Patna to Bodhgaya	2:00 p.m.	60.00
Bodhgaya to Patna	2:00 p.m.	60.00
Patna to Ranchi (VOLVO Bus)	9:00 a.m.	500.00
Patna to Ranchi (Hi-Tech)	8:00 p.m.	200.00
Ranchi to Patna (Hi-Tech)	8:00 p.m.	200.00
Patna to Mundeshwari	10:45 p.m.	125.00
Mundeshwari to Patna	5:20 a.m.	125.00

Conducted Tour :

Tourist Places		Rate (Rs.)
Patna-Pawapuri-Rajgir-Patna	One Day	300.00
Patna-Gaya-Bodh Gaya-Patna	One Day	300.00
Patna-Vaishali-Patna	One Day	200.00
Optional Baggage Insurance @ Rs. 10.00 per Rs. 5000.00 is available for Patna – Ranchi, Ranchi – Patna Night Service		

Tax as per Applicable

HOTEL KAUTILYA VIHAR, PATNA
R-BLOCK CHOWK, PH : 0612-2225411, 2210219, FAX : 0612-2210242

Type of Rooms	Total No. of Rooms	Rate
Club Room	19	800.00
Executive Room	03	600.00
Deluxe Room	08	500.00
Suite Room	01	1500.00
Family Room	01	800.00
Dormitory	30 (Beds)	75.00

HOTEL GAUTAM VIHAR, RAJGIR
Near Rly. Station, Telefax : 06112-255273

Type of Rooms	Total No. of Rooms	Rate
A.C.	05	700.00
Non-A.C.	10	450.00
Dormitory	16 (Bed)	75.00

Hotel Tathagat Vihar, Rajgir,
Telefax : 06112-255176

A.C.	10	850.00
Non-A.C. (2Flr.)	16	550.00
Non-A.C. (1Flr.)	06	500.00

Hotel Ajatshatru Vihar, Rajgir,
Telefax : 06112-255027.

Dormitory (C.B.)	24 (Bed)	60.00
Dormitory (A.B.)	24 (Bed)	75.00

HOTEL SIDDHARTHA VIHAR, Bodh Gaya
Telefax : 0631-2200445, 2200127

Type of Rooms	Total No. of Rooms	Rate
A.C.	11	700.00
Non-A.C.	06	500.00

Hotel Buddha Vihar, Bodh Gaya,
Telefax : 0631-2200445, 2200127

Dormitory (A.B.)	25 (Bed)	150.00
Dormitory (C.B.)	8 (Bed)	75.00

Hotel Sujata Vihar, Bodh Gaya,
Telefax : 0631-2200445

Dormitory (A.B.)	45 (Bed)	150.00

Hotel Lichchavi Vihar, Muzaffarpur
Ph. : 0621-2228512

Type of Rooms	Total No. of Rooms	Rate
A.C.	05	700.00
Non-A.C.	05	300.00

TOURIST BUNGALOW-KOSHI VIHAR
Mastasyagandha, Saharsa, ph. : 06478-222478

Type of Rooms	Total No. of Rooms	Rate
Suit	01	600.00
Deluxe	03	300.00
Economy	8	200.00
Dormitory	06 (Beds)	50.00

SHERSHAH VIHAR, Sasaram
Ph. : 06184-221267

Type of Rooms	Total No. of Rooms	Rate
A.C. Room	01	700.00
Ordinary Room	06	300.00
Cooler	03	400.00
Dormitory	14 (Bed)	50.00

HOTEL VISHWAMITRA VIHAR, Buxar
Ph. : 06183-223679

Type of Rooms	Total No. of Rooms	Rate
A.C. Room	04	550.00
Non A.C. (B/D)	05	275.00
Cooler	1	400.00
Triple Bed	01	350.00
Dormitory	04 (Beds)	85.00

HOTEL KAIMUR VIHAR, Mohania
Ph. : 06187-222822

Type of Rooms	Total No. of Rooms	Rate
A.C.	05	700.00
Delux	04	450.00
Cooler	04	400.00
Ordinary	05	300.00
Dormitory	06 (Bed)	100.00

गुणवत्ता प्रमाणन

1. क्यू मार्का (उद्योग विभाग, बिहार सरकार)
2. भारतीय मानक ब्यूरो (**ISI**)
3. खाद्य उत्पाद संगठन (**FPO**)
4. एगमार्क (**AGMARK**)

गुणवत्ता के लिए बिहार सरकार द्वारा ''क्यू मार्का'' की मानक दी जाती है जिसके तीन क्षेत्रीय कार्यालय कार्यरत हैं (1) पटना (2) मुजफ्फरपुर (3) भागलपुर

APPLICATION FOR REGISTRATION TO USE THE QUALITY MARK UNDER THE QUALITY MARKING SCHEME OF THE DEPARTMENT OF INDUSTRIES, GOVERNMENT OF BIHAR

To,

The Assistant Director (Quality Marking),
Quality Marking Centre,
Department of Industries
Government of Bihar,
Patna Division, Patna.

Dear Sir,

1. I/We an/are carrying on business at _____ _____ _____ (business address) under the style of under the Quality Marking Scheme of the Department of Industries, Government of Bihar to use the Quality Mark in respect of the articles noted below which confirm to the specifications laid down under the scheme.

2. Name of proprietor or any other person competent to sign the requisite documents _____

_____

3. Details of the plant, machinery and equipment installed :-

Plant _____

_____

Machinery _____

_____

Equipments _____

_____

4 Nature of power use _____

5. No. of workers employed _____

6. Articles applied for Registration _____

_____

7. The above article (s) is/are manufactured by _____(NAME OF FACTORIES) on the premises situated at _____(address)

_____

8. Production figures for the said article(s) and the value the roof to the best of my/our knowledge and estimate are as follows:

Year	Production	Unit	Valued in rupees
Last year from……			
to……...			
Current year from…….			
……..			
to…….(estimated			

Production capacity in Respect of each articles.

9. In order to ensure confirmity of the articles (a) of the related specification of the quality marking scheme.

"I/We have in use/purpose to use to the scheme under take to abide by, modify, amend or alter my/our scheme of inspection and to testing and/or the scheme of inspection and testing which any be specific under the quality Marking Scheme by you from time to time. I/We have at present no Scheme of Inspection and Testing in operation. I/We however, under take to put in operation any such scheme as recommended by the Director of Industries".

Strik - out which is not applicable

Should any intial enquiry be made in connection with the registration, I/we agree to the officers of the Quality Marking Scheme all reasonable facilities at my/our command.

Should be registration be granted and as long as it will remain operative. I/We hereby under to abide all the terms and conditions of the registration laid down in the quality marking scheme. In the event of the registration being suspended or cancel. I/We under take to cease with immediate effect to use the quality Mark on any article covered by the registration and to withdraw advertising matters and to take such other steps as may be necessary to fulfil the provisions of the registration.

Dated this……day of……..

Singnature…….

Full Name (in block letters)

….…….

Designation……...

For and on behalf of …….

(Name of the firm)

ANNEXURE -D

Proforma for enquiry before Registration.

1. Name of the firm :-
2. Full official address if different from the factory
   Address :-
3. Factory :-
4. Telegraphic address, if any :-
5. Telephone No if any, either in office or in factory :-
6. Nature of the concern (i.e. whether public Ltd. Private Ltd, Inc. Co-operative, Partnership or Proprietory) :-
7. Capital invested : -
   Block Capital :-
   Working Capital :-
   Total :-
8. Name and address of the Banker of the firm, if any :-
9. Registration no. (if registered under the Indian Factories Act) :-
10. No. of persons employed on an average per day :-
    Managerial and Supervisory :-
    Skilled workers :-
    Unskilled workers :-
    Clerical :-
11. Whether registered with the D.G. and S.D. New Delhi as approved supplier of any Store (if so, also indicate the item for which registered) :-
12. Store for which the firm may be recommended for quality marking :-
13. Installed capacity (Annual) of the Firm for production of each of the items sought to be registered for quality marking :-
14. Actual productivity of the stores mentioned in (12)

during the last two years in quantity and value
(Separate figures should be given for each items) :-

15. Whether operating with or without power :-

16. Full details of machinery and equipments available
With the firm for production of the items recommended
At (12) above :-

Signature of the firms representative……
Signature …….
Date……

Recommendation of the Inspecting Officer on the following. –

Management –

Financial –

Technical –

Stores –

Remarks –

Signature …….
Designation ……
Date ……

भारतीय मानक ब्यूरो (ISI)

गुणवत्ता के लिए करना : किसी कम्पनी की सफलता का मूलभूत तत्व गुणवत्ता क्यों है? क्योंकि गुणवत्ता का अर्थ अच्छा डिजाईन, सक्ष्म उत्पादन तथा उत्पाद और सेवाओं के लिये विश्वसनीयता होता है।

भारतीय मानक ब्यूरो (भामाब्यूरो) मानकीकरण तथा गुणवत्ता प्रमाणता के क्षेत्रों में आपकी सेवा में रत राष्ट्रीय महत्त्व का विशेषज्ञता प्राप्त संगठन है। पूरे देश में फैले हुए इसके बहु विषयी तकनीकी विशेषज्ञ, गृह कम्प्यूटर व्यवसायी, अनेक प्रयोगशालाएं, तकनीकी और मानक संबंधी 7,00,000 दस्तावेजों का पुस्तकालय इसकी सेवा को कार्य रूप देते हैं ये सेवाएं विदेशी और भारतीय मानकों की पूर्ति के लिए मानकीकरण से लेकर प्रमाणन क्षेत्र तक होती है।

प्रशिक्षण तथा परामर्श सेवाः विशेष उत्पादों विशिष्टियों के प्रावधानों के परीक्षण के लिए उद्योग के साथ-साथ सरकारी तथा अन्य प्रयोगशालाओं के तकनीकी कार्मिकों के लिए प्रशिक्षण कार्यक्रम चलाए जाते है, जो मशीनों तथा उनकी पूर्ति के स्वदेशी तथा विदेशी स्रोतों तथा परीक्षण के प्रयोजन के लिए प्रयोगशालाओं की स्वीकृति के लिए भी होता है। भा.मा. ब्यूरो में कम्पनी मानकीकरण की अवधारणा क्षेत्र, तकनीकी तथा संगठनात्मक पहलुओं को शामिल करते हुये कार्यपालकों के लिए अल्पकालिक प्रशिक्षण कार्यक्रम चलाये जाते हैं। गुणवत्ता तंत्र पर भी प्रशिक्षण कार्यक्रम चलाने का कार्य आरम्भ किया जाने वाला है।

मानक मुहर : ब्यूरो द्वारा चलाई जा रही प्रमाणन मुहर योजना निर्माताओं को उत्पादों पर भा.मा. ब्यूरो की मानक मुहर ISI लगाने के लिए लाईसेंस लेने का अवसर प्रदान करती है, प्रमाणन के लिए लघु उद्योगों की ओर विशेष ध्यान दिया जाता है क्योंकि उनके गुणवत्ता नियंत्रण तथा परीक्षण कार्मिकों को प्रशिक्षित करने के अतिरिक्त उन्हें प्रयोगशाला स्थापित करने में भी सहायाता दी जाती है।

विश्व मानकों की उपलब्धिः भा.मा. ब्यूरो के नई दिल्ली स्थित मुख्यालय तथा देश भर में फैले इसके क्षेत्रीय तथा शाखा कार्यालयों से भारतीय मानक तथा विशेष प्रकाशन प्राप्त किये जा सकते हैं। भा.मा. ब्यूरो आई.एस.ओ./आई.ई.सी. मानकों तथा विश्व के अन्य 75 देशों के राष्ट्रीय मानकों का एजेन्ट है।

सूचना सेवाएंः तकनीकी पुस्तकों के अलावा भा.मा. ब्यूरो के पुस्तकालय में अन्तर्राष्ट्रीय, क्षेत्रीय तथा राष्ट्रीय मानक निकायों द्वारा जारी किये गये 7,00,0000 से भी अधिक मानकों तथा तकनीकी विनियमों का संग्रह है। मांग प्राप्त होने पर भा.मा. ब्यूरो विशिष्ट विषयों पर संदर्भ ग्रंथ सूची भी संकलित कर सकता है।

व्यापार में तकनीकी अवरोध पर समझौते के अंतर्गत गैट पूछताछ केन्द्र के रूप में भा. मा. ब्यूरो विश्व भर में प्रस्तावित मानकों, तकनीकी विनियमों तथा गुणवत्ता तंत्र को प्राप्त कराने के आवेदनों सहित उद्योगों की पूछताछ का उत्तर देकर सूचना के लिए शोधन गृह के रूप में निर्यातकों की अनन्य सेवा करता है।

भारतीय मानक ब्यूरो : मानक भवन, 9 बहादुरशाह जफर मार्ग,
नई दिल्ली-110 002
दूरभाष - 23230131, E-mail : bis@vsnl.com
पटना शाखा कार्यालय,
पाटलिपुत्र औद्योगिक क्षेत्र,
पटना-800013
दूरभाष - 2262808, 2275342,2271625, फैक्स-0612-2262305
वेबसाइट-http//www.bis.org.in, E-mail : pbop.bis@nic.in

Form- I

(Rule Regulation 3)

Product Certification Scheme

APPLICATION FOR LICENCE TO USE THE STANDARD MARK

Full name of Individual or firm [ ].

Address OFFICE [ ]

Tel [ ]

Fax [ ]

City [ ] District [ ] State [ ] Country [ ] PIN [ ]

Email [ ]

Address FACTORY [ ]

Tel [ ]

Fax [ ]

City [ ] District [ ] State [ ] Country [ ] PIN [ ]

Email [ ]

	Top Management Name	Designation	Top Management Name	Designation
MANAGEMENT	1.		1.	
	2.		2.	
	3.		3.	
	4.		4.	

CONTACT PERSON & Tel. No. [ ]

CORRESPONDENCE ADDRESS	SCALE	SECTOR
Office Factory	Large Small	Public Private

This application is being made to use the BIS Standard Mark on:

PRODUCT

INDIAN STANDARD

GRAND / TYPE

CLASS

IS:

Part:

	Units of Production	Quantity	Value (Rs)
PRESENT INSTALLED CAPACITY			

DETAILS OF PREVIOUS CANCELLATION / CONVICTIONS IF ANY UNDER BIS ACT

SEAL OF FIRM

Signature _____

Name _____

Designation _____

Date application _____

Important:
1. Application should be signed by CEO of the firm, or in his absence by authorised representative
2. Application from Foreign Manufactures should be countersigned by Authorised Indian Representative
3. Please inform whether you are holding BIS licence (s) any product (s).

ANNEXURE- II

SECTION A

BUREAU OF INDIAN STANDARDS

(SELE EVALUATION-CUM-VERIFICATION REPORT)

SECTION- A (To be filled by the Applicant neatly. No overwriting shall be done. Every page is to be signed and any cutting/correction shall be countersigned by the Applicant)

1. GENERAL INFORMATION

(a) Applicant's Name :

(b) Person(s) to be contacted during inspection :

(c) BIS Licences, if any, held by the applicant :

2. RAW MATERIALS

(a) Raw Materials Used (Separate sheet, duly authenticated, may also be used if required).

Sl. No.	Raw Material	Name of Supplier	With or Without BIS Certification mark	Test Certificate of the Supplier	How Received Batches / Lots Nature of Package

(b) Arrangement for testing as received

(c) Methods of disposal of sub-standard raw materials

(d) Record of tests with proforma of records

3. MANUFACTURE

3.1 Machinery & Equipment (Separate sheet, duly authenticated, may also be used, if required)

(Every column to be filled up)

Sl. No.	Machinery	Make	Capacity	Number	Remarks

I hereby declare that the machinery of which details are given above is owned by me and are actually in the premises.

I also declare that in case of grant of license, I will send prior intimation to BIS whenever any equipment is taken out of the premises of the firm due to any reason.

Signature

3.2 Process & Production

a) Description of the process from raw material to finished product stage ready for dispatch (enclose process flow chart)

b) Intermediate manufacturing steps where control is exercised with records maintained

c) Method (s) of disposal of sub-standard products (intermediate or finished)

d) Units of production

e) Production per day or per shift

f) Enclose hand drawn layout plan of the factory

4. PACKING AND MARKING

a) Nature of packing

b) Quantity per package

c) Marking on article

d) Method of marking (printing, stenciling, embossing etc)

e) Batch or Code numbering for identification

f) In what manner marking differs from the provisions in the Indian Standard Specification.

5. LABORATORY AND INSPECTION

(Separate sheet, duly authenticated, may also be used, if required)

(a) Equipment, chemicals and other facilities for complete specification testing

(Every column to be filled up)

Sl. No.	Text Equipment/Chemicals and Identification Numbers (Where applicable)	Least Count & Range (Where application)	Valid Calibration (Where required Yes/No	Test Used in with Clause Reference	Remarks (Indicate number of Equipment)

I hereby declare that the test equipment of which details are given above are owned by me and are actually installed in the premises.

I also declare that in case of grant of licence, I will send intimation to BIS whenever any equipment is taken out of the premises of the firm due to any reason.

b) Details of Quality Control Staff :

Sl. No.	Name of Person	Designation	Qualification	Experience

c) Records maintained in laboratory for routine tests :

Sl. No.	Requirement/Characteristic	Specified Value	Observed Value

d) Stage of Processing where Laboratory reports are made available

e) Sampling and testing of end products

6. OTHER INFORMATION

a) List of dealers and main buyers shall be provided after Grant of Licence and any change shall be intimated to BIS

b) Storage facilities

c) Hygienic conditions (in case of food products, give complete note as per relevant hygienic code)

d) DECLARATION AND ACCEPTANCES :

1. Marking fee rate

(The details of marking fee and available on BIS Website. The acceptance of marking fee is mandatory for grant of licence)

ACCEPTANCE OF RATE OF MARKING FEE

We hereby agree to pay marking fee Bureau of Indian Standards after grant of licence to use the Standard Mark on..... according to IS..... at the following rate and in the manner stipulated as under.

i) Rate of marking fee :

ii) The marking fee is payable as follows :

a) Minimum marking fee for one operative year payable in advance which will be carried over to next renewal(s)

b) Actual marking fee for the first nine months of the operative period calculated on the unit rate on the production marked or the minimum fee whichever is higher shall be payable to BIS at the time of the first renewal of the licence. For subsequent renewals, the actual marking fee for 12 months period consisting of last three months of previous operative year and the first nine months of the current operative year or the minimum fee whichever is higher, shall be payable.

2. Scheme of testing and inspection (STI)

(The relevant STI is available on BIS website. The acceptance of STI is mandatory for grant of licence)

ACCEPTANCE OF SCHEME OF TESTING AND INSPECTION

This is with reference to your letter No. ..... dated..... We hereby agree that after a license is granted to us for .... as per IS : ..... we shall follow the Scheme of Testing and Inspection (Doc : STI.....) Strictly and maintain all records properly.

Signature :

Name :

Designation :

Seal :

Place :

Date :

3. Brand Name(s) declartion of brand name/trade mark proposed to be covered under certification

a) Brand Names/Trademark(s) being used :

Brand Names/Trademark(s) which would be marked on the product bearing the BIS Standard Mark (Give actual design depiction of the Brand Name/Trade Mark(s)	Owned by self or others	Registered/ Unregistered	Date of Registration/ Introduction

c) Other Brand Name/Trademark(s) used for the same product marketed without BIS Standard Mark. Give reasons.

d) In case Brand Name/Trademark(s) of any other party/manufacturer is being used for purposes of the above, give the design depiction of the Brand Names/Trademark(s) and copy of the agreement authorizing the use of the same.

e) I/We undertake to inform BIS in advance as and when we propose to use any other Brand Name/Trademark(s) in conjunction with the operation of the BIS Certification Scheme.

f) I/We also undertake that, as far as possible, the entire production which conforms to the specification shall be marked with the BIS Mark, irrespective of the Brand Name/Trademark(s) used.

g) I/We also understand that the above has been given only as information to BIS, that BIS has no role in permitting/approving of any Brand Name or Trade Mark, that this is not in anyway be interpreted to mean that BIS has permitted/approved the use of the Brand Names and Trade Marks listed above, and that the responsibility is entirely mine/ours.

4. Any other declaration/undertaking

5. The intended manner of putting Standard Mark

DECLARATION

The information given in this report are true to the best of my knowledge and belief. I further declare that the sample(s) for which the test report(s) are enclosed have been manufactured in my factory premises at the address mentioned in the application. I shall be responsible if any misleading information has been given in this report and the application shall be liable for rejection if wrong information has been given. If the licence is granted on the basis of information which is found to be incorrect later, the licence shall be liable for cancellation.

Date : Signature

Place : Name & Designation

Food Product Order (F.P.O.)

MINISTRY OF FOOD PROCEESING & INDUSTRIES

The Ministry of Food Processing Industries, set up in July 1988, is the main central agency of the Government responsible for developing a strong and vibrant food procssing sector; with a view to create increased job opportunities in rural areas, enable the farmers to reap benefit from modern technology, create surplus for exports and stimulating demand for processed food.

SUBJECTS HANDLED BY THE MINISTRY :

The subjects looked after by the Ministry are

- Fruits and vegetable processing industry
- Food grain milling industry
- Dairy products
- Processing of poultry and eggs. meat and meat products
- Fish processing
- Bread, Oilseeds, meals (edible), breakfast foods, biscuits, confectionery (including cocoa processing and chocolate), malt extract, protein isolate, high protein food, weaning food and extrude/other/ready to eat food products
- Beer, including non-molasses base
- Alcoholic drinks from non-molasses base
- Aerated waters/soft drinks and other processed foods
- Specialized packaging for food processing industries
- Technical assistance and advice to food processing industry

नोट :- F.P.O (Food Product Order) का मार्का सिर्फ उसी वस्तुओं में ली जाती है जिसको उपभोक्ता द्वारा खाद्य के रूप में Consume करते हैं जैसे :- जैम, जैली, बिस्कुट, अचार, केक इत्यादि।

AGMARK का मार्का वैसे वस्तुओं मे ली जाती है जिसे Process करने के बाद Consume किया जाता है। जैसे :- खाद्य तेल, सत्तु, बेसन, आंटा, मसाला इत्यादि।

फार्म 'बी'

(धारा 4 देखें)

खाद्य प्रसंस्करण विभाग

कृषि मंत्रालय

भारत सरकार

फल उत्पाद आदेश, 1955 के तहत लाइसेंस

लाइसेंस नं. एफ पी. ओ. .....

1 लाइसेंसधारी का नाम और पता–

2 निर्माण/पुन: लेबल लगाने के लिए अनुमति प्राप्त परिसर का पता–

3. यदि परिसर में परिवर्तन है तो–

एफ.पी.ओ. 1973 के प्रावधानों के तहत दिये गए लाइसेंस का लाइसेंस धारी को अनुपालन करना होगा।

स्थान :

दिनांक :

लाइसेंस अधिकारी
निदेशक
(फल और सब्जियां परिरक्षण)
खाद्य विभाग

वैद्यता एवं नवीनीकरण

वैद्यता की अवधि	फल उत्पाद के निर्माण/ पुन: लेबल लगाने की अनुमति	लाइसेंस की श्रेणी	भरी गई लाइसेंस फीस	लाइसेंस अधिकारी का हस्ताक्षर

GUIDELINES FOR SETTING UP OF UNIT

UNDER FOOD PRODUCTS ORDER (FPO)

No person shall carry on the business of a manufacture of fruit products including synthetic syrups, synthetic and aerated sweetened beverages except under and in accordance with the terms of an effective licence granted to him under FPO.

Category-wise area requirement annual production limit and licence fee for one terms or part thereof (Ref. Clause 5(2) and part1(B) of the Second Schedule of Food Products Order, 1955

Category	For manufacturing premises (In Sq. metres)	For storage and office purpose (In sq. metres)	Licence fees for one term or part thereof	Annual production permissible per calendar year
Home scale 'B'	25	25	Rs. 100/-	Upto 10 M.T.
Cottage scale	60	60	Rs. 250/-	Above 10 M.T. but less than 50 M.T.
Small scale 'A'	100	100	Rs. 400/-	Above 50 M.T. but less than 100 M.T. with installed capacity not exceeding 1 M.T/day
Small scale 'B'	150	150	Rs. 600/-	Below 250 M.T. with installed capacity not exceeding 2 M.T. per day.
Large scale	300	300	Rs. 1500/-	Above 250 M.T. with installed capacity exceeding 2 M.T. per day.

Note :-

(1) Area occupied by machinery shall not be more than 50% of the manufacturing area.

(2) The minimum height of the factory permises under Home Scale 'B' and Cottage Scale categories is 10 feet and for small scale & large scale categories 14 feet.

Every manufacturer shall manufacture fruit products in conformity with the sanitary requirements and appropriate standards of quality and composition specified in the Second Schedule of FPO.

The Second Schedule

Part 1 (a) : Sanitary requirements of a factory of fruit products

The Premises shall be adequately lighted, ventilated & cleaned by while washing/colour washing or oil painting.

1. Windows & all openings shall be well screened with wire-mesh & the doors fitted with automatic closing springs, roof shall be permanent, floor cemented.
2. The equipments and the factory shall not be used for manufacture of repugnant products like fish, meat, eggs etc. However, permission may be granted as a special case if arrangements are made for disinfections of premises after changing from meat products to fruit products (one month idle gap will be required for changeover).
3. The premises shall be located in a sanitary place with open surroundings, preferably in industrial area/estates. The premises shall not be used as or communicated directly with residence.
4. Adequate arrangements for cleaning equipments, machinery, containers tables and raw materials shall be provided.
5. Copper, brass or iron equipments, containers or vessels are not permitted, in the preparation, packing or storage of fruit products, only aluminum, stainless steel, glass or tins equipment are allowed
6. The water used shall be potable and shall be got examined chemically and bactriologic ally by a public Health Laboratory (if no municipal water is available at the premises). The water sample should be drawn for such examination by the public Health Authority of the area where the permises is located or should be drawn in the persence of the above authority. Free following tap water of 1 kilolitre per day shall be made available.
7. Adequate drainage system and provisions for disposal of refuse shall be made.
8. Sufficient number of latrine & urinals shall be provided for workers.
9. Wherever cooking is done on open fire, proper outlets for so smoke/steam etc. like chimney, exhaust fan etc. shall be provided.
10. The workers engaged in the factory shall be healthy and shall be medically examined, inoculated and vaccinated whenever required.
11. The workers shall be provided with aprons, head-wars gloves etc. and shall be personally neat and tidy.

Part 1(b) : Qualifications of technical staff

Production shall be supervised by a person possessing one of the following qualifications.

Small scale :

- B.Sc. with Chemistry/Agriculture as one of the subjects.
- A Diploma or a certificate in fruit preservation or a course of at least 3 months duration from a recognised institution.

Large Scale

- B.Sc. (Tech) with Food Technology/Chemical Engineering with at least one year experience in fruit preservation factory.
- B.Sc. with CFTRI Diploma or Diploma of Kalamassery (Kerala Government) Polytechinic
- B.Sc. with Chemistry/Agriculture with three years experience in fruit preservation factory.
- Minimum equipments & machinery for unit operation

1	Washing of raw materials	(1) Rectangular/tanks with false bottom of not less than 20 gallons capacity
2	Washing of bottles	(1) Tanks having not less than 40 gallons capacity. (2) Bottle washing machine, brushes (machine, rack, trolley). (3) Buckets (*Sterlising tanks).
3	Preparation of Fruit/Veg.	(1) 2-1/2 Ft. high table with aluminium/steel top having area not less than 20 Sq. ft. (2) Not less than 12 trays. (3) Stainless steel knives. (4) Equipment for blanching
4	Juicing pulping & Mising	(1) Juice extractor of basket press (*) Pulping machine/hydraulic press). (2) Steel sieve. (3) Vessels of not less than 100 liters capacity.
5	Processing	(1) Furnace/Gas stoves (*Boiler) (2) Vessels/Steam Jacket Kettle. (3) Ladle. (4) Thermometer, hydrometer (Refractometer) (5) Sensitive balance for weighing chemicals, colour etc.
6	Fermentation	(1) Barrels/Carboys/Earthen Jars.
7	Filling & sealing	(1) Mugs/Funnels (* Filling machine) (2) Crown cork machine/R.O. sealing machine. (3) Weighing balance.

8	Exhausting, Processing for cans & bottles.	(1) Tanks with crates/Exhaust Box. (2) Double Seamer/Semi-automatic can sealer. (3) Cooling tanks with crates/cranes. (4) Pressure cooker/retorts/sterilsing equipments. (5) Incubator/pressure can tester. (6) * Pasteuriser.
9	Carbonation or aeration	(1) Power driver aerated machine or semi-automatic aerating and sealing machine.

Department of Health

Govt. of Bihar

THE PREVENTION OF FOOD ADULTERATION ACT 1954

LICENSE UNDER RULE 50

FORM ii (Se Rule S (2) Bihar prevention of Food Adulteration Rule, 1958

Application for License

New

Renewal

Form-I

See Rule 5 (1)

1. Name and address of the owner or occupier making the application

   …….

2. The situation of Factory of the premises on which the manufacture, sale storage for sale etc is to carried on ……

3. Name and Address or names and address of the owners or occupies carrying on the manufacture …….

4. Whether the premises are proposed to be licensed as factory for manufacture etc of shop etc for the sale, etc of ……

5. License on of previous year (for old license only).

6. Boundary of the shop :-

North South

East West

Date …….

Station ……

Signature of the person making the application

or his authorized agent.

THE PREVENTION OF FOOD ADULTERATION ACT 1954

LICENSE UNDER RULE 50

FORM ii (Se Rule S (2)

Bihar prevention of Food Adulteration Rule, 1958

License No. 64/2009-10 Tinerant vendor Date:

Name & Address

Of the License :

Name :

Father's/Husband's Name :

Moh./Village :

P.O. :

District :

Name & Location of :

The shop of Factory :

FACTORY for the manufacture of :

Shop etc. for the sale etc of Oil Mill, Edible Oil (A Small Scale Unit)

Date:

Signature of the Local Licensing
(Licencing Authority
-Cum –
Local Health Authority
Civil Surgeon-cum- C.M.O.)

PLEASE BRING THIS LICENCE AT NEXT RENEWAL

Details of Renewal

Sl.No.	Year of which Renewal	Date of Renewal	Register No.	Charges on Particulars, if any	Signature of the licensing Authority	Remarks
	1	2	3	4	5	6

Check list of the documents to be submitted for grant of C.A. of centerlized commodities under "AGMARK"

1. Application for grant of C.A. in prescribed proforma.
2. Photocopy of proprietorship declaration or partnership or Memorandum of Articles of Association or By laws of the society as the case may be, duly signed by authorized person of the firm.
3. Blue print or Hand made sketch of the premises showing dimensions of all the rooms duly signed by the authorized person of the firm.
4. Declaration from the packer on Non-judicial stamp paper of Rs.10/- about ownership of the premises, ownership of trade brand label and undertaking to use the same for AGMARK graded product only.
5. In case premises is on rent then consent of the owner of the premises.
6. One specimen copy of Trade Brand Label for all pack sizes as per Weights and Measures Act.
7. Medical certificate from Registered Medical Practitioner certifying that workers are free from communicable disease. Certificate should be produced annually.
8. Copy of Food Grain Storage licence in case of Wheat Atta/Suji/Maida and Besan.
9. List of chemicals and apparatus in case of own laboratory. Consent Letter in case of SGL/Commercial laboratory/Co-operative laboratory.
10. Name and Signature of two responsible persons.
11. Bank Certificate.
12. List of Machinery.

DOCUMENTS REQUIRED FOR APPROVAL OF CHEMIST.

(a) For new chemist.

1. Copy of appointment letter of Chemist duly accepted by him.
2. Copy of degree certificate/marks sheet of the Chemist indicating Chemistry as a subject at graduation level along with his photograph.
3. Demand draft for the training charges.
4. Training completion certificate from R.A.L on completion of training.

(b) For trained Chemist

1. Copy of appointment letter duly accepted by him.
2. Copy of the resignation letter duly accepted by the previous employer.

AFFIDAVIT

I_____S/o _____

Aged_____ resident of _____

_____ do hereby solemnly affirm & state:-

1. That I am the Sole Proprietor/Partner/Director of the firm M/s. _____ _____ which is situated at_____

2. That the premises situated at _____ proposed to be used for grading and marking of_____ is owned/not owned by me/our firm namely _____.It has been taken on rent from _____who is the owner of the said premises.

3. That the Trade Brand Label _____ belong to me/our firm namely _____ which has been registered/not registered with the Registrar of Trade Marks.

4. That the Trade Brand Label _____ will be used only on the packages graded under "AGMARK". This Trade Brand Label will not be used for un-"AGMARK" Produce and no sale shall be affected under approved Trade Brand Label without "AGMARK".

5. That I/We shall abide by all Rules and instructions of Grading and Marking under AGMARK which will be issued from time to time by the Directorate.

6. That I/We shall be using new sound and clean containers i.e _____in pack sizes_____ for packing of Ground Spices/Honey/Wheat Atta/Besan under AGMARK.

(Signature of the Packer)

Place:

Date:

VERIFICATION

I _____ Solemnly state and verify that the contents of the above affidavit are true and correct.

(Signature of the Packer)

(Attested by the Notary)

AGRICULTURAL PRODUCE (GRADING AND MARKING) ACT, 1937

Application For Certificate Of Authorisation For Grading Of COMMODITY

To,

The Agricultural Marketing Advisor,
Government of India,
4/20, Asaf Ali Road,
New Delhi-110002.

We, M/s_____ being desirous of marking_____ _____ with a grade designation mark in accordance with the rules made under the Agricultural Produce (Grading and Marking) Act, 1937 hereby make application for a certificate of Authorisation, The grade designation marks will be applied at the following premises only, viz _____.

We have carefully gone through the Agricultural Produce (Grading and Marking) Act, 1937, the appropriate rules made under the Act, and the special instructions issued by the Agricultural Marketing Advisor to the Govt. of India in connection with the grading of _____ _____ and agree to abide them as well as those which he might issue in future.

2. We have the requisite knowledge of handling of_____ and their operation connected with the grading of _____or will employ the required expert staff for the purpose.
3. We hereby undertake to start grading work within 3 months of the date of issue of the certificate of Authorisation.
4. We will make arrangement to obtain the necessary _____ grading equipments other than that normally supplied by the Agricultural Marketing Advisor on receipt of the certificate of Authorisation.

Dated: Signature of Applicant.

Particulars to accompany application for grading of certificate of Authorisation for grading of whole spices

1.	Name of the party	
2.	State where applicant is a) A merchant dealing in Ground/Whole Spices.	
3.	Full Address of the premises at which marking is proposed to be done.	
4.	Period for which the applicant has been in the ground/whole spices.	
5.	Approximate Number and type handled by the applicant during he last five years.	
6.	Approximate number of which grade to be graded per year.	
7.	Name of markets of which Grade Ground/Whole Spices are proposed to be sold.	
8.	Has/Have the applicant (s) got the necessary knowledge of handling and other operation connected with the grading of Ground/Whole Spices and prepared to employ requisite staff for the purpose.	

We declare that the information given in the application above is correct and true.

Dated: Signature of Applicant(s)

To be filled in by the Marketing officer.

In view of the particulars given above, I have ascertained the bonafides of the applicant (s) in regard to their capacity for grading and marking Ground/Whole Spices, satisfactorily and according to the rules, I consider/don't consider the party to be fit enough to deal with the scheme. I am satisfied that the applicant (s) has/have full knowledge of the handling of Ground/Whole Spices. I, therefore, recommend them for the grant of C.A.

Other remarks, if any

MARKETING OFFICER

APPENDIX IV

Application for Certificate of Authorisation for Grading and Marking Honey.

To

The Dy. Agricultural Marketing Adviser,
Incharge, Northern Region,
4/20, Asaf Ali Road,
New Delhi-110002.

I/We_____being desirous of marking Honey with Grade designation marks in accordance with the Rules made under the Agricultural Produce (Grading & Marking) Act, 1937, hereby make application for a certificate of Authorisation.

The Grade Designation marks will be applied at the following premises*only: -

I/We have carefully gone through the Agricultural Produce (Grading & Marking) Act, 1937, the General Grading and Marking Rules, 1988 and Honey Grading and Marking Rules, 1955 and agree to abide by them as well as such rules and instructions as may be issued hereafter.

I/We undertake to complete all arrangements regarding the equipments required for processing of honey, marking a homogeneous lot, sampling and testing as required by the Agricultural Marketing Adviser to the Government of India.

Dated_____ Signature_____

- Name and addresses of all premises where grade designation marks will be applied to containers filled with honey should be mentioned here.

RECOMMENDATIONS OF THE STATE MARKETING OFFICER: -

I have ascertained the bonafides of the applicant in regard to his/their capacity to undertake the task and consider/do not consider the party fit enough to deal with the scheme and therefore recommend/do not recommend him/them for the grant of certificate of Authorisation by the Agricultural Marketing Adviser to the Government of India

Others remarks if any: -

Dated: - State Marketing Officer

Application for Certificate of Authorisation for Grading Wheat Atta/Besan(Gram-Flour)

PART-I

To

Dy. Agril, Marketing Advisor to the Govt. of India,
Incharge Northen Region,
4/20, Asaf Ali Road,
New Delhi-110002.

I/We_____

(Name of the Firm)

(Business or Designation_____

(Merchant/Commission Agent etc.)

Address of _____

(Office Address)

being desirous of marking _____ with

(Commodity) the grade designation mark in accordance with the Rules made under the Agricultural. Produce (Grading and Marking) Act, 1937, hereby make application for a Certificate of Authorisation. The Grade Designation marks will be applied at the following premises only.

Viz._____

_____

(Give particulars with address of the premises)

I/We have carefully gone through the Agricultural Produce (Grading and Marking) Act, 1937, the appropriate rules made under the Act and the Special instructions issued by the Agricultural Marketing Adviser to the Govt. of India in connection with grading of _____ _____ & agree to abide by them as well as those which he might issue in future.

I/We undertake to start grading immediately on receipt of Certificate of Authorisation.

Signature:

Date:

Mention the variety of Wheat Atta/Besan whether stone ground or roller milled.

(To be filled in by the Regional Senior Marketing officer/State Marketing Officer)

No.F_____Dated_____

I have ascertained the bonafides of the applicant in regard to his/their capacity to undertake the task and consider/do not consider the party fit enough to deal with the scheme and therefore, recommend/do not recommend him/them for the grant of Certificate of Authorisation by the Agricultural Marketing Adviser to the Govt. of India.

Other remarks if any.

State Marketing Officer

PART-II

Particulars to Accompany Application for Grant of a Certificate of Authorisation for Grading and Marking of _____.

(This form must be filled and presented to the State Marketing Officer).

1) Name of the Party :
2) Office Address :
3) Period for which the Applicant has been in the business :
4) Approximate quantity of _____handled by the applicant during the last five years : ----------
Quantity of _____handled in quintals During
---
5) Name and address of the mill if any where _____will be manufactured.
(Particulars of the machinery installed to be given)
---
6) Particulars of containers in which _____will be packed.----------
---
7) Name and address of the premises where the marking with "Agmark" will be done----------
_____.
8) Full Address of the laboratory where the _____ will be tested. ----------
9) Approximate quantity of _____proposed to be graded per month ----------
---
10) Whether it is proposed to repack_____ from large containers of the graded product. If so, the name and address of the premises_____.
11) Name and address of the representative who will be in-charge of all operations.
---
12) Name and address of the Health Authority Certifying fitness of the plant-operatives and other workers engaged in the mill and packaging, etc.
(Enclose fitness certificates_____).
13) Name and designation of the representative (s) authorised for signing the correspondence with Directorate, along with their specimen signature.

1) Mr. Designation_____
(Partner/Proprietor/Director/Manager)
2) Mr. Designation_____

14) Name of banks for reference _____
I/We hereby declare that the information given above is correct and true.

Signature_____
Dated _____

List of enclosures:
i)
ii)
iii)

iv)
v)

Application for Certificate of Authorisation for Marking Veg. Oils.

To

Dy. Agricultural Marketing Adviser,
To the Government of India,
Incharge Northern Region,
4/20, Asaf Ali Road, New Delhi.

Sir,

I/We _____of _____
(address)_____Propraetor /Proprietors, Managing Agents of _____ _____Mill (Designation and name of the Mill) situated at_____

(Address of the Mill)

being desirous of marking_____

oil /oils with grade designation marks in accordance with the Rules made under the Agricultural Produce (Grading & Marking) Act,1937 hereby make application for a Certificate of Authorisation. The grade designation marks will be applied at the following premises_____

I/We have carefully gone through the Agricultural Produce (Grading and Marking) Act,1937 the Vegetable oils Grading & Marking pules,1955, and the special Instructions issued by the Agricultural Marketing Adviser to the Govt. of India, in connection with the grading of Vegetable oils and agree to abide by them as well as such rules and instructions as may be issued hereafter.

Signature_____

Date_____

*Name and address of the premises where grade designation marks will be applied to containers filled with oil for dispatch to different destinations by railway tank wagons should also be mentioned here.

Particulars to Accompany Application for Certificate of Authorisation for Marking Vegetable Oils.

(This form must be filled and presented to the State Marketing Officer).

2. Name of Party applying for Certificate of Authorisation_____.

3. Oil or oils which it is proposed to grade _____.

4. Approximate quantities of oil or oils proposed to be graded per month.

Name of Oil	Quantity to be grade (qtls)/tones.

5. Name and address of the mill if any, where oil or oils will be manufactured_____

5.2 Oilseed or oilseeds normally crushed by the mill and the period for which the mill has done crushing of each oilseed_____

5.3 Quantities of different oilseeds crushed annually _____

5.4 Details of machinery at the mills with their capacity_____.

	Number	Seed crushed per hour
Expellers A.A. Hydraulic presses Cage. presses Screw presses Rotary Ghanis Filter		

5.5 Number of hours the mill usually runs_____.

5.6 Are different oilseeds stored separately and crushed by different units of machinery? If so, give details_____.

9. Are separate tanks used for storage of different oils? If so, give details_____.

7. What precautions are proposed to be taken to avoid admixture of different oilseeds and oils?_____

8. Number and capacity of tanks to be used for storage of the vegetable oils proposed to be graded_____.

Number of tanks	Total capacity (Tones)	Capacity per c. m. (Height)

9. Address of the laboratory which will be responsible for grading

_____

10. Name of Banks for reference _____.

I/We hereby declare that the information given above is correct.

Signature_____

Date_____

Report of the State Marketing Officer.

Applicant_____.

I have visited the premises of the applicant mentioned in the application in regard to his/their capacity for grading vegetable oil/oils viz _____and consider/do not consider the party to be in a position to run a grading station, and therefore recommend/do not recommend him/them to the Agricultural Marketing Adviser to the Government of India for the grant of certificate of Authorisation.

The applicant has suitably equipped laboratory/equipped laboratory within _____months has arranged to grade his vegetable oils through_____ _____ laboratory which has already been approved / is pending approval.

The precautions taken to avoid the admixture of different oil seeds and oils at the premises seem to be adequate/ and I consider the following additional precautions necessary: -

Other remarks, if any,

Station_____

Date_____

State Marketing officer.

Address_____

PARTICULARS TO ACCOMPANY APPLICATION FOR CERTIFICATE OF AUTHORISATION FOR MARKING HONEY.

1.	Name of party applying for Certificate of Authorisation.	
2.	Address.	
3.	Quantity of Honey proposed to be graded yearly.	
4.	Approximate quantity of honey proposed to be graded per month	
5.	Name and address of the complex where honey is processed.	
6.	Name and address of packing centre	
7.	Name of centers from where honey is purchased and procured.	
8.	Details of honey drums/tanks with capacity and number of such drums	
9.	How the complex usually run	
10.	Are different honey purchased from different centers stored separately	
11.	Address of the laboratory which will be responsible for grading	
12.	Name of Banks for reference	

I hereby declare that the information given above are correct.

Signature of the applicant with date.

APPENDIX-IV

Application for Certificate of Authorisation for Grading of Pulses.

To

The Dy. Agril. Marketing Adviser,
Incharge, Northern Region,
Director Of Marketing & Inspection,
4/20 Asaf Ali Road, New Delhi-110002.

Sir,

I/We M/s_____being desirous of marking Pulses, with a grade designation mark in accordance with the rulse made under the Agricultural Produce (Grading & Marking) Act, 1937, hereby make application for a certificate of Authorisation. The grade designation marks will be applied at the following premises only, viz (address of premises _____

I/We have carefully gone through the Agricultural Produce (Grading & Marking) Act, 1937, the appropriate rules made under the Act, and the special instructions issued by the Agricultural Marketing Adviser to the Govt. of India in connection with the grading of Pulses and agree to abide by them as well as these which he might issue in future.

2. I/We have the requisite knowledge of handling of Pulses and other operations connected with the grading of Pulses or will employ the required staff for the purpose.
3. I/We hereby undertake to start grading work within 3 months of the date of issue of the Certificate of Authorisation.
4. I/We will make arrangements to obtain the necessary Pulses grading equipment other than that normally supplied by the Agricultural Marketing Adviser on receipt of the Certificate of Authorisation.

Date: Signature of Applicant.

Particulars to accompany application for grant of a certificate of Authorisation for grading of pulses.

(This form must be filled in by the applicant (s) and presented to the State Marketing Officer)

1.	Name of the Party.	
2.	State where applicant is (a) A merchant dealing in Pulses	
3.	Full address of the premises at which marking is proposed to be done.	
4.	Period for which the applicant had been in the business of Pulses.	
5.	Approximate number pulses, and type handled by the applicant during the last five years.	
6.	Approximate number and type of Pulses, to be graded per year.	
7.	Name of markets of which graded Pulses, are proposed to be sold.	
8.	Has/Have the applicant (s) got the necessary knowledge of handling and other operations connects with the grading of Pulses are prepared to employ requisite staff for the purpose.	

I/We declare that the information given in the applicantion above is correct and true.

Date : Signature of applicant(s)

Place :

(To be filled in by the state marketing officer)

In view of the particulars given above, I have ascertained the bonafides of the applicant (s) in regard to/their capacity for grading and marking pulses, satisfactorily and according to the rules and consideration pulses, the party to be fit enough to deal with the scheme. I am satisfied that the applicant (s has/have full knowledge of the handling of the pulses, I, therefore, recommend them for the grant of Certificate of Authorisation.

Others remarks, if any.

Dated: _____ Marketing Officer

Appendix VIII

Application for Certificate of Authorisation for Grading Ground Spices

To

Dy. Agricultural Marketing Adviser,
To the Government of India,
Directorate of Marketing & Inspection,

4/20, Asaf Ali Road, New Delhi.

Sir,

I/We_____(Business or designation) address of_____being desirous of making Ground Spices & Curry powder with the grade designation mark in accordance with the rules made under the Agricultural Produce (Grading & Marking) Act, 1937, hereby make application for a certificate of Authorisation. The grade designation marks will be applied at the following premises only, viz_____(address of premises) _____

I/We have carefully gone through the Agricultural Produce (Grading and Marking) Act, 1937, the appropriate rules made under the Act and the Special instructions issued by the Agricultural Marketing Adviser to the Govt. of India in connection with the grading of Ground Spices and agree to abide by them as well as those which he might issue in future.

I/We undertake to start grading immediately on receipt of certificate of Authorisation.

Signature _____

Date _____

(To be filled in by the Regional State Marketing Officer)

No._____Date_____

I have ascertained the bonafides of the applicant in regard to his/their capacity to undertake the task and consider/ do not consider the party fit enough to deal with the scheme and therefore recommend/do not recommend him/ them for the grant of Certificate of Authorisation by the Agricultural Marketing Adviser to the Government of India.

Others remarks, if any.

State Marketing Officer

Particulars to accompany applications for grant of a Certificate of Authorisation for grading and marking of ground spices.
(This form must be filled and presented to the State Marketing Officer)

1.	Name and address of the Party	
2.	Period for which the applicant has been in the business	
3.	Approximate quantity of graded spices (separately for each type) handled by the applicant during the last five year	

Quantity handled in Quintals					
Year	Chilly powder	Turmeric Powder	Curry Powder	Dhania Powder	Other Powder(s)
(1)	(2)	(3)	(4)	(5)	(6)

4.	Name and address of the mill, if any, where ground spices will be manufactured (particulars of the machinery installed to be given)	
5.	Particulars of containers in which ground spices will be packed	
6.	Name and address of the premises where the marking with "AGMARK" will be done	
7.	Full address of the laboratory where the ground spices will be tested	
8.	Approximate quantity of ground spices proposed to be graded per month	
9.	Whether it is proposed to repack ground spices from large containers for graded product. If so the name and address of the premises	
10.	Name and address of the representative who will be in charge of all operations	
11.	Name of banks for reference	

I, hereby declare that the information given above is correct and true.

Date_____ Signature_____

AGMARK CERTIFICATION

Agmark Registration is available for following products :-

Hides, skins, Goat Hair, Animal Casings, Bristles, Wool, Raw meat (chilled and frozen), Handpicked selected groundnuts, Cashew Kernels, Ambadi seeds, Rape and mustard seeds, Taramira seeds, Groundnuts, Walnuts, Vegetable oil cakes, Ghee, Vanaspati Creamery butter, Essential oils, Vegetable oils, Tobacco, Bura, Sugarcane, Gur (Jaggery), Lac, Arecanuts, Myrobalans, Tendu (Bidiwrapper Leaves), Senna Leaves and pods. Tapioca products (Animals feed) Table Eggs, Honey, Seed less Tarmarind, Daried Edible Mushrooms, Saffron, Sheekakai powder, Kangra, Agar Agar, Papain, Rice, Wheat Atta, Puhes, Cereals, Besan (Gramflour), Basmati Rice (Export), Suji and Maida, Grapes, Apples, Alphonso Mangoes-Export, Plants, Alphonso Mangoes Homeconsumption, Canned, Bottled fruits and fruit products citrus, Table potatoes, William Pears, Kanchan (Bathua), Mangoes, Home consumption, Seed potatoes, Table potatoes Table potatoes (Export), Water chestnuts. Coconuts, Curry Powder, Chillies, Cardamom, Coriander, Garlic, Ginger, Onions, Chillies powder, Poppy seeds, Turmeric, Pennel, Fenugreek and Clery seeds Cumin seeds, Pepper, Ajowain Seeds, (Whole), Sannhemp, Palmyra Fibres, Cotton, Aloe Fibres, Jute.and other products.

Requirement of Agmark Application Proceedings

- Copy of test report(s), duly authenticated, from independent Agmark recognized laboratory.
- Document authenticating establishment of the firm, such as Registration by Company Registrar or
- State Authority or Memorandum of Article in case Applicant Firm is a Limited Company or
- Partnership Deed in case the applicant firm is under Partnership.
- Name of the products.
- Name of the applicant
- Name of the Firm/ Company
- Address of the Firm/ Company
- Sample of the product(in pouch of 500gm.1kg.)
- Statrted Time period of product(specify exact Date/Month/year)
- Total gross product in K.g.(for last year)
- Turn over of last year

Send Us An email At : *allindia_tradeservice_company@yahoo.co.in*

BAR CODE

BAR CODE

Bar Coding is a series of parallel vertical lines (bars and spaces), that can be read by Bar Code scanners. It is used worldwide as part of product package, as price tags, carton labels, even on invoices in credit card bills. When it is read by scanners, the restored information on product profile and its other attributes is made available to the consumer and this facilitates better marketing of facilitates better marketing of products. The Bar Coding is unique, universal and an international concept which can be recognized anywhere in the world .

As Indian organized retail sector, Fast Moving Consumer Goods (FMCG) and export markets are growing fast, may international buyers/retailers have expressed their plans of importing large numbers of products from India and opening of big retail chain outlets/malls in the country. There is good demand for Bar Coded products in the country. It would be difficult for the Micro & Small Enterprises (MSE) sector to take the advantage of this opportunity, if the units do not adopt best practices and standards accepted globally by including bar Coding of their products. Bar Coding is essential in many ways, inter-alia to eliminate delays and inaccuracies inherent in manual checking/identification of each category of goods indicating price and other essential details; maintaining simultaneous inventory entries, management and control, ordering timely replacement repaid issuing printed memos and receipts after accounting, etc. Bar Coding has become a pre-requisite for all suppliers and buyers in today's digitalized market and Indian MSE will have opportunities to grow by adopting it.

Anatomy of a Barcode

Benefits of the Adoption to Bar Coding to MSMs

Some of the benefits which could be Availed of by the Micro & Small Manufacturer/ exporters by adoption of Bar Coding are as under:

i) Streamlines work processes of exporters in finished goods inventory management work in progress, etc

ii) Enables higher export price realization through Bar Coding of products at exporters end, instead of buyer's end; Manufacture code Product Code

iii) Helps promote Indian value added products globally; and

It is well known that global business is moving fast through It based online sharing/exchange of information. Bar Coding, using international digitalized numbering standards represents a small but significant step in accessing global and ever growing domestic market. It has been noticed that MSEs are unaware of the huge potential of this simple value addition.

Objectives of the Scheme

The objectives of the scheme are to popularize the adoption of Bar Code on large scale amongst Micro & Small Enterprises (MSEs), and to motivate and create awareness about advantages of adoption of Bar Code certification amongst MSEs & its Associations and other similar stakeholders.

How to Adopt Bar Code

Global Standard 1 (GS1) formerly EAN India (An autonomous body under Ministry of Commerce and Industry, Government of India), Bar Code promoter is authorized to prefix Bar Code to units either manufacturers or merchants (traders). Interested MSEs can approach the GS1 INDIA, 330, 2nd Floor, 'C' Wing, August Kranti Bhawan, Bhikaji Cama Place, New Delhi 110066. Phone:- 011-26168720/721/725.

Reimbursement on Bar Code

Office of the Development Commissioner (MSME) under Ministry of Micro, Small & Medium Enterprises, Government of India provides 75% January 1, 2002 and 75% reimbursement of annual recurring fee (for first three years) w.e.f. June 1, 2007 paid by MSEs for adoption of Bar Code.

How to Obtain Reimbursement on Bar Code Registration

Micro & Small Enterprises registered with GSI India for Bar Code may apply to the Director, Micro, Small & Medium Enterprises- Development Institutes (MSME-DIs) of their region in prescribed application form of their claiming reimbursement on Bar Code. Application Forms may be collected from Director, MSME-DI of their region which are also available on the office Website **www.dcmme.gov.in.** For further information/enquiries, MSEs may contact the Director, MSME-DIs of their region.

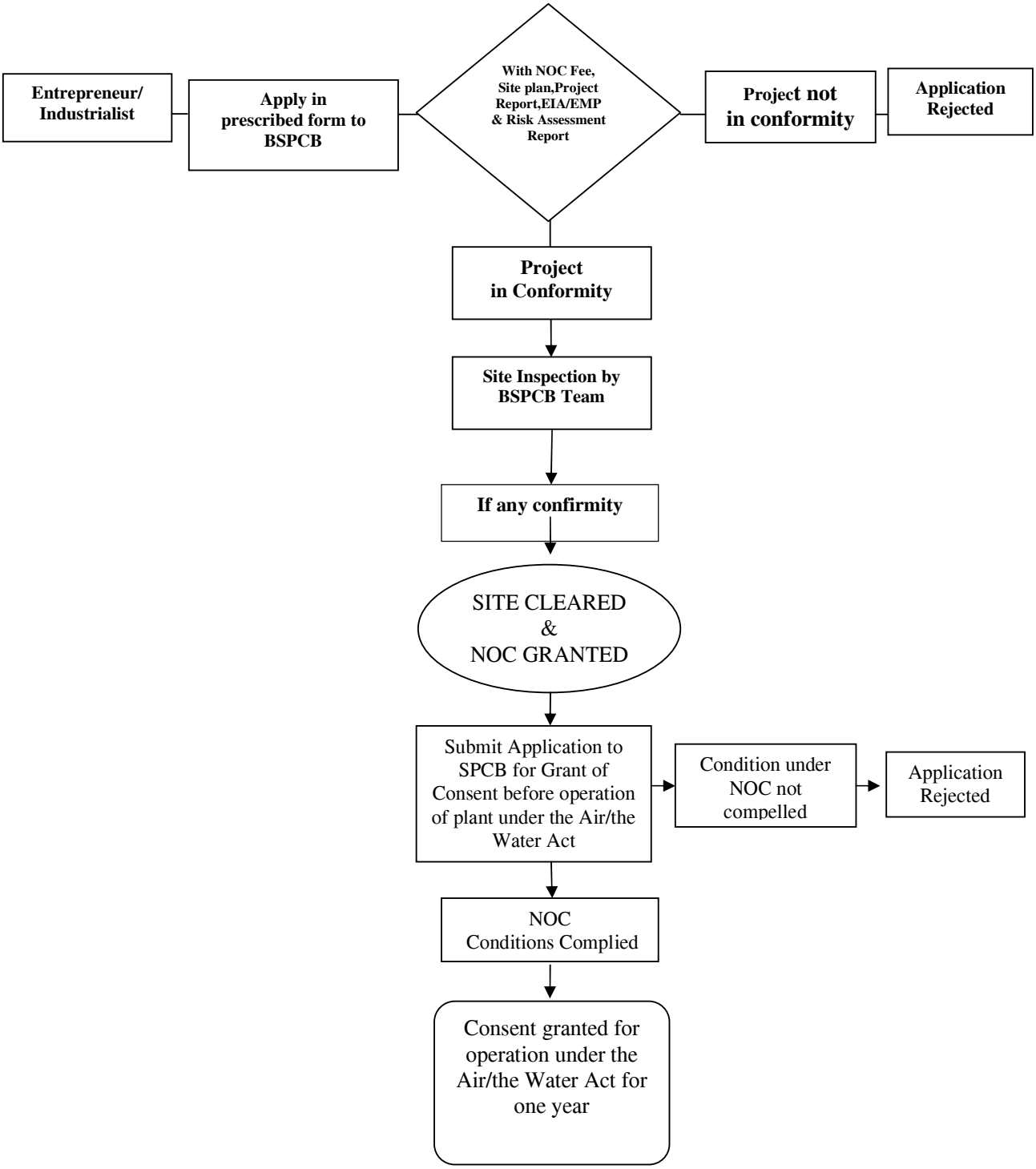
बिहार प्रदूषण नियंत्रण पर्षद

एवं

केन्द्रीय प्रदूषण नियंत्रण पर्षद

Bihar State Pollution Control Board

STEPS FOR OBTAINING NOC / CONSENT



FOREST AND ENVIRONMENT DEPATMENT, BIHAR

NOTIFICATION
The 30th April 1986

S. O. 588 – In exercise of the powers conferred by section 64 of the Water (Prevention and Control of Pollution) Act, 1974 (6 of 1974), the State Government after consultation with the Bihar State Pollution Control Board, hereby makes the following Rule and Regulations

Penal provisions in the Environmental Laws

For violation of any provisions under the Water (Prevention and control of pollution) Act, 1974 are proved, order of imprisonment for a minimum period of six month extended upto six years may be awarded under sections 41, 42, 43 and/or 44 of the Act.

For any of the violations under the Air (Prevention and control of pollution) Act, 1981, punishment for a period of six months extendable upto six years may be awarded under sections 37, 38 and/or 39 of the Act.

Likewise under the Environment (Protection) Act, 1986, if there is any violation, the punishment of imprisonment for a period extendable upto five years may be imposed under section 15 of the Act.

BIHAR STATE POLLUTION CONTROL BOARD

PATNA – 800 023

(*To Be Submitted In Duplicate*)

INFORMATION FOR OBTAINING NOC U/S 25 & 26 OF THE WATER (PREVENTION AND CONTROL OF POLLUTION) ACT, 1974 & U/S 21 OF THE AIR **(PREVENTION AND CONTROL OF POLLUTION) ACT, 1981**

1. GENERAL :

(i) Name of Industry :

(ii) (a) Name & Address (with Pin code) of applicant

(b) Telephone No. (with code) :

(iii) Location of the Project (attach location map)

Place :

P.O. :

District :

(Information is also required if industry is located outside the Industrial Area)

Mauza :

Khata No. :

Khesra No. :

(iv) At what distance (in meter) following are located from Battery limit of the plant.

(a) Railway line :
(not captive)

(b) River (with name) :

(c) Monuments :

(d) Forest/Sanctuary :

(e) Human habitations :
(minimum 200 permanent dwellers)

(f) National Highway/State Highway

(v) Present land Use : Prime agriculture/Agriculture/Barren land/Industrial/Forest.

(vi) Topography : Hill/Plane/Rugged/Marshy..

(vii) Prevalent wind directions……Speed…….Km/h

(viii) Yearly average rainfall……..

2. BREAK UP OF PROPOSED LAND USE AT THE SITE

(i) Area for Plant …… Sq. Meter

(ii) Area for infrastructure…….. Sq. Meter

Area for Effluent Treatment ……... Sq. Meter

Proposed width of plantation all around the plot in meter

North……South……East……west……...

2.1 (i) Whether Propose to build captive colony……..Yes/No.

(ii) Distance of the captive colony from plant site in Km……

(iii) Number of dwellers…….....

3. RAW MATERIALS

(i) List of raw materials (MT/d)……
…….....
…….....
…….....

(ii) List of Processing Chemicals (MT/d)…...…….
…….....

4. SOLID WASTES

(i) Solid wastes (MT/d) ……..…….....

(ii) Composition of wastes …….……
……
……
……

(iii) Enclose a writeup on Solid Waste Management.

5. PROCESS AND PRODUCTION

Enclose a copy of the Project Report with flow sheet

List of products with daily capacity : (MT/d) :-

……

……

List of By-products with daily capacity : (MT/d) :-

State briefly the technology :

6. WATER REQUIREMENT

(i) Source of water supply : Well/Tubewell/River/Lake/Tank/Other Source

(ii) Water requirements (Kl/d) :-

(a) Industrial …….

(b) Domestic …….

(c) Other ……...

(d) Total ……..

7. WASTE WATER

(i) Quantity of Waste Water (KL/d) :

(a) Industrial ……

(b) Domestic ……

(c) Other ……....

(ii) Trade Effluent quantity (KL/d) :

Before treatment ……

After treatment ……..

(iii) Final discharge to : Land/River/Lake/Municipal drain/industrial Area drain.

Quantity of treated effluent to be recycled ……

Enclose a short write up on sludge management

8. ATMOSPHERIC EMISSIONS

(i) Stacks details

	Stack No. 1	No. 2	No. 3	No. 4
Attached to :				
Height (Meter)				
Construction Material				

(ii) Mandatory provision of Porthole and Platforms in Stack (s)

(iii) Enclose a Short write up on air pollution control.

9. ENERGY

(i) Source of Energy : D.G. Sets with capacity……...../Boilers/Furnaces/captive Power Plant/Public Supply.

(ii) Fuel Consumption (MT/d)

(a) Coal ……
(d) Wood……..…
(b) Diesel Oil ……..
(e) L.D.O. ……..
(c) H.S.D. ……
(f) Furnance Oil ……....
(g) Other source ……..

10. OTHER POLLUTION

(i) Noise :

(a) Sound level …….in dB (A)

(b) Abatement measures :

(ii) Odour : Source……Abatement Measures……...

Thermal Pollution Source……..…Abatement Measures……...

11. PROJECT COST IN LACS

(a) Cost of Land Rs. ……(b) Building Rs……

(c) Machinery Rs. …….. (d) Infrastructure Rs. …….

(e) Pollution Control Rs…… (f) Total of Project Rs. …….

12. NOC FEE

Amount Rs. …… Bank Draft No……....……..Date……

Payable to Bihar State Pollution Control Board at Patna.

Place : (Signature of Applicant)

Date : (With Official Seal)

NOTE :

(a) In case of Major Polluting Industries, listed in Annexure III of related Guideline, E.I.A. and E.M.P. are essential.

(b) In case of modernization/expansion activity the project proponent shall submit a separate writeup indicating there in existing and proposed pollution load.

(c) Application shall be submitted to Member Secretary, Bihar State Pollution Control Board, Beltron Bhawan, Lal Bahadur Shastrinagar, Patna – 800 023

(d) NOC Fee (in the shape of Bank draft in favour of "Bihar State Pollution Control Board, Payable at Patna) shall be payable in the following manner :-

(1)	Cost of Scheme, 25.00 Crores or above	Rs. 20,000/-
(2)	Cost of scheme, 1 crore, and above but less than 25 crores	Rs. 10,000/-
(3)	Cost of scheme, 1 lakh and above but less than 1 crore	Rs. 2,000/-
(4)	Cost of scheme less than 1 lakh	Rs. 1,000/-

The applicant is hereby instructed to make himself familiarised with the water (Prevention & Control of Pollution) Act, 1974 before attempting to fill up to form.

EXPLANATORY NOTES FOR FILLING IN THE FORM & THE ANNEXURE

The notes are given only those items for which explanation is considered desirable.

FORM

(1) Here mention the name of the owner of the land/premises if other than the applicant industry of factory in continuation of legal business as per the water (Prevention and Control of Pollution) Act. 1974. If the land/premises belong to the factory/ industry. say self.

(2) Consent fee :

Amended under Bihar State Pollution Control & Prevention Consent Rules 1984.

	Category of Industries		Consent fee in Rupees
(A)	(i) Large Industry	-	10,000
	(ii) Medium Industry	-	5.000
	(iii) Small Industry	-	2,000

Note :

(i) Classification of Industries would be as per the standard and interpretation which may be desired by Government from to time.

(ii) Any application not accompanied by the prescribed feed shall not be entertained by the Board.

(iii) The fees shall be paid by Bank Draft in favour of Bihar State Pollution control Board Patna.

(3) Here mention the data upto which the consent is sought for.

(4) Outlet – means the arrangement for discharge of the effluent for which the consent is sought for.

Discharge – means the effluent going out or the outlet.

Existing – means that which is in operation at the time of the applying for consent.

New – means that which will be brought in the operation in future.

Altrered - means that which has been notified due to change in quantity and/for quality of discharge, arrangement and/or discharge etc.

Annexure to Form

Item No. 1. Here give the name of the occupy of the Institution/Industry/Factory etc. as defined in the water (Prevention and Control of Pollution) Act, 1974.

Item No. 2. Here give the registered name of the Institution/Factory/Industry etc. under which the business is carried out.

Item No.6. Applicable to only these areas which are prohibited areas such as the ordinance factories. Mint etc.

Item No. 9. (a) Here give the complete list of all raw materials used in the industry. If Proprietor names are given, every effort should be made to give the chemical composition of the same.

Item No.17. Here give the quantities, of effluent of different types such as domestic industrial or mixed etc. Proposed to be or is lot into the stream/river, lands sea etc. as may be applicable.

Item No. 20. Analysis to be furnished shall cover as many Para meters as are expected to be found in the effluent, If some of the parameters are not expected to befound, say not applicable. If some other parameters than those listed under the items are expected the same may be mentioned at the end. The analysis shall be separately furnished for domestic industrial and combined effluents

(REGISTERED)

Bihar State Pollution Control Board

Beltron Bhawan, 2nd Floor, Shastri Nagar

PATNA-800 023

The Water (Prevention & Control of Pollution) Cess Act, 1977 (see Section 6 of the Water Prevention & Control of Pollution, Cess Act, 1977).

Name and Address of Assessee :

Assessment Period : From …….to……..

WHEREAS under section 5 read with Rule 2 (b) of the Rules made under the Water (Prevention & Control of Pollution) Cess Act, 1977.

I ……. Member Secretary has been appointed as the authority to whom the Returns under the said Act are to be submitted.

AND WHEREAS a Returns under the Act has been filed by you before me.

NOW THEREFORE, upon the consideration of the said Return filed by you and upon careful examination thereof and also exercising my powers under section 6 of the Water (Prevention & Control of Pollution) Cess Act, 1977 I hereby assess the amount of Cess payable by …… …… …… for the above period as detailed in enclosed statement.

Member Secretary
BIHAR STATE POLLUTION CONTROL BOARD
PATNA-800 023
(Assessing-Authority under the Act)

C.C. to :- A.E.E (Cess).

Member Secretary

BIHAR STATE POLLUTION CONTROL BOARD

NOTIFICATION

No. 26 Patna, the 8" of November, 2003

GUIDELINES UNDER THE PROVISIONS OF SECTIONS 17,25/26 AND 17, 21 OF THE WATER (PREVENTION AND CONTROL OF POLLUTION) ACT, 1974 AND THE AIR (PREVENTION AND CONTROL OF POLLUTION) ACT, 1981 RESPECTIVELY

If pursuance of the implementation of the provisions under sections 17 and 25/26 of the Water (Prevention and Control of Pollution) Act. 1974 AND sections 17 and 21 of the Air (Prevention and Control of Pollution) Act. 1981 AND in supersession on the Notifications of Bihar State Pollution Control Board Nos. 139/CH. dated the 1st of October 1996 and 11 dated 08.04.1999 Bihar State Pollution Control Board amends and makes the Guidelines, as hereunder, for the approval of sites for the location/relocation of industrial units new or existing or existing with proposal for expansion/ modenisation /diversification :-

The following factors shall be considered before approving the proposed location or directing relocation of existing units :

(i) Standards for quality of air and water laid down under the concerned Acts ;

(ii) Existing concentration of various pollutants, including noise in the area ;

(iii) The likely emission or discharge of environmental pollutants from the proposed industry, process or operation :

(iv) The topography and climatic features of the area :

(v) Conservation of biodiversity of the area :

(vi) Environmentally compatible land-use in the area :

(vii) Net adverse environmental impact likely to be caused by an industry, process or operation in the area :

(viii) Proximity to a protected area under the Ancient Monuments and Archaeological Sites and Remains Act, 1958 :

(ix) Proximity to human settlement, state or national highway, railway line (non-captive), besides proximity to river :

(x) Likely process-hazards, including hazards likely to occur during handling, storage and transportation of the chemicals : and

(xi) Provisions of the Wild-life (Protection) Act. 1972 and the Environment (Protection) Act. 1986.

1. CRITERIA FOR THE RELOCATION OF EXISTING UNITS :-

(i) When all the efforts to conform effluent and emission standards fail i.e. when the standards laid down by the Board for emissions or discharges from source and standards prescribed for the ambient air standard are and/or violated by the unit :

(ii) When relocation is a need, pursuant to a State Policy :

(iii) When relocation is a compulsion towards the compliance with the Court's order/Direction ; and

(iv) When the Board has compelling reasons to improve the quality of environment :

2. PROCEDURE FOR OBTAINING SITE CLEARANCE :-

(i) Any person, who proposes to establish or expand or modernise of diversify any industrial unit or project any part of the State of Bihar, shall submit **an application in Certificate in the form an applied in Annexure I of theme** Guidelines alongwith No Objection Certificate (NOC) fee, as specified in annexure II, accompanied by a copy of the Project Report, containing as well details of pollution control devices site-plan, location map and land paper to the Member-Secretary, Bihar State Pollution Control Board ;

(ii) (a) The industries, listed in Annexure III to these Guidelines shall submit Environmental Impact Assessment (EIA) and Environment Management Plan (EMP) with the application, provided the project cost is more than Rs. One Crore.

(iii) The application, so submitted, shall be processed, scrutinised and the site under proposal may be inspected, whenever it is found to be necessary for a just decision ; and

(iv) Fee for the No Objection Certificate (NOC) shall be chargeable on the capital cost of the project, which will include cost of land, land development cost, building cost, cost of plant and machinery and cost of pollution control facilities, accompanied by infrastructure.

3. CRITERIA FOR THE APPROVAL / CLEARANCE OF SITE :-

Criteria for the approval / clearance of proposed site / location in respect of relocation of existing one with proposal for expansion / modernisation / diversification, which are specified in Annexures III, IV and V shall be as follow :-

(i) Ambient air quality of site must be within the limits prescribed ;

(ii) In case of expansion, diversification and modernisation, increase in pollutional load shall not be allowed to the extent that violates the ambient air standard. Further, existing air and water pollution control facilities must be satisfactory and the unit must have approved Hazard Risk Assessment Report and / or On-site Emergency Plan, including isolated storage, if any ;

(iii) The battery limit of the industry at the site must be at a distance, as specified in Annexure-III, IV, and V from human habitation. railway line, river, national or state highway :

(iv) In case of notified Forest Land, Wild life Sanctuary and Protected Areas as mentioned in these Guidelines earlier, a minimum distance of one km. from them, shall be observed :

Provided that, in respect of protected monuments, archaeological sites and remains, the assessment of the impacts by the proposed activity.

(v) In case of units to be located / relocated in the industrial estate / industrial area / industrial zone, declared by the Competent Authority, the criterion of distance relating to industries under Annexures III and IV, and also areas indicated under sub-paragraph (iv) of this Paragraph, shall not be applicable but they may be allowed siting clearance on case to case basis after satisfactory Environmental Management Plan.

(vi) Prime Agriculture land shall be avoided as far as practicable ;

(vii) In case of Site-dependent Industries and projects, operation or processes not listed in Annexure – III and IV, the above criteria shall also be applicable to the extent feasible.

The main thrust for such site-dependent projects shall be on Environmental impact Assessment and Environmental Management Plan, and accordingly, conditions stipulated to neutralize the adverse impact shall be imposed.

(viii) The applications of industries, listed in Annexures – VI shall be exempted from the criteria provided in subparagraph (iii) under this paragraph; and

(ix) The application from Bone Mills, however, shall be guided by the Central Pollution Control Board's Guideline at Annexure VII, duly accepted by the Hon'ble Supreme Court in writ petition (c) No. 3727 of 1985 – M.C. Mehta vrs. U.O.I. & ors.

4. Notwithstanding anything contained in these Guidelines, herein before, but subject to the conditions under sub-paragraph (iv) of paragraph 3, the industries under Annexure V shall observe siting distance in the manner as indicated against their individual name.

5. The application submitted in the form, specified under Annexure I, shall be processed within on month from the date of receipt of the said application complete in all respects.

6. Depending upon the amendments in the Acts, best practices prevalent in other States, Keeping local environmental considerations in view, the Competent Authority shall, with the recommendation of the Committee, constituted for the purpose specially, review these Guidelines as and when required.

However in the event of any ambiguity in the interpretation of these Guidelines, the Chairman shall seek interpretational clarification from a Three Member Committee, constituted by him itself.

7. These Guidelines Shall be effective from the date of issue.

Note

(i) The specified form of application is as in Annexure – I

(ii) The specified fee for N.O.C. is as in Annexure II, notified vide Notification No. 47 dated 25.11.1997

(iii) The list of industries having major pollution potential is as in Annexure – III

(iv) The list of polluting industries is as in Annexure – IV

(v) The list of Agro-forest based small scale Industries is as in Annexure – V

(vi) The list of Industries exempted from the siting Criteria in sub-paragraph (iv) of paragraph 3 is as in Annexure VI under this paragraph.

Issued by Bihar State Pollution Control Board, Patna towards the compliance of the provisions of sections 17 and 25/26 of the Water (Prevention and Control of Pollution) Act. 1974 and sections 17 and 21 of the Air (Prevention and Control of Pollution) Act, 1981.

ANNEXURE – II

बिहार राज्य प्रदूषण नियंत्रण पर्षद, पटना

अधिसूचना संख्या : 47 / दिनांक : 25-11-97

अधिसूचना

सं. प/नि 5-1029/95 बिहार राज्य प्रदूषण नियंत्रण पर्षद् के निदेशक मंडल की 61 वीं बैठक में लिये गये निर्णयानुसार उद्योगों के स्थापनार्थ/विकासार्थ निम्नलिखित एन.ओ.सी. फीस निर्धारित की जाती है :

(1)	25 करोड़ या अधिक लागत की योजना	20,000/- रुपया
(2)	एक करोड़ या 25 करोड़ से कम लागत की योजना	10,000/- रुपया
(3)	एक लाख या एक करोड़ से कम लागत की योजना की लिए	2,000/- रुपया
(4)	एक लाख से कम लागत योजना	1,000/- रुपया

2. योजना लागत में जमीन की कीमत, कारखाना भवन, आधारभूत सुविधा और समस्त मशीनरी की कीमत शामिल होगी।

3. संबंधित प्रतिष्ठान के लिए निर्धारित प्रोफार्मा में 15 नवम्बर, 1997 या बाद के आवेदन के साथ नियुक्त दर अनुसार, एन.ओ.सी. फीस की अदायगी करना बाध्यकारी होगा। संबंधित एन.ओ.सी. फीस बिहार राज्य प्रदूषण नियंत्रण पर्षद को देय बैंक ड्राफ्ट द्वारा भुगतान की जायेगी।

4. इसके साथ ही पर्षद की अधिसूचना सं.-49, दिनांक 18.12.95 की संशोधित माना जाय।

5. यह अधिसूचना 15.11.97 की तिथि से लागू माना जायेगा।

ह./-

(मदन प्रसाद सिंह)

सदस्य सचिव

ज्ञापांक : 1381 / पटना, दिनांक 25.11.97

प्रतिलिपि - जोनल पदाधिकारी-1/11 मुख्यालय के संबंधित सभी पदाधिकारियों /सभी क्षेत्रीय पदाधिकारियों/जन सम्पर्क पदाधिकारी को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

ह./-

(मदन प्रसाद सिंह)

सदस्य सचिव

ANNEXURE – III

(See paragraph 2(ii) of the Guidelines)

MAJOR POLLUTING INDUSTRIES

1. Ferrous Metallurgical Industries

   Integrated Iron and Steel Plant.

2. Non-ferrous Metallurgical Industries.

   Primary Metallurgical Industries, namely Zinc. Lead, Copper, Manganese and Aluminium

3. Coal Industries

   (a) Coal, Lignite, Coke etc.

   (b) Fuel Gases (Including Coal Gas, Producer Gas. Water Gas)

4. Power Generating Industries (Thermal Power Plants)

5. Pulp and Paper Industries.

6. Fertilizer Industries

   (a) Nitrogenous :

   (b) Phosphatic :

   (c) Complex

7. Cement Industries :

   Portland Cement (Including Slag Cement, Puzzolona Cement and their products.)

8. Petroleum Industries.

   Oil Refining

9. Petro-chemical Industries.

10. Drugs and Pharmaceutical Industries.

    Basing Drug ;

11. Sugar Industries

12. Fermentation Industries (Distilleries and Breweries)

13. Rubber (Synthetic) Industries

14. Pigment Industries

15. Leather Tanning Industries.

16. Chemical Industries.

    (a) Coke Oven By-Products and Coaltar Distillation Products.

    (b) Industrial Gases (Acetylene, Hydrogen, Sulphur-di-Oxide, Nitrous Oxide, Halogentated Hydro-carbon, Ozone etc.)

    (c) Industrial Gases, Nitrogen, Oxygen, Argon, Carbon-di-Oxide

    (d) Industrial Carbon/Carbon Black Industries

    (e) Alkalies (Caustic Soda etc.)

(f) Acids (Sulfuric acid, Nitric acid, Hydrochloric acid etc.)

(g) Chromates and dichromates.

(h) Lead and is compounds.

(i) Electrochemicals (metallic Sodium, Potassium and Magnesium).

(j) Chlorates, perchlorates and peroxides.

(k) Nitrogenous compounds (Cyanides, cyanamides and other nitrogenous compounds)

(l) Halogens and halogen compounds (Chlorine , fluorine, bromine, and iodine).

(m) Explosive (including industrial explosives and detonators and fuses).

17. Insecticides, Fungicides, Herbicides and other pesticides industries.
18. Synthetic resins (PVC) and Plastics.
19. Man-made Fiber (Cellulosic and noncellulosic) Industries.
20. Manufacture, and repair of electrical accumulators.
21. Manufacture, process and operations involving carbon-di-sulphide.
22. Manufacture, handling and use of benzene and substance containing benene.
23. Dyes and Dyestuff including their intermediates.
24. Highly flammable liquids and gases including storage and refilling of cooking gas.
25. Cotton Textile Industries (Composite Processing)
26. Composite Woolen Mill

The Battery limit of industries listed above shall be at a distance of minimum 500m from national State Highway, Railway line, River and Habitation (minimum 200 permanent dwellers.

ANNEXURE – IV

(See paragraph 2(ii) of the Guidelines)

POLLUTING INDUSTRIES

1. Ferrous Metallurgical Industries
   (a) Ferro-alloys.
   (b) Special Steels ;
   (c) Re-rolling Mill, Coupla Furnace, Induction furnace
2. Foundries (Ferrous & Non Ferrous)

   Casting & Forging including cleaning or smoothening, roughening by sand & shot blasting.
3. Coal Industries.

   Hard Coke, Soft Coke, Briquette, Petroleum Coke
4. Fertiliser Industries

   Mixed formulation Only
5. Lubricating Oil & Greases, Wax Unit, Soap Unit.
6. Narcotics and Pharmaceuticals Preparation Unit.
7. Paints/Varnishes/Thinner Industries
8. Electroplating/Galvanizing Industries
9. Electrothermal products (artificial abrasive, Calcium Carbide).
10. Glass, Ceramics, Refractory, Limekiln, Tyre Retrading.
11. Grinding or Glazing of Metals & Stone/Cement Grinding .
12. Extracting of Oils & Fats from vegetable & animal sources
13. Natural Rubber Industries
14. Alumunium utensils
15. Stone Crushing
16. Cattle feed / poultry feed etc.
17. Vanaspati Ghee Unit

Battery limit of industries listed above shall be at a minimum distance of 200 metres from National / State Highway, Railway Line, River and Habitation minimum 200 permanent dwellers).

ANNEXURE – V

Agro-forest based small-scale industries

(See paragraph 4 of the Guidelines)

Sl. No.	Industry	Battery limit of the unit from habitation	Distance from river/wetland	Distance from Railway line, National or State Highway
1.	**2.**	**3.**	**4.**	**5.**
1.	Rice Mill / Pulse Mill (capacity: more than a ton / day)	200 m.	200 m.	50 m.
2.	Flour Mill (Capacity : more than a ton/day)	200 m.	200 m.	50 m.
3.	Khandsari Unit	200 m	200 m.	50 m.
4.	Confectionery	200 m	200 m.	50 m.
5.	Food & Vegetable Processing Unit	200 m.	200 m.	50 m.
6.	Dairy / Milk Chilling Centre	200 m.	200 m.	50 m.
7.	Biscuit / Bakery	50 m.	50 m.	50 m.
8.	Oil Mill (Without Hydrogenation and Refining activity)	100 m.	100 m.	100 m.
9.	Cold Storage	25 m.	25 m.	25 m.
10.	Plyboard Unit	200 m.	50 m.	50 .m.

ANNEXURE – VI

(See paragraph 3 (viii) of the Guidelines)

List of Industries exempted from the criteria provided in sub-paragraph (iv) under paragraph – 2 : provided number of persons employed in the unit is less than 10, working with the aid of power and less than 20, working without the and of power and likelihood of noise is within the permissible limit :-

1. Electric Generator
2. Chara cutting machine (excluding machine operated.)
3. Cloth tailoring and garment complex.
4. Chura mill.
5. Atta Chakkies (not flour mill)
6. Rice mullors (not rice mill of less than 1 t/d. processing capacity.
7. Dal mill of less than 1 t/d processing capacity.
8. Ground unit deconticating (dry.)
9. Cotton and woolen hosiery.
10. Handloom weaving.
11. Gold and silver thread and zari work.
12. Gold and silver smithy, including bullion refineries.
13. Leather footwear and leather products excluding tanning and hide processing.
14. Musical instruments manufacturing.
15. Sports goods.
16. Bamboo and cane products (only dry operating).
17. Cardboard box and paper products (paper and pulp manufacture excluded).
18. Scientific and mathematical instruments assembly.
19. Furniture, Wooden and Steel.
20. Assembly of domestic electric appliances.
21. Radio assembling.
22. Fountain pens.
23. Polythene bags / PVC. Pipe.
24. Rope (Cotton and plastic).

25. Assembly of air coolers and conditioners.
26. Assemble of bicycles and other non-motorised vehicles
27. Electronics equipment assembly.
28. Toys, candles.
29. Carpentry
30. Oil ginning/expelling (no hydrogenation and no refining).
31. Jobbing and machining.
32. Manufacture of steel trunks.. Suitcases, paper pins and clip
33. Block making for printing.
34. Footwear (Rubber).
35. Manufacture of Mirror from sheet glass and photoframing.
36. Juicing of sugarcane and gur making (capacity less than a half t/d).
37. Hospital/Nursing Home.
38. Software Development Company.
39. Detergent Powder.
40. Saw Mill / Veneer Plant.
41. Machining Shop / Wire drawing plant.
42. Seal patti/handbroken Chips
43. All other nonpolluting small scale units not listed above.

Bihar State Pollution Control Board

CESS ASSESSMENT DETAILS

	Purpose for which Water Consumed	Water Consumption taken for the purpose of assessment (in Kl)	Gross Amount of cess assessed (in Rs.)	Qty. of Water Qualifying for rebate of 25% (inkL)	Rebate allowed (in Rs.)	Net amount of cess assessed & payable (in Rs.)	Remarks
a.1	Industrial cooling , spraying in mine pit or boiler fee @ 5 Paise per kL. under Subsec. (2) of Section 3.						
a.2	Industrial cooling spraying in mine pit of boiler feed @ 10 paise per kL. under Subsec. (2A) of Section 3.						
b.1	Domestic purpose @ 2 Paise per kL under Subsec.(2) of Section 3.						
c.1	Domestic purpose @ 3 Paise Per kL under Sub-sec. (2A) of Section 3.						
c.2	Processing whereby water gets polluted and the pollutants are easily biodegradable @ 20 Paise per kL under Sub-sec. (2A) of Section 3.						
d.1	Processing whereby water gets polluted and the pollutants are easily Not biodegradable and kL. under Sub-sec. (2) of Section 3.						
d.2	Processing whereby water gets polluted and the pollutants are easily not biodegradable and are toxic @ 30 Paise per kL under Sub-sec. (2A) of Section 3.						
	TOTAL Rs.						

Note: "(2A)" Where any person carrying on any specific industry or any local authority consuming water for domestic purpose fails to comply with the provisions of section 25 of the water (Prevention & Control of Pollution) Act. 1974 or any or any of the standards laid down by the central Government under Environment (Protection) Act. 1986.

Sd./-

Member Secretary

Note : "(2A)" Where any person carrying on any specific industry or any local authority consuming water for.

ANNEXURE – VII

(See paragraph 3 (ix) of the Guidelines)

CENTRAL POLLUTION CONTROL BOARD

NOTE REGARDING SITING OF BONE MILLS

The hon'ble Supreme Court is seized of the problem of location of bone mills in the country and in the State of Uttar Pradesh in particular. In fact the bone mills are involved in processing of defleshed and waste bones from bone godown / industries for various beneficial uses. The raw material is first stored in open space so that it can be sub-drie perfectly. This period of drying the bones is critical as it creates noxious and unbearable small at the time of bacterial decomposition of leftover flesh apart from its not being aesthetic. More so the spread of these raw materials in a wider space also attracts vultures, flies etc. which act as vectors in transmitting of diseases. As the drying the bones takes linger period during monsoon, the problem aggravates resulting in water and soil pollution. At times, the dry bones are soaked / boiled in brine solution (common salt) in order to deflesh the bone and make tit process-friendly. The wastewater is disposed of without any treatment on land, which results in pollution of surface water, groundwater and soil. The process as a whole is noxious emitting foul smell, aesthetically unsound and environmentally unfriendly. However, when it is unavoidable, the activities may be regulated in accordance with the recommendation mentioned hereunder :

Recommendation

1. Bone mills be located away from the habitation atleast at a distance of not less than 2 km.
2. It should not be located in the upwind direction of the locality.
3. The activities should also be away from the sensitive / religious and institution areas, tourist resort, hospitals, hotels and such other places.
4. Any activity of this nature should have a consent from the State Pollution Control Board and the local municipal authorities.
5. The wastewater discharged from such units should be properly treated and not permitted to join any water body without treatment.
6. The activity should be banned on air traffic routes, aerodromes / airstrips atleast upto a distance of ten kilometer to avoid bird hits of aircraft, which

Minutes of the meeting held on the issue of establishment of Plastic Industries, held on 22.01.2005

Following Officials were present under the chairmanship or Shri Parashuram Ram Chairman of the Board.

1. Shri Gopal Ji Sinha.
   Chief Manager (Project).
   Central Institute of Plastic Engineering and Technology, Hajipur.
2. Shri S. N. Rao.
   Board Analyst.
   Bihar State Pollution Control Board, Patna.
3. Shri Bijoyanand Singh.
   Sr. Law Officer.
   Bihar State Pollution Control Board, Patna.

A Detailed discussion was held on the issue of grant of Consent-to-Establish' / 'consent-to-Operate' to the Plastic Industries under the provisions of the water (Prevention and Control of Pollution) Act. 1974 and the Air (Prevention and Control of Pollution) Act. 1931

The discussion was necessitated on the six applications for 'Consent-to-Establish' from different unit, proposed to be located in the Patnacity area.

While discussing the pros and cons of pollution or any other environmental hazards from the establishment of such Plastic Industries, It was agreed upon that the following Guidelines should be followed in respect of grant of consent-to-Establish to the New plastic Industries :

(i) Proposed Plastic Industrial Units should not be allowed at a distance less then 25 m. from the habitation ; and

(ii) Such units should not be allowed without having the provision for fire fighting.

As for the existing units i.e. the Old Units under existence from before, It was felt that they should be directed under the consent-management by way of Consent Conditions that.

"They should install all the necessary and adequate modern fire fighting equipments.

The meeting was concluded with the aforesaid recommencation.

(Gopal Ji Sinha) — **(Parashuram Ram)**

Chief Manager (Project) — Chairman

has become so frequent a phenomenon particularly in Ghaziabad Area (Hindon base of the air force). The Aircraft Rules, 1973 formed under the Aircraft Act. 1934 also provide prohibition of certain activites in the vicinity of aerodrome "Rule 8B" of the Aircraft Rules, 1937 read as under :

"81B Prohibition of slaughtering and flaying of animals, depositing of rubbish and other polluted or obnoxious matter in the vicinity of aerodromes – No Person shall slaughter or flay any animal or deposit or drop any rubbish, filth, garbage or any other polluted or obnoxious matter

including such material from hotels meat shop, fish shops and bone-processing mills which attracts or is likely to attract vultures or other birds and animals, within a radius of ten kilometers from the aerodrome reference point :

Provided that the Director General or a Deputy Director General of civil Aviation may, if he is satisfied that proper and adequate arrangements have been made by the owners of hotels, meat shops, fish shops and bone-processing mills so as to prevent vicinity of place of slaughter from the aerodrome, arrangements for disposal or deposit of carcass, rubbish and other polluted and obnoxious matter, grant permission in writing for the purpose."

Sd./-

04.01.96

(S.P. CHAKRABARTI)

Member Secretary

भू-जल नियंत्रण एक्ट

[Bihar Act 4, 2007]

THE BIHAR GROUND WATER (REGULATION AND CONTROL OF DEVELOPMENT AND MANAGEMENT) ACT, 2006

To regulate and control the Development and Management of Ground Water and matters connected therewith or incidental thereto.

Be it enacted by the Legislature of the State of Bihar in the fifty seventh year of the Republic of India, as follows:

CHAPTER - I

PRELIMINARY

1. SHORT TITLE, EXTENT AND COMMENCEMENT:-

(1) This Act may be called the Bihar Ground Water (Regulation and Control of Development and Management) Act, 2006.

(2) It shall extend to the whole of the State of Bihar.

(3) It shall come into force on such date as the State Government may, by notification in the Official Gazette, appoint and different dates may be appointed for different areas of the State provided that different provisions of the Act may be notified under this section to be applicable from dates.

2. DEFINITIONS :-

In this Act unless the context otherwise requires:

(a) **"Act"** means the Bihar Ground Water (Regulation and Control of Development and Management) Act, 2006.

(b) **"Artificial Recharge to Ground Water"** means the process by which ground water reservoir is augmented at a rate exceeding that under natural condition of replenishment.

(c) **"Authority"** means Bihar State Ground Water Authority established in accordance with the provisions of this Act.

(d) **"Drinking Water"** means water for consumption or use by human population for drinking and for other domestic purposes, which shall include consumption or use of water for cooking, bathing, washing, cleaning and other day to day activities, It shall also include water meant for consumption by the livestock.

(e) **"Government"** means the Government of the State of Bihar.

(f) **"Ground Water"** means the water which exists below the ground surface in the zone of saturation and can be extracted through wells or any other means or emerges as springs and base flows in streams and rivers.

(g) **"Municipality"** means an institution of self Government constituted under Article 243 Q of the Constitution of India.

(h) **"Panchayat"** means an institution of self Government constituted under Article 243B of the Constitution of India.

(i) **"Prescribed"** means prescribed by rules made under this Act.

(j) "Rain Water Harvesting" means the technique of collection and storage of rain water at surface or in sub-surface aquifer.

(k) **"Sink"** with all its grammatical variations and cognate expressions in relation to a well includes digging, drilling or boring of new well or in existing well, deepening and modification (of radials and grallerics) of the existing wells.

(l) **"User of Ground Water"** means the person or persons or any institution including a company or an establishment, whether Government or non-governmental, who or which extract or use or sell ground water for any purpose including domestic use made either on a personal or community basis.

(m) **"Well"** means a structure sunk for the search or extraction of ground water by a person or persons except by the authorized officials of the State or Central Governments for carrying out scientific investigations, exploration, development, augmentation, conservation, protection or management of ground water and shall include open well, dug well, bore well, dug-cum-bore well, tube well, filter point, collector well, infiltration gallery, recharge well, disposal well or any of their combinations or variations provided that it will exclude the wells from which ground water is drawn by manual devices, i.e., hand pump or rope and bucket used by a person or persons.

CHAPTER – II

3. ESTABLISHMENT OF A GROUND WATER AUTHORITY:-

(1) The State Government shall, by notification in the Official Gazette, establish with effect from such date as may be specified in the notification, an Authority to be known as the Bihar State Ground Water Authority.

(2) The Authority shall consist of the following:

(a) A Chairman not below the rank of Chief Engineer to be appointed by the State Government.

(b) Representative of the Central Ground Water Board (CGWB) to be nominated by the Chairman, CGWB.

(c) Four ex-officio members who will be representatives of the following departments which are concerned with survey, exploration, development and management of ground water of the rank as stated here under to be appointed by the State Government;

(i) Minor Irrigation Department : Director, Ground water Directorate or a person not below the rank of Superintending Engineer.

(ii) Public Heath Engineering Department: A person not blow the rank of Superintending Engineer.

(iii) Water Resources Department : A person not below the rank of Superintending Engineer.

(iv) Science and Technology Department : Incharge, Bihar Remote (Remote Sensing) Sensing Application Centre

(d) Such number of other members, not exceeding five, who in the opinion of the Government have special knowledge or practical experience in matters relating to ground water to be appointed by the Government.

(3) The term of office and the manner of filling the vacancies and other conditions of service of the Chairman and other members shall be such as may be prescribed.

(4) The Members will advise the Chairman who will be the Chief Executive of the Authority.

4. STAFF OF THE AUTHORITY:-

(1) In order to enable the Authority to properly function or excise the powers number the Act, the Government may appoint such number of technical personnel and other staff as it may consider necessary.

(2) The functions and the terms and conditions of service of such employees shall be such as may be prescribed by the Government.

5. POWERS TO NOTIFY AREAS TO REGULATE AND CONTROL THE DEVELOPMENT AND MANAGEMENT OF GROUND WATER:-

(1) The Authority shall function under the overall control and supervision of the Government.

(2) If the Authority, after consultation with various expert bodies, including Central Ground Water Authority (CGWA) is of the opinion that it is necessary or expedient in the public interest to control and/or regulate the extraction or the use or both of ground water in any form in any area, it will advise the Government to declare any area, it will advise the Government to declare any such area to be notified area for the purposes of the Act with effect from such date as may be specified therein. This declaration will be notified in the Official Gazette.

Provided that the date so specified in the notification shall be earlier than three month from the date of the publication of the said notification.

(3) Every such notification shall, in addition to its published in not less than one daily regional language newspaper having wide circulation in the State, and also be served in such manner as the Government may think fit and all or any of the following modes may be followed in effecting such service, namely;

(a) by affixing a copy of the notification to some conspicuous part of the offices of the village Panchayats located in the said area.

(b) by proclaiming by beat or drum or by means of loudspeakers the contents of the notification in the said area.

(c) in such other manner as may be prescribed.

(4) If in the opinion of the Authority, the availability of the ground water has improved in a notified area, it may, in consultation with various expert bodies including CGWA, advise Government to de-notify such area and the Government may do so according to the procedure prescribed above under section 5(3) of the Act.

(5) The Authority will also take steps to ensure that exploitation of ground water resources does ant exceed the natural replenishment to the aquifers. Wherever, there is mismatch, steps will be taken to ensure augmentation of ground water resources in addition to resources in addition to regulatory measures.

6. GRANT OF PERMIT TO EXTRACT AND USE GROUND WATER IN THE NOTIFIED AREA :-

(1) Any user of ground water as defined under section 2(1) desiring to sink a well in the notified area for any purpose either on personal or community basis, shall apply to the Authority for grant of a permit for this purpose, and shall not proceed with any activity connected with such sinking unless a permit has been granted by the Authority.

Provided that the person or persons will not have to obtain a permit if the well is proposed to be fitted with a hand operated manual pump or water is proposed to be withdrawn by manual devices.

(2) Every application under sub-section (!0 shall be made in such form, shall contain such particulars and in such manner as may be prescribed in the rule framed under this Act by the Government.

(3) On receipt of an application under sub-section (1), if the Authority is satisfied that it shall not be against public interest to do so, it may grant subject to such conditions and restrictions as may be specified, a permit authorizing the extraction and use of ground water. The authority may impose condition of providing artificial recharge structures of appropriate size to be constructed by the applicant within a period as specified by the Authority.

Provided that no person shall be refused a permit unless he has been given an opportunity of being heard.

(4) The decision regarding the grant or refusal of the permit shall be intimated by the Authority to the applicant within a period of 90 days from the receipt of the application.

(5) In granting or refusing a permit under sub-section (3) the Authority shall have regard to;

(a) The purpose or purposed for which ground water is to be used,
(b) The existence of other competitive users,
(c) The availability of ground water,
(d) Quantity of ground water to be drawn,
(e) Quality of ground water with reference to use,
(f) Spacing of ground water structures keeping in consideration the purpose for which ground water is to be used.
(g) Long-term ground water level behavior,
(h) Its likelihood of adversely affecting water availability of any drinking water sources in its vicinity,
(i) Any other factor relevant thereto.

(6) The permit shall be in such form as may be prescribe.

7. REGISTRATION OF EXISTING USERS IN NOTIFIED AREA :-

(1) Every existing user of ground water in notified areas under section 5(2) in the State shall, within a period or one hundred twenty days from the date of notification or areas by the Government, apply to the Authority for grant of a certificate of Registration recognizing its existing use in such form and in such manner as may be prescribe:

Provided that the Authority may entertain any such application after the expiry of the said period of one hundred twenty days, if it is satisfied that the user was prevented by sufficient cause from filing application in time.

(2) the details to be furnished in an application under sub-section (1) shall include the following, namely:

(i) the description of the source of ground water, such as type of well, its exact location,
(ii) the device used for lifting water,
(iii) the quantity of ground eater withdrawal and hours of operation per day,
(iv) the total period of use in ach year,
(v) the purpose or purposes for which ground water is being extracted.
(vi) in case the requirement of ground water is for purpose of drinking water, the approximate population to be served,
(vii) in case of irrigation well, the location and extent of area irrigated, and

(viii) in the case of State, Municipal or Community run water supply schemes, details of the services involved in addition to the quantities of ground water extracted, the diversion or the pumping points and their locations.

(3) On receipt of an application under sub-section (1), if the Authority is satisfied that it shall not be against the public interest to do so, it may grant, subject to such conditions and restrictions as may be specified, a certificate of Registration authorizing the continued use of ground water.

Provided that no person shall be refused a certificate of registration unless he has been given an opportunity of being heard.

(4) The decision regarding the grant or refusal of the certificate of Registration shall be intimated by the authority to the applicant within a period of ninety days from the receipt of the application.

(5) In granting or refusing a Certificate of Registration under sub-section (3), the Authority shall have regard to;

(a) the purpose or purposes for which ground water is to be used,
(b) the existence of other competitive users,
(c) the availability of ground water,
(d) quality of ground water with reference to use,
(e) spacing of ground water abstraction structures keeping in consideration the purposed for which ground water is to be used,
(f) long tern ground water level behavior, and
(g) any other factor relevant thereto.

(6) The certificate of Registration shall be in such form as may be prescribed.

(7) Pending the communication by the Authority of the decision on an application under sub-section (1), every existing user of ground water in the notified area shall be entitled to the continued use of the ground water in the same manner and to the same quantity as he was entitled prior to the date of his application.

(8) If a registered well becomes defunct, this fact should be immediately brought to the notice of the Authority by the user of ground water.

8. REGISTRATION OF DRILLING AGENCIES:-

(1) Every Rig owner shall register his machinery with the Authority in such manner and/or on payment of such fee as may be prescribed.

(2) Every rig owner or operator shall follow the instructions issued by the Authority from time to time.

9. POWER TO ALTER, AMEND OR VARY THE TERMS OF THE PERMIT/ CERTIFICATE OF REGISTRATION:-

At any time after a Permit or Certificate of Registration, as the case may be, has granted, the Authority may, for technical reasons, alter, amend or vary the terms of the Permit or Certificate of Registration, as the case may be, provided the user of ground water has been given an opportunity of being heard.

Provided further that before taking such action, the Authority shall ensure that the standing crop(s) are not damage.

10. CANCELLATION OF PERMIT/CERTIFICATE OF EGISTRATION:-

If the Authority is satisfied either on a reference made to is in this behalf or otherwise, that:

the Permit or Certificate or Registration granted, under sub-section (3) of section 6, or sub-section (3) of section 7, as the case may be, is not based on facts,

the holder of the Permit or Certificate of Registration has without reasonable cause failed to comply with the conditions subject to which the Permit or Certificate of Registration has been granted or has contravened any of the provisions of this Act or the riles made thereunder;

or

a situation has arisen which warrants limiting of the use or extraction of ground water;

the without prejudice to any other penalty to which the holder of the Permit or of the Certificate of Registration may be liable under this Act, the Authority may after giving the holder of the Permit/Certificate of Registration, an opportunity to show cause, cancel the Permit, Certificate of Registration, as the case may be.

11. POWERS OF THE AUTHORITY:-

(1) The authority or any person authorized by it in writing in this behalf, shall have power:

(a) to enter any property (Private or Government owned) with the right to investigate and make any measurements concerning the land or the water located on the surface or the under ground,

(b) to inspect the well which has been or is being sunk and the soils and other materials excavated therefrom,

(c) to take specimens of such soils or other materials or of water extracted from such wells,

(d) to order in writing the persons sinking a well to keep and preserve in the prescribed manner specimens of soils or any material excavated there from for such period not exceeding three months from the date of completior, or abandonment of the work as may be specified by the Authority and such person shall comply with such requisition,

(e) to inspect and to take copies of the relevant records or documents and ask any question necessary for obtaining any information (including diameter or depth of the well which is being or has been sunk, the level at which the water is or was struck and subsequently restored/rested, the types of strata encountered in the sinking of the well and the quality of the ground water struck etc.) required for carrying out the purposes of this Act,

(f) to direct the user of ground water to install water measuring devices on any ground water abstraction structures:

Provided that where the user of ground water does not comply with the directions issued to him within a period of sixty days, the Authority itself may install such water measuring device and recover the cost from the defaulting user of ground water,

(g) to seize any equipment/device utilized for illegal sinking and demolish the work executed fully or partly,

(h) to direct any user of ground water who does not comply with the provisions of this Act and rules framed thereunder to close-down the extraction of ground water, disconnect its power supply and demolish any hydraulic work found to be illegal according the provisions of this Act and the rules framed thereunder,

(i) to enter and search with such assistance, if any, as it considers necessary, any place in which it had reason to believe that offence under this Act has been or is being committed and order in writing the person who has been or is committing the offence not to extract or use the ground water for a specified period not exceeding thirty days,

(j) to exercise such other powers as may be necessary for carrying pot the purposes of this act or any rules made thereunder

(2) The power conferred by sub-section(1) of this section includes the power to break open the door of any premises where sinking extraction and use of ground water may be going on:

Provided that the power to break open the door shall be exercised only after the owner or any other person in occupation of the premises, if he is present therein, refuses to open the door on being called to do so.

(3) The provisions of the Code of Criminal Procedure, 1973 (2 of 1974) shall so far as may apply to any search or seizure under this section as they apply to any search or seizure made under the authority of a warrant issued under section 93 of the said Code.

(4) Where the Authority seizes any mechanical equipment/devise under clause (g) of sub-section (1) it shall as soon as may be, report to Magistrate and take his orders as to the custody thereof.

12. SERVICES OF ORDERS, ETC.-

(1) Every order under clause (d) of sub-section (1) of section 11 shall be served.

(a) by giving or tendering the order of notice or by notice or by sending it by post to the user for whom it is intended, or

(b) if such user cannot be found, by affixing the order of notices on some conspicuous part of his lat known abode or place of business or by giving or tendering the order of notice to some adult member or servant of his family or by affixing on some conspicuous part of the land or building in which the well is being sunk.

(2) Where the person on whom an order or a notice is to be served is a minor, service upon his guardian in the manner provided in sub-section (1) shall be deemed to be service upon the minor.

13. BAR TO CLAIM COMPENSATION :-

NO person shall be entitled to claim any damages or compensation from the Government for any loss sustained by him by virtue to any action taken this Act.

14. DELEGATION OF POWERS AND DUTIES :-

The Authority may, be general or special order in writing, direct that all or any of the powers or duties which may be exercised or discharged by it shall, in such circumstances and under such conditions and with such terms and conditions, if any, as may be specified in its order, be exercises or discharged also by any Municipality, Panchayat, institution or any employee of the Authority specified in this behalf in the order.

15. MEMBERS AND EMPLOYEES OF THE GROUND WATER AUTHORITY TO BE PUBLIC SERVANTS :-

All members and employees of the Authority shall, when acting or purporting to act in pursuance of the provisions of this Act or of any rule made thereunder, be deemed to be public servants within the meaning of section 21 of the Indian Penal Code.

16. PROTECTION AGAINST ACTION TAKEN GOOD FAITH :-

No prosecution, suit or other legal proceedings shall be instituted against the Government, the Authority or any other officer of the Government or any member or other employees of the Authority for anything done or intended to be done in good faith under this Act, or the rules made thereunder.

17. COGNIZANCE AND TRIAL OF OFFENCES :-

(1) No prosecution for an offence under this Act shall be instituted without the written consent of the Authority or a person authorized in this behalf by the Authority.

(2) No court inferior to that of a Metropolitan Magistrate or a magistrate of the first class shall try any offence under this Act.

CHAPTER- III

18. RAIN WATER HARVESTING FOR GROUND WATER RECHARGE:-

1. To improve the ground water situation, the authority may identify the recharge worthy areas in the state and issue necessary guidelines for adoption of rain water harvesting for ground water recharge to facilitate ground water recharge in these areas. In rural areas, watershed management to facilitate ground water recharge may be encouraged through community participation. The Authority may give appropriate directions to the concerned departments of the State Government to include Rain Water Harvesting in all developmental schemes falling under notified areas. In urban areas fooling in notified areas the Authority may issue directives for contracting appropriate rain water harvesting structures in all residential, commercial and other premises having an area of 1000 Sq. metres or more in manner prescribed within the stipulated period, failing which the Authority may get such rain water harvesting structure constructed and recover the cost incurred along with a penalty as may be prescribed.

2. Notwithstanding anything contained in the relevant laws the Municipal Corporation or any other local Authority as the case may be, may impose stipulated conditions for providing roof top rain water harvesting structures in the building plan in an area of 1000 Sq. Metres. Or more while according approval for construction, and permanent water and electricity connections shall be extended only after compliance of the directions given in this regard.

3. The Authority shall take steps for promotion of Mass Awareness & Training Programmes on Rain Water Harvesting and Artificial Recharge to Ground Water through Government Agencies/Non Government Organisations (NGOS) Voluntary Organisation (VOS)/ Educational Institutions/Industries/Individuals.

CHAPTER-IV

MISCELLANEOUS

19. POWER TO REMOVE DIFFICULTIES:-

If any difficulty arises in giving effect to the provisions of this Act, the Government may, as occasion arise, by order, do anything, which appears to it, to be necessary or expedient to remove the difficulty.

Provided that no such order shall be made after the expiry of the period of two years from the date of commencement of this Act.

20. OFFENCES AND PEALTIES:-

If any user of ground water**:**

(a) Contravenes of fails to comply with any of the provisions of this Act or any rule made thereunder,

(b) Obstructs the Authority or any other person authorized by it to exercise any of the powers under this Act, he shall be punishable,

(i) for the first offence, with fine which may extend to five housand rupees, and

(ii) for the subsequent offence, with imprisonment for a term which any extend to six month, or with fine which may extend to ten thousand rupees or both.

21. COMPOUNDING OF OFFENCES:-

Any offence under this Act may be compounded by the Authority as prescribed, either before after the institution of the proceedings subject to such conditions as may be presided.

22. OFFENCES BY COMPANIES:-

(1) Whenever an offence under this Act has been committed by a company, every person who at the time of the commission of offence was in charge of, or was responsible to the company for the conduct of the business of the company, shall be deemed to be guilty of the offence and shall be liable to be proceeded against and punished accordingly.

(2) Notwithstanding anything contained in sub-section (1), where an offence under this Act has been committed with consent or connivance of, or is attributable to any neglect on the part of any neglect on the part of any Director, Manager, Secretary or other Officer of the Company, such Director, Manager, Secretary or other Officer shall also be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

Provided that nothing contained in this sub-section shall render any such person liable to any punishment under this Act if he proves that offence was committed without his knowledge or that he exercised all due diligence to prevent the commission of such offence.

Explanations : For the purpose of this section;

"Company" means any body corporate and includes a firm or other association or individuals, and

"Director" in relation to a firm, means a partner in the firm.

23. Appeals :-

(1) Any person aggrieved by a decision or action of the Authority under this Act may, within a period of sixty days from the date on which the action is taken or the decision is communicated to him and on payment of such fees as may be prescribed, prefer such an appeal to such Appellate Authority as may be specified by the State Government in this behalf.

Provided that the Appellate Authority may entertain an appeal after the expiry of the said period of sixty days, it is satisfied that the applicant was prevented by sufficient cause from filing the appeal in time.

On receipt of an appeal under sub-section (1), the Appellate Authority shall, after giving the applicant an opportunity of being heard, dispose of the appeal as expeditiously as possible.

24. POWER TO MAKE RULES :-

(1) The State Government may, by notification in the Official Gazette, make rules to carry out the purposes of this Act.

(2) In particular and without prejudice to the generality of the foregoing power, such rules may provide for:

(a) the term of office and manner of filling vacancies and other conditions of service of the Members and Chairman of the Authority;

(b) the functions and the terms and conditions of service of the employees of the Authority;

(c) any other manner of effecting service of the notification under clause © of –section (3) of Section 5;

(d) the form of application under sub-section (2) of Section 6 and the particulars that may be furnished with these applications;

(e) the form of application under sub-section (1) section 7;

(f) the manner in which the specimens of soils or other materials shall be kept and preserved under sub-section (1) of Section 23 and the fees to accompany the application for appeal;

(g) any other matter which is to be or may be prescribed.

(3) Every rule made under this section shall be laid, as soon as may be after it is made, before both Houses of the Legislature while it is in session for a total period of fifteen days which may be comprised in one session or in two successive sessions, and if before the expiry of the session in which it is so laid or the session immediately following, both Houses of the Legislature agrees in making any modification in the rules or agrees that the rules should not be made, the rules thereafter shall have effect only in such modified form or be of no effect, as the case may be; so however, that any annulment shall be without prejudice to the validity of anything previously done under that rule.

AIMS & OBJECTIVES

Due to continuous population increase in the country, the exploitation of ground water is also increasing for the purpose of drinking, industrial use and irrigation water. In order to control the exploitation of ground eater as per availability, the Government of India had circulated a draft model bill for enacting law on control of ground water. The Government of India has been requesting regularly for enactment of such a law.

2. This bill is being presented with an objective to keep control on exploitation of ground water in those regions of the state where ground eater exploitation exceeds its availability. In addition to this, provision is being made to improve the ground water status in the critical areas by adopting methods which can conserve the rain water and insure the recharge of ground water. The control over ground water is essential for meeting the needs of future generations.

The bill is aimed to notify the critical regions of the state fully or partially and controlling the ground water by grant of the permission for establishment of future ground water structures.

(Vishwa Mohan Kumar)

CENTRAL GROUND WATER AUTHORITY

(Constituted under section)

3 (3) of the Environment (Protection) Act, 1986)

APPLICATION FOR PERMISSION TO ABSTRACT GROUND WATER FOR INDUSTRIAL USE

1. General Information
   - (i) Name of the Industry:
   - (ii) Location details of the Industrial Unit:
     Village : Block/Mandal: Tehsil/Taluka:
     District : State:
     (attach site plan and location map)
   - (iii) Communication Address:
   - (iv) salient features of the Industrial activity.
   - (v) Land use details of the existing/proposed Industrial unit premises
     Total land area: sq m
     Rooftop area of building/sheds: sq m
     Road/paved area: sq m
     Green belt area: sq m
     Open land sq m
   - (vi) Drainage in the area (River/nala, ect):
   - (vii) Source of availability of surface water for Industrial use, if any- furnish details
   - (viii) Average Annual rainfall in the area:
   - (ix) Township/village within 2Km radius of the Industrial unit
   - (x) Whether groundwater utilization for:
     (a) Expansion programme of existing industrial unit:
     (b) New Industry
2. Detail of water requirement/recycled water usage:(Please enclose flow chart of activities and requirement of water at each stage)
   - (i) Net water requirement: m^3/day
     Ground Water utilization: m^3/day
     Surface Water utilization: m^3/day
     Proposed/existing water supply from any agency: m^3/day

   - (ii) **Break up of water requirement and usage:**

Activity	Existing Requirement (m^3/year)	Proposed requirement (m^3/year)	Total requirement (m^3/year)	No. of operational days in a year	Annual requirement (m^3/year)
Industrial Activity					
Residential/domestic					
Greenbelt development/Environment maintenance					
Other use					
Grand Total					

(iii) Breakup of Recycled water usage m^3/day (m^3/year)

(a) Quantity of treated water available:
(b) Reuse in Industrial activity:
(c) Reuse for green belt development:
(d) Other use:

Total:

3. Details of existing/proposed groundwater abstraction structures:

Details	Existing structure	Proposed structure
Number of structure		
Type of structure (dug well, tube well, bore well, dug cum bore well)		
Year of construction		
Depth (meter)		
Diameter (mm)		
Depth to water level (meters below ground level)		
Discharge (m^3/hour)		
Operational hours/day		
Operational days/year		
Mode of lift and Horse Power of pump		
Whether fitted with water meter or not		
Whether permission/registered with CGWA, if so details thereof		

4. Groundwater availability (please enclose a comprehensive report/note on groundwater condition/groundwater quality in and around the area)

5. Details of rainwater harvesting/artificial recharge measures for groundwater recharge in the area. If the firm has proposed to take up rainwater harvesting/recharge outside the industrial unit premises, then provide NOC from the concern authority/agency where the harvesting measures the proposed, if already implemented details may be furnished (attach report on comprehensive & feasible Rainwater harvesting/recharge proposal).

6. Copy of referral letter from State Pollution Control Board/Bureau of Indian Standards/Ministry of Environment and forests/other statutory agencies may be annexed in case referred or obtained, if not, reason thereof.

7. Have you applied earlier for groundwater clearance from CGWA/Stage Government Agency, if so, give details thereof with status.

Undertaking

It is to certify that the data and information furnished above are true to the best of my knowledge and belief and I am aware that if any part of the data/information submitted is found to be false or misleading at any stage the application will be rejected out rightly.

Signature of the applicant
(With official seal)

Date

Place

* Application in duplicate should be submitted to the Member Secretary, Central Ground Water Authority, A-2, W-3, Curzon Road Barracks, Kasturba Gandhi Marg, New Delhi- 110001 or to the Regional Director, Central Ground Water Board of concerned State.

** Application profroma is subject to modification from time to time.

बिहार सरकार
वन एवं पर्यावरण विभाग

एन.ओ.सी.संख्या-वन/पर्या. (1) 9/99 खण्ड-1

पर्यावरण (संरक्षण अधिनियम, 1986 के तहत अधिसूचित जीव-चिकित्सा अपशिष्ट (प्रबन्ध और हस्तन) नियम, 1998 (Bio-Medical Waste (Management and Handling) Rules, 1998), जो भारत के राजपत्र असाधारण, भाग-2 और 3 उप खंड (II) में का० आ० 630 (अ), दिनांक 20.07.1998 द्वारा अधिसूचित है, की धारा 8 की उप धारा (3) के तहत् प्रदत्त शक्तियों का उपयोग करते हुए, बिहार सरकार, बिहार राज्य प्रदूषण नियंत्रण पर्षद विचार कर, प्राधिकार (Authorisation) पत्र निर्गत करने हेतु निम्न सिड्यूल के अनुसार शुल्क (Qh) का निर्धारण करती है :-

क्र० सं०	अस्पताल में विस्तरों की संख्या	मरीजों की संख्या उपचारित प्रतिमाह/क्लिनिक डिसपेंसर/पैथोलौजिकल प्रयोग शाखा/ब्लड बैंक आदि	अन्य यूनिट	शुल्क तीन वर्षों के लिए (रु.) में
1	2	3	4	5
1.	500 से अधिक	-	-	10,000
2.	200-499	10,000 एवं अधिक	-	7,000
3.	50-199	7,500-9,999	-	5,000
4.	25-49	5,000-7,499	-	25,00
5.	5-24	2,500-4,999	-	1,000
6.	00-04	1,000-2,499	पशुगृह (एनिमल हाउस) एवं भैटिनरी-संख्या	500

(ii) यदि प्रश्नगत संस्थान में कॉलम (2) एवं (4) में वर्णित एक से अधिक सुविधायें उपलब्ध हो, तो शुल्क की राशि कॉलम (2), (3) एवं (4) में वर्णित राशि से उच्च होगी।

(iii) सभी संस्थानों को , जो जीव चिकित्सा, अपशिष्ट (Bio Medical Waste) का जनन (Generation), संग्रहन (Collection), भंडारण (Storage), परिवहन (Transportation), उपचार (Treatment), व्ययन (Dispose) और या हस्तन (Handle) करते हों, को विहित प्रधिकारी (Prescribed-Authority) से प्राधिकार पत्र प्राप्त करना होगा।

बिहार राज्य में विहित प्राधिकारी, बिहार राज्य प्रदूषण नियंत्रण पर्षद है। प्राधिकार पत्र प्राप्त करने हेतु उपर्युक्त वर्णित शुल्क के साथ आवेदक को विहित प्रपत्र में बिहार राज्य प्रदूषण नियंत्रण पर्षद को आवेदन समर्पित करना होगा।

(iv) यह तुरंत प्रभाव से लागू होगा।

बिहार राज्यपाल के आदेश से,

ह०/-

(ए०एन०पी० सिन्हा)

सरकार के सचिव

पत्रांक-वन/पर्या० (1) 9/99 खण्ड-1-19 ई०व०पी०, पटना, दिनांक 18 जनवरी, 2001

प्रतिलिपि :- सदस्य सचिव, बिहार राज्य प्रदूषण नियंत्रण, पर्षद, पटना/सचिव, स्वास्थय चिकित्सा एवं परिवार कल्याण विभाग, बिहार सरकार, पटना/सचिव, वित्त विभाग, बिहार सरकार, पटना/सभी संबंधित पदाधिकारियों को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

ह०/-

(ए.एन.पी. सिन्हा)

सरकार के सचिव

SCHEDULE- 1

(Sec Rule 5)

CATEGORIES OF BIO-MEDICAL WASTE

Waste Category No.	**Waste Category Type**	**Treatment and Disposal option**
Category No. 1	**Human Anatomical Waste** (human tissues, organs, body parts)	Incineration @ / deep Burial *
Category No. 2	**Animal Waste** (animal tissues, organs, body parts carcasses, bleeding parts, fluid, blood and experimental animals used in research, waste generated by veterinary hospitals, colleges, discharge from hospitals, animal houses)	incineration @ / deep burial*
Category No. 3	**Microbiology & Biotechnology Wastes** (wastes from laboratory cultures, stocks or specimens of micro-organism live or attenuated vaccines, human and animal cell culture used in research and infectious agents from research and industrial laboratories, wastes from production of biologicals,	local autoclaving/micro-waving/incineration@
Category No. 4	**Waste sharps** (needles, syringes, scalpels, blades, glass, etc. that may cause puncture and cuts. This includes both used and unused sharps)	disinfection (chemical treatment @ @/auto claving/microwaving and mutilation/shredding##
Category No. 5	**Discarded Medicines and Cytotoxic drugs** (wastes comprising of outdated, contaminated and discarded medicines)	incineration @ /destruction and drugs disposal in secured landfills

Category No. 6	**Soiled Waste** (Items contaminated with blood, and body fluids including cotton, dressings, soiled plaster casts, lines, beddings, other material contaminated with blood)	incineration @ /autoclaving/microwaving
Category No. 7	**Solid Waste** (wastes generated from disposable items other than the waste shaprs such as tubings, catheters, intravenous sets etc.)	disinfection by chemical treatment @ @ autoclaving/microwaving and mutilation/shredding##
Category No. 8	**Liquid Waste** (wastes generated from laboratory and washing, cleaning house keeping and disinfecting activities)	disinfection by chemical treatment @ @ and discharge into drains.
Category No. 9	**Incineration Ash** (ash from incineration of any bio-medical waste)	disposal in municipal landfill
Category No. 10	**Chemical Waste** (chemicals used in production of biologicals, chemicals used in disinfection, as insecticides, etc.)	chemical treatment @ @ and discharge into drains for liquids and secured landfill for solids.

- Chemical treatment using at least 1% hypochlorite solution or any other equivalent chemical reagent. It must be ensured that chemical treatment ensures disinfection.
- Mutilation/shredding must be such so as to prevent unauthorised reuse.
- There will be no chemical pretreatment before incineration. Chlorinated plastics shall not be incinerated.
- Deep burial shall be an option available only in towns with population less than five lakhs and in rural.
- Options given above are based on available technologies occupier/operator wishing to use other state-of-the-art technologies shall approach the Central Pollution Control Board to get the standard laid down to enable the prescribed authority to consider grant of authorisation.

Form

(Sec rule-s)

APPLICATION FOR AUTHORISTION/RENEWAL OF THE AUTHORISATION
(to be submitted in duplicate)

To,

The Prescribed Authority
Bihar State Pollution Control Board
Beltron Bhawan, Shastri Nagar,
Patna – 800 023

1. Particulars of Applicant :
   (i) Name of the Applicant :
   (In Block Letters & in full)
   (ii) Name of the Institution :
   Address :
   Tele No., Fax No., Telex No.,
2. Activity for which authorisation is sought :
   (i) Generation
   (ii) Reception
   (iii) Reception
   (iv) Storage
   (v) Transportation
   (vi) Treatment
   (vii) Disposal
   (viii) Any other form of handling
3. Please state whether applying for fresh authorisation or for renewal :
   (in case of renewal previous authorisation-number and date)
4. (i) Address of the institution handling bio-medical wastes :
   (ii) Address of the place of disposal of the waste :
   (iii) Address of the place of the treatment facility :
5. (i) Mode of transportation (if any) of bio-medical waste :
   (ii) Mode (s) of treatment :
6. Brief desription of method of treatment and disposal (attach details) :
7. (i) Category (see Schedul 1) of waste to be handles.
   (ii) Quantity of waste (category-wise) to be handled per month. :

8. Declaration

I do hereby declare that the statements made and information given above are true to the best of my knowledge and belief and that I have not concealed any information.

I do also hereby undertake to provide any further information sought by the prescribed authority in relation to these rules and to fulfill any conditions stipulated by the prescribed authority.

Date : Signature of the applicant
Place : Designation of the applicant

Additional informations

1.	Number of beds	:	
2.	Number of Patients treated per month	:	
3.	Details of waste management	:	
	System/equipment	:	Incinerator/Autoclave Microwave/Shredder

Date : Signature of the applicant
Place : Designation of the applicant

बिहार राज्य विद्युत बोर्ड

The Bihar Gazette

EXTRA ORDINARY

PUBLISHED BY AUTHORITY

(No. Patna 27) **20 Paush 1929 (s)**

Patna, Friday, 10th January, 2008

BIHAR ELECTRICITY [1] REGULATORY COMMISSION

BIHAR ELECTRICITY SUPPLY CODE, 2007

Notification No. 10/2007

Dated 31.12.2007

No. BERC/Regl-6/2006/529 – In exercise of power conferred by Section 181(1) and 181(2) read with Section 50 and 43(1), Section 44, Section 46, Section 47(4) Section 56 of the Electricity Act, 2003 (36 fo 2003) and all powers enabling it is this beheld and also in compliance of the Ministry of Power, Govt. of India's (i) notification no. So 790(E) dated 8th june, 2005 issuing "Electricity (Removal of difficulties) Order. 2005" for "Inclusions of measures to control theft of electricity in Electricity Supply Code", and (ii) notification no. SO 798(E) dated 9th june, 2005 issuing Electricity (Removal of Difficulties) Eight Order, 2005 for obtaining supply of electricity at single point from the distribution licensee by the cooperative Group Housing Societies or by any person for their members or employees the following Electricity Suppy code to govern Supply and retail sale of electricity by the licensees and procedure thereof the powers, function, and obligations of the licensees and the right and obligations of the consumers and matter connected therwith and incidental thereto.

Annexure-1

Bihar State Electricity Board

(See Clause 4.11)

Application For Supply of Electricity (Low Tension Supply)

To,

ASSISTANT ELECTRICAL ENGINEER

ELECTRICAL SUPPLY SUB-DIVISION

…….

…….

Sir,

I / We request you to supply electricity for the premises owned / occupied by me/ us as mentioned below.

1. Name of the Customer in whose name connection is required.

…….. S/O or W/O ……..

2. Address for communication

Address:	**Telephone No.**
(a) Permanent (b) Present	

3(a) Location of premises where supply is required

Plot No …… House No……Holding No……

Ward No……Road……Street…….

P.O……PS……Town……District……..

(b) Nearest Electric Pole No: yes no

(c) Is wiring Completed: yes no

4 (a) Is any other service existing in the same premises:

(b) If Yes, please give S.C No. and Connected Load

S.C No	**Category**	**Connected Load**

(c) Nature of Right & Title of the Premises

(i) Self owned by application……(enclose supporting paper)

Or

(ii) Occupied on rent……...(enclose supporting Paper or permission of the owner)

5. Details of Connected Load

Sl.No	Details of Appliance	No of Points	Wattage HP	Total Wattage / HP
(i)	Lights			
(ii)	Fans			
(iii)	Small Power Appliances			
(iv)	Heaters			
(v)	AC's			
(vi)	Motors			
(vii)	Welding Sets			
(viii)	Others If any			
(ix)	Other Loads			
Total Load				

6.Total New Connected Load applied for: ☐

KW ☐ HP ☐

7. Purpose of Supply:

Type	Category
Domestic	
LT Industrial	
Public Lighting	
Temporary	

8. Category of Supply:

Type	Category
Non- Domestic	
Irrigation	
Public Water	
Seasonal	

8. Status of Consumer ☐ Individual ☐ Registered Partnership ☐

Unregistered Partnership ☐ Public Limited 9.Company ☐

Pvt. Ltd. Company ☐ Any Others ☐

10. Social Group SC ☐ ST ☐ Others ☐

11.(A) This requisition is for

1. A new service connection
2. Enhancement of connected load
3. Reduction of load
4. Change of Name of service connection
5. Change of Category
6. Shifting of service connection

Tick ( ) the box which is applicable

11.(B) Details of requisition :-

(i) A new service connection for ……..KW/HP
(ii) Enhancement of connected load from…….KW/HP to …….KW/HP
(iii) Reduction of load from ……KW/HP to …….KW/HP
(iv) Change of Name of service connection from Sri…….to Sri……
(v) Change of Category from ……category to ……..category
(vi) Shifting of service connection from existing location……..to location

12. Meter to be provided by ☐ Licensee ☐ Applicant

13. Undertaking

i) I / We ……am / are the statutorily bonafide owner for the premises for which new service connection is applied for

Or

I / We ……..am / are person(s) authorized by the statutorily bonafide owner to avail service connection on my name for the said premises for which service connection is applied.

ii) All the required documents such as Ownership deed (ex. Tax receipt, copy of registered document etc.), wiring certificate and necessary approvals are enclosed hereunder to release the supply.

iii) I / We undertake and agree to avail supply of energy for the above mentioned purpose for a period not less than one year from the date of commencement of supply and to pay the Tariff and Miscellaneous charges approved by the Commission from time to time. In the event of non-payment of the said charges it shall be recoverable from me/us as public demand under the Bihar and Orissa Public Demand Recovery Act, 1914[(1)] amended from time to time. I/We shall abide

by the terms and conditions of Bihar Electricity Supply Code (ESC) notified by the Commission from time to time, which shall govern the supply of electricity to me/us in all respects.

iv) I We shall undertake to execute an Agreement in the prescribed from, if so called upon by the licensee whether such an agreement is executed or not, this application itself shall oblige me / us conform to and abide by the terms and conditions of supply notified by the licensee and approved by the Commission from time to time.

Place — Signature of the Applicant

Date — Name

……

ACKNOWLEDGEMENT

Sub Division		Date of registration	
Registration No		Signature Receiving	
Prop date of Inspection		Officer With Stamp	

Annexure -2

(See Clause 4.11)

Application for supply of Electricity at High Tension

(to be submitted in 5 Sets)

Registration No: | | Date: | |

Amount Paid Rs.: | | DD No / Date: | |

To,

Designated Officer

Sir,

I / We request you to supply electricity High Tension as mentioned below:

1a. Name of the Customer in whose name connection is required:

1b. Status of the Customer:

2. Location of Premises where supply is required:

Street:	Block:
Village:	District:
Plot No.	Pin Code:

3. Addresses and Telephone Number for Communication:

Address:	**Telephone No.**
Permanent Present	

4. Type of Service Required (Please tick the service applied for):

- New Service
- Additional Load (Alteration / Extension to existing installation)
- Reduction of load
- Title Transfer
- Change of Category

- Existing Category: _____ Proposed Category: _____

5. Category of Supply Requested (Please tick the category required):

Category	**Purpose**
HT SI	11 KV High Tension Service
HT SII	33 KV High Tension Service
EHT	132 KV Extra High Tension Service
HTSS	11 KV/33KV High Tension Specified Service
RTS	25KV/132 kV Railway Traction Service

6. Are any other services existing in the same premises: Yes No

If yes, details thereof are as follows: …….....

Sl.No	**Particulars**	**Details**
i	Existing Service Connection Number	
ii	Existing Contracted Maximum Demand (KVA)	
iii	Existing Connected Load (HP/KW)	
iv	Existing Connected Load (HP/KW)	
v	Date of conclusion of present HT Agreement	
vi	Date of release of Supply	
vii	A.M.G of the Service, if any	
viii	Security Deposit	

7. Are any other services existing elsewhere in the same name or in the names of sister concerns.

Yes No

If yes, the details thereof are as follows:

Service Connection Number	Category

8a. Requirement of New / Additional Load:

I	Contracted Maximum Demand (KVA) (With Phasing if any)	
II	Contracted Load (HP/kW)	

8b. Details of connected at the time of commencement of supply:

9. Total Load Requirement (Existing + New / Additional Load):

I	Contracted Maximum Demand (KVA) (With Phasing if any)	
II	Contracted Load (HP/kW)	

10. Nature of industry and product manufactured:

11. Number of running days in a month

12. Number of running shifts of the factory

13. Period of season if load is seasonal

14. Date by which service is required

15. Power of Attorney

16. Whether the industry is availing / proposes avail power from other sources. If so, please provide details:

17. (a) Whether the industry has back up, captive generating plant. If so, please provide details

(b) Any other information

18. Supporting documents enclosed (Please tick where applicable):

Documents to be furnished

- Details of Land, Survey Plot No., Mauza, Revenue Village No., etc…….
- Contracted Load Details (Where available)
- Memorandum of Understanding
- Articles of Association, partnership Deed
- Site plan indicating the Proposed Receiving Points of Power Supply from the Company
- General Power Attorney
- NOC from Local Body (Eg. Gram Panchayat of MCH)
- Consent from Pollution Control Board (If Applicable)
- SSI Certificate (If applicable)
- Industrial License
- Employment Potential
- Financial Assistance
- Line of Manufacture

- Letter for Undertaking Capital Works on Turnkey Basis (Opptional)

I / We request the company to provide meter / metering equipment for measuring electricity supplied to me

We undertake to execute an agreement in the prescribed form, if so called upon by the Distribution licensee.

Signature of Applicant	Signature of Original Owner (In case of title transfer)
Place	Date

Signed by the applicant in my presence:

Witness 1	**Witness 2**
Signature: Name and Address: Date:	Signature: Name and Address: Date:

_ _

ACKNOWLEDGE OF APPLICATION

Registration No: Date of Registration:

Signature of Receiving Officer With Stamp:

Total Amount Received:

Designated:

Annexure -3

(See Clause 6.1)

Test Report

To be filled up by licensed Electrical Contractor

Book No…… Form No. ……

To be filled up by the Licensee

1. This is being issued for providing electrical connection at the premises of Mr./Mrs./Ms ----------
2. The address of the premises is ----------
   ----
3. The name and address of the licensed electrical contractor is ----------
   ----
4. The date of issue of this report is ----------

To be filled up by the licensed Electrical Contractor

5. I hereby declare that -

   (a) I have ---------- class license valid till ----------
   The license number is ----------

   (b) I have completed this work for Mr./Mrs./Ms. ----------
   ---------- for his ----------

Details of Job

Sl. No.	Item	220/230 Volts						440/400Volts	
		Red Phase		Green Phase		Blue Phase			
		No.	Total Watts	No.	Total Watts	No.	Total Watts	No	Total Watts
i.									
ii.									
iii.									
iv.									
v.									
vi									
vii.									

(c) (i) The particulars of the employees who executed the job are tabulated below.

Sl. No.	Name of the Wireman/ Trainee	Designation	Period	
			From	To

(ii) The work was carried out under the supervision of ----------
---------- (Supervisor/Wireman)
Whose certificate number is ----------
He is responsible for work carried out during the period ----------
---

(d) This installation specifications adhere to all the provisions of Indian Electricity Rules 1956.

6. I also declare / certify the following :

(a) The installed switches are of correct ratings : Yes / No

(b) All the switches and wiring are permanent and of correct specifications : Yes / No

(c) All plugs are of three pin type and controlled by separate Switches : Yes / No

(d) All the Single Pole switches connected to the phase : Yes / No

(e) Required permanent mark is provided on the main switch board for Neutral point : Yes / No

(f) Arrangement for earthing is according of Rule 61 of Indian Electricity Rules, 1956 : Yes / No

(g) In case of three phase installation

(i) Danger board, fire extinguisher with buckets, shock chart and first aid kit have been provided for : Yes / No

(ii) The installation specifications of the switch board is as per Rule 15 of Indian Electricity Rule, 1956

7.Test results

Date of testing ----------

	Insulation of Earth	Insulation between conductors
Phase - 1		
Phase - 2		
Phase - 3		

Earth Resistance	Date of testing
Electrode No. 1	Electrode No. 2

8. The date of registration according to form 'L' of Bihar Govt. Licensing Board (Electricity) is as follows:

Sl No. ----------

Date ----------

Signature of the Licensed Electrical Contractor

Certificate from Supervisor, Wireman

It is hereby certified that the aforesaid work has been undertaken by ----------
---------- who has a wireman permit number of ----------
that is valid till ----------

It is also certified that testing of the installation has been undertaken by ----------
---------- who has permit number of ----------
---------- that is valid till ----------

Signature of the Wireman

Signature of Supervisor

Receipt

The test report form number ---------- for the installation at the premises of ----------
---------- prepared by ----------
----------has been received on ----------

Signature of Officer in-charge
Name-
Designation-
Date-

Annexure – 4

(See clause 6.37)

Determination of Connected Load

Domestic Connection

1. Name of the Consumer : ----------
2. Address : ----------

   ----
3. Consumer Number (for existing connections) : ----------
4. Electricity equipments proposed to be put to use : Please fill-up the following table to enable determination of the connected load. Normally the actual load of each item will be considered to determine the connected load at the premises. In case of non-availability of the rated capacity of any item, the load shown below shall be considered.)

Items	**Load Per item (Watts)**	**No.**	Total load (Watts)
1	2	3	4 = 2x3
Bulb	As per actual rating		
Tube light	40		
Fan	60		
Tape-recorder/Music system	25		
Television – Colour Black & White	100 60		
Mixie	60		
Freeze	200 or actual		
Cooler	200 or actual		For 6 months April to Sep
Heater (for cooking and water heating)	1000		
Washing machine	750 Or as actual		
*Geyser	1500 / 2000 Or as actual		* for 3 months Only, Dec. to Feb
Microwave Oven	2000		
*Air Conditioner (1 ton/1.5 ton/2.0 ton)	1500 / 2000 / 2250		* for 6 months only, Apr. to Sep
Split Air Conditioner 1.5 ton	2250		* for 6 months

Computer	100		
Printer	150		
Water lifting Pump set	375 Or actual		
Inverter to be used in case of power failure for own use	NIL		
	Total		

Note :

(a) Spare socket points holders shall not be counted towards connected load.

(b) Defective appliances like cooler, freeze, T.V., Iron, Oven, etc. Which are not connected and not working shall not be taken into account.

(c) In some domestic connections Geyser, Room Heater and Air-conditioner (without heater) are installed. The load of Geyser (s) and Room Heater (s) shall be accounted for billing for the month of December, January & February and the load of Air-conditioner (s) (without heater) shall be taken into account for the month of April to September. The load of Air-conditioner (s) shall be accounted as connected load for full year.

(d) Any other item of load not included above shall be taken as per manufacturers rating.

(e) Fraction of load in kW shall be taken as next higher whole number for the purpose of billing or as otherwise provided in the tariff order.

Signature of the Consumer

Date : ----------

Place : ----------

Signature of the licensee's representative

Date : ----------

Place : ----------

Annexure – 4A

(See clause 6.38)

Self Declaration of Connected Load

1. Name and address of the Consumer ----------
2. Consumer No. / Account No ----------
3. Category of Consumer ----------
4. Purpose of Supply ----------
5. Details of Load Connected.

Sl.	Name of Appliances	Unit	No.	Total KW/HP
i.				
ii.				
iii.				
iv.				
v.				
vi.				
vii.				
viii.				
ix.				
x.				

Total Aggregate Load ----------

Note :

In case of HT / EHT / Railways the details of transformer installed and the Connected Load to be furnished

6. Sanctioned Load ----------

7. Extra Load ----------

Date- Signature of the Consumer

Annexure – 5

(See Clause 7.5 [a])

Format For Intimation To Consumer After Temporary Disconnection Of Supply

From,

No. ---------- Dated: ----------

---------- (Name of Consumer)

----------(Address)

Reference:

Connection No. ----------

Consumer Category ----------

Contracted Load ----------

This is to inform you that supply has been temporarily disconnected with effect from ---------- ---------- due to following reasons : ---------- ----------

You are requested to remove the cause of disconnection and intimate this office at the earliest. You are also requested to pay sum of Rs. ---------- towards disconnection, reconnection charges and ----------(Pl. mention if any other dues is to be deposited. Pl. also give break up of the total sum).

If the cause of disconnection is not removed to the satisfaction of this office, your supply shall be permanently disconnected as per clause 7.6 (i). Late payment Surcharge shall be levied as per clause 7.6 (ii).

Thanking you,

Yours faithfully

Name, Signature & Designation
of the representative of the Licensee

Annexure – 6

(See Clause 11.1 (a) (iv)

INSPECTION REPORTS

(Under Section 126 of the Act)

Sub Division :-

I. Inspection notes of Sri ---------- Dated ----------2011
Time of Inspection ---------- Total time of inspection----------
---

II. (a) Name and addressof the occupant
of the place/premises

(b) Person present at the time of inspection:

	Name	Signature
(i)	----------	----------
(ii)	----------	----------
(iii)	----------	----------
(iv)	----------	----------

III. (a) Any other person available at the: ----------
time of inspection and his / her ----------
relationship with the occupant of ----------
the place/premises: ----------

(b) Any other departmental staff present:----------

IV. 1. Service Connection No.:
2. Distribution :
3. Nature of premises :
4. Category :

V. (a) Meter diagram indicating the seals position & their condition :

Location of the meter Height of the meter

---------- ----------

---------- ----------

Impression on Seals Impression on Seals

---------- ----------

Before Inspection After Inspection

---------- ----------

VI. (a) Meter Reading :

i. KWH

ii.KVAH

(b) Status of Meter:

Running / Stop / Defective / Burnt

(c) CT / PT Connection details with phase sequence

VII. Details of Connected Load

kW/HP

kW/HP

kW/HP

kW/HP

kW/HP

kW/HP

In case of HT Transformer detail and connected load are to be given separately

VIII. Findings and Conclusion of the Inspecting Team

IX. Signature of all members of the inspecting team

and Occupant of the premises or his representative.: ----------

---------- ----------

---------- ----------

कारखाना एवं श्रम अधिनियम

कारखाना एवं श्रम अधिनियम

अनुसूची भाग - 1

69 नियोजनों के लिए पुनरीक्षित मजदूरी एवं परिवर्त्तनशील महंगाई भत्ता

क्र० सं०	कामगारों की कोटि	मूल न्यूनतम मजदुरी+भी.डी.ए. -01.04.09 (रुपये में)	भी.डी.ए. प्रभावी की तिथि - 01.10.09	दि.-01.10.09 को कुल मजदूरी (3+4)
1	2	3	4	5
		00+13 = 102.00 प्रतिदिन	02.00	104.00
2	अर्द्धकुशल	92.00+13.00 = 105.00 प्रतिदिन	02.00	107.00
3	कुशल	113.00+16.00 = 129.00 प्रतिदिन	03.00	132.00
4	अतिकुशल	138.00+16.00 = 129.00 प्रतिदिन	03.00	132.00
5	पर्यवेक्षीय/लिपकीय	2553.00+359.00 = 2912.00 प्रतिदिन	69.00	2981.00

12 (खण्ड कार्य) नियोजनों के लिए पुनरीक्षित मजदूरी एवं परिवर्त्तनशील मंहगाई भत्ता

o		o o o ( )	o o o	o ( )
		=		
	₹	=		
	₹	=		
		=		
		=		

Bihar Factories Rules, 1950

Form No. 1

Application for Permission to Construct, Extend or Take into use any Building as a Factory.

1. Applicants's Name -

   Applicant's Calling -

   Applicant's Address -

2. Full Name and Postal Address of factory. -

3. Situation of the factory -

   Province -

   District -

   Town or Village -

   Nearest Police Station -

   Steamer Ghat -

4. Particulars of plant to be installed. -

Signature of Applicant ……

Date ……

NOTE.- This application shall be accompanied by the following documents :-

(a) A flow chart of the manufacturing process supplemented by a brief description of this process in its Various stages ;

(b) Plans, in duplicate, drawn to scale, showing-

(i) the site of the factory and immediate surroundings including adjacent building and other structures, roads, drain, etc; and

(ii) the plan elevation and necessary cross-Sections of the various buildings, indicating all relevant details relating to natural lighting, ventilation and means of escape in case of fire. The plans shall also clearly indicate the position of the plant and machinery, aisles and passage way; and

(b) Such other particulars as the Chief Inspector may require.

From No. 2

Application for Registration and Grant or Renewal of license for the year ……., and Notice of occupation specified in, Section 6 and 7 to be submitted in triplicate).

1. Full name of the factory with licence number; if already registered from before.

2. (a) Full postal address and situation of the factory.

   (b) Full address to which communications relating to the factory should be sent.

3. Nature of manufacturing process/processes-------

(a) carried on in the factory during the last 12 months (in the case of factories already in existence) ;

(b) to be carried on in the factory during the next 12 months (in the case of all factories).

4. Names and values of principal products manufactured during the last 12 months.

5. Maximum number of workers proposed to be employed on any one day during the year.

Maximum number of workers employed on any one day during the last 12 months.

Number of workders ordinarily employed during the last 12 months.

Number of workers proposed to be ordinarily employed during the year for which license is to be obtained.

6. (i) Nature and total amount of power (H. P.)installed or proposed to be installed.

(ii) Maximum power (H. P.) proposed to be used.

7. Full name and residential address of the person who shall be the manager of the factory for the purpose of the Act.

8. Full name and residential address of the occupier --------

(i) The proprietor of the factory in case of private firm/proprietary concern.

(ii) Directors in the case of a public limited liability Company/firm.

(iii) Where a Managing Agent has been appointed the name of Managing Agents and Directors thereof.

(iv) Shareholders in the case of a private Company where no. Managing Agents have been appointed.

(v) The Chief Administrative Head in case of Govt. or local fund factory.

9. Full name and address of the owner of the premises of building (including the precincts thereof) referred to in Section 93.

10. In case of a factory constructed or extended after the date of commencement of the Bihar Factories Rules, 1950----

(a) Reference number and date of approval of the plans for site whether for old or new building and for construction or extension of factory by the State Government/Chief Inspector.

(b) Reference number and date of approval of the agreement, if any, made for the disposal of trade waste and effluents and the name of the authority granting such approval.

11. Amount of fee Rs…….(Rupees …….) …….

(i) Paid in …….Treasury on ……vide challan no. (enclosed)

(ii) Transmitted by crossed cheque/Postal Order no……. dated…….on the bank of the ……...../Post Office drawn in favour of the Chief Inspector of Factories.

Signature of Occupier ---

Date ---

Signature of Manager ---

Date ---

Note – This form should be completed in ink in block letters or typed.

From No. 3

Government of Bihar

Factory Inspection Department

License to work a factory.

Registration No. ……. Fees Rs. ……

Granted/Renewed for the calendar Year …

Name of Factory …

Address and location of factory …

Name(s) of Occupeir (s) of the Factory ….

Maximum number of workers to be employed

TOTAL INSTALLED CAPACITY OF HORSE POWER

In case of Electric Generating and transforming stations total installed Capacity in K.W's ……..

Chief Inspector of Factories, Bihar.

The……20….

Note.2. If power is not used at the time of filing up this form, but is introduced , the fact should be communicated to the Chief Inspector immediately.

Note. 3. If any of the persons named against item 8 is minor, the fact should be stated.

Note. 4. In the case of a factory, where under the provison to sub-sections (1) and 8 Section 100, a person has been nominated as the occupier, information required should be supplied only in the respect of that person.

Note. 5. In the case of a factory where a Managing Agent or Agents has/have been appointed as occupier (s) under the Indian Companies Act, 1913 (VII of 1913), information required in item 8, should be supplied only in respect of that person.

Note. 6. The term " Ordinarily employed" used in item 5 means the number of whose names are ordinarily borne on the Register of Attendance or Muster Roll No. Includes managerial supervisory and such other staff as come within the definition of "worker".

Form No. 4

Certificate of Fitness.

1. Serial No. … … … … … … …. … …

   Date

2. Name

3. Father's name

4. Sex … … … … … … …. …. ….

5. Residence … … … … … … … …. …

6. Date of Birth if available and/or certified age… … … … … … … …. … … …

7. Physical fitness … … … … … … …. …

8. Descriptive marks … … … … … …

9. Reasons for ----

   (1) refusal of certificate

   … … … … … … … … … … … … … … …

   … … … … … … … … … … … … … … …

   (2) certificate being revoked

   … … … … … … … … … … … … … … …

Thumb. Impression.

Initials of

Certifying Surgeon.

Serial No. … … … … … …

Date … … … … … … … … …

I certify that I have personally examined (name) … … … … … … … … …

Son/daughter of … … … … … … … … ...

… … … … … … … … … … … … … … …

residing at … … … …. …. … … … … …

… … … … … … … … … … … … … … …

who is desirous of being employed in a factory, and that his/her age as nearly as can be ascertained from my examination.

Is .. years, and that he/she is fit for employment in factory as after audit/child

His/Her descriptive marks and

… … … … … … … …. … … … … … … …

… … … … … … … … … … … … … … …

Thumb. Impression.

Certifying Surgeon.

NOTE. – Exact details of cause of physical disability should be clearly stated.

1 [From No. 5.

(See Rule 80-A)

Identity Card of Workers

1. Name and address of the factory-
2. Name (with Token no.) and address of the workers-
3. Father's name-
4. Date of joining the factory-
5. Age (Date of birth) of workers-
6. Mark of identification-
7. Designation or nature of work-
8. Blood group of the worker-

PHOTO

Signature of the worker. Signature of Occupier/Manager

Date Date (with seal)

From No. 6

Abstract of the Factories Act, 1948, and the Bihar Factories Rules, 1950.

(To be affixed in a conspicuous and convenient place at or near the main entrance to the factory)

INTERPETATION

"Worker" means a person employed, directly or through any agency whether for wages or not in any manufacturing process, or in cleaning any part or the machinery or premises used for a manufacturing process, or in any other kind of work incidental to, or connected with, the manufacturing process, or the subject of the manufacturing process.

WORKING HOURS, HOLIDAYS, INTERVALS FOR REST, ETC.

1. Hours or Work (Adults)- Sections 51 and 54.-No adult worker shall be required, or allowed, to work in a factory for more than 48 hours in any week and for more than 9 in any day.
2. Relaxation of hours of Work (Adults).-Section 64.- The ordinary limits in working hours of adults may be relaxed in certain special cases, e.g. workers engaged on urgent repairs in preparatory or complementary work which must necessarily be carried on outside the limits laid down for the general working for the factory ; in work which is necessarily so intermittent that the intervals during which they do not work while on duty ordinarily amount to more than the intervals for rest ; in work which for technical reasons must be carried on continuosly throughout the day ; in making or technical reasons must be carried on continuously throughout the day ; in making or supplying articles of prime necessity which must be made or supplied

every day : in a manufacturing process which cannot be carried on except during fixed seasons, or at times dependant on the irregular action of natural forces ; in engine rooms or boiler houses or in attending to power plant or transmission machinery in the printing of newspaper which are held up on account of the break down of machinery in the loading and unloading of the railway wagons, and when a worker is not relieved at the end of the period of his work owing to the failure of reliever to come at the appointed hour.

Except in case of urgent repairs and a reliever not turning up in tmie the relaxation shall not exceed the following limits :-

(i) The total number or hours of work in any day shall not exceed ten

(ii) The total number of hours of overtime work shall not exceed 50 for any on quarter :

(iii) The spread-over inclusive of intervals for rest shall not exceed 12 hours in any one day.

In the case of any or all adult workers in any factories, the ordinary limits on working hours of adults may be relaxed for a periods not exceeding in the aggregate 3 months in any year, to enable the factory to deal with an exceptional pressure of work, subject to the above noted conditions.

3. Payment of Overtime-Section 59.- Where a worker works in a factory for more than 9 hours in any day or for more than 48 hours in any week he shall, in respect of overtime work, be entitled to wages at the rate of twice his ordinary rate of wages.

4. Weekly Holiday (Adults) – Section 52 – No adult worker shall be required, or allowed to work in a factory on the first day of the week, unless he has or have, a holiday for a whole day on one of the three days immediately before or after the said day, and the manager of the factory has,, before the said day of the substituted day whichever is earlier, delivered a notice at the office of the Inspector of his intentison to require the worker to work on the said day and on the day which is to be substituted and displayed a notice to that effect in the factory :

Provided that so substitution shall be made which will result in any worker working for more than ten days consecutively without a holiday for a whole day.

Where a worker in a factory, as a result of exemption from the ordinary provisions relating to weekly holidays, is deprived of any of the weekly holidays he shall be allowed, within the month in which the holidays were due to him or within the two months immediately following that month compensatory holidays of equal number to the holidays so lost.

5. Intervals for Rest (Adults) – Sections 55 and 56 – The periods of work of adult workers in a factory each day shall be so fixed that no period shall exceed 5 hours before he had an interval for rest of at least half an hour and that inclusive of his inverals for rest they shall not spread – over more than 10/1/2 hours.

6. Prohibition of Double employment. - Sections 60,71 and 99 – No child or, except in certain circumstances an adult worker, shall be required or allowed to work in any foactory on any day on which he has already been working in any other factory.

If a child works in a factory on any day on which he has already been working in another factory the parent or guardian of the child or the person having custody of or control over him or obtaining any direct benefit from his wages shall be punishable with fine, which may extend to Rs. 50 unless it appears to the Court that the child so worked with out the consent or connivance of such parent guardian or person.

7. Prohibition of Employment of Children under 14 – Section 67 – No. child who has not completed his fourteenth year shall be required or allowed to work in any factory.

8. Hours of work (Children) – Section 71 – No Child shall be employed or permitted to work in any factory for more than 4/1/2 hours in any between the hours of 7 P.M. and 6 A.M. the periods of work of all children employed in a factory shall be limited to two shift which shall not overiap or spread over more than 5 hours each and each child shall be employed in only one of the relays.

9. Prohibition of Employement of Women – Scetion 66 – No woman shall in, any circumstances be employed in any factory for more than 9 hours on any day or between hours of 7 P.M. and 6 A.M. They may be allowed to work up to 10 P.M. in special circumstances.

The change of shift of a woman worker shall take place only after a holiday.

LEAVE WITH WAGES.

10. Leave with Wages – Section 79, 80 and 83 and Rules – Every worker who has worked for a period of 240 days of more in a factory during a calendar year, shall be allowed during the subsequent calendar year leave with wages for a number of days calculated at the rate of -

(i) If an adult, one day for every twenty days of work perfomed by him during the previous calendar years :

(ii) if a child, one day for every 15 days of work performed by him during the previous calendar Year.

Provided that a period of leave shall be exclusive of all holidays which may occur during such or at either end of the period of leave.

(2) A Worker, whose service commence otherwise than on the first day of January, shall be entitled to leave with wages at the rate laid down in clause (i) or, as the case may be, clause (ii) of sub-section (1) ; if he has worked for two-third of the total number of days in the remainder of the calendar year.

(3) if a worker is discharged or dismissed from service during the course of the year he shall be entitled to wages in lieu of the leave earned till that date at the rates specified above even if he has not worked for 240 days in that year. If a worker entitled to leave with wages is discharged from the factory before he has taken the entire leave to which he is entitled, or if having applied for and having not been granted such leave, he quits his employment before he has taken the leave, the occupier of the factory shall pay him the amount payable in repect of the leave not taken and such payment shall pay him the amount payable in respect of the leave not taken and such payment shall be made before the expiry of the second working day after the day on which his employment is terminated.

The manager shall maintain a leave with wages register in the prescribd form no. 15 and shall provide each worket with a book called the 'Leave Book' in the prescribed Form no. 16. The Leave Book shall be the property of the worker and the manager or his agent shall not demand it except to make entries of the dates of holidays or interruptions in service and shall not keep it for more than a week at a time. If a worker loses Book, the Manager shall provide him with another copy of payment of six paise and shall complete it from his record.

HEALTH

11. Cleaniness – Section 11. – Except in cases specially exempted all in side walls and partitions, all ceilings or tops of rooms and walls sides and tops of passages and stair cases in a factory shall be kept white-washsed. or Coloruwhased. The white – washing or colour-washing shall be

carried out at least once in every period of fourteen months. The floors of every workrwoom shall be cleaned at least once in every week by washing, using disinfectant, where necessary, or some other method.

12. Disposal of Wastes and Effluents. – Section 12-Effective arrangements shall be made in every factory for the disposal of wastes and effluents, due to the manufacturing process carried on therein.

13. Vantilation and Temperature – Section 13-Effective and suitable provisions shall be made in every factory for securing and maintaining in every workroom adequate ventilation by the circulation of fresh air and such a temperature as will secure to workers therein reasonable conditions of comfort and prevent injury to health.

14. Overcrowding – Section 16-Unless exemption has been granted there shall be in every workroom of a factory in existence on 1st April, 1949 at least 350 cubic feet and of a factory built after this date at least 500 cublic feet of space for every worker employed therein and for this purpose no account shall be taken of any space which is more than 14 feet above the level of the floor of the room.

15. Lighting – Section 17. – In every part of a factory workers are working or passing, there shall be provided and maintained sufficient and suitable lighting natural or artificial or both.

16. Drinking water – Section 18. – In every factory effective arrangements shall be made to provide and maintain at suitable points, conveniently situated for all workers employed therein, a sufficient supply of whole-some drinking water.

    In every factory wherein more than 250 workers are ordinarily employed the drinking water shall, during the hot weather, be cooled by ice or other effective methods. The cooled drinking water shall be supplied in every canteen lunchroom and last room and also at conveniently accessible points throughout the factory.

17. Latrines and urinals – Section 19 and Rules. – In every factory sufficient latrine and urinal accommodation of the prescribed type (separate enclosed accommodation for male and female workers) shall be, provided conveniently situated and accessible to workers at all times while they are at the factory. Every latrine shall be under cover and so partitioned off as to secure privacy and shall have proper door and fastenings. Sweepers shall be employed whose primary duty it would be to keep clean latrines, urinals and washing places.

    In every factory, wherein more than 250workers are ordinarily employed all latrines and urinals accommodation shall be of prescribed sanitary type.

18. Spittoons – Section 20 In every factory, there shall be provided is sufficient number of spittoons of the type prescribed in convenient places and they shall be maintained in a clean and hygienic condition. No person shall and within the premises of a factory except in the spittoons provided for the purpose Whoever spits in contravention of this provision shall be punishable with fine not exceeding five rupees.

19. Fancing of Machinery – Section 21 - In every factory dangerous parts of machines, e.g. every moving part moving part of a prime – mover and every flywheel Consented to a prime-move, etc, etc, shall be securely fenced by safeguards of substantial construction which shall be kept in position while the parts of machinery they are fencing are in motion or in use.

20. Work on or near Machinery in motion – Section 22. – No woman or child shall be allowed in any factoy to clean, lubricate or adjust any part of the machinery while that part is in motion, or to work between moving parts, or between fixed and moving parts of any machinery which is in motion.

21. Employment of Young Persons on Dangerous Machinery – Section – 23. - No. young person shall work at any machine declared to be dangerous unless he has been fully instructed as to the danger arising in connection with the machine and the precautions to be observed and has received sufficient training in work at the machine or is under adequate supervision by a person who has a thorough knowledge and experience of the machine.

22. Prohibition of Employment of women and children near Cotton openers. – Section 27. – No. woman or child shall be employed in any part of a factory for pressing cotton in which a cotton opener is at work.

23. Excessive Weights – Section 34. – No woman or young person shall article, tool or appliance exceeding the following limits :-

Adolescent male	…	65 lbs
Adolescent female	…	45ils.
Male child	…	35 lbs
Female child	…	30 lbs.

24. Protection of Eyes – Section 35. – Effective screens or suitable goggles shall be provided for the protection of person employed in or the vicinity of processes which involve risk of injury to the eyes from particles or fragment thrown off in the course of the process which involves risk or injury to the eyes by eason reason of exposure to excessive ligh.

25. Washing Facilities – Section 42. – In every factory adequate and consultable means of cleaning and the facilities shall be conveniently accessible and shall be kept in a clean and orderly condition.

If female workers are employed separate facilities shall be provided and to enclosed or screened that the interiors are not visible from any place where persons of the other sex work or pass.

26. First-Aid Ambulance Room – Section45. – There shall in every factory to be provided, and maintained so as to be readily accessible during all working hours first-aid boxes or cupboards equipped with the prescribed contents. All such foxes and cupboards shall be kept in the charge of a responsible person who is rained in first-aid treatment and who shall always be available during the working fours of the factory. The number of first aid boxes shall not be less than one for every 150 workers ordinarily employed.

In every factory wherein more than 500 workers are employed there shall be provided and maintained an ambulace room of the prescribed size and containing the prescribed equipment. The ambulace room shall be in charge of a qualified medical practitioner assisted by atleast one qualified nurse and such other staf f as may be prescribed.

27. Canteen – Section 46 and Rules. – In specified factories wherein more than 250 workers are ordinarily employed, a canteen or canteens shall be provided and maintained by the occupier for the use of the workers. Food drink and other items served in the canteen shall be sold on a non-profit basis and the prices charged shall be subject to the approval of a Canteen Managing Committee which shall be appointed by the Manager and shall consist of and equal number of persons nominated by the occupier and elected by the workers employed in the factory provided that in no case shall there be more than 5 or less than 2 workers on the Committee. The Committee shall be consulted from time to time as to the quality and quantity of foodstuffs to be served in the Canteen, the arrangement of the meanus, etc.

28. Sheleter, Rest Rooms and Lucnh Rooms – Section 47. – In every factory wherein more than 150 workers are ordinarily employed adequate and suitable shelters or rest rooms and a suitable

lunch room with provision for drinking water, where workers can eat meals brought by them shall be provided and maintained for the use of the workers.

29. Creches. – Section 48 and Rules – In every factory wherein more than 50 woman workers are ordinarily employed there shall be provided and main tained a suitable room or rooms for the use of children under the age of six years of such women. The creches shall be adequately furnished and equipped and in particular there shall be one suitable cot or a cradle with the necessary bedding for each child, at least one chair or equivalent seating accommodation for the use of the mother while she is feeding or attending to her child and a sufficient supply of suitable toys for older children.

There shall be in or adjoining the crèche a suitable wash-room for the washing of the children and their clothing. An adequate supply of clean clothes soap and clean towels shall be made available for each child while it is in the crèche. At least half a pint of clean pure milk shall be available for each child on every day it is accommodated in the course of her daily work suitable intervals to feed the child. For children above two years of age, there shall be provided, in addition an adequate supply of wholesale refreshment. A suitable, fenced and shady open air play ground shall also be provided for the older children.

30. No charge for Facilities and Conveniences – Section 114,-No Fee or charge shall be realised from any worker in respect of any arrangements of facilities to be provided or any equipments or appliances to be supplied by the occupier under the provisions of the Act.

31. Obligation of workers – Section 97 and 111. No worker in a factory or other thing provided in a factory for the purposes of securing the health, safety or welfare of the workers therein ;

(i) Shall willfully interfere with or misuse, any appliance convenience or other thing provided in a factory for the purposes of securing the health, safety or welfare of the workers therein ;

(ii) Shall willfully and without any reasonable cause do any thing likely to endanger himself or others; and

(iii) shall willfully neglect to make use of any appliance or other thing provided in the factory for the purpose of securing the healt or safety of the workers therein.

If any worker employed in a factoy contravenes any of these provision or any rule or order made therunder, he shall be punishable with imprisonment for a term which may extend to three months, or with fine which may extend ot Rs. 100 or with both.

If any worker employed in a factory contravenes any provision of the Act or any fule or orders made thereunder imposing any duty or liability on workers he shall be punishable with fine which may extend to Rs.20.

32. A notice of periods of work for adults and a notice of periods of work for children in the prescribed Form nos. 11 and 13 shall be correctly maintained and displayed in every factory otherwise than in accordance with their respective notices of periods of work displayed in the factory.

The owners, occupiers or managers of factories shall submit the prescribed periodical returns to the inspector regularly.

Form No. 7

(Prescribed under Rule 100(1))

Annual Return for year ending 31st December, 20……

1. Registration number of factory …
2. Name of factory …
3. Name of Occupier …
4. Name of the Manager …
5. District …
6. Full postal address of factory …
7. Nature of Industry …

   Number or workers and particulars of employment.
8. No. of easy worked in the year.
9. No. of man-days worked during the year –
   - (a) Man
   - (b) Women
   - (c) Children
10. Average number of workers employed daily (see explanatory note) :-
    - (a) Adults
      - (i) Men
      - (ii) Women
    - (b) Adolescent-
      - (i) Male
      - (ii) Femle
11. Total no. of man-hours worked including overtime :-
    - (a) Men
    - (b) Women
    - (c) Children
12. Average number of hours worked per week (see explanatory note) –
    - (a) Men
    - (b) Women

(c) Children

13. (a) Does the factory carry out any process or operations declared as dangerous under section 87 (See Rule 95) ?

(b) If so give the following information-

Name of the dangerous process or Operations carried on | Average no. of persons employed daily in each of the processes or operations given in col. 1.

(i)

(ii)

(iii) etc. Leave with Wages.

14. Total number of workers employed during the year…..

(a) Men

(b) Women

(c) Children

15. Number of workers who were entitled to annual leave with wages during the year…

(a) Men

(b) Women

(c) Children

16. Number of workers who were entitled to annual leave with wages during the year…

(a) Men

(b) Women

(c) Children

17. (a) Number of workers who were discharged or dismissed from the service, or quit employment or were superannuated, or died while in service during the year.

(b) Number of such workers in respect of whom wages in lieu of leave were paid.

18. Sefety Officers.

(a) Number of Safey officers required to be appointed as per rule notified under section 40-B.

(b) Number of Safety Officers already appointed.

19. Ambulance room.

Is there an ambulance room provided in the factory as required under section 45?

20. Canteen

(a) Is there a canteen provided in the factory as required under section 46 ?

(b) Is the canteen provided managed ----

(i) departmentally, or

(ii) through a contractor ?

21. Shelters or Rest Room and Lunch Rooms ?

(a) Are there adequate and suitable shelters or rest rooms provided in the factory as required under section 47 ?

(b) Are there adequate and suitable Lunch rooms provided in the factory as required under section 47 ?

22. Creches

Is there a crèche provided in the factory as required under section 48?

23. (a) Number of Welfare Officers to be appointed as required by rule notified under section 49.

(b) Number of Welfare Officers appointed.

24. (a) Total number of accidents (see explanatory note) ----

(ii) None-fatal.

(b) Accidents in which workers returned to work during the year to which this return relates---

(i) Accidents (Workers injured) occurring during the year in which injured worker returned to work during the same year ----

(aa) Number of accidents.

(bb) Mandays lost due to accident.

(ii) Accidents (worker injured) occurring in the previous year in which injured workers returned to work during the year to which this return relates ---

(c) Accidents (Worker injured) occurining during the year in which injured workers did not return to work during the year to which the return relates ----

(i) Number of accidents ----

(ii) Mandays lost due to accidents.

Certified that the information furnished above is to the best of my knowledge and belief, correct.

Date…… Signature of the Manager.

Explanation.

(1) the average number of workers employed daily should be calculated by dividing the aggregate number of attendance on working days (that is, mandays worked) by the number of working dsys in the year. In reckoning counted and all employees should be included, whether they are employed directly, or under contractors. Attendance on separate shifts (e.g. night and day shifts)

should be counted separately. Days on which the factory was closed for whatever cause, and days on which the manufacturing processes were not carried on should not be treated as working days partial attendace for less than half a shift on a working day should be ignored, while attendance for half a shift or more on such days should be treated as full attendance.

(2) For seasonal factories, the average number of workers employed duing the working seasons and the off seasons should be given separately. Similarly the number of days worked and average number of man-house worked per week during the working and off season should be given separately.

(3) The average number of house worked per week means the total actual houre worked by all workers during the year excluding the rest intervals but including overtime work divided by the product of total number of workers employed in the factory during the year and 52. In case the factory has not worked for the whole year, the number of weeks during which the factory worked should be used is place of the figure 52.

(4) Every person killed or injured should be treated as one separate accident. If in one occurrence six persons were injured or killed. It should be counted as six accidents.

(5) In item 24 (c), the number of accidents which took place during the year should be given. In case of non-fatal accidents only those accidents which prevented workers from working for 48 hours or more should be indicated.

From No. 8

Closure Report of Factory

Name of factory	…	…
Registration number of factory	…	…
Name of Occupier	…	…
Name of Manager	…	…
Postal Address	…	…

Name of section or department which has closed. If the whole factory has closed please write "Total closure"	Date of Closure	Reason of closure.	Number of Worker on the register of factory or part of the factory which is closed on the date of closure.	Number of workers affectedby the closure	Probable period of closeure.	Remarks
1	2	3	4	5	6	7

सूक्ष्म, लघु एवं मध्यम उद्यम

(M S M E)

The President under Notification dated 9th May 2007 has amended, The Government of India (Allocation of Business) Rules 1961. Pursuant to this amendment Ministry of Agro & Rural Industries (Krishi Evam Gramin Udyog Mantralaya) and Ministry of Small & Scale Industries (Laghu Udyog Mantralaya) have been merged into a single Ministry, Namely "Ministry of Micro, Small and Medium Enterpries".

सूक्ष्म, लघु एवं मध्यम उद्यम (MSME) मंत्रालय की मुख्य 12 योजनाएँ
OFFICE OF DEVELOPMENT COMMISSIONR SCHEMES

Office of Development Commissioner operates a number of schemes for the MSME sector At glance these are :-

1. National Manufacturing Competitiveness Programme (NMCP) Schemes Under XI Plan–

The Government has announced formulation of National Competitiveness Programme in 2005 with an objective to support the Small and medium Enterprises (SMEs) in their endeavor endeavor to become competitive and adjust the competitive pressure caused by liberalization and moderation of tarif rates. Para 59 of the Budget speech 2005 are as follow .

Worldwide it is manufacturing that has driven growth. In order to revive the manufacturing sector particularly small and medium enterprises, and to enable them to adjust to the competitive pressures caused by liberalization and moderation of tariff rates, I propose to launch a new scheme that will help them strengthen their operations and sharpen their competitiveness. The scheme will be called the "Manufacturing Competitiveness Programme".

The design of the scheme will be worked out by the National Manufacturing Competitiveness Council (NMCC) in consultation with the industry"

Accordingly, the NMCC along with relevant stakeholders like the Ministry of MSME has conceptualized and finalized the components of the programme incorporating suitable inputs from the stakeholders in a meeting taken by Chairman, NMCC on 07.12.2005. The NMCP, as conceptualized by the NMCC was accepted by the Government and announced implementation in the Budget 2006-07, para 68 of which state as under.

The National Manufacturing Competitiveness Council (NMCC) has finalized a five-year National Manufacturing Programme. Ten schemes have been drawn up including schemes for promotion of ICT mini tool room, design clinics and marketing support for SMEs. Implementation will be in the PPP model and financing will be tiled up during the course of the next year.

The Small and Medium Industries form the backbone of manufacturing sector not only in this country but even in the developed countries. In India the small scale sector contributes to 40% of manufacturing. The small industries sector also contributes substantially sector also contributes substantially to the exports. In the past the Small Scale Sector existed in a relative for production in the Small Scale Sector, special fiscal incentives were extended to the units in the sector and a number of support programmes were also drawn up to ensure the Small Industries survived.

In the post-reform era starting from 1991 the situation for the Manufacturing Sector as a whole as well as for the Small Industries has undergone a dramatic change. The tariffs on imports have been reduced very substantially. India is gradually integrating with the world economy new trade blocs are forming and many countries, including India are entering into Preferential Trade Agreements Free Trade Agreements or Comprehensive Economic Agreements to improve trade in areas of their comparative advantage. In this process the India are entering into Preferential Trade Agreemnts Free Trade Agreements or Comprehensive Economic Agreements to improve trade in areas of their comparative advantage. In this process the India economy is becoming more open and there is an urgent need for the Industry to adjust to the new situation. The Indian Industry will have to become competitive by cutting down overall costs to that extent to survive and grow. The situation confronting the Small Industries in particular provides both opportunities as well as challenges. An opportunity to grow in a global market place is available to access entry into the global value chain by virtue of their being internationally competitive. Theothers would need to reposition themselves and become competitive to meet the challenges if they have to survive.

2. Micro & Small Enterprises Cluster Development Programme (MSE-CDP) –

DC(MSME) launches MSE-CDP for holistic development of selected MSEs clusters through value chain and supply Chailn management on co-operative basis. Read more…

3. Scheme for Capacity Building –

Scheme for capacity building, strengthening of database and advocacy by industry/ enterprise association, as envisaged in the promotional package for Micro and Small Enterprises (MSEs). Read more…

4. Credit Linked Capital Subsidy Scheme for Technology Upgradation –

The Scheme was launches in October, 2000 and revised w.e.f. 29.09.2005. The revised scheme aims at facilitating Technology Upgradation of Micro and Small Enterprises by providing 15% capital subsidy (12% prior to 2005) on institutional finance availed by them for induction of well established and improved technology in approved sub-sectrorss/products. The admissible capital subsidy under the revised scheme in calculated with reference to purchase price of Plant and Machinery. Maximum limit of eligible loan for calculation of subsidy under the revised scheme is also been raised Rs. 40 lakhs to Rs. 100 lakhs w.e.f. 29.09.2005. read more.

5. Credit Guarantee Scheme –

Collateral free loans upto a limit of Rs. 100.00 lakhs – **for individual MSEs**.

6. ISO 9000/ISO 14001 Certification Reimbursement Scheme –

Incentive Scheme of Reimbursement of expenses for acquiring Quality Management System (QMS) ISO 9000 certification/environmer management (EMS) ISO 14001 certification to the extent of 75% or Rs. 75,000/- whichever is lower. - **For individual SISIs/Ancillary/ tiny/Service Enterprises** .

7. MSME MDA –

The scheme offers funding upto 75% in respect of to and fro air fare for participation by MSME Entrepreneurs in overseas fairs/trade delegation. The scheme also provide for funding for producing publicity material (upto 25% of costs) Sector specific studies (upto Rs. 2 lakhs) and for contesting anti-dumping cases (50% upto rs. 1 lakh) – **for individual MSMEs & Associations**

- **Participation in the International Exhibitions/Fairs –** For registered Small & Micro Manufacturing enterprises with DI/DIC.
- **Financial Assistance for using Global Standards (GSI) in Bar Coding** – The Ministry of Micro, Small and Medium Enterprises (MSME), Govt. of India recognizes the contribution of Micro & Small Enterprises (MSEs) in growth of Indian economy, export promotion and employment generation. In order to enhance the marketing competitiveness of MSEs in domestic as well as international market. Office of Development Commissioner (MSME), Ministry of MSME, provides the financial assistance for reimbursement of 75% of one –time registration fee (Under SSI-MDA Scheme) w.e.f. 1st January,2002 and 75% of annual recurring fee foe first three years (Under NMCP Scheme) w.e.f. 1st June 2007 paid by MSEs to GSI India for using of Bar Coding. Thework of reimbursement has been decentralized and transferred to field offices i.e. MSME-DIs w.e.f. 1st April 2009 with a view to ensure speedy & timely and extensive implementation of the scheme.

  Bar codes are the series of black lines and white spaces printed on product packages or attached as tags which you would have noticed on consumer products. Information on a products or a consignment like its item code or serial number expiry date consignor/consignee etc., can be represented through such bar codes. When these bar codes are scanned using a scanner it enables instantaneous data capture with 100% accuracy and at great speeds.

  Bar Coding not only facilitates the exchange of information between buyers and sellers but also provides the potential for better visibility and sharing of information across an entire Supply Chain Other benefits are –

  (i) Automated date capture with 100% accuracy.

  (ii) Real time stock management of raw materials and finished goods.

(iii) Fast and error free data recording on product/consignment movement.

(iv) Easy integration with existing software if any.

(v) In compliance with growing requirements of leading national markets.

(vi) In line with requirements of international retailers &

(vii) Also gives international look and feel.

GSI India an autonomous body under Ministry of Commerce & Industry. Government of India is a solution provider for registration for use of Bar Coding. To become a subscriber of GSI India all one has to do is fill up the subscription enquiry or registration from and make the necessary payments as registration fee. Details about registration with GSI India for use of Bar Coding are available on their website www.gslinida.org.

- **Purchase and Price Preference Policy** - This is administered through the Singhle Point Registration Scheme of NSIC. Under this, 358 items are reserved for exclusive purchase from MSME by Central Government. Other facilities include tender documents free of cost, exemption from earnes money and security deposit and 15% price preference in Central Government purchases – ***for individual MSMEs***

8. Mini Tool Rooms - Assistance upto 90% or Rs. 9.00 crores, whichever is less for setting up new Mini Tool Rooms. For upgradation of existing Tool Rooms, assistance is 75% or Rs. 7.5 crres – for State Goveernments.

9. Assistance to Entrepreneurship Development Institutes –

For strengthening training infrastructure in EDLS, assistance upto 50% or Rs. 50 lakhs Whicherver is less – for State Governments. read more.

10. Scheme of Micro Finance Programme –

Creating self employment opportunities is one way of attacking poverty and solving the problems of unemployment. There are over 24 crore people below the poverty line in the country. read more.

11. Scheme of National Award –

The Micro, Small & Medium Enterprises (MSMEs) in India have seen a vast development in the last five dacades. The MSMEs have registered tremendous growth as also progress in terms of quality production, exports, innovation, product development and import substitution, very much beyond the expected objecties of setting up MSMEs by the planners of industrial production base in the country. read more.

12. Scheme to Support 5 Selected Univesity / Colleges to Run 1200 Entrepreneurship Clubs per Annum –

A package for the promotion of Micro and Small Enterproses, based on the Circular No.2 (6)/2006-MSME Policy dated the 7th November, 2006 has been approved by the cabinet Committee for Economic Affairs (C.C.E.A.). read more.

13. Support for Enterprenurial And Manageria And Managerial Development of SMEs Throrgh incubators

(a) Objectives

The Scheme provides early stage funding for nurturing innovative business ideas (new indigenous technology, processes, products, procedure etc.) which could be commercialized in a year.

The main objective is to promote development of knowledge-based innovative ventures and to improve the competitiveness and survival instincts of the Micro, Small and Medium Enterprises (MSMEs). Such entrepreneurial innovative ideas are sought to be developed in reputed Technical Management institutions before these can become commercially viable and attract venture capital.

The idea is primarily for sustaining at some basic or introductory level, the incubation of ideas that would have otherwise been lost for want of support. The expectations are that a sizeable percentage of the grantees/incubates would be graduating to higher levels of operation that would then require other form of support under other schemes/organizations including from Venture Capital or Angel Funding.

b. Programme

A total of 100 Business incubators (BIs) are expected to be set up between 2008-09 to 2011-12 with 25 BIs being made operational in selected technical institutions every year over the entire duration of the four years.

Each BI is expected to help incubation of 10 new ideas or units and is to be given financial assistance between Rs. 4 lakh to Rs. 8 lakh per idea/unit matured subject to an overall ceiling of Rs. 62.5 lakh per incubator which works out to be Rs. 6.25 lakh per idea/unit on an average.

The technical managerial (Host) institute is expected to make available necessary laboratory/workshop facilities and other required to the young innovators/entrepreneurs. Each BI will make efforts to maintain a ratio of 4:1 between the incubated units catering to micro enterprises and small enterprises respectively. However, flexibility on this account would be permissible with the approval of Technical Approval Committee. Flexibility is also envisaged in having more than one BI in the same host institute and where required/justified less than 10 or more than 10 hosted units in each BI.

(c) Implementation

The Scheme is being implemented in a Public Private Partnership (PPP) mode with expected private participation between 15% (in case of micro enterprises) to 25% (for small enterprises). Suitable proposals are invited from various reputed technical management institutes through approaching them individually and placement of advertisements in leading Newspapers.

The proposals upon receipt will be placed before a Technical Approval Committee for scrutiny/evaluation. Subsequently these will be placed before the Selection Committee headed by AS&DC (MSME) for final approval. The flow of finance to the Host Institute will commence after entering into the tripartite agreement between the Government the Host Institute would be released 30 percent of the expenditure expected to be incurred in the establishment and operation of the incubators with the balance being released in one or more installments once the earlier amount is reported to have been utilized.

14. Scheme for "Enabling Manufacturing Sector be Competitive through Quality Management Standards and Quality Technology Tools"

Background :-

World over micro and small enterprises (MSMs) are recognized as an important constituent of the national economies contributing significantly to employment expansion and poverty alleviation. Recognizing the importance of micro and small enterprises which forms an important segment of the Indian economy for its contribution to country's industrial production exports, employment and creation of entrepreneurial base the Central and State Government have been implementing several schemes and programmes for their promotion and development. Among the six basic principles of governance under

lying the National Common Minimum Programme (NCMP) of the Government, "Sustained economic growth in a manner that generates employment" has a pride of place.

Objectives :-

The main objectives of the scheme is to sensitize and encourage MSEs to adopt latest QMS and QTT and to keep a watch on sect oral developments by undertaking the stated activities.

Major Activities :-

Introduction of Appropriate course Modules for Technical Institutions. About 1800 it is and Polytechnics in four years of the XI plan. The selection of the technical institutes will be done in consultation with DGET and other stakeholders. The following sub activities are proposed under the Scheme.

- Study the gap analysis
- Develop Training Materials Kit
- Train 80 Master Trainers
- Identify ITIs/Polytechnics

Component of the scheme :-

i) Efficient use of resources.

ii) Improvement in product quality.

iii) Reduction in rejection and re-work in the course of manufacturing.

iv) Reduction in building up inventory at the various stages in the form of raw materials, work-in-progress. Finished components, finished products etc.

Implementation :-

Office of DC(MSME) will finalized the MSME clusters for conducting the Awareness Programme on Quality Management Standards and Quality Technology Tools (QMS/QTT)

15. Lean Manufacturing Competitiveness Scheme (LMCS) for Micro Small and Medium Enterprises (MSMEs)

The Scheme :-

Under the Scheme, MSMEs will be assisted in reducing their manufacturing costs through proper personnel management better space utilization scientific inventory management, improved processed flows reduced engineering time and so on. LMCS also brings improvement in the quality of products and lowers costs, which are essential for competing in national and international markets. The larger enterprises in India have been adopting LMCS to remain competitive, but MSMEs have generally stayed away from such Programmes as they are not fully aware of the benefits. Besides. Experienced and effective Lean Manufacturing Counsellors or Consultants are not easily available and are expensive to engage and hence most MSMEs are unable to afford LMCS.

Scheme has been approved as a pilot project in 100 Mini clusters for implementations of Lean Techniques.

Objectives :-

The main objective of the Lean Manufacturing Competitiveness Scheme (LMCS) is to bring the manufacturing competitiveness in the MSME Sector Lean Manufacturing involves applying I can Techniques (e.g. Total Productive Maintenance (TPM). 5S Visual control. Standard Operation

Procedures. Just in Time Kanban System Cellular Layout, Paka Yoke TPM etc.) to indentify and eliminate waste and streamline a system. The focus is on making the entire process flow not improving only a few operations. Worker empowerment is also emphasized throughout the effort.

Approach :-

The approach involves engagement of Lean Manufacturing Consultants (LMCs) to assess the existing manufacturing System of member units of the Mini cluster(s) and stipulate detailed step by step procedures and schedules for implementing and achieving of lean techniques.

A Special Purpose Vehicle (SPV) will be formed in each cluster. It is expected that once MSMEs are introduced to the benefits and savings that accrue from LM techniques, they would themselves continue the Scheme from the second year onwards at their own expense. A three tier implementing structure is in place with a group of 10 or so MSMEs (SPV) at the lowest local-tier and a Lean Manufacturing Screening and Steering Committee (SSC) under DC(MSME) at the highest tier.

The intermediate tier National Monitoring and Implementing Unit (NMIU) is responsible for facilitating implementation and monitoring of the Scheme, For the Pilot phase of 100 Mini Cluster, it is envisaged that NPC (National Productivity Productivity Council) function as NMIU.

Assistance :-

A financial support by the Government of India upto a maximum of 80% of the Consultant fees for each Mini Cluster will be provided. Remaining 20% is to be brone by the beneficiaries MSME units.

Who can apply :-

Interested industry association / Group of approx 10 MSME units which qualify under MSME-Development Act. 2006 willing to form SPV (Mini Cluster) can submit application in prescribed format to the National Productivity Council (NPC) Utpadakta Bhawan, Lodhi Road. New Delhi-110003.

Design Clinics Scheme for design expertise to Micro Small and Medium Enterprises (MSMEs) manufacturing sector.

The Scheme :-

Design Clinic is a tested strategic model of design intervention where a solution to an existing design problem is diagnosed and remedial steps suggested by a multi-disciplinary team of design experts. In this scheme the value additions to an idea of concept are imparted through interaction at a lesser cost to a specified industry/sector. It applies to a sector that requires intervention like manufacturing etc, as the existing conventional models of design consultancy and training are not viable. These models bring design exposure to the door-step of industry clusters for design improvement evaluation, analysis and adopting even long-term consultancy/design related intervention.

Objectives :-

The main objective of the Design Clinic is to bring the MSME sector and design expertise into a common platform, to provide expert advice and solutions on real time design problems, resulting in continuous improvement and value addition for existing products. It also aims at value added cost effective solutions. These Design Clinics in clusters of the country are to usher in a continuous competitive advantage to the MSMEs.

Present Status :-

The scheme is under operation in a Public Private Partnership (PPP) Mode. The details of the scheme is as under.

16. Marketing Assistance and Technology Up-gradation Scheme for Micro Small and Medium Enterprises (MSMEs)

The Scheme :-

MSMEs sector has emerged as a highly vibrant and dynamic sector of the Indian economy over the last five decades. MSMEs are not only playing crucial role in providing large employment opportunities at comparatively lower capital cost than large industries but also helping in industrialization of rural and back ward areas thereby reducing regional imbalances, assuring more equitable distribution of nation income and wealth.

It may be mentioned here that Marketing a strategic tool for business development is critical for the growth and survival of MSMEs. Marketing is most important factor for the success of any enterprise. It is one of the weakest areas wherein MSMEs face major problems in the present competitive age. Due to lack of information scarcity of resources and unorganized way of selling / marketing MSME sector finds problems in exploiting new markets.

Objectives :-

The objective of this programme envisages that some of those clusters of MSMEs which have quality production and export potential, shall be identified & encouraged and assisted through this scheme to achieve competitiveness in the national and international markets. The Programme aims at improving the marketing competitiveness of MSME sector by improving their techniques and technologies promotion of exports and to provide a check on imports also

Activites :-

The broad activities planned under the scheme include Technology up gradation in Packaging, Skills up gradation/Development for Modern Marketing Techniques Competition Studies of threatened products, Special components for North Eastern Region (NER). Identification of new markets through state/district level local exhibition/trade fairs, Corporate Governance Practices. Marketing Hubs and Reimbursement to ISO 18000/22000/27000 Certification.

17. Scheme Technology and Quality Upgradation Suppot to MSMEs (TEQUP)

Introduction :-

Technology and Quality Upgradation have emerged as the two important attributes in enhancing competitiveness for any manufacturing industry. Cost of energy is an important component of the cost structure of any manufacturing unit. With the spiraling cost and uncertain supply energy has already become a critical input any modern manufacturing process and for cost competitiveness MSMEs need to focus on economizing on energy use The small and medium enterprises have so far no compulsion to conserve energy and use energy in an efficient manner. The purpose of the scheme is to encourage and support energy efficiency for the Micro, Small & Medium Enterprises. Scheme address to the various facets of Quality and Technology Upgradation the present scheme focuses on to the two important issues in enhancing competitiveness of the MSME sector, through Energy Efficiency and Product Quality Certification. The scheme also focuses on additional spin-offs for the MSME sector through clean development mechanism (CDM) An innovative concept of cluster based carbon credit aggregation centers (CCAs) has been planned under the scheme to initiate MSMEs to CDM benefit.

Objectives :-

The above objectives of the Scheme will be achieved through the following major activities :

- Capacity Building of MSME clusters for Energy Efficiency/Clean Development Interventions and other technologies mandated as per the global standards.
- Implementation of Energy Efficient Technologies (EET) in MSME sector/units.

- Setting up of Carbon Credit Aggregation Centers (CCA) for introducing and popularizing clean development mechanism (CDM) in MSME clusters.
- Encouraging MSMEs to acquire product certification/licenses from National/International bodies and adopt other technologies mandated as per the global standards.
- Study of impact of the scheme administrative and other miscellaneous items.

Scope of Work :-

Capacity Building of MSME Clusters for Energy Efficiency/clean Development Interventions and other technologies mandated as per the global standards – Organision Awareness Programme in clusters and Preparations of DPR.

Implementation :-

Office of DC (MSME) will identify MSME clusters for conducting the awareness programme on Energy Efficiency Technologies (EET) Clean Development Mechanism (CDM) etc. on the basis of the response received from the MSME-DIs, cluster based associations and NGO, technical institutions.

18. Promotion of Information & Communication Technology (ICT) in Indian MSME Sector

The Programme :

The manufacturing industry is witnessing an increasing turbulent dynamic and complex business scenario. The lowest entry barriers across countries, complex cost structures and relentless pursuit of customer satisfaction in response to rising expectations and adoption of Information and Communication Technology (ICT) tools and applications compared to other nations and this has resulted in loss of global competitive advantages.

Objective :

The objective of the scheme is to encourage and assist the potential manufacturing (MSME) clusters to adopt ICT tools and applications in their production and business process and thereby, improve their productivity and competitiveness in national and international markets. The total budget outlay of the scheme is 105.00 crore (including GoI contribution 47.70 crore) during 11th Plan.

Activites :-

The broad activities planned under the scheme include identifying target cluster for ICT intervention. Setting up of E-readiness infrastructure developing web portals for clusters, skill development of MSME staff in ICT application preparation of local software solution for MSMEs to enhance their competitiveness construction of e-catalogue, e-commerce etc. and networking MSME cluster portal on to National level Portal in order to outreach MSMEs into global markets.

Deliverables : The following deliverables will be from the scheme :

- 100 potential cluster across the country will reap the benefit from the scheme.
- Forward and back ward integration.
- Reduction in inventory level.
- Increased value addition in the product.
- Improved Competitiveness.
- Enhanced market share in domestic & export market.

GUIDELINES FOR PROSPECTIVE ENTREPRENEUR

General Information
Financial Assistance
Project Report

Training
Marketing
Promotional Schemes

General Information

What can be done for self-employment ?

A micro or small or medium enterprise can easily be set up for self-employment. You can choose an activity depending upon your interest and suitability not only to become self-employed but also to generate employment for others.

What is a Micro, Small or Medium Enterprise?

The earlier concept of 'Industries' has been changed to 'Enterprises'

- Enterprises have been classified broadly into:
  (i) Enterprises engaged in the Manufacture / production of Goods pertaining to any industry; &
  (ii) Enterprises engaged in providing / Rendering of services.

Manufacturing enterprises have been defined in terms of investment in plant and machinery (excluding land & buildings) and further classified into :

- Micro Enterprises - investment up to Rs.25 lakh.
- Small Enterprises - investment above Rs.25 lakh & up to Rs. 5 crore
- Medium Enterprises - investment above Rs. 5 crore & up to Rs.10 crore.

Service enterprises have been defined in terms of their investment in equipment (excluding land & buildings) and further classified into:

- Micro Enterprises – investment up to Rs.10 lakh.
- Small Enterprises – investment above Rs.10 lakh & up to Rs.2 crore.
- Medium Enterprises–investment above Rs. 2 crore & up to Rs. 5 crore

It is not necessary to engage in manufacturing activity for self-employment. One can set up service enterprises as well .

How do I select an activity for self-employment?

For selecting an activity or enterprise, you will have to consider the following significant issues:

- Where do you want to promote the enterprise?
- What resources are available near the location of the enterprise?
- What kind of market or consumer pattern exists near the site of enterprise?
- What kind of contacts you have to exploit to your advantage for marketing of the product?
- What infrastructure is available at the location of your enterprise?
- How much capital is available?

There are many other considerations including availability of skilled manpower, raw material, technology etc. before you narrow down your choice for selection of industry or activity.

Who will assist in identifying the activity?

MSME Development Institutes can assist you in identifying the activity based on the Industrial Potential Survey and product specific market studies. District Industries Centers/State Directorate of Industries also facilitate in identification of a suitable activity.

What steps are required for identifying the activity?

A preliminary market study of product(s) or service(s) needs to be undertaken to analyse consumption and availability pattern. If there is a gap in demand and supply, the activity considered ideal for selection.

Where is market information available?

Market information is available with MSME Development Institutes (MSMEDIs) and DIC's of respective states/areas. Market Survey reports on various items and Industrial potential surveys of particular areas provide the information about the market potential of items. Industry and Trade associations, specialized institutions like PPDC can also provide such information.

How can market potential be ascertained?

Market potential can be ascertained by conducting preliminary study by prospective entrepreneur to get an in sight of the product/ services to be setup. An entrepreneur can estimate local demand, demand within the state or country, export market and future prospects of product(s)/ service(s). Visit to wholesale and retail markets, bulk consumers etc. provides accurate information on market potential.

Is there any agency providing guidance on marketing potential?

MSMEDI and State Governments agencies viz. DICs and SIDCs provide guidance on market potential. The gap in demand & supply can be established through potential surveys and market assessments with the help of these agencies.

Where can the enterprise be set up?

The enterprise can be set up in a designated industrial areas, where infrastructure facilities are available and is near to the market identified. It can also be set up in any other area depending upon nature of activity and local municipal rules.

What are the inputs required for setting up an enterprise?

The following major inputs are required for setting up an enterprise:

- Land, building or shed
- Machinery and equipments
- Raw Materials
- Power and Water
- Skilled manpower
- Capital

Are there any projects suitable for non-technical and inexperienced entrepreneurs?

There are many projects, which are suitable for non-technical and inexperienced entrepreneurs. Skilled manpower and technical personnel can be hired according to needs. Entrepreneurs can also join special short term training programmes. MSMEDI's, DIC's, NSIC etc. provide intensive consultancy to such first generation entrepreneurs.

How can a new entrepreneur compete with the existing manufacturers?

A prospective entrepreneur can take the advantage of opting for the latest technology and production process and operate at higher volume of operation. This leads to reduced production cost and

production of quality goods and services. A new entrepreneur can thus provide improved quality goods and services at lower cost and further tap the market with innovative marketing approach.

Financial Assistance

Which are the agencies providing financial assistance?

Financial assistance is available from institutions such as Nationalised Banks, Small Industries Development Bank of India, Regional Rural Banks, National Small Industries Corporation, State Financial Corporations etc. depending upon the project requirement and promoters background. Financial assistance has two components. Loan for fixed capital is used to acquire Plant and Machinery, land and building. Working capital loan is used to meet day to day operational cost of the production. State Financial Corporation and National Small Industries Corporation generally provide working capital. However under a package assistance, State Financial Corporations also provide a composite loan covering plant and machinery and working capital.

How to choose the most suitable source of funding?

Any of the financial institutions can be approached to get funds keeping in view their specific schemes. Evaluate and compare the terms and conditions, including rate of interest and repayment period of loan offered by the different financial institutions. Select the financial institution, which offers funds at minimum interest rate as per your repayment plan to suit your project. Choose the Institution which is in close proximity to the project site if other terms and conditions are similar.

What are the eligibility criteria for getting a loan?

The major eligibility criteria is return on the investment and profitability of the project proposed to be set up. Any financial institution will support the project if repayment is assured.

How much money the entrepreneur is required to invest out of his own resources?

Some portion of total investment has to be contributed by the Entrepreneur out of ownsources. This is called margin money. Financial Institutions insist on 10 to 25 per cent margin money depending upon the category of the entrepreneur, risk factor and existing scheme under which the project will be financed

What to do if an entrepreneur does not have any money of his own?

It is simple. One can arrange for loan for margin money under the scheme being operated by the State Commissioner/Directorate of Industries or State Bank of India. But this scheme is generally offered to professionally qualified entrepreneurs. Alternately you may have to prune down the size of your project in tune with available margin money. The financial institutions will prefer to support an entrepreneur, who is willing to put his/her own stake to some extent.

What is the procedure for getting a loan?

An entrepreneur should approach the concerned financial institution viz. State Financial Corporation, NSIC, Bank branches etc. Application in prescribed proformae has to be submitted along with project report including proof of ownership/availability of land/building, proof of residence, collateral securities (wherever applicable) etc. The loan is given by the institution if the application meets the norms.

Can the loan be used to cover all types of investment in the project?

The amount of loan can be used to cover all types of investment required in the project, such as machinery & equipment, and working capital, land and building. The lending agency for each component of loan may be same or different.

Is there any agency for funding the land and building costs?

The Banks and State Financial Corporations offer assistance for land/building/shed to certain extent. However, some qualifying parameters have been laid down by these institutions. In addition, Housing Development Corporation also provides funds for land /building.

What are the general conditions for availing financial assistance?

The general conditions for getting financial assistance are:

- Eligibility criteria
- Technical /Economic viability
- Promoters contribution
- Capacity to repay loan
- Collateral securities/guarantee

Is loan available from any other source for small projects?

Loan is also offered under some special schemes like P.M.R.Y. which are directed towards creation of self-employment

Project Report

What is a project report?

The project report is a document, which gives an account of the project proposal to ascertain the prospects of the proposed plan/activity. The project report contains detailed information about:

- Land & building required
- Manufacturing Capacity per annum
- Manufacturing Process
- Machinery & equipment along with their prices and specifications
- Requirements of raw materials
- Power & Water required.
- Manpower needs
- Marketing
- Cost of the project and production.
- Financial analyses & economic viability of the project.

How is a Project Report Prepared?

A project report is prepared with the help of prescribed guidelines available with MSMEDI's, DIC's & financial institutions. Information about prices of machinery & equipment, raw material and other various inputs required for setting up an enterprise need to be collected from the market.

Is there any standard model for preparing the project report?

A model proforma for preparing the project report is available with MSMEDI's, DIC's & financial institutions. Every institution has its own model proforma. However contents of all the proforma are almost similar.

Is a model project report available?

Yes, Model project profiles are available with the MSMEDIs(formerly Small Industries Service Institute's) & DIC's for the guidance of entrepreneurs.. However, these project profiles have to be recast in accordance with specific needs of the entrepreneurs and the current prices of inputs.

Which agency assists in preparation of Project Report?

MSMEDIs, NSIC and State Govt. agencies viz. DICs, SFCs can help you in preparing the Project Report. You can also prepare the Project Report yourself by collecting detailed information on various points.

What details are required for preparation of Project Report?

Information in detail is required about the technical process, requirements of plant and machinery, raw materials, manpower requirement, market information and statutory representations (like pollution control and public safety) etc. The details of power and water tariff, land/shed/ building and selling prices etc. needs to be collected as prevalent in the market.

Which agencies can be approached for obtaining information for preparation of the Project Report?

Entrepreneur can approach MSMEDIs and state Govt. agencies viz. Directorate of Industries, SFCs, DICs and market channels for getting information.

Who can help in selecting production process, equipment etc? Micro, Small & Medium Enterprises Development Institute's (formerly Small Industries Service Institutes), Design and Development Centers like MSME Technology Development Center's (formerly PPDC's) /Tool Room's, Research and Developmental agencies such as NRDC's and Regional Research Laboratories can help you in selecting the right production process, suitable equipment's etc.

Training

What basic training is required for setting up an enterprise?

Basic training differs from product to product but will necessary involve sharpening of entrepreneurial skills. Need based technical training is provided by the Govt. & State Govt. technical Institutions.

What are the other types of training relevant for a new entrepreneur?

One can acquire entrepreneurial skills by under going Entrepreneurial Development Programme and Management Development programme.

What is the duration of such courses?

These are short-term courses of 2 week's to 4 week's duration.

Which are the agencies providing such training?

There are a number of Government organisations as well as NGOs who conduct EDPs and MDPs. These EDPs and MDPs and are conducted by MSME's, NIESBUD, NSIC, IIE, NISIET, Entrepreneurship Development Institutes and other state government developmental agencies.

Is different type of training available for different categories of entrepreneurs?

Need based training courses are available for different categories of entrepreneurs. For example, Central Footwear Training Institute's provide training for footwear. Tool Room and Tool Design Institutes provide training in Engineering Industry. Likewise other technical training is provided by various institutions of centre and state govt.

Are there any preferential criteria for imparting training?

An entrepreneur desirous of setting up of enterprises or his representative is preferred for attending these training programmes which are offered on a nominal fee. However, there is no fee charged for imparting training for the entrepreneurs of NE region. Moreover, preference is accorded to weaker sections such as SC/ST, Women, Ex-servicemen. and Physically handicapped persons.

Are there any short terms courses available?

Short term technical training courses are conducted by SISIs and other technical institutions, which vary from 3 to 6 months of duration depending on nature of training. In addition, short-term training programmes for managers & supervisors are also conducted by MSME's to upgrade their knowledge and skills.

Does any agency give on the spot training for installation and commissioning of equipment?

Normally the suppliers of machinery & equipment provide on the spot training as well as facilities on the spot for installation and commissioning of equipment. However, SISIs also assist the entrepreneurs for installation and commissioning of machinery equipment at their premises.

Is there any agency providing training for skill upgradation?

Skill development/upgradation courses are offered by SISIs, NSIC, PPDCs etc. in different disciplines to skilled workers engaged in the micro, small and medium enterprises with a view to equip them with better and improved technologies of production.

Which are the organisations providing training to improve management of an enterprise?

SISIs, Management Development Institute's, NPC, NSIC etc. offer Management Development Programmes for acquiring knowledge about the different aspects of the management required for an operation of industry. Short-term courses of two to four weeks are available on Production Management, Marketing Management, Financial Management, Export Management, Export Procedure & Documentation, Packaging for Exports, Cost Reduction, Material Management etc.

Are there institutions providing consultancy for development or setting up of project?

SISIs, DICs and State industrial development corporations can provide consultancy for development or setting up of project. Suitable technologies are also offered by CSIR Laboratories, PPDC's, NRDCs, R&D institutions also offer consultancy at nominal charges.

What kind of consultancy is offered by these agencies?

The consultancy provided by these institutions includes identification of suitable product, market, technologies, Raw Materials, production method, regulatory requirement etc. In fact any problem can be addressed by these institutions for setting up or running of the enterprise.

Which agencies provide information on plant and machinery, raw materials and other equipments?

SISIs, DIC, CSIR Laboratories, PPDC's, NRDC, R&D institutions etc. provide information on plant and machinery, raw materials and other equipments.

How does one tackle pollution control needs of the project?

In case your product is covered under the list of the polluting industries as defined by the state government, it will be necessary to get specific clearance from the state Pollution Control Board/Committees. Pollution control equipments/measures will have to be installed by the enterprise as per need. Such polluting enterprises can only be set up in the designated industrial areas or locations and may have to link up with the common affluent treatment facility, if available in the area.

Which institutions provide details of pollution control requirements?

Pollution control board/ Committees and State Directorate of industries provide details of pollution control requirements. SISIs, and DICs also help in understanding of pollution needs.

Does any agency provide training in pollution control?

MSME's provide training in pollution control for different type of industries as per their local needs. Pollution Control Boards & Ministry of Environment also support training efforts.

Marketing

How does a new entrepreneur market the product?

This is an era of globalization and liberalization. The manufacturers have to offer goods and services of desired quality at optimum cost. Select the right market/consumers identified at the time of planning the unit. Establish Direct marketing channels or a network of dealers as per requirement of the product based upon initial survey. Highlight strengths of the product.

How does one popularise the new product?

You may create awareness among the buyers or consumers about your product's strong points in order to convince them of the utility of the product. Publicity in various available forms has to be arranged within the budgetary constraints. Sell your quality, to gain consumer's confidence. Review consumer feed back. Resort to live demonstration. MSME /NSIC help in popularising the product through domestic and international trade fairs/exhibitions.

Are there any specialized agencies which offer marketing assistance?

There are Governmental and non-governmental specialised agencies which provide marketing assistance. NSIC & KVIC are the devoted govt. agencies for providing marketing assistance to MSME units.

Is there any other assistance offered by NSIC for marketing MSME Product?

Besides promotion of MSME products through exhibitions, NSIC directly market the MSME produce in the domestic and overseas market. NSIC also manages a single point registration scheme for manufacturers for Govt. purchase. Units registered under this scheme get the benefits of free tender documents and exemption from earnest money deposit and performance guarantee.

Does any agency help in exhibition of the product?

MSME & NSIC help the micro, small and medium enterprises for exhibiting products of MSME in the domestic and international exhibition.

Does any agency help in promoting exports?

ITPO, DGFT, FIEO & Chambers of commerce in different countries Ministry of Commerce provide assistance in promoting exports. Office of the Development Commissioner (MSME), Government of India provides financial assistance to micro, small and medium scale entrepreneurs to display their products in overseas fairs and also for sales-cum-study tours abroad.

Are there any special benefits for exports?

MSME units gets special benefits such as duty draw back, advance licensing for import of capital goods and raw materials, pre- shipment and post shipment credit against firm export orders and marketing development assistance. Income tax benefit is available on exports earning.

Promotional Schemes

What is the policy of Government for promoting a micro, small and medium enterprises?

Government accords the highest preference to development of MSME by framing and implementing suitable policies and promotional schemes. Besides providing developed land and sheds to the entrepreneurs on actual cost basis with appropriate infrastructure, special schemes have been designed for specific purposes like quality upgradation, common facilities, entrepreneurship development and consultancy services at nominal charges.

What is the incentive provided for quality upgradation ?

Government of India has been executing the incentive scheme for providing reimbursement of charges for acquiring ISO 9000 certification to the extent of 75% of the cost subject to a maximum of Rs. 75,000/- in each case. ISO 9000 is a mechanism to facilitate adoption of consistent management practices and production technique as decided by the entrepreneur himself. This facilitates achievement of desired level of quality while keeping check on production process and management of the enterprise.

Is there any concession on Excise Duty payable by small units ?

MSME units with a turnover of Rs. 1 crore or less per year have been exempted from payment of Excise Duty. Moreover there is a general scheme of excise exemption for MSME brought out by the Ministry of Finance which covers most of the items. Under this, units having turnover of less than Rs. 3 crores are eligible for concessional rate of Excise Duty. Moreover, there is an exemption from Excise Duty for MSME units producing branded goods in rural areas.

Is priority there any on providing credit to MSME ?

Credit to micro, small and medium scale sector has been covered under priority sector lending by banks. Small Industries Development Bank of India (SIDBI) has been established as the apex institution for financing the MSME. Specific schemes have been designed for implementation through SIDBI, SFCs, Scheduled Banks, SIDCs and NSIC etc. Loans upto Rs. 5 lakhs are made available by the banks without insisting on collaterals. Further Credit Guarantee Fund for micro, small and medium enterprises has been set up to provide guarantee for loans to MSME up to Rs. 25 lakhs extended by Commercial Banks and some Regional Rural Bank.

What are the policies and schemes for promotion of MSME being implemented by State Governments ?

All the State Governments provide technical and other support services to small units through their Directorates of Industries, and District Industries Centres. Although the details of the scheme vary from state to state, the following are the common areas of support.

Development and management of industrial estates

- Suspension/deferment of Sales Tax
- Power subsidies
- Capital investment subsidies for new units set up in a particular district
- Seed Capital/Margin Money Assistance Scheme
- Priority in allotment of power connection, water connection.
- Consultancy and technical support

If I perform well, will my efforts be recognized ?

Yes, Government of India runs a scheme for giving National Awards to micro, small and medium scale entrepreneurs providing quality products in 11 selected industry groups of consumer interest. The winners are given trophy, certificate and a cash price of Rs. 25000/- each.

How to Set up a Projects ?

Technology and Machinery / Arranging Finance / Unit development Project Selection

"…Our best business missions are based on those ideas that often emerge out of our deepest personal motivations and interests."

Warren Avis in "Take a Chance to Be First"

It all begins with an Idea

The overrinding reason for anyone to think of establishing a MSME unit can be summarized in one word - opportunity. An opportunity to provide a product or service, which can generate sufficient surplus. This is all the more true if one is a believer in the maxim, "Small is Beautiful"

However, ideas need to be filtered through a multi-layer sieve. This model is shown in the following flow :

- Does the idea fire up your motivation ?
- Is it a viable business proposition in your area?
- Does it match the needs of yourclientele ?
- Check it out with basic market research
- Test it out at market place
- Consult with the experts
- Look out for competition in the field
- Is it a sunrise industry ?
- Your business opportunity
- Project conceptualization

Once the ideas are Screened and a viable business opportunity the project has to be conceptualised in all its dimensions. The 4 Ps of Project Conception is :

- **PRODUCT** (Shape, Size and Nature)
- **PROCESS** (Technology to produce the product)
- **PLACE** (Location of Plant)
- **PARTNER** (Technological of Financial Collaborator)

Making a Product Chice

In a project conceptualisation stage while making a product choice following factors are related to product need to be considered :

- Product Line – Depth, Width
- Packaging
- Branding
- warranties
- After Sales Service

Some other factors that one should consider while finalsing the product choice are :

- Ease of availability of raw-material
- Process Technology
- Accessibility to the market
- Incentive and support from Government

Market information is also important for product selection Products, which are likely to have a number of players in the market, are best avoided. Some such products in the recent past have been plastic footwear, audio cassettes, disposable gloves and bulk drugs.

In case the entrepreneur is looking for a product, which has export potential, the following additional questions need to be asked:

- What should be the contents of export-product portfolio ?
- What are the special requirements for packaging if one has to export the products ?
- What product adaptations are needed to be made for exporting a product to a specific country ?
- Are amu WTO conditionalities involved e.g. "child labour free". ISO 9000 certified, GMP followed etc.

The development of export-product portfolio can be done by considering 4 paraameters viz.

- External demand conditions
- Internal supply capability
- complexity of marketing tasks
- Amount of investment required to penetrate the market

Analysis can be conducted using this four dimensional model. The obvious choice is a product which scores a high rating on first two parameters and low rating on last two parameters.

EXIM (Export Import Bank of India) Bank has also developed an excellent model to conduct the export-product portfolio analysis based on three parameters viz

- Supply Capability In Product Group
- Domestic Environment
- Export Market Attractiveness

This analysis gives rise to product groups with high potential or low potential.

With regard to special packaging requirements one has to be careful about laws of the country one is exporting to. For instance, while exporting to Australia, wodde-packaging connot be done.

Product adaptations for country's specific needs look into things like whether voltage supply is 220V or 110V for electric appliances and for automobiles whether left-hand drive or right-hand drive is appropriate.

It has now become important to understand the implications of the uvarious agreements which form part of WTO.

Once the product is finalized, choice of Process technologh emerge.

Clearances

An entrepreneur has to obtain several clearances or permissions depending upon the nature of his unit and products manufactured.

Product Specific Clearances

Environment & Pollution Related Clearances

Regulatory or Taxation Clearances

1. Registration under Sales Tax Act - Commercial Tax officer of area concerned
2. Registration under Central Excise Act - Collector of Central Excise or his nominee for area
3. Payment of Income Tax - ITO of the area concerned
4. Registration of Partnership deed - Inspector General of area concerned
5. Calibration of weights & measures - Weights and Measures Inspector of State
6. Power Connection - Designated Officer of State Electricity Board
7. Employee strength exceeding 10 with power connection or 20 without power - Chief Inspector of Factories

Environment & Pollution Related Clearances

The method of granting consent under water and air pollution to SSI units has been simplified. Except for 17 critically polluting sectors given below, in all other cases SSI units will merely have to file an application and obtain an acknowledgement which will serve the purpose of consent:-

1. Fertilizer (Nitrogen/Phosphate)
2. Sugar
3. Cement
4. Fermentation & Distillery
5. Aluminium
6. Petrochemicals
7. Thermal Power
8. Oil refinery
9. Sulphuric Acid
10. Tanneries
11. Copper smelter
12. Zinc smelter
13. Iron & Steel
14. Pulp & Paper.
15. Dye and Dye intermediates
16. Pesticides manufacturing and formulation
17. Basic Drugs and Pharmaceuticals

Product Specific Clearances

1. Establishing a Printing Press - District Magistrate
2. License for Cold Storage Construction - Designated Official in State
3. Pesticides - Central/State Agricultural Department - Ministry of Agriculture

4. Drugs and Pharmaceuticals - Drug license from State Drug Controller
5. Safety Matches/ Fireworks - License under Explosives Act from Directorate of Explosives, Nagpur
6. Household Electrical Appliances - License from Bureau of Indian Standards
7. Wood Working Industry within 8 km from forest - District Forest Officer
8. Milk Processing & Milk products manufacturing units - Approval under Milk and Milk Products Order from State Agricultural/ Food Processing Industries Department above a designated capacity.

Unit Development

Technology and Machinery **Arranging Finance** **Project Selection**

Construction of Building
Getting the Utility Connections
Getting 3M's Right
Machinery
Materials

After deciding the issues of product and process, the next important question is where to set the unit up?

For many tiny units and service-based units, the home is perhaps the best starting point.

Setting up an establishment is much more than putting a signboard up and waiting for customers to walk in. It requires negotiating a favourable plot or shed purchase, organising for proper construction of building, design of interiors and finding good deals for equipment and machinery.

Construction of Building

Once an industrial plot for the unit is secured, then the next job is that of finding a suitable architect. Design of factory building has to be in consonance with the type of industry and have an appropriate plant layout.

An architect's estimate of building construction is essential for loan applications. Further, architect's certificate for money spent on building is needed for disbursement of loan.

Getting the Utility Connections

Among the utilities of prime importance are power and water. In many cases getting power connection causes delay in setting up of plant. Therefore it is imperative to commence work on these aspects with diligent follow up. Power connections are generally of either LT (Low Tension) or HT (High-tension) type. If connected load is upto 75 HP, LT connection is provided. For connected loads of 130 HP or higher only HT connection is provided.

A formal application needs to be made in a specified form to the state electricity board. An electrical inspector is deputed for evaluation of application to factory site, after which the load is sanctioned. In areas of power shortage, it is advisable to augment the power supply with a captive generating set.

Water connection is also obtained likewise by applying in advance in formal forms. The water supply can be augmented by installation of tubewell.

Getting 3M's Right

Men

Projections for manpower and staffing are made in the project report. However it is necessary to time the induction of manpower in a planned manner. The engineers and operatives must be available before the installation of the machinery.

Machinery

Choosing and ordering of right machinery is also of paramount importance. In many cases technology or process provides us with specifications which is not provided, then an extensive techno-economic survey of machinery and equipment available must be carried out. International trade fairs and engineering fairs are good places to look at available options. The entrepreneur must also consult experts, dealers / suppliers as well as users, prior to making a selection of equipment and machinery. The advice of DIC, MSMEI and NSIC can also be sought.

Materials

Materials procurement and planning are critical to success, of a start-up with a MSME unit. Inventory management can lead to manageable cash flow situations; otherwise if too much is ordered too soon considerable amount of working capital gets locked up. On the other hand, non-availability may result in production hold-ups, and idle machine and manpower. For essential imported raw material whose lead-time is large proper planning is all the more essential.

Technology and Machinery

Project Selection **Arranging Finance** **Unit Development**

Process Selection

Choices of process technology emerge once the product is finalised. For some complex products, process know how has to be imported. In such cases agreements for technology transfer should be made with due care to safeguard interest. A lot of appropriate technology is being developed at CSIR and Defense Research Labs and some of this technology can now be bought. Indigenously developed process know-how has intrinsic benefits such as appropriateness and relative inexpensiveness

While checking out on a process technology, the following things need to be considered with utmost care:

- Whether process requires very high level of skilled workers or complex machines?
- Whether process requires large quantities of water and/or power?
- Whether any process or product patent needs to be honoured while utilising the selected process technology.
- Any special pollution or environmental regulations.
- Finally, the appropriateness to the indian environment and conditions. Machinery and equipment

One of the major deficiencies in the micro, small and medium enterprises scenario is the prevalence of outdated production and management methods hindering the efficient operation of micro, small and medium-scale units. It was also found that the most important reason for the reluctance of the small industrialists to install modern machinery and equipment was the lack of investible funds. The main objective of National micro, small and medium enterprises (NMSME) is to provide machinery and equipment to small industrial units offering them long repayment period with moderate rate of interest.

NSIC procedures for hire purchase of machinery

- The hire purchase application is to be made on the prescribed form
- The Director of Industries of the State under whose jurisdiction the applicant falls, forwards the application to the head office of the NSIC at Delhi with his recommendation and comments.

- All applications for indigenous or imported machines are considered by acceptance committees comprising of the representatives of the Chief Controller of Imports, Development Commissioner, micro, small and medium enterprises and other concerned departments.
- Decision of these committees is conveyed to the parties concerned with copies to the regional offices of the NSIC and the concerned Directorate of Industries.
- Once all these formalities are completed by the hirer, instructions are sent to the suppliers to dispatch the consignment (duly insured for transit risk) to the hirer and to send the R/R or C/R as the case may be, to the regional office
- The NSIC after ensuring that all dues have been paid by the hirer, releases the R/R or C/R to him for taking delivery of the machines.
- In case of imported machines, the procedure is slightly different in as much as the shipping documents are sent to the clearing agents for clearing the consignment from the Customs and dispatching it to the hirer.

Value of machines that can be supplied

Rs. 7.5 Lacs, F.O.R. or landed cost as the case may be.

Earnest Money

5% or 10% of the value of machinery depending on whether the equipment is imported or indigenous. In the case of furnaces and a few other items of equipment, the rate of earnest money is different. Interest 9 per cent per annum with a rebate of 2 per cent on prompt payment. This interest is calculated on the value of machines outstanding after deducting payment of earnest money.

Administrative Charge

2 per cent on the sales value of machines and its recovery by the NSIC is spread over the total installment period.

Period of Repayment

The value of the machines, after deducting the earnest money received, called the Balance Value, is payable alongwith interest and administrative charge in 7 years.

- The first installment is payable after one year and six months from the delivery of machines
- The second and subsequent installment are payable half-yearly thereafter.

Gestation Period

In case of certain type of machines which become operative immediately on installation in the service sector industries and job order establishment, a gestation period of only 6 months shall be allowed both to the new and existing units.

A rebate of 2% per annum is allowed on the interest rates, in case an installment is paid on or before the due date.

In case the payment of installment is not made within one month of the specified due date, interest @ 2% per annum over and above the normal rate is charged on the defaulted amount from the date of default to the date of actual payment. Remission in interests is allowed in case one or more than one installment is paid in advance of the due date(s).

Filing of EM Approvals

FORM

Application for claiming one time Central grant-in-aid under the scheme of setting up Testing Laboratories/Centres by the Industries Associations.

(To be submitted through Director of Industries of State Govt.)

To,

The Development Commissioner (SSI)
Min. of SSI&ARI,
Govt. of India,
7TH Floor, Nirman Bhawan
New Delhi-110011.

Sub: Grant of Central assistance for setting up of Testing Centers by Industries Associations & Modernisation/Expansion of Quality Marking Centers of State Governments and their autonomous bodies.

Sir,

We intend to set up a Testing Laboratory/ Centre at…… to provide facilities for testing of raw materials/ components and of finished products for the benefit of industries and hereby apply for the sanction of one time Central grant-in-aid under the above mentioned scheme. Necessary particulars of the Testing Centre as reflected in the project document are given below:

Name of Testing Centre and address, Telephone No., Fax No., E. Mail etc.

Whether registered under the Societies Registration Act, if so the Registration No. and date

(Enclose photocopy of Registration Certificate; Annual Report and Annual Accounts.)

Details of cost incurred/ to be incurred in setting up the Testing Centre

Land

Building

Furniture/fixtures

Testing machinery/equipment

Accreditation fee

Contingencies

(Copies of vouchers and a Certificate from Chartered Accountant verifying the cost of fixed assets purchased, photo copies of the bills of testing machinery & equipment to be attached)

Source of financing:

Bank Borrowing

Own resources

Others (to be specified)

Whether any assistance in the form of grant in aid availed from State/Central Govt. If so, details thereof. Also enclose Utilisation Certificate towards the Grant-in-aid received from the Central Govt. in the GFR-19 A form.

The details of the proposed phase wise procurement of testing machines and equipment's indicating their cost.

Details of proposal for the matching contribution to be made by the applicant towards the procurement of testing equipment's and machines indicating their cost.

Amount of Central grant-in-aid claimed (50% of the cost of testing machinery & equipment restricted to Rs. 50 lakhs)

Signature of Authorised signatory
Name
Designation
Place : Organisation
Date :

UNDERTAKING

We do hereby undertake that the ----------(Name of the Association)---------- will not dispose off any of the Assets created out of the grant-in-aid received from the Central Govt., without its written permission. In case the Association fail to abide by this condition, necessary proceedings to recover the grant as land revenue will be initiated against the Association and its office bearers.

Authorised Signatory

For on behalf of ----------(Name of the Association)

Approvals

Every SSI unit has to comply with various regulations in force. These include regulatory, taxation, environmental and certain product specific clearances. This section looks into the methodology of obtaining these approvals and clearances.

Exemption from Compulsory Licence

Licensing in the Industries sector is governed by the licensing exemption notification issued by Govt. of India in July 25 1991 under the Industries (Development and Regulation) Act, 1951. In SSI, there are virtually no licensing restrictions. No industrial license is required except in case of 6 product groups included in compulsory licensing (these products groups mainly cover products that can only be made in large sector.)

But if a small-scale unit employs less than 50/100 workers with/without power then it would not require a license from the Govt. of India even for the 6 product groups covered in licensing under Schedule II of the notification.

Subject to this, an entrepreneur can set up a SSI unit anywhere in the country without any restriction. The units are, of course, subject to the locational/land use and zoning restrictions in force under the local laws.

Limited Liability Partnership (LLP) Act, 2008

Limited Liability Partnership Act had great significance particularly for MSMEs in India as 94% of them were either proprietorship or partnership concern. Ministry of MSME had been pursuing for the Act for long. LLP was the hybrid form of partnership and Limited company in which the liability of partners was limited to their contributions. The striking features of LLP was its easy procedures for exit in case of insolvency of LLP which is otherwise very cumbersome in case of Limited Company. LLP can not be dissolved after one of the partner leaves the LLP. Partbers liability is limited to its contribution. Procedure for registration of LLP is easier and less costly. Maintenance and compliance of record of accounts is relatively easier in comparison to the limited company. Dissolution of LLP and procedures for exit are much simplified.

The salient features of the proposed LLP Act, 2008 are as under:

(i) LLP shall be a body corporate and a legal entity separate from its partners. It will have perpetual succession.

Indian Partnership Act, 1932 shall not be applicable to LLPs, since LLP shall be in the form of a body corporate.

(ii) An LLP has to be incorporated with a minimum of two persons. The Act does not restrict the benefit of LLP

structure to certain classes of professionals only and would be available for use by any enterprise which fulfills the requirements of the Act.

(iii) The LLP will be an alternative corporate business vehicle that would give the benefits of limited liability but would allow its members the flexibility of organizing their internal structure as a partnership based on an agreement.

(iv) On registration LLP shall be capable of :

(a) suing and being sued; and

(b) acquiring, owning, holding and developing or disposing off property.

(v) A person may cease to be a partner of a LLP in accordance with an agreement with the other partners or in absence of agreement with the other partners, by giving a notice in writing of not less than 30 days of his intention to resign as partner.

(vi) In the event of an act carried out by a LLP, or any of its partners, with intend to defraud creditors of the LLP or any other person or for any fraudulent purpose, the liability of the LLP and partners, who acted with intend to defraud creditors or for any fraudulent purpose shall be unlimited for all or any of the debts or other liabilities of the LLP.

(vii) A contribution of a partner may consist of tangible, movable or immovable or intangible property or other benefits to the LLP including money, promissory notes, other agreements to contribute cash or property, and contracts for services performed or to be performed.

(viii) While the LLP will be a separate legal entity, liable to the full extent of its assets, the liability of the partners would be limited to their agreed contribution in the LLP. Further, no partner would be liable on account of the independent or unauthorized actions of other partners, thus allowing individual partners to be shielded from joint liability created by another partner's wrongful business decisions or misconduct.

(ix) An LLP shall be under obligation to maintain annual accounts reflecting true and fair view of its state of affairs.

(x) Provisions have been made in the Act for corporate actions like mergers, amalgamations etc.

(xi) There is a provision of voluntary winding up as well as winding up by the Tribunal.

(xii) There are provisions for inter conversion of LLP into private company etc.

The LLP Act should pave the way for greater corporatisation of the Small and Medium Enterprises – thereby enhancing their access to equity and funds from the market.

In India, the enterprises have been classified broadly into two categories:

(i) Manufacturing; and

(ii) Those engaged in providing/rendering of services.

Both categories of enterprises have been further classified into micro, small and medium enterprises based on their investment in plant and machinery (for manufacturing enterprises) or on equipments (in case of enterprises providing or rendering services). The present ceiling on investment to be classified as micro, small or medium enterprises is as under:

Investment Ceiling for Plant, Machinery or Equipments*@

Classification Manufacturing Enterprises Service Enterprises

Micro Upto Rs.25 lakh ($50 thousand) Upto Rs.10 lakh ($20 thousand)

Small Above Rs.25 lakh ($50 thousand) & upto Rs.5 crore ($1 million) upto Rs.2 crore ($0.40 million)

Medium Above Rs.5 crore ($1 million) & Above Rs.2 crore ($0.40 million) & upto Rs.10 crore ($2 million) upto Rs.5 crore ($1 million)

* Fixed costs are obviously higher.

Definitions before 2nd October 2006

Investment Ceiling for Plant & Machinery or Fixed Assets*

Classification

Manufacturing Enterprises Service Enterprises

Micro Upto Rs.25 lakh ($50 thousand) Upto Rs.10 lakh ($20 thousand)

Small Above Rs.25 lakh ($50 thousand) & —

upto Rs.1 crore ($0.20 million)

Medium Not defined Not defined

* Excluding land and building.

@ $1 = Rs.50 (April 2009).

सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय, भारत सरकार
MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES
GOVERNMENT OF INDIA.

D.O. No. 2(3)/1/2007-MSME POL Dated 16.11.2007

SANJEEV KAUSHAL, IAS

&

ADDITIONAL DEVELOPMENT COMMISSIONER
Tel. No. 011-23062694, Fax No. – 23061972

Email : msme@msme.in

Section 7(1)(b) of the Micro, Small and Medium Enterprises Development Act, 2006, which has come into force with effect from 2 October 2006, clarifies service enterprises as micro, small or medium based on the ivestment in the "Equipments" and section 8(1)(a)&(b) of the provides for filing of Entrepreneurs Memoradum (EM) by such enterprises.

2. Under the erstwhile policy of SSI registration, an illustrative list of service activities (industry related), which could be registered as Service Enterprises were circulated by this office for the reference of the registering authorities. However, with the implementation of the MSMED Act 2006, we have received a number of referencesfrom State Governments requesting for clarification regarding filing of EM for the service activities by the enterprises and also for providing a list of service activities so that the EM for those can be acknowledged under the MSMED Act 2006.

3. An illustrative list of activities classified as service activities by WTO/GATT, Which can by acknowledged as service enterprises under the MSMED Act, 2006 is enclosed for refernce to avoide delays in the acknowldgement of the EMs for service enterprises. However, it is emphasized that is only an illustrative list and that there is no negative list of services that are not to be acknowledged.

Yours sincerely,

Sd/-

(Sanjeev Kaushal)

Encl. :-As above
Director/Dy. Director,
MSME Dev. Institute/Br. MSME Dev Instt.

All State/UTs.

Annexure-1

ILLUSTRATIVE LIST OF SERVICE ENTERPRISES

(INDUSTRY RELATED) AS ON 1st JANUARY, 2002

1. Advertising Agencies
2. Marketing Consultancy
3. Industrial Consultancy
4. Equipment Rental and Leasing
5. Typing Centers
6. Photocopying Centers (Zeroxing)
7. Industrial Photography
8. Industrial R & D Labs.
9. Industrial Testing Labs.
10. Desk Top publishing

recognized as Service Enterprises vide this office letter No. 5(1)/2001-SSI Bd. & Pol. dated 10 th Sept., 2001

11. Internet Browsing/Setting up of Cyber Cafes
12. Auto Repair, services and garages
13. Documentary Films on themes like Family Planning, Social forestry, energy conservation and commercial advertising
14. Laboratories engaged in testing of raw materials, finished products
15. "Servicing Industry" Undertakings engaged in maintenance, repair, testing or electronic/electrical equipment/instruments i.e. measuring/control instruments servicing of all types of vehicles and machinery of any description including televisions, tape recorders, VCRs, Radios, Transformers, Motors, Watches, etc.
16. Laundry and Dry Cleaning
17. X-Ray Clinic
18. Tailoring
19. Servicing of agriculture farm equipment e.g. Tractor, Pump, Rig, Boring Machines etc.
20. Weigh Bridge
21. Photographic Lab
22 Blue Printing and enlargement of drawing/designs facilities
23. ISD/STD booths
24. Teleprinter/Fax Services
25. Sub-contracting Exchanges (SCXs) established by Industry Associations.

26. EDP Institutes established by Voluntary Associations/ Non-Government Organisations

27. Coloured of Black and White Studios equipped with processing laboratory.

28. Ropeways in hilly areas.

29. Installation and operation of Cable TV Network.

30. Operating EPABX under franchises

31. Beauty Parlours and Creches

Computer Design and Drafting, Creation of databases suitable for foreign/Indian markets and computer Software Development which were hitherto being registered as Service Enterprises vide entries 10 to 12 Annexure I of this office letter No. 4(5) 2000-SSI Bd. & Policy dated 19.09.2000 have been deleted from the list as computer Software Services (including Computer Graphics, Engineering Development and Design, computerized design and drafting have since been recognized as industrial activities eligible for registration as Small Scale Industries vide this office circular letter No. 5(1)/2001-SSI Bd. & Pol. dated 10.09.2001.

SERVICES SECTORAL CLASSIFLCATION LIST

SECTORS AND SUB-SECTORS	CORRESPONDING CPC
1. BUSINES SERVICES	**Section B**
A. Professional Services	
a. Legal Services	862
b. Accounting, auditing and bookkeeping services	863
c. Taxation Services	8671
d. Architectural services	8672
f. Integrated engineering services	8673
g. Urban planning and landscape architectural services	8674
h. Medical and dental services	9312
i. Veterinary services	932
j. Services provided by midwives, nurses, physiotherapists and para-medical personnel	93191
k. Other	
B. Computer and Related Services	
a. Consultancy service related to the installation of computer hardware	841
b. Software implementation services	842
c. Date Processing service	843
d. Date base service	844
e. Other	845+849
C. Research and Development Services	
a. R&D Services on natural sciences	851
b. R&D services on social sciences and humanities	852

c. interdisciplinary R&D services 853

D.	**Rental Estate Services**	
a.	Involving own or leased property	821
b.	On a fee or contract basis	822
E.	**Rental/Leasing Services without Operators**	
a.	Relating to ships	83103
b.	Relating to aircraft	83104
c.	Relating to other transport equipment	83101+83102
d.	Relating to other machinery and equipment	83106+83109
e.	Other	832
F.	**Other Business Services**	
a.	Advertising services	871
b.	Market research and public opinion polling services	864
c.	Management consulting service	865
d.	Services related to man. consulting	866
e.	Technical testing and analysis serv.	8676
f.	Services incidental to agriculture, hunting and forestry	881
g.	services incidental to fishing	882
h.	Services incidental to mining	883+5115
i.	Services incidental to manufacturing	884+885
j.	Services incidental to energy distribution	(except for 88442)
k.	Placement and supply services of Personnel	887
l.	Investigation and security	872
m.	Related scientific and technical consulting services	873 8675
n.	Maintenance and repair of equipment (not including maritime vessels, aircraft or other transport equipment)	633+
o.	Building-cleaning services	8861-8866
p.	Photographic services	875
q.	Packaging services	876
r.	Printing, publishing	88442
s.	Convention services	87909
t.	Other	8790
2.	**COMMUNICATION SERVICES**	
A.	Postal services	7511
B.	Courier services	7512
C.	Telecommunication services	7512
a.	Voice telephone services	7521
b.	Packet-switched data transmission services	7523**
c.	Circuit-switched data transmission services	7523**
d.	Telex services	7523**
e.	Telegraph services	7522
f.	Facsimile services	7521**+7529**
g.	Private leased circuit services	7522**+7529**

h.	Electronic mail	7523**
i.	Voice mail	7523**
j.	On-line information and data base retrieval	7523**
k.	Electronic data interchange (EDI)	7523**
l.	Enhanced/value-added facsimile services, incl. store and forward, store and retrieve	7523**
m.	code and protocol conversion	n.a.
n.	On-line information and/or data processing (incl. transaction processing)	843**
o.	Other	

D. Audiovisual Services

a.	Motion picture and video tape production and	9611

The (*) indicates that the service specified is a component of a more aggregated CPC itemspecified elsewhere in this classification list.

The (**) indicates that the service specified constitutes only a part of the total range of activities covered by the CPC concordance (e.g. voice mail is only a component of CPC item 7523).

b.	Refuse disposal services	9402
c.	Sanitation and Similar services	9403
d.	Other	

7. FINANCIAL SERVICES

1.	All insurance and insurance-related service		812**
	a.	Life, accident and health insurance services	8121
	b.	Non-life insurance services	8129
	c.	Reinsurance and retrocession	81299**
	d.	Services auxiliary to insurance (including broking and agency services)	8140
2.	**Banking and other financial services** (excl. insurance)		
	a.	Acceptance of deposits and other repayable funds from the public	81115-81119
	b.	Lending of all types, incl, inter alia, consumer credit, mortgage credit, factoring and financing of commercial transaction	8113
	c.	Financial leasing	8112
	d.	All payment and money transmission services	81339**
	e.	Guarantees and commitments	81199**
	f.	trading for own account or for account of customers, whether on an exchange, in an over the counter make or otherwise, the following:	
		-money market instruments (cheques, bills, certificate of deposits, etc.)	81339**
		-foreign exchange	81333
		-derivative products incl, but not limited to, futures and options	81339**
		-exchange rate and interest rate instruments, inclu. products such as swaps, forward rate agreements, etc.	81339**

		-transferable securities	81321*
		-other negotiable instruments and financial assets, incl. bullion	81339**
	g.	Participation in issues of all kinds of securities, incl, under-writing and placement as agent (whether publicly or privately) and provision of service related to such issues	8132
	h.	Money broking	81339
	i.	Asset management, such as cash or portfolio management, all forms of collective investment management, pension fund management, custodial depository and trust services	8119+** 81323*
	j.	Settlement and clearing services for financial assets, incl. securities, derivative products, or and other negotiable instruments	81339** 81319**
	k.	Advisory and other auxiliary financial distribution services	8131
	l.	Motion picture projection service	9612
	m.	Radio and television services	9613
	n.	Radio and television transmission services	7524
	o.	Sound recording	n.a
	p.	Other	
3.	**CONSTRUCTION AND RELATED ENGINEERING SERVICES**		
	A.	General construction work for buildings	512
	B.	General construction work for civil engineering	513
	C.	Installation and assembly work	514+516
	D.	Building completion and finishing work	517
	E.	Other	511+515+518
4.	**DISTRIBUTION SERVICES**		
	A.	Commission agents services	621
	B.	Wholesale trade services	622
	C.	Retailing services	631+632 6111+6113+6121
	D.	Franchising	8929
	E.	Other	
5.	**EDUCATIONAL SERVICES**		
	A.	Primary education services	921
	B.	Secondary education services	922
	C.	Higher education services	923
	D.	Adult education	924
	E.	Other education services	929

6.	**ENVIRONMENTAL SERVICES**		
	A.	Sewage services	9401
		Services on all the activities listed in Article IB of MTN. TNC/W/50, incl. credit reference and analysis investment and portfolio research and advice, advice on acquisitions and on corporate restructuring and strategy or	8133
	B.	Provision and transfer of financial information, and financial data processing and related software by providers of other financial services	8133
	C.	Other	
7.	**HEALTH RELATED AND SOCIAL SERVICES** (other than those listed under 1.A.h-j)		
	A.	Hospital services	9311
	B.	Other Human Health services	9319 (other than 93191)
	C.	Social Services	933
	D.	Other	
8.	**TOURISM AND TRAVEL RELATED SERVICES**		
	A.	Hotels and restaurants (incl. catering)	
	B.	Travel agencies and tour operators services	
	C.	Tourist guides services	
	D.	Other.	
9.	**RECREATIONAL, CULTURAL AND SPORTING SERVICES** (other than audiovisual services)		
	A.	Entertainment services (including theatre, live bands and circus services	9619
	B.	News agency services	962
	C.	Libraries, archives, museums and other Cultural services	963
	D.	Sporting and other recreational services	964
	E.	Other	
10.	**TRANSPORT SERVICES**		
A.	**Maritime Transport Services**		
	a.	Passenger transportation	7211
	b.	Freight transportation	7212
	c.	Rental of vessels with crew	7213
	d.	Maintenance and repair of vessels	8868**
	e.	Pushing and towing services.	7214
	f.	Supporting services for maritime transport	745**
B.	**Internal Waterways Transport**		
	a.	Passenger transportation	7221
	b.	Freight transportation	7222
	c.	Rental of vessels with crew	7223
	d.	Maintenance and repair of vessels	8868**
	e.	Pushing and towing services	7224

	f.	Supporting services for internal for internal waterway transport	745**
C.	**Air Transport Sevices**		
	a.	Passenger transportation	731
	b.	Freight transportation	732
	c.	Rental of aircraft with crew	734
	d.	Maintenance and repair of aircraft	8868**
	e.	Supporting services for air transport	746
D.	**Space Transport**		
E.	**Rail Transport Services**		
	a.	Passenger transportation	7111
	b.	Freight transportation	7112
	c.	Pushing and towing services	7113
	d.	Maintenance and repair of rail transport equipment	8868**
	e.	Supporting services for rail transport services	743
F.	**Road Transport Services**		
	a.	Passenger transportation	7121+7122
	b.	Freight transportation	7123
	c.	Rental of commercial vehicles with operator	7124
	d.	Maintenance and repair of road transport equipment	6112+8867
	e.	Supporting services for road transport services	744
G.	**Pipeline Transport**		
	a.	Transportation of fuels	7131
	b.	Transportation of other goods	7139
H.	**Services auxiliary to all modes of transport**		
	a.	Cargo-handling services	741
	b.	Storage and warehouse services	742
	c.	Freight transport agency services	748
	d.	Other	749
I.	**Other Transport Services**		

12. OTHER SERVICES NOT INCLUDED ELSEWHERE 95+97+98+99

/Telegram रु 'SMALLCORP' दूरभाष/ : 26926275
फैक्स/Fax : 26926820 26926370
26920907

Appendex – IV

Application form for assistance under Credit Linked Capital Subsidy Scheme for Technology Upgradation of the Small Scale Industries (CLCSS)

(To be submitted in triplicate. Photocopies may be used)

1. Name of the firm/company ……
2. Constitution (Proprietary concern, partnership firm, Pvt. Ltd. Co., Public Ltd. Co., Co-op. Societies)……
3. Name (s) of sole proprietor/partners/directors ……
4. Category of borrower (Women entrepreneur, SC/ST, Physically handicapped, Ex-servicemen, etc.
5. Registered Office Address…….

   ……..Pin……

   Phone……Fax……

   E-mail…….
6. Factory Address……..

   ……..Pin……

   Phone……Fax……

   E-mail…….
7. Location of factory-Backward or Non-backward area……..
8. Date of incorporation/commencement of production……
9. Product (s) /Sub-Sector …….
10. Installed capacity ……..
11. Past performance (for last three years on the basis of audited balance sheets-in respect of existing units. In respect of new units projections for next three years may years may be given)

(a) Financial position (Rs. in lakh)

	Financial Year (Y-1)	**Financial Year (Y-2)**	**Financial Year (Y-3**
I Net block			
II Current assets			
III Current liabilities			
IV Term Loan			
V Share Capital			
VI Reserve and surplus (less Accumulated losses)			
VII Networth (V+VI)			

(c) **Working results** (Rs. In lakh)

12.

	Financial Year (Y-1)	Financial Year (Y-2)	Financial Year (Y-3)
I Total Sales			
II Gross Profit (Before interest & depreciation)			
III Depreciation			
IV Interest			
V Operating Profit			
VI Net Profit (after tax)			

Total cost of scheme (as approved by Bank/FI) (Rs. in lakh)

13. Total Sources of funding (as approved by Bank/FI) (Rs. in lakh)

Term Loan .....
Add share capital .....
Internal accruals .....

Capital Subsidy .....

14. Time frame for completion of the project.....

15. Incremental benefits from implementation of the project (indicate in terms of capacity utilization increased sales, exports, reduction in cost of production, increase in productivity, quality upgradation, attainment of pollution standards give quantitative results)

DECLARATION

We, hereby declare that the information given above and the statement and other papers enclosed are to the best of our knowledge and belief are true and correct.

Signature

Name and designation

Seal of the company

Place:

Date:

SINGLE POINT REGISTRATION SCHEME

CHECK LIST

- Notarized copy of permanent M.S.M.E Registration Certificate.
- Processing fee.....is payable to NSIC in shape of demand draft prepared in favor of "The National small industries corporation limited", payable of patna. Besides on amount of Rs. 1000 is payable to MSME towards inspection charges in shop of demand which is to be prepared by the unit fall under the jusdiction of MSME patna in favour of assistant director (Admin) MSME patna payable of SBI Patliputra Branch patna and the unit which come under the jurisdiction of MSME Muzzaffarpur should prepare demand draft in favor of Account & Officer, pay and Account office (MSME), Kolkata.
- Notarized copy of ownership documents lease deed/Rent Deed for factory premises.
- Proof of ownership of plant and machinery and raw material (case voucher of Affidavit) showing date of purchase and original purchase value (not depreciated) of individual machinery (Draft Affidavit of Annexure B)
- Audited Balance Sheet, trading Account & Profit and Loss Account for last 3 Year duly signed by the authorized person under his seal/C.A.
- Statement showing the Result of operation for last 3 year duly signed by teh authorized person under his seal (Annexure "C")
- I.S.I/B.S.I or test Certificate
- Banders Report (As per annexure-F)
- Certificate from the proprietor/partner/directory, whether or not they have any link with arge scale unti(s) registered with DGS&D/ISI and or other manufacturing unit in case their links with the other unit the details therefore to be specified.
- General power of Attorney in Favor of the partners (Annexure-A-1)
- Form 'A' form Registrar of firms mentioning showing the name of the partners.
- Partnership Deed.
- Certificate of Incorporation
- Memorandum and article of association duly authenticated by registrar of companies.
- Name of sitting Directors, address with share holding.
- Board Resolution in favor of the signatory of the application and documents. Annexure G.
- Current Electric Bill.
- Copy of pan No allotted to the unit.
- N.O.C from pollution Controal Board of Annexure D (if application)
- List of technical person employed in production and services.
- Two copies of declaration signed by the applicant MSME unit accepting conditions of registration as per Annexure D&E non judicial stamp paper to be attested by Notary Magistrate.

APPLICATION FOR LOANS UNDER CGTMSME BOTH TL AND WC APPLICATION

(All Dates should be in dd/dd/yyyy format)

(Fields marked as are mandatory)

Application Details
Bank/Institution Reference No. ……..
Bank/Institution Branch Name ……..
Bank/Institution Branch Code……..

Borrower Details

Whether borrower alredy assisted by ban ☐Yes ☐No

Outstanding Amount on date of sanction of credit Facility Rs…….

NPA ☐Yes ☐No

Whether Borrower Covered by CGTMSE previously ☐Yes ☐No

☐ None ☐ Borrower ID ☐ CGPAN……

Constitution ……..
Borrower / Unit Name ……
……
Unit Address ……
……
……
District …… City ……
PIN Code ……
IT PAN of Firm …… SSI Registration Number……
Nature of Industry …… Industry Section……
Type of Activity …… Number of Employees……
Projected Optimum Sales Turnover …… in Rs. Projected Optimum Exports……in Rs.

Promoter Details
Chief Promoter's Information

Title	First Name	Middle Name	Last Name (Surname)
Name……..	……	…….	……..

Gender ☐ Male ☐ Female ITPAN of Chief Promoter ……

Date of Birth …… Social Category……..

Legal ID Name …… Value……

Other partners/promoter Directors

1. Name	ITPAN	Date of Birth
2. Name	ITPAN	Date of Birth
3.Name	ITPAN	Date of Birth

Project Details-Qutlay

Collateral Security Taken ☐Yes ☐No Third Party Guarantee ☐Yes ☐No

Collateral Security is any other security offered for the said loan. For example, hypothecation of jewellery, mortgage of house, etc.

When the borrower furnishes the guarantee of any other person/corporate not connected with the project, it is considered as Third Party Guarantee.

Guarantors

1. Name		Net Worth(as on date of sanction of facility)	
2. Name		Net Worth (as on date of sanction of facility)	
3. Name		Net Worth(as on date of sanction of facility)	
4. Name		Net Worth(as on date of sanction of facility)	

Name of Subsidy/Equity Support Scheme …….

Primary Security Details

Security Name	**Particulars**	**Value(in Rs.)**
Land		
Building		
Plant and Machinery		
Other Fixed/Movable Assets		
Current Assets		
Others		
Total		In Rs.

Means of Finance

Term Credit Sanctioned .....in Rs.

Promoters Contribution ..... in Rs.

Subsidy/Equity Support ..... in Rs.

Others ..... in Rs.

Project Cost ..... in Rs.

Working Capital Limit Sanctioned

Fund Based ..... in Rs.

Non Fund Based ..... in Rs.

Whether Provided as Margin Money under Term Loan ◘Yes ◘No

Promoters Contribution ..... in Rs.

Subsidy/Equity Support ..... in Rs.

Others ..... in Rs.

Working Capital Assessed ..... in Rs.

Project Outlay ..... in Rs.

Facility Details.

Scheme .....

Loan Type Bo

Composite Loan N

Term Credit Details

Amount Sanctioned ..... in Rs.

Credit to be Guaranteed ..... in Rs.

Amount Disbursed ..... in Rs.

Date of Sanction .....

Date of first disbursement if already made .....

Date of last and final
disbursement if
already made .....

Tenure (Months) .....

Interest Type ◘Fixed ◘Floating Type of PLR .....

Prime Lending Rate
(Corresponding to the
tenure of loan limit) ..... in % (p.a) Interest Rate ..... in % (p.a)

Repayment Schedule

Moratorium ..... [in Months]
First Installment Due Date .....
Periodicity .....
No of Installments .....
Outstanding Amount ..... in Rs. as on .....

Working Capital

Interest Type Fixed
Floating ..... in% Type of PLR .....
Prime Lencing Rate
(Corresponding to the
tenure of loan limit) ..... in% Interest Rate ..... in%(p.a)

Limit Sanctioned Fund Based Date of Sanction .....
Commission Date of Sanction
Non Fund
Based .....
Credit to be guaranteed Fund Based ..... in Rs.
Non Fund Based ..... in Rs.

Outstanding Fund Based Facility
Amount ..... in Rs. As On .....

Outstanding Non Fund Based Facility
Amount ..... in Rs. As On .....
Spread Over PLR ..... Whether Repayment
in Equal
Installments Yes No
Tangible Net Worth ..... Fixed Asset
Coverage Ratio.....
Current Ratio .....
Minimum DSCR ..... Average DSCR

Remarks .....
.....
.....
.....

खादी ग्रामोद्योग आयोग, भारत सरकार
(KVIC)

प्रधानमंत्री रोजगार सृजन कार्यक्रम (PMEGP)

प्रधानमंत्री रोजगार सृजन कार्यक्रम, सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार का एक क्रांतिकारी निर्णय है, जिसे प्रधानमंत्री रोजगार योजना और ग्रामीण रोजगार सृजन कार्यक्रम को विलय कर तैयार किया गया है।

नोडल अभिकरण :

कार्यान्वयी अभिकरण और क्षेत्र :

परियोजना का अधिकतम आकार :

द्र

शैक्षणिक योग्यता :

VIII

उद्यमिता विकास कार्यक्रम प्रशिक्षण :

आवेदन कैसे करें :

अपेक्षित दस्तावेज :

लाभार्थियों का चयन :

परियोजना की मंजूरी :

बैंक ऋण की राशि :

निजी अंशदान :

योजना के अन्तर्गत सरकारी सब्सिडी का स्तर

प्रमंरोसृका के अंतर्गत लाभार्थियों की श्रेणी	स्वयं का अंशदान	सब्सिडी की दर	
		(परियोजना लागत में)	
क्षेत्र		शहरी	ग्रामीण
( )			

विपणन सहायता :

भौतिक सत्यापन :

निगरानी :

उद्योग समूह :

निषिद्ध कार्यों की सूची :

अनापत्ति प्रमाण-पत्र

मुखिया का हस्ताक्षर
मोहर

शपथ-पत्र

.

आवेदन के साथ संलग्न करने वाले कागजातों की सूची :-

Δ

Δ OBC / SC / ST / Handicapped / Minority

Δ

Δ

Δ

Δ

Δ

Δ

APPLICANT ID:	**(OFFICE USE)**

APPLICATION FORM FOR FINANCIAL ASSISTANCE UNDER PRIME MINISTER'S EMPLOYMENT GENERATION PROGRAMME (PMEGP)

Preference for sponsoring agency of the project to Bank : (mark ✓)

KVIC		**KVIB**		**DIC**	**Rural**		**Urban**	

TO

……..

Details in blocks should be entered in CAPITAL LETTERS only

1. Name of the applicant/ Institution Name

2. Date of Birth

D	D	M	M	Y	Y	Y	Y

3. Sex :

Male		Female	

4.Father's name /Spouse's Name/ Contact Person Name (if Institution):

5. Communication Address:

Taluk/Block:																		
District:																		
Email:											Contact No							

6. Address of proposed location of unit : Rural Urban

Taluk/Block:																		
District:																		

7. Name of the preferred Bank Name & Address in the area for Project sanction

Bank Name:
Address:

Taluk/Block
District:
Branch Code:

8. Qualification

Academic	Technical

9. Whether Entrepreneur Development Programme (EDP) (at least 2 weeks) undergone: (mark✓) **Yes** [ ] **No** [ ]

Name & Address of Training Institute	Period of training		Certificate Issue Date
	From	To	

10. Whether the applicant belongs to (mark✓)

SC	ST	OBC	PHC	Ex-Serviceman	Minority	Hill Boarder Area	General

11. Whether the project for (mark✓) Manufacturing unit [ ] Business/Service unit [ ]

12. Name of the project / business activity proposed:

13. Amount of loan required (in Rs.)

Building Type (own/ leased/ Rented)	Capital Expenditure Loan			Working capital/cash credit Limit	Total
	Work shed, Building etc	Machinery & equipment	. Pre operative Cost		

14. Details of earlier or current Loan/grant and subsidy availed from Central/state Govt. Scheme/or any other similar scheme.

Activity of the Project with Address	Amount(in Rs.)	Year of Sanction

I certify that all information furnished by me is true; and that I and any of my dependent have not borrowed any money under Subsidy Linked Scheme from any central/State Government or bank for establishing any such project.

Date : Signature of the applicant

NOTE:

- ***Own contribution must be invested 5% for SC/ST/OBC/PHC/woman/ Ex-serviceman/ North East Reason/Hill Boarder Area and 10% for General***
- ***Total Project Cost should not exceed 25 lakhs for Manufacturing unit and 10 lakhs for Business/service unit.***
- ***Applicant will not be entitled for additional Margin Money(Subsidy) in case of Own Contribution over and above the prescribed limit.***
- ***VIIIth pass for Manufacturing Unit above Rs.10 lakhs project cost and under Service Sector above Rs.5 lakhs***
- ***Application should be submitted complete in all respect along with attested copies of the following documents:***

1. Certificate of qualification-academic and technical (if project cost above 5 lakhs under business/service industry or above 10 lakhs under Manufacturing industry)
2. Relevant Certificate for SC/ST/OBC/Minority/Ex-Servicemen/PHC
3. If Entrepreneur Development programme(EDP) training undergone (at least for two weeks) then submit photocopy of the certificate

For Official Use only (Rejected/ to be placed before District Task force committee)

Reasons (if rejected):

Place: Signature, Name and Designation of Officer

Date: KVIC/ KVIB/DIC

Please Trick (√) One of No.1 and any one of Number 2

2	Gen	SC	ST	OBC	Mionority	Ex-Serviceman	PH	HBA

1	Male	Female

……....……Bank

H.O./C.O……....

(Application Form cum Receipt for claiming "Govt. Subsidy" from for Khadi & Village Industries Commission/Board/DIC by beneficiary and Bank.

From:-
The Branch Manager,
…….Branch
…….Tehsil
…….District
…….State

Full Postal Address of the Branch
Vill./Town:- ……..
Road:- …….
P.O. ……Pin……
District ……..
State……

Ref No. Date:-

To The State Director Khadi and V.I. Commission Patna (Bihar)	OR	The Chief Executive Officer ……..State/UT KI Board …… ……	OR	The Dirctor of Industry …….. Bihar, State

(THROUGH THE FINANCING BANK'S NODAL BRANCH)

Sub:-Payment of "Govt. Subsidy" against the Bank Finance Sanctrioned under Prime Minister Employment Generation programme of KVIC – regarding

Sir,

I/We ……..son/daughter/wife of …….. Secretary/Chairman/President /ManagingTrustee/Propriet of ……..hereby inform that a Village Industry Project has been sanctioned in my/our favour under the captioned Scheme by …… ……. (Name of the Financing Bank) Brach…… Tehsil….....District……..…….

State of ……

Details of Project Cost	Amount (Rs.)	Means of Finance	Amount (Rs.)
A) Capital Expenditure:- (i) Workshed (ii) Machiner/Equipment		Own Contribution Term Loan For Fixed Capital	
B) Working Capital		Cash Cridit for Working Captial	
TOTAL (Rs.)		**TOTAL (Rs.)**	

Note:1 Cost of land should not be included in the Capital Expenditure under the project cost.

Total Cost of the Project should not exceed Rs. 25.00 lakhs for manufacturing and Rs. 10.00 lakhs for Business/ Service Sector…..

Signature of the beneficiary……..

2. I/We, therefor request you to please advise the Bank to disburse and amout of Rs……(Rupess ……only) being the Govt. Subsidy sanctioned by the KVIC/KVI Board/DIC. The detail of my/our project is as under:

2.1 (a) Full name of the beneficiary/Society/Institution/Trust :

(b) Father's Name (In case Individual) :

(c) Date Birth of Individual) :

(d) Full Address (With Pin Code) :

(e) Legal Status/Constitution :

(Partnership firm not eligible) :

(f) Registration No. and date, if any :

2.2 Location of the Unit :

(Village, Taluka, Dist and State with Pin Code)

2.3 Village Industry Activity (Please Specify) :

2.4 (a) General Category or : YES/NO

(b) Whether the beneficiary belongs to SC/ST/Minority /OBC/Ex-Servicemen/PHC/Women/HBA.

(Please Specify)

2.5 Per Capita Fixed Investment : Rs……...

(C.E.divided by full time employment equal to

Rs. 1,00,000 in plain areas & Rs. 1,50,000 in hilly areas

2.6 Employment envisaged:- a) Full time

2.7 Particulars of deposit of Own contribution:- a) Nature of Deposit: SB/CD

b) Account No:

c) Date of deposit

d) Amount deposit: Rs ……

2.8 Bank's Sanction Letter No : (Copy of sanction order to be enclosed) ……..

Date of Sanction :……...

2.9 Date and amount of first disbursement :……

2.10 Whether the sanction is covered under Credit Guarantee Fund Scheme for Mirco, Small Industries of CGTMSE :

3. I/We hereby agree to abide by the terms and conditions and instructions issued by the khadi & V.I. Commission in this behalf from time to time and those to be issued in future with regard to PMEGP. I/We also agree to furnish quarterly progress report on production. Sales, employment, wages paid etc. to the Bank which in turn will send the information on quarterly basis to the khadi & V.I. Commission/Board/Dic. For record and further information.

4. I/We hereby declare that the Govt. Subsidy has not been claimed either by me or by any other person of my family for the same or any other Project in the past and "one family one subsidy" norm has been followed. Further, the Bank credit has not been/will not be utilized to adjust or square off any previous loan/advance taken by me/us in the past.

5. Certified that the unit financed by ……..(Name of Financing Bank)……..(Name of the Branch) in my/our favour under …….(activity/industry) is a new Village Industry unit and not an existing unit.

(6) It is also certified that the unit located at the address mentioned in the Govt. Subsidy is in my name only and I am the sole proprietor of this unit. It is also declared that, is not a Partnership Firm/Private Company, etc.

Signature of the Beneficiary……

RECEIPT

Received Rs……(Rupees……only) from the Chief Executive Officer, khadi and Village Industries Commission Mumbai-56, towards the payment of "Govt. Subsidy"in respect of project for ……. sanctioned for Rs…….by…….Bank at …… Branch.

(Revenue Stamp)

(Signature of the Applicant)

Note: In case of a Co-operative Society/Institution, Seal has to be affixed.

(For the use of the Bank/Branch)

1. In Consideration of the project of the above beneficiary / Institution, our Bank/Branch has sanctioned a loan of Rs……..after proper appraisal of the project at this end. As against a loan of Rs……(C.E. Rs…… ……..W.C. Rs…….) the Bank has released first installment/full lump sum amount of loan of Rs……on…… The Bank shall arrange to deposit the amount of Govt. Subsidy in Term Deposit in the name of the beneficiary for 3 years from the date of release of first installment of the loan. It is confirmed that no interest will be paid on the amount of TDR by be Bank and no interest will be charged on the corresponding amount of the loan for a period of 3 year. The Bank is aware, that if the advance goes "bad" before 3 year Govt. Subsidy will be adjusted to liquidate loan liability of the beneficiary with interest. Recovery, if any effected later will be remitted to the Commission.

2. Certified that the unit sanctioned by our Bank in favour of Shri/Smt/ M/s. ……is a new unit and not an existing unit. The instant Govt. Subsidy claim is in conformity with the guidelines and instructions issued by RBI, KVIC and our Bank, The instant project has not been sanctioned for utilization/adjustment partly or wholly, of any debt deemend bad or doubtful of recovery or to adjust/liquidate any past loan/advance.

3. Certified copy of the Sanction order of the Bank and certified ledger extracts of the borrower's Term loan A/c and Cash credit account is/are enclosed.

4. Shri/Smt …….Son/daughter/Wife of ……has been undergone EDP Training and a copy of the certificate is enclosed.

5. Certified that the unit sanctioned by our Bank Branch in favour of Shri/Smt/Ms…….and Govt. Subsidy amount released to the unit

will be proportionately recovered and remitted to KVIC if the unit does not adequately utilize the WC/CC facility as per KVIC norms i.e. the average utilization of WC during the first year of operation of the unit should not be less than 75% of the sanctioned limit and the limit should touch atleast one peak level utilization of 100% within 3 years' period before the Govt. subsidy amount is adjusted with the loan amount.

(Signature)

Place: (Designation of the Bank Official)

Date: Seal of the Bank)

Enclosures: As above. Signature Code/P.A. No……..

7. Certified that I/We have already undergone necessary EDP Training of …… Days/Month during the year…….. conducted by …… ……..(Name & Address of the training institute).

Or,

8. Certified that I/We shall display following sign-board at the main entrance of my/our project site:

……(unit name) Financed by …….(Bank) under PMEGP Scheme of KVIC.

9. I/We are ready to bear the amount of Guarantee fee and Arnnual Service fee in respect of Credit Guarantee Fund Scheme for Micro, Small Industries operated by CGTMSE, if the Bank in its discrection decides to recover the same.

10. I/We, hereby undertake to refund proportionate amount of Govt. subsidy calculated on working capital loan/cash credit facility, if the said WC Loan/CC facility is not adequiately utilized as per stipulated norms of KVIC. The average utilization of working capital during the first year of operation of the unit should not be less than 75% of the sanctioned limit and the limit should touch at least one peak level utilization of 100%within two years' period before the Govt. Subsidy amount is adjusted with the loan amount.

11. It is hereby declared that all facts furnished above by me/us in the Govt. Subsidy claim are correct and if any information is found to be false or leads to misguiding the authorities with ulterior motive of availing Govt. Subsidy, I/We should be subjected to any punishment as deemed fit in the eyes of law.

12. The Advance Stamp Receipt of Govt. Subsidy amount is also attached.

Place: **Your's faithfully,**

Date:

COUNTERSIGNED **BRANCH MANAGER** (Seal of the Bank Branch)

Signature of the Beneficiary

SEAL

1. Export Promotion Councils (EPCs) also known as registering authorities, a list of which is given in Appendix II.
2. Commodity Boards assisting the exporters in the same manner as the Export Promotion Councils.
3. Federation of Indian Export Organisations (FIEO), Punjab Haryana Chamber Building, 4/2 Siri Fort Institutional Area, New Delhi 110016, is an apex organisation coordinating and supplementing the export promotional activities of various organisation and Institutions.
4. Indian Institute of Foreign Trade (IIFT), B-21, Industrial Area, South of IIT, New Delhi 110016, develops and organises new training programmes, research and market studies in the field of foreign trade.
5. Indian Institute of Packaging (IIP), Plot No. 2, Macol Industrial Estate, P.B. 9432, Chakala Andheri (E), Bombay 400093, for improving the standard of packaging for various benefits.
6. India Trade Promotion Organisation (ITPO), Pragati Bhawan, Pragati Maidan, New Delhi 110002, provides facilities concerning participation in fairs and exhibitions in India and aboard.
7. Bureau of Indian Standards (BIS), 9, Manak Bhawan, Bhahdur Shah Zafar Marg, New Delhi 110002, is engaged in standard formulation, certification marking and laboratory testing.
8. Textiles Committee, Textile Centre, Second Floor, 34 PD' Mello Road, Wadi Bandar, Bombay 400009, carries pre-shipment inspection of textiles and market research for textile yarns, textile machines etc.

राष्ट्रीय लघु उद्योग निगम लिमिटेड
(NSIC)

तार / Telegram : 'SMALLCORP' दूरभाष / : 26926275
फैक्स / Fax : 26926820 26926370
26920907

राष्ट्रीय लघु उद्योग निगम लिमिटेड
The National Small Industries Corporation Ltd.
(भारत सरकार का उपक्रम / A Government of India Enterpries)

"NSIC Bhawan" Okhal Industrial Estate, New Delhi-110020

केन्द्रीय सरकार भंडार खरीद
कार्यक्रम में भागीदारी के लिए सूचीयन हेतु आवेदन
APPLICATION FOR ENLISTMENT FOR PARTICIPATION IN THE CENTRAL GOVERNMENT STORES PURCHASE PROGRAMME

Name of Applicant firm:

Address/Telephone/Head Office

(a) Head Office

(इ) कारखाना/Factory

(ब) शाखाएं/Branches

2. एस एस आई पंजीकरण की संख्या व तारीख उद्यमी के ज्ञापन पत्र की पावती की संख्या व तारीख
SSI Registration No. & Date / Acknowledgment No. of Entrepreneurs Memorandum & Date

3. आवेदक फर्म की स्थिति/Status of applicant firm:

(a) संस्थापना की तारीख/Date of Incorporation:

(b) उत्पादन/कारोबार आरम्भ करने की तारीख
Date of commencement of production/business:

(c) फर्म की संरचना/constitution of the firm:

(i) स्वामित्व/साझेदारी/साझेदारी पत्र की तथा फर्म के रजिस्ट्रार से फार्म-ए या समकक्ष प्रविष्टि प्रमाण पत्र की प्रति नोटरी द्वारा सत्यापित साथ लगाएं।
Proprietorship/Partnership (Attach copy of Partnership Deed and Form-A or equivalent entry certificate from Registrar of Firms duly notarized)

(ii) सार्वजनिक सीमित/निजी सीमित/औद्योगिक सहकारी (संघ के नियम व ज्ञापन तथा नोटरी द्वारा सत्यापित संस्थापन के हस्ताक्षारित प्रमाणपत्र की प्रति लगाएं)
Public Limited/Pvt. Limited/Industrial Cooperative (Attach Memorandum & Article of Associative and copy of signed Certificate of Incorporation duly notarised)

(iii) हिन्दू अविभाजित परिवार/Hindu Undivided Family

(iv) स्वामी/साझेदारों/निदेशकों/कर्ता जिनका फर्म से हित है, के नाम,
पता व टेलीफोन सं.

1.

2.

3.

(v) क्या आप किसी बड़े उद्योग या रा.ल.उ.नि./डी.जी.एस.एंड डी से पंजीकृत इकाइयों के साझेदार/निदेशक है यदि हां तो उनका ब्योरा दीजिए:
Whether you are a Partner/Director of any large industries of units registered with NSIC/DGS&D. If so, give details.

(d) क्या आपकी फर्म इनके अंतर्गत पंजीकृत है/Whether your firm is registered under:
जो लागू हो, उसे टिक करें/Please tick as applicable

(i) भारतीय कारखाना अधिनियम 1948/Indian Factory Act 1984

(ii) दुकान एवं स्थापना अधिनियम/Shops – Establishment Act.

(iii) औषध अधिनियम/Drugs Act.

(e) क्या आपकी फर्म किसी भारतीय/विदेशी/बड़े उद्योग कंपनी की सहायक है, तो पेरेन्ट/होल्डिंग कंपनी का ब्योरा दें।
If the firm is a subsidiary/Associate of an Indian/foreign/large scale company, give particulars of Parent/holding Company.

(f) क्या भारत में उसी मूल कंपनी के अन्य सहायक हैं तो ब्योरा दें।
If there are other subsidiaries of the same parent company in India, give full particulars.

(g) क्या निदेशकों/साझेदारों/स्वामी अन्य कंपनियों में अपना वित्तीय हित रखते है या बोर्ड का प्रतिनिधित्व करते हैं, ब्योरा दें।
If the Directors/Partners/Proprietor have financial interests or are represented on Board(s) of other companies, give details.

(h) क्या आपकी पूंजी का कोई भाग किसी बड़ी इकाई के पास है?
यदि हां, तो ब्योरा दें।
Whether any portion of your capital is held by any large unit? if some, give details,

(i) क्या उसी प्रबंधन के अंतर्गत पूंजी या ऋण निधि की किसी बड़ी इकाई के साथ पारस्परिक संबद्धता है, यदि हां तो ब्योरा दें।
Whether there is any inter-locking of capital or loan funds with any large unity under the same management? if so, give details.

(j) क्या कोई ऋण या अग्रिम धनराशि किसी बड़े यूनिट या साधन युक्त व्यक्ति द्वारा उपकृत किया गया है यदि हां तो ब्योरा दें।
Whether any loan or advance has been under written by any large unit or persons possessing large means? if so, give details.

(k) आयकर सर्कल/वार्ड/जिला/Income-tax Circle/Ward/District.
कृपया बताएं गिर/पैन सं0/ (Please indicate GIR/PAN No.)

(l) बिक्री कर पंजीकरण सं./ Sales Tax Registration No (s)

(m) क्या आपने इससे पहले भी इस निगम में इस नाम से या किसी अन्य नाम से पंजीकरण के लिए आवेदन किया था यदि हां, तो उसका परिणाम क्या रहा।
Did you applied for registration with NSIC before under this or any other name? If so, with what result?

(n) क्या आप इस नाम से या किसी अन्य नाम से इस निगम के साथ व्यापार कर रहे हैं यदि हां तो नाम और पता बताएं।
Are you already doing business with NSIC under this or some other name? If so, give name and address.

(o) क्या आपकी फर्म या उसके किसी निदेशक/साझेदार को किसी समय किसी अदालत द्वारा सिविल/फौजदारी/राजस्व या आर्थिक अपराध के लिए दण्डित किया गया है यदि हां तो अपराध और दंड का ब्योरा दें।
Whether your firm or any of list Directors/Partners were prosecuted at any time for any offence under any Court for Civil/Criminal/Revenue or Economic Offence? If so, give particulars of offence and penalty.

4. वह भण्डार/उत्पाद जिसके लिए पंजीकरण की आवश्यकता है:
Stores for which registration is required:

(a) क्या आपूर्ति एवं निपटान महानिदेशालय के पास पंजीकृत हैं। यदि हां तो पंजीकरण संख्या व तारीख बताएं। पंजीकरण प्रमाणपत्र की एक प्रति संलग्न करें और वह मद लिखें जिसके लिए पंजीकृत है।
Whether you are registered with DGS&D? If so, give registration No. and date, attach a copy of registration certificate and specify the item for which registered.

(b) क्या आपने कोई भण्डार/उत्पाद का आपूर्ति व निपटान महानिदेशालय के माध्यम से सरकार को या सीधे सरकारी विभाग को अथवा किसी अन्य आपूर्तिकर्ता के माध्यम से सप्लाई किया है यदि हां, तो पिछले तीन वर्ष के अनुबंध, यदि कोई हो, तो उसका ब्योरा संलग्नक- जी में दें।
Have you supplied any stores to the Government through DGS&D, Direct to the Government Department or through any other Supplier? If so, give details of the contact if any, during the last three years in Annexure-'G'

(क) उन भंडारों/उत्पादों का ब्योरा जिनके लिए पंजीकरण प्रार्थित है।

Details of the stores/products for which the registration is sought:

Sl.No.	Description/ Stores/Products भंडारों/उत्पादों का विवरण	Ref. of BIS Specification बी॰आई॰एस॰ विशिष्ट का संदर्भ	Model/Brand मॉडल/ब्रांड	Limiting Size Capacity/ Rating सीमित आकार/क्षमता/रेटिंग	Annual Production Capacity per shift वार्षिक उत्पादन क्षमता प्रति पारि	No.of shifts factory normally works पारियों की सं. जो प्राय: कारखाने में चलती है।
1	2	3	4	5	6	7

5. कारखाने/गोदाम के ब्योरे / Details of Factory/Godown:

(a) पता व फोन सं. / Address & Tel. No.

(b) क्या विनिर्माण कार्य पावर के बिना या पावर की सहायता से किया जाता है यदि पावर की सहायता से किया जाता है तो कृपया बताएं:

Is process of manufacturing is carried out with or without power/ If with the aid of power please state:-

(i) हॉर्स पावर - आवंटित / Horse Power - allotted

(ii) हॉर्स पावर - स्थापित / Horse Power - installed

(c) कारखाने/कवर किए गए गोदाम/बिना कवर का क्षेत्र, विभागों और प्रयोगशालाओं आदि का संक्षिप्त विवरण:

Brief Description of the Factory/Godown Covered/ Uncovered Are Departments and laboratories ect.

6. पूंजी संरचना का ब्योरा / Detail of capital structure:-

(a) स्थिर पूंजी (बिना मूल्याह्रास के मूल लागत)

/Fixed Capital (Original value without depreciation)

1. भूमि और भवन / Land & Building
2. संयंत्र और मशीनरी / Plant & Machinery

(b) चालू परिसंपत्ति (इसमें कच्चे माल का स्टॉक, उपयोज्य भंडार, अर्द्धनिर्मित उत्पाद, निर्मित उत्पाद नकद रोकड़, बैंक अधिशेष आदि शामिल होना चाहिए)

Current Assets (this should include stock of Raw material. Consumable Stores, Semi finished/finished Products, cash

in hand, balance ect.)

Total of (a) और / - (इ) का योग:

7. Technical facilities:

(a)

Details of plant and machinery installed as per Annexure "B".

(b) विनिर्माणाधीन भंडार/उत्पाद को विनिर्दिष्ट करें।

Specify stores/products uner manufacture.

(c) उत्पादों के तकनीकी ज्ञान तथा प्रवाह चार्ट सहित पूरी सूचना

Full information on the technical know-how of products with flow chart.

(d) नेमी तथा स्वीकार्यता टेस्ट के लिए गुणवत्ता व्यवस्था

Quality control arrangement for routine and acceptance test.

(e) टेस्टिंग मशीनरी व सुविधाओं के ब्योरे।

Details of testing machinery & facilities.

8. कृपया बताएं कि टाइप टेस्टों सहित जहां यह अपेक्षित है, उत्पादों को पूरी तरह से टेस्ट किया गया है यदि हां तो रिपोर्टो की एक प्रति लगाएं।

State if the products have been fully tested, including type tests where required in specificfications. If so, attach copy of test reports:

9. क्या उत्पादों को बिक्री बाद सर्विस की आवश्यकता होती है उन स्थानों का नाम व पता दें जहां ऐसी सुविधाएं उपलब्ध है बताएं कि क्या आपके उत्पाद पूरे भारत में सीधे आपके द्वारा ही बेचे जाते हैं, यदि नहीं तो उन फर्मों के नाम बताएं जिनके साथ उत्पाद-वार/क्षेत्र-चार विपणन प्रबंध किए गए है।

If the products require after sales service, give Names& Addresses of places where such facilities are available.
Indicate if your products are directly marketed by you in whole of India. If not, indicate names of firms with whom marketing arrangements have been made product-wise/are-wise.

10. लघु उद्योग इकाई का विगत तीन वर्षो का (वर्ष-वार) प्रचालन परिणाम व वित्तीय स्थिति दर्शाते हुए विवरण। सम्बद्ध अंकेक्षित तुलन पत्रों सहित (संलग्नक-सी)

Statement indicating the Result of Operations and Financial Position of the SSI Unit for the last three years (Year-wise) duly supported by relevant Audited Balance Sheets (Annexure-C).

11. बैंकरों के नाम व पते (प्रत्येक बैंक का खाता सं. दें और सलग्नक–एक के अनुसार मूल बैंकर रिपोर्ट प्रस्तुत करें)

Name and address of the Bankers (Indicate Account No. with each bank and submit Bankers Report in Original as per Performa in Annexure-F):

12. अतिरिक्त/वैकल्पिक सूचना/Additional/Optional information:

(a) कृपया बताएं कि क्या उत्पाद बी.आई.एस. मार्का है। यदि हां, तो वैद्य बी.आई.एस. लाइसेंस की एक प्रति लगाएं।

State if the products are BIS Marked. If so, attach a copy of valid BIS License.

(b) कृपया बताएं कि क्या फर्म आई एस ओ 9000 प्रमाणन में है। यदि हां, तो उसकी एक प्रति लगाएं।

State if the firm has ISO 9000 Certification. If yes, attach copy of the same.

13. इस आवेदन के हस्ताक्षरकर्ता का नाम व पदनाम (जहां लागू हो, मुख्तारनामा की एक प्रति लगाएं)

Name and designation of the signatory of this application (enclose a copy of Power of Attorney where applicable)

स्थान/Place
दिनांक/Date:

Authorised Signatory (ies)
with seal

मैं/हम I/We.....

(यहाँ स्वामी/ साझीदार/ निदेशक/ कर्ता आदि का उल्लेख करें/ here indicate the name of the proprietor/Partner/Director/Karta ect.)

यह घोषणा करता हूं/करते है कि इस फार्म में भरी गई प्रविष्टियाँ मेरी/हमारी जानकारी में सही है।

Do hereby declare that the entries made in this application form are true to the best of my/our knowledgs

हम जानते है कि पंजीकृत फर्म के रूप में हमसे यह आशा की जाती है कि विभिन्न क्रय करने वाली एजेंसियों/संस्थाओं से सुविधा के साधारण नियम व शर्तो के अनुबंधित रहेगें, विशेष रूप से डी॰जी॰एस॰ एण्ड डी॰ के

फार्म सं0-68 (संशोधित) में दी गई शर्तो का पालन करेंगे। इस निबंधन व शर्तो के पालन करने में असफल रहने पर पंजीकरण रद्द हो सकता है।

We not that as registered firm we are expected to abide by General Terms and Conditions of Contracts of Various Purchasing Agencies/Bodies specially the terms and conditions as continued in DGS&D Form No.68 (Revised) as amended from time to time. Failure on our part to abide by these Terms and Conditions may result in the CANCELLATION of the registration.

हस्ताक्षर - स्वामी/साझेदार/निदेशक/कर्ता/मुख्यतारनामा धारी

Signature of the Proprietor/Partner/Director/Karta/General Attorney

मोहर सहित with Stamp

दिनांक / Date:

स्थान / Place:

निरीक्षण कर्त्ता अधिकारी की रिपोर्ट

सूक्ष्म, लघु एवं मध्यम उद्यम विकास संस्थान/एन. एस. आई. सी. तकनीकी सेवा केन्द्र

INSPECTION OFFICERS REPORT

MICRO, SMALL & MEDIUM ENTERPRISES DEVELOPMENT INSTITUTE/ NSIC TECHNICAL SERVIES CENTRE

( )

SSI Registrations No. & Date/
Acknowledgment No. of Entrepreneur's
Memorandum & Date

Date of Inspector's visit to firm:

Location of Mfg. works.

^ ₹

Brief description of the factory e.g. area covered, accommodation, departments into which it is divided, laboratory etc.

( )

Organisation: Whether registered under Indian Factories Act/
Supervision, Management etc.

₹ Foreign Collaboration, if any.

Details of stores under manufacture at the time of inspection.

₹

Details of plant and machinery installed in each department.

₹

Details and stocks of raw materials held at the time of Inspection also whether imported or indigenous.

Standard of workmanship and quality.

₹

₹

The details of DGS&D/State Govt./Quasi-Govt. bodies orders handled by the firm so far.

ङ

Capacity and turn out with the existing plant and machinery of various items manufactured by the firm.

ङ

Number of Supervisory Staff/Technical Staff and Skilled labour at present employed.

a ट

Arrangement for Quality Control and Testing Facilities available with

b ङ

ट

Details of common testing Facilities and Quality Control Provided in common at Industrial Estate, or in laboratory etc. to which the manufacturing unit has access.

c

Agreement with any nearby large scale or small scale unit about the utilization of their Testing Facilities together with the details of such facilities enjoyed.

क्र Facilities for after sales service.

ङ

Whether the Proprietor/Partners/Directors have any link with large scale industries, if so, details thereof.

a

Is the firm a Subsidiary or Associate of a large scale unit or not.

b

Whether sizeable portion of the capital is held by any large unit?

c

Is there any Inter-locking of capital and loan founds, with one or two large scale units under the same management?

d ङ

Has any loan or advance been under-written by one or more large scale unit, or persons possessing large means?

सिफारिश / RECOMMENDATIONS

(a) Remarks when not recommended

(b) ..... ₹

Recommended for registrations as a small scale unit and as manufactures of:

Name of Store **सामग्री का नाम**	Specification to which Stores are manufactured **सामग्री के विनिर्माण का विनिर्देशन**	Qualitative Capacity	Quantitative capacity P.M.

/ Countersigned:

/ Divisional Head:

₹ / Director:

/ Ref. No.

Station:

Date: Signature Inspecting Officer

(with seal)

सामान्य मुख्तारनामा

GENERAL POWER OF ATTORNEY

(नन जुडिशियल स्टाम्प पेपर पर निष्पादित किया गया तथा नोटरी पब्लिक/प्रथम श्रेणी मजिस्ट्रेट द्वारा साक्ष्यांकित किया जाए)

(For Partnership concerns) (To be executed on a Non-Judicial Stamp Paper and to be attested by a Notary Public/ 1st class Magistrate)

Be it known to all to whom it may concern that we:

1. Name and address of all the partners excepting one (s) who is/are nominated as Attorney (s) (i)(ii)

2. All the partners of Messers.....hereby

appoint Shri .....S/o Shri .....

Resident of .....

and also partner of Messrs ..... as our

Attorney to act in our name and on behalf of the said partnership firm, to do all or any of the act or things and sign, and execute documents/agreements binding the firm for all contractual obligations including references of cases to Arbitration arising out of contracts placed or to be placed by any of the concerned Purchase Departments, including DGS&D, its Regional Offices. In short, he is fully authorized to all, each and everything, requisite for the above purpose concerning Messers .

(Name of the firm)

And we hereby agree to confirm and ratify his all and every act or dealing or any documents executed by our said attorney within the scope of the authority hereby conferred on him including references to arbitration and the same shall be binding on us and our firm as if the same were executed by us individually or jointly.

Witnesses

1. Signature of the other Partners

Accepted

Signature of Attorney

.....

बोर्ड का संकल्प
BOARD RESOLUTION
प्राइवेट लिमिटेड/लिमिटेड कंपनी के लिए
For Private Limited/Limited Company

Extract of the Minutes of Meeting of the Board of Directors of Company held on.....

at the Registered office of the company at (Address) .....

श श

^

.....

"Resolved to authorise Shri .....Managing Director/Director the Company, to register the Company with the National Small Industries Corporation Limited .....(Address) of Branch Office under the Single Point Registration Scheme.

Further resolved that Shri ..... Managing Director/Director of the Company is authorised and empowered to take all necessary steps and actions on behalf of the company in this connection and to sign Application form and other documents.

/ For & on Behalf

Name & Address of the Company

Name, Signature of the Director

with seal of the Company

/ Annexure-'B'

शपथ पत्र / AFFIDAVIT

(To be executed on a Non-Judicial stamp paper of Rupees two and to be attested by a Notary Public or 1st class Magistrate)

I/We.....S/o.....

Proprietor/Partner/Director of Messers…….

resident of……...

do hereby solemnly affirm and declare as under:-

That the above named unit normally manufactures the following items:

That the details of the machines that are exclusively owned by us and presently installed in my/our factory situated .....are given below:

Sl.	Name of Machine	Date of Purchase	Original Value of machines of accessories

That in view of the total value of plant & machinery as detailed above, we are well within the ceiling limit prescribed for a Small Scale Unit. That the stocks held in the factory premises are exclusively owned and used by Messers ..... and details of the stocks are as under:

Sl. No.	Name of Stock	Date of Purchase	Value
1	2	3	4
1.			
2.			
3.			
4.			
5.			

That to inform the Registration Branch of NSIC immediately after we are informed but in any case not later than 15 days, it any firm in which proprietor/partner/director are proprietor/directors of such a firm which is Banned/Suspended in future either before the registration is granted or thereafter.

/ Deponent

I/We the above named deponent(s) do hereby verify and affirm that the contents of the above affidavit are true and correct to the best of my/our knowledge and belief and that nothing has been concealed there from.

/ Deponent

/Annexure-'C'

पिछले तीन वर्षों के दौरान फार्म के प्रचालन व वित्तीय स्थिति के परिणाम दर्शाने वाला एक विवरण नीचे दिए गए फार्म में दिया जाता है

A Statement showing the Results of Operation and Financial Position of firm during preceding three years in the format given below

	Last Year	Last but one Year	Last but Two Years
Sales (Gross)			
Excise Duty			
Sales Tax			
Trading Sales			
Net Sales			
Net Profit before tax			

Authorized Signatory

Stamp of Company

(Chartered Accountant Signatures with Seal)

संलग्नक-डी / Annexure-'D'

लघु उद्योग इकाई द्वारा हस्ताक्षर किया जाने वाला घोषणा-पत्र
DECLARATION TO BE SIGNED BY THE SSI UNIT

I/We have gone through the conditions of the registration detailed in Annexure-E of the Application. I/We fully understand the same and confirm that I/We agree to fully comply with the same.

I/We fully understand that it is incumbent on my/our part to comply with the provisions of the all existing laws/acts/statues as applicable to our line of manufacture and other provisions like Income-Tax/licensing and registration under IDR Act/Insecticide License/Municipal Corporation License/Drug License/Boiler License/BIS License/Factory Act Registration and any other applicable Acts/law/statutory requirements including the requirements of environmental clearance etc. We have submitted an application for registration with NSIC after having complied with these/all other statutory requirements and onus for corrections and fulfillment of the same would be on us.

Date:

Place:

Authorized Signatory (ies)

/ with seal

/ Annexure-'E'

पंजीकरण की शर्तों से संबंधित घोषणा
DECLARATION REGARDING CONDITIONS OF REGISTRATION

Registered firms are to abide by the General Conditions of Contracts contained in DGS & D-68 (revised) and DGS&D-1001 revised from time to time.

It is obligatory on the part of the registered firms to furnish Performance Statement in format prescribed in Annexure-G every tow years indicating all orders placed on them.

Registered firms are required to keep Registering Authority informed about the changes in their products specification or discontinuation of production of any item for which they stand registered. This intimation is to be given within a period of 15 days form the date of such change of discontinuation.

Registered firms are required to furnish all the documents having specific validity periods like BIS license, lease agreement, Agreement with the principal/manufactures to registering authority as and when they become dude. Separate application shall be made for each such unit, where a firm has more than one manufacturing units. requests for change in the name of a firm and/or their office address should be addressed to the Registration office/Branch of NSIC who granted the original registration enclosing the original registration certificate and duly supported by documentary evidence. In the event of any change in the registration certificate has to be done as per the rules of NSIC. Intimation of such changes must be sent to NSIC Registration Office/Branch within 15 days from such changes.

All registered firm are expected to maintain absoulte integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier.

Registration Certificate is subject to renewal after expiry of two years from the daate of issue/renewal.

The registration on the approved list does not guarantee award of any contract.

In all future correspondence with the Registration Branch/Registering Authority of NSIC, registered SSI units are always required to quote the Registration No. give at the top the registration letter.

Whenever registered firms are required to produce copy of their Registration Certificate, copy of the original certificate complete with all the amendments including additions/deletions etc. is made thereafter shall be produced.

The Government/NSIC has right to add/delete any of the items and to amend any of the terms and conditions included in the registration granted to firms with effect from any date specified in the communication notifying such change.

Date:

Authorized Signatory (ies)

Place: with seal

/ Annexure-'F'

बैंकर की रिपोर्ट के लिए प्रपत्र
PROFORMA FOR BANKER'S REPORT

(/ To be submitted on the Bankers' Letterhead

। । । । (। । । ।)

NSIC limited (name and address of the registering branch of NSIC)

विषयः राष्ट्रीय लघु उद्योग निगम लिमिटेड के पास पंजीकरण के प्रयोजन से मैसर्स ....(फर्म का नाम व पता) के संबंध में वित्तीय विश्वसनीयता रिपोर्ट।

Subject : Financial credibility report in respect of M/s..... .....(Name of the firm with address) for the purpose of registration with National Small Industries Corporation Limit .....

Sir,

This is to certify that M/s ..... (Name of the firm with address) are maintaining Current/Saving Account No.....

with this bank branch for the last .....Years. The firm has been provided with a credit limit of Rs. ..... .

This is further certified that their account with this bank has been operated in a satisfactory manner.

Yours faithfully
Chief Manager

Bank/Branch with seal

Government requires statistical data on variety of formats to facilitate macro-analysis of its various schemes, information on class Entrepreneurs and social gains arising out of NSIC's Schemes have to be furished periodically. Entrepreneurs are requested to furnish the following information for the purpose:-

सूचना-पत्रक
INFORMATION SHEET

1. a)

   Qualification of Enrepreneurs: (Proprietor of Partners of Directors, as applicable).

   b)

   Level of Qualification

   c)

   Technical and /or General:

2. a)

   Background of Entrepreneurs: Please make specific mention if belonging to Scheduled Caste/Tribe or to any other Weaker Section of Society.

   b)

   Length of experience of Enterpreneurs.

   c)

   Whether previously in service or business:

   d

   If in service, level at which worked (Worker/Supervisor/ Managerial/Sr. Officer).

   e

   In case of Partnership Concern or Limited Company, the connection/relationship of Partner/Directors with each other and their background i.e. whether the unit belongs to same family or relation or persons with differet/ Qualifications suitable for the unit have come together.

3.

   Parental Background (Whether trader community/towns Business/manufacturing unit)

4. मूल नियोजित व्यक्तियों की संख्या और राष्ट्रीय लघु उद्योग निगम की सहायता के बाद नियोजन में वृद्धि

No. of persons employed initially and increase in employment after NSIC's assistance.

a) तकनीकी/गैर तकनीकी/लिपिकीय/वर्कर

Technical/Non Technical/Clerical Worker

b) अनुसूचित जाति/जनजाति/कमजोर वर्ग (कृपया अलग विवरण दें)

Scheduled Caste/Scheduled Tribe/Weaker Section (Please give distinct breakup.)

5. विनिर्माण किए जा रहे उत्पादों का स्वरूप अर्थात् क्या उपयोज्य औद्योगिक हैं या सामान्य

Nature of products being manufactured i.e. whether Consumer, Industrial or intermediate.

6. युनिट की श्रेणी/ Category of the unit

i) Small/Tiny

ii) General/SC/ST/Backward

iii) Technical/Non-Technical

7. युनिट का नाम और पूरा पता

Name & complete address of the unit.

तारीख / Date:

प्राधिकृत व्यक्ति के हस्ताक्षर
मोहर सहित

SIGNATURE OF AUTHORISED
PERSON WITH SEAL

SINGLE POINT REGISTRATION SCHEME

CHECK LIST

- Notarized copy of permanent M.S.M.E Registration Certificate.
- Processing fee.....is payable to NSIC in shape of demand draft prepared in favour of "The National small industries corporation limited", payable of patna. Besides on amount of Rs. 1000 is payable to MSME towards inspection charges in shop of demand which is to be prepared by the unit fall under the jurisdiction of MSME patna in favour of assistant director (Admin) MSME Patna payable of SBI Patliputra Branch patna and the unit which come under the jurisdiction of MSME Muzzaffarpur should prepare demand draft in favor of Account & Officer, pay and Account office (MSME), Kolkata.
- Notarized copy of ownership documents lease deed/Rent Deed for factory premises.
- Proof of ownership of plant and machinery and raw material (case voucher of Affidavit) showing date of purchase and original purchase value (not depreciated) of individual machinery (Draft Affidavit of Annexure B)
- Audited Balance Sheet, trading Account & Profit and Loss Account for last 3 Year duly signed by the authorized person under his seal/C.A.
- Statement showing the Result of operation for last 3 year duly signed by teh authorized person under his seal (Annexure "C")
- I.S.I/B.S.I or test Certificate
- Banders Report (As per annexure-F)
- Certificate from the proprietor/partner/directory, whether or not they have any link with Large scale unit(s) registered with DGS&D/ISI and or other manufacturing unit in case their links with the other unit the details therefore to be specified.
- General power of Attorney in Favor of the partners (Annexure-A-1)
- Form 'A' form Registrar of firms mentioning showing the name of the partners.
- Partnership Deed.
- Certificate of Incorporation
- Memorandum and article of association duly authenticated by registrar of companies.
- Name of sitting Directors, address with share holding.
- Board Resolution in favor of the signatory of the application and documents. Annexure G.
- Current Electric Bill.
- Copy of pan No allotted to the unit.
- N.O.C from pollution Controal Board of Annexure D (if application)
- List of technical person employed in production and services.
- Two copies of declaration signed by the applicant MSME unit accepting conditions of registration as per Annexure D&E non judicial stamp paper to be attested by Notary Magistrate.

Address of the Local Office:- 104, Ist floor, “Manna Surti Compelex” , Kankarbagh, Patna-800 020. Phone- 0612-2231194 Fax No.-0612-2231194

राष्ट्रीय सहकारी विकास निगम
(NCDC)

NATIONAL COOPERATIVE DEVELOPMENT CORPORATION

Common Loan Application Form for Projects

PART-A (General information about the borrowing coop.)

• Name & Address of the applicant society	:			
• Telephone /Fax / E-mail address	:			
• Registration No. and date	:			
• Board of Management	:	Elected or Nominated : …… Date of Election/Nomination: …….. No. of Directors : General : …….. SC : ……. ST : ……. Women: ……. (Brief Bio-data of Board Members & Promoters may be attached)		
• Present activates	:			
• Proposed activities/proj ect	:			
• Membership & paid up share capital as on 31st March……	:	Category of membership Grower Members General: SC: ST: Coop. Socys. Other Members State Govt. Total:	No. of Members	Paid up share capital (Rs. in lakhs)

I. Summarised Profit & Loss Accounts of proceeding 3 years.

(Rs. in lakhs)

1	Business turnover			
2	Gross Profit before interest Depreciation and Tax			
3	Interest			
4	Cash Profit (2-3)			
5	Depreciation			
6	Profit before Tax (4-5)			
7	Income Tax			
8	Net Profit (6-7)			

II. Summarised Balance Sheets of Preceding 3 years.

1	Gross Block			
2	Depreciation			
3	Net Block			
4	Work in Progress			
5	Investments			
6	Total Fixed Assets (3+4+5)			
7	**Current Assets** i. Cash Bank Balance & Deposits ii. Inventory iii. Sundry Debtors iv. Loans, advances and Prepaid expenses v. Others, if any			
8	**Current Liabilities** i. Working capital loan ii. Sundry Creditors iii. Interest Payable iv. Short term loans v. Other provisions and liabilities			
9	Net working capital loan (7-8)			
10	Long term loans & deposits			
11	Paid up share capital			
12	Reserves (excluding depreciation)			
13	Un-distributed Profits (+) Accumulated loss (-)			
14	Net worth (11+12+13) or (6+9+10)			
15	Net Disposable Resources (10+11+12+13-6) (for margin money)			

***Tentative figures may be given in case accounts have not been finalized.**

PART B – ABOUT THE PROPOSED PROJECT

Project Description

Type of Project :- Capacity per day/per year (in tons)

Project Location:

Products/By-products

to be produced/processed /stored

In case of expansion/modernization, Please indicate

- Existing Capacity :
- Expansion of Capacity proposed :
- Capacity after expansion/modernization :

Raw Material Production in the area of operation (preceding 3 years):					
Year	Name of the raw material	Area under cultivation	Total Production (tons) (a)	Present Consumption / Utilization (tons) (b)	Marketable (a-b)
Members' Production of raw				Area (ha) …….. Production (tons) ……..	
Area of operation of the society (AOO).				Districts in AOO (names): Villages in AOO (Nos):	

Details of overall position of similar units in the area of operation

(Capacity in tons)

Sector	Nos.	Capacity		No of Units			
		Per day	Annual	In operation		Closed	
				No.	Cap.	No.	Cap.
Private							
Cooperative							
Others							
Total:							

Performance of the existing units of the borrowing cooperative for preceding 3 years

Sl.No	Existing Units	Unit-I	Unit-11	Unit-II	Unit-IV
1	Installed capacity				
2	Capacity				
3	Gross profit (Rs.in lakhs)				

(i) Audit Reports for the preceding 3 years along with compliance reports.

(ii) Audit classification (year wise) for the preceding 3 years.

Project Cost

1	Land & land development	
2	Building & Civil work	
3	Plant & Machinery	
4	Misc. fixed assets	
5	Contingencies	
6	Pre-operative expenses	
7	Margin money for rasing working capital	

Total:	

Means of Financing

		Percentage of block cost	Amount (Rs. in lakhs)
(a)	Sharo capital by the State Govt.		
(b)	Member's share capital		
(c)	Subsidy/grant-in-aid		
(d)	Term loan from NCDC		
	Total:		

Financial bench marks for the proposed project:

(a)	Internal Rate of Return (IRR)	
(b)	Debts service Coverage Ration (DSCR)	
(c)	Break Even Point (BEP)	

Marketing Plan/Strategy:

(A Comprehensive note may form part of the DPR)

Implementation Schedule:

(A Bar Chart covering the following activities may form part of the DPR)

	Commencement	Completion
Acquisition of land		
Development of land		
Factory building		
Auxiliary buildings		
Machinery foundation		
Erection of plant & machinery		
Arrangement for power		
Arrangement for water		
Trial runs		
Commercial production		

ADDITIONAL DETAILS FOR SOCIETIES APPLYING FOR STORAGE GODOWNS

1 EXITING GODOWN (S)

(A) Godown (s) available with the society

	No	Cap. (tons)
(i) Owned		
(ii) Hired		
(iii) Godown under construction		

(B) Expenditure incurred on Storage in the preceding 3 years

(Rs. in lakhs)

(i) Rent Paid			
(ii) Transportation/handing/other charges			
(iii) Total			

(C) Capacity utilization of owned godowns

In preceding 3 years

Year			
%			

2 PROPOSED GODOWN

Location	No	Cap (tons)	Project Cost

(i) Construction

(iii) Renovation/Expansion

3 AVAILABILITY OF LAND

Location	Area	Municipal area (Yes/No)

4. BUSINESS UNDERTAKEN IN PRECEEDING 3 YEARS/PROJECTIONS FOR NEXT 3 YEARS

(Rs. in lakhs)

Actual							**Projections**					
Year	Q	V	Q	V	Q	V	Q	V	Q	V	Q	V
(a) Credit:												
(i) ST												
(ii) MT & LT												
Total												
(b) Non-credit												
(i) Marketing												
(ii) Input												
(iii) Consumer												
(iv) Others												
Total												

Q = Quantity in tons , V = Value (Rs. in lakhs)

Details of assets to be mortgaged applicable in Case of direct finance

Description of Assets	Year of Accounts tons	Cost of acquisitions	Depreciation	Book value	Market Value	Without charged /more / free from encumbrances	To whom mortgage	Agains (what amount of loan)

Status of Loan already availed from financing institutions including NCDC

Loan Sanctioned		**Loan availed**		**Repayments made so far**		**Outstanding as on date**
Amount	Date	Amount	Date	Amount	Date	

Of the above term loans defaults to financial institutions such as NCDC / others Bank/ State Govt.

	Amount (Rs. in lakhs)				
	Principal	Interest	Other	Total	Period of default
NCDC					
Other Fis					
Banks					
State Govt.					

Note:- In case the space is insufficient, details may be given in a separate sheet.

PART-C
CHECK LIST

(Please tick (√) in the box against the document the documents enclosed)

Detailed Project Report (DPR) should necessarily contain the following

- Brief description of the project
- Industry scenario (National State & the Area specific)
- Policy of State Govt. with regard to proposed activity Industry.
- Existing capacity (private/public sector and cooperatives), its utilization and performance
- Scope for creation of additional capacity
- Problems, if any, in optimum utilization of the capacity
- Production and availability of raw material in the area
  Of operation, district and state in the preceding 3 years.
  (duty authenticated) and projections for next 3 years.
- Availability of animals /day old chicks (DOC)/ grazing
  Ground /green product/dry fodder/concentrate feed,
  Medicines, veterinary and breeding centre etc. and training
  Facilities. (applicable in respect of dairy, poultry and live Stock projects)
- Details of cooperative linkages-forward as well as
  backward (for procurement of raw material & marketing of finished goods)
- Demand and marketability of the product (s)
- Marketing plan/ strategy
- Implementation sche duel in the form of a Bar Chart
- A note on power situation & effluent treatment

❖ **Viability Analysis**

- Assumptions made for working out financial viability
- Projected cash flow statement (for 8 years)
- Internal Rate of Return (IRR)
- Break even point (as % of installed capacity)
- Sensitivity Analysis
- Manpower requirements alongwith annual emoluments
- Sit details; location, requirement of land (measurement of land) and acquisitions alongwith supporting documents

- Plan & coal indication for Civil Works
  (duly certified by qualified Architect / Engineer)
  And Plant & Machinery (component wise)
  Fixed assets (during reported by Quotation)
- Technology, process flow diagram, material balance, etc.
- Estimates of margin money and Working capital requirement

❖ **ENCLOSURES**

- No-overdoes certificate as per proforma unclosed.
- Resolution of Board of Directors for the proposal.

- Plan/Source of raising members' equity/ Promoters' contribution
- Summarized profit & loss a/c and balance sheet in Prescribed Performa duty certified by a Chartered Accountant.
- Licensing requirement for the proposed Activity enclose copy of license or specify status)
- Pollution control clearance (enclose copy or specify the status)
- Other statutory requirements/ clearances, if any, and their status
- Power requirement and power scenario in the State
- Power supply arrangements, specify status.
- Fiscal and other incentives if any by State Govt.
- Water supply arrangements, specify status.

Authorized Signatory

Name :

Designation:

Seal of the Society :

Place:

Date:

NO OVERDUES CERTIFICATE

1. This is to certify that …… (name of the society), as on date, is not in default in repayment of loans and payment of interest to NCDC and any Financial Institution/Bank OR

   Position of default in repayment of dues by the society to NCDC and other institutions as on date is as follows:

Name of Lending Institution/Bank	Loan received		Principal repaid	Outstanding dues			
	Date	Amount		Principal		Interest	Total
				Overdue	Not yet due		

1. It is also certified that other cooperative on which Director of our Board are Directors of associated with are not in default in repayment of loans and payment of interest to NCDC and any Financial Institution/ Bank as on date.

OR

Position of default in repayment of dues by the cooperative on which Directors of our Board are Directors or associated with is as follows:

Name of Director	Name of defaulting cooperative society	Nature of Financial Institution / Bank	Name of Financial Institution / Bank	Amount of default	Reasons and period of default

(Chief Executive of the Society)

Place:

Date:

Note: Strike out which is not applicable

राष्ट्रीय सहकारी विकास निगम (एन॰सी॰डी॰सी॰)

एन॰सी॰डी॰सी॰ द्वारा वित्त पोषित कार्यकलाप:

क्र

पात्रता:

श्र

श्र

एन॰सी॰डी॰सी॰ की योजना/कार्यक्रम अन्तरित प्रभावी ब्याज दरें

योजना	**प्रभावी ब्याज दर**	
टर्म लोन (क) राज्य सरकार के माध्यम से (ख) सीधे वित्त पोषण (i) कमजोर वर्ग के कार्यक्रम परियोजना लागत रू॰ 50.00 लाख तक परियोजना लागत रू॰ 50.00 से अधिक पर (ii) अन्य कार्यक्रम	 8.5% 9.5% 10.0% 10.5% 11.5%	
वर्किंग कैपीटल लोन (कार्यशील पूंजी) (i) राज्य सरकार के माध्यम से (ii) सीधे वित्त पोषण	एक वर्ष तक 8.0% 9.5%	एक वर्ष से अधिक 8.5% 10.0%

* निर्धारित समय से पूर्व या समय पर देय किस्तों का भुगतान।

: निगम की उपरोक्त योजनाओं/कार्यक्रमों की विस्तृत जानकारी हेतु संपर्क करें।

, राष्ट्रीय सहकारी विकास निगम, ब्लॉक -'ए', द्वितीय तल (कमरा नं. : 20-21)
मौर्यलोक कॉम्पलेक्स, डाक बंगला रोड, पटना (बिहार), दूरभाष:- 0612-2221467 (कार्यालय), 2205235 (आवास), 9334229720 (मोबाईल)

राष्ट्रीय कृषि एवं ग्रामीण विकास बैंक

(NABARD)

राष्ट्रीय कृषि एवं ग्रामीण विकास बैंक

संदर्भ सं.एनबी.टीएसडी/ 1600 /वीसीएफ-4/2010-11

परिपत्र सं. 186 /टीएसडी-03 /2010 21 सितम्बर 2010

सेवा में,

अध्यक्ष/प्रबंध निदेशक
सभी अनुसूचित वाणिज्य बैंक
सभी क्षेत्रीय बैंक/एससीएआरडीबी/रास बैंक
नाबार्ड पुनर्वित हेतु पात्र अन्य सभी संस्थाएँ

महोदय,

विषयः डेयरी और मुर्गीपालन जोखिम पूंजी निधि-डेयरी उद्यमिता विकास योजना (डीइडीएस)

कृपया डेयरी और मुर्गीपालन हेतु जोखिम पूंजी निधि के दिशानिर्देशों की जानकारी देने वाले हमारे परिपत्र सं. 32/आईसीडी-6/2004-05 दिनांक 16 फरवरी 2005, डेयरी और मुर्गीपालन क्षेत्रों के पृथक्करण की सूचना देने वाले परिपत्र सं. 93/टीएसडी-03/2009 दिनांक 19 जून 2009 तथा वर्ष 2010-11 के दौरान भी इस योजना के जारी रहने की जानकारी देने वाले परिपत्र सं. 96/टीएसडी-01/2010 दिनांक 07 मई 2010 का अवलोकन करें.

1. इस योजना के मध्यावधि मूल्यांकन से कुछ ऐसी सिफारिशें की गई हैं जिनसे इस योजना के क्रियान्वयन की गति में तेजी लाई जा सके मूल्यांकन अध्ययन की सिफारिशों तथा किसानों, राज्य सरकारों और बैंकों को शामिल करते हुए विभिन्न क्षेत्रों से प्राप्त अभ्यावेदनों का ध्यान में रखते हुए पशुपालन, डेयरी और मत्स्यपालन विभाग, भारत सरकार द्वारा कार्यान्वयन मोड को ब्याज मुक्त ऋण से (आईएफएल) से पूंजी उपदान में परिवर्तित करने का, यूनिट लागतों को संशोधित करने का, कुछ नए घटकों को शामिल करने का एवं नाम को बदलकर ''डेयरी उद्यमिता विकास योजना (डीइडीएस)'' नाम देने का निर्णय लिया गया है.
2. यह संशोधित योजना 01 सितम्बर, 2010 से प्रभावी है. 2010-11 के दौरान इस योजना हेतु बजट का प्रावधान रु. 32.40 करोड़ है (उत्तर पूर्वी के लिए रु. 4.18 करोड़ तथा तत्कालीन डेयरी जोखिम पूंजी निधि योजना (डीवीसीएफ) के तहत जारी निधि को मिलाकर)।
3. 01 सितम्बर, 2010 को या उसके पश्चात् बैंकों द्वारा संवितरित और मंजूरी प्रस्तावों को संशोधित योजना अर्थात् (डीइसीफ) के तहत जारी निधि को मिलाकर)।
4. डीवीसीएफ योजना के तहत जिन दावों के संबंध में आईएफएल, नाबार्ड द्वारा पहले ही मंजूरी और जारी किया जा चुका है उन्हें दोबारा नहीं खोला जाएगा।
5. जिन प्रस्तावों को बैंको ने 31 अगस्त 2010 को या उससे पूर्व मंजूरी दे दी है किन्तु जिन्हें नाबार्ड को नहीं भेजा गया है, उन मामलो में मंजूरी को पुनर्वैधीकृत करके तथा ऋण की पहली किस्त के संवितरण के पश्चात, उन्हें नाबार्ड के संबंधित क्षेत्रीय कार्यालय में प्रस्तुत कर दिया जाए।
6. हमारे क्षेत्रीय कार्यालयों के पास लंबित सभी प्रस्तावों को संबंधित बैंको को वापस लौटा दिया जाएगा। वे मंजूरी का पुनर्वैधीकरण करवाएं तथा ऋण की पहली किस्त संवितरण के पश्चात इसे नाबार्ड को प्रस्तुत कर दे। ऐसे प्रस्तावों पर भी निधियों की उपलब्धता के अधीन, प्राप्ति के क्रमानुसार विचार किया जाएगा।
7. बैंक डीवीसीएफ के तहत प्राप्त अदायगियों और धान की वापसी, यादि हो तो को ऋण रकम की परिसमाप्ति तक नाबार्ड को अनुपातिक आधार पर प्रेषित करना जारी रखेंगे।

मद	डेयरी जोखिम पूंजी निधि	डेयरी उद्यमिता विकास योजना
₹		( )
₹	प ₹	₹
	प	
		)))
	( )	₹
	ं ं	₹

( )

₹

₹ ₹

₹ ₹

ं

ं

(डॉ.पी.रंगानाथन)

मुख्य महाप्रबंधक

अनुलग्नक : यथोक्त

डेयरी उद्यमिता विकास योजना के संबंध में
परिचालनात्मक मार्ग निर्देश

1. पृष्ठभूमि

2. योजना का उद्देश्य

-
-
-
-
-

3. कार्यान्वयन-अवधि और परिचालन-क्षेत्र

4. पात्रता

5. सब्सिडी

	घटक	इकाई-लागत	सहायता का स्वरूप
(i)			( ) ( ) ( ) ( )
ii			( ) ( ) ( ) ( )

			)
iii	( ))		( ) ( ) ( ) ( ) ( )
iv	্র ্র ( ))		্র ( ) (্র)
v			( ) ( ) ( )
vi			( ) ( ) ( )
vii			( ) ( ) ( )

viii			( ) ( ) ( )
ix	श		श ( ) क्र श (श क्र श)
x			श ( ) ( ) ( )

6. **निधि पैटर्न**

- श ( ) ( )
-
- श

7. त

8. **पात्र वित्तीय संस्थाएँ**

1.

9. **बैंको द्वारा मंजूरी**

श

I

10. प्रोजेक्ट मंजूरी कमेटी (पीएसी)

( )

11. सब्सिडी जारी करना

( )

(II)

12. चुकौती

( )

( )

13. ब्याज दर

14. प्रतिभूति

15. प्रोजेक्ट के पूरा होने के निर्धारित समय-सीमा

( )

16. नाबार्ड से पुनर्वित सहायता

17. सब्सिडी का समायोजन

( )

₹

₹

(₹) ₹

₹

( ) ₹

18. अनुप्रवर्तन

^ ( )

( )

₹ (₹) (₹)

₹ ( )

19. सचिव (एडीएफ) की अध्यक्षता में अधिकार प्राप्त कमेटी (ईसी) को यूनिट लागत को संशोधित करने का विवेकाधिकार होगा.

20 अन्य शर्तें

- ₹
- ₹
- ₹

-
-
- ( )
- ( )
- ( )
- ( )
- ( )

ANNEXURE – I

डेयरी उद्यमिता विकास योजना के संबंध में पूंजी सब्सिडी जारी करने के लिए बैंक के नियंत्रण कार्यालय से दावा फार्म

Claim form from the controlling office of the bank for release of **CAPITAL SUBSIDY** in respect of Dairy Entepreneurship Development Scheme

(To be submitted to the concerned Regional office of NABARD)

NAME OF THE BANK : Date

TOTAL AMOUNT OF CURRENT CLAIM :

DETAILS OF CURRENT CLAIM :

( ) [Rs]

Particulars	
(Name and address of the Entrepreneur (Pl. indicate district also)	
(Location of the Project (indicate the district)	
Whether SC/ST/Women	
Bank/Branch address (indicate district also) with BSR code	
Loan A/c No.	
Date of sanction	
Purpose of Loan	
Unit size	
Total Financial Outlay	
Margin	

Bank Loan	
Repayment prescribed	
Rate of Interest	
Date of release of 1st installment of loan	
Amount released	
Capital Subsidy claimed	
Any other information relevant to the project	

We undertake having complied with all the instructions contained in NABARD circular No. ---------- regarding operational guidelines of the scheme while sanctioning abover proposals.

We request you to release an amount of Rs. …… (Rupees) as Capital Subsidy in respect of the above entrepreneurs.

Place

(Seal and signature of the Branch Manager (financiang bank)

Authorised signatory Controlling office of the bank

ANNEXURE – II

उपयोगिता प्रमाण पत्र का फॉर्मेट - पूंजी सब्सिडी

Format for Utilization Certificate – Capital Subsidy

(FOR THE USE OF FINANCIANG BANK TO BE SUBMITTED TO THE REGIONAL OFFICE OF NABARD)

''डेयरी उद्यमिता विकास योजना''

DAIRY ENTEPRENEURSHIP DEVELOPMENT SCHEME

1.

Name, address of the beneficiary and location of the project

Name of the financing bank :

Name & Address of the financing branch :

Date of Sanction of loan by bank :

Date of field monitoring of the unit by the bank

Date of completion of the unit :

i Total financial outlay Rs.

ii Margin Money Rs.

iii Bank Loan Rs.

iv				
	Subsidy receive * from NABARD	Date of receipt	Amount (Rs.)	Date of credit to the "Subsidy Reserve Fund A/c " of the Borrower

8. ससृजित आस्तियों का संक्षिप्त ब्योरा

Brief Description of assets created

9. वित्तपोषक बैंक द्वारा प्रभारित ब्याज दर

Rate of interest charged by the financial bank : (प्रतिवर्ष/p.a.)

10. बैंक ने नाबार्ड से पुनर्वित प्राप्त किया नहीं किया है

The bank has/has not availed refinance from NABARD

11. यह प्रमाणित किया जाता है कि उक्त प्रोजेक्ट के संबंध में प्राप्त पूंजी सब्सिडी की पूरी राशि का उपयोग किया गया है (सब्सिडी रिजर्व फंड खाता - उधारकर्त्ता वार में जमा द्वारा) और खाता बहियों में योजना की समग्र मार्गनिर्देश के भीतर प्रोजेक्ट की स्वीत नियम व शर्त्तों के तहत समायोजित किया गया।

This is to certify that the full amount of capital subsidy received in respect of the above project has been fully utilized (by way of crediting to the "Subsidy Reserve Fund Account – borrower – wise and adjusted in the books of account under the sanctioned terms and conditions of the project within the overall guidelines of scheme.

स्थान :

Place :

तरीख :

Date :

(_____)

सील व हस्ताक्षर

शाखा प्रबंधक (वित्तपोषक बैंक)

Seal & Singnature of the Branch Manager

(Financiang bank)

पशु एवं मत्स्य संसाधन विभाग, बिहार पटना
(गव्य विकास निदेशालय)
मिनी डेयरी की योजना

1. उद्देश्यः

2. कार्यक्रम की रूप रेखाः

3. लाभान्वितों का चयनः
   लाभान्वितों के चयन के समय निम्नलिखित बातों पर धयान देना आवश्यक हैः-

ङ

4. योजना का क्रियान्वयनः-

5. आधारभूत मान्यताएँः-

6. तकनीकी मापदंडः-

7. वित्तीय मापदंड :-

योजना की रूप रेखा प्रति इकाई

परिशिष्ट-1

पूंजीगत खर्च

	ु	(	
		क्र x	
		श्र (x)	
		x	
		x	
कुल राशिः-			**1,750.00**

योजना पर आने वाला व्यय निम्नलिखित स्त्रोतों से पूरा किया जायेगाः-

x

x

X

कुल राशि - 21450.00

पशुशाला निर्माण :- पशुशाला निर्माण लाभान्वित को स्वयं करना होगा।

<u>परिशिष्ट –II</u>

पशु का विवरण	संख्या	व्यस्क इकाई
ु		
कुल	10	6.5

क्रमांक	मात्रा	दर	मूल्य (रु. में)
	o o x x ( ) x x _____ ( )		
	o o × x – ( ) x x _____ ( )		
	o o x x = o o		
	o o x x = o o		
	o o x x = o o		
	=		
		कुल योगः-	131920.00

परिशिष्ट - III

	×	
	कुल योगः-	23600.00

परिशिष्ट - IV

1. **व्ययः-**

	(₹ II)	
	(₹)	
कुल योगः-		137420.00

2. **आयः-**

	क्र	
	क्र	
	क्र x	
कुल योगः-		2,28,200.00

=

=

=

=

भारतीय लघु उद्योग विकास बैंक

(SIDBI)

भारतीय लघु उद्योग विकास बैंक (SIDBI)

भूमिका

-
-

सिडबी द्वारा उपलब्ध सेवायें

सिडबी ने स्वयं को इस रूप में विकसित किया है कि वह प्रत्यक्ष रूप से विभिन्न वित्तीय योजनाएँ एवं सेवाएँ प्रदान करते हुए अल्प, लघु एवं मध्यम उद्यम क्षेत्र की विभिन्न आवश्यकताओं को पूरा कर सके। प्रत्यक्ष सहायता के अंतर्गत सिडबी की कुछेक प्रमुख योजनाएँ निम्नलिखित है।

सावधि ऋण (प) नई परियोजनाओं की स्थापना तथा मौजूदा अल्प, लघु एवं मध्यम उद्यमों के प्रौद्योगिक उन्नयन, विविधीकरण, विस्तार आदि (ii) सेवा क्षेत्र की परियोजनाओं, जैसे होटल, पर्यटन संबंधी गतिविधियाँ, मनोरंजन पार्क, अस्पताल/नर्सिंग होम, स्वास्थ्य एवं फिटनेस केन्द्र, फिलिंग स्टेशन, खुदरा व्यवसाय केन्द्रों की श्रृंखला, संभार तंत्र संबंधी सहायक सेवाएँ, सूचना प्रौद्योगिक तथा सूचना प्रौद्योगिकी आधारित सेवाएँ आदि और (iii) मूलभूत ढाँचा विकास एवं उन्नयन के लिए प्रदान किये जाते हैं।

बैंक संस्थाओं/गैर-बैंकिंग वित्त कम्पनियों को संसाधन सहायता प्रदान करता है, ताकि वे अल्प, लघु एवं मध्यम उद्यम क्षेत्र से जुड़ी अनेक अल्प, लघु एवं मध्यम उद्यम इकाइयों तथा मूलभूत संरचना परियोजनाओं को सहायता का वितरण कर सकें।

-

इस योजना का उद्देश्य अल्प, लघु एवं मध्यम उद्यम इकाइयों को अपना वाणिज्यिक उत्पादन बिना किसी कठिनाई के आरंभ करने और परिचालनों को बढ़ाने में मदद करना है। योजना के अंतर्गत शामिल सिडबी की सहायता प्राप्त सभी इकाइयों से यह अपेक्षित होता है कि वे अपनी नियमित कार्यशील पूंजी संबंधी आवश्यकताओं की पूर्ति के लिए एक यथोचित समय के भीतर (अर्थात 3 से 5 वर्ष) वाणिज्यिक बैंकों से संपर्क करें।

-

सिडबी ने आईडीबीआई बैंक के साथ कार्यनीतिक व्यवस्था की है, जिसके अंतर्गत आईडीबीआई बैंक के बैंकिंग प्लेटफार्म का उपयोग करते हुए अल्प लघु एवं मध्यम उद्यम ग्राहकों को कार्यशील पूंजी सीमा प्रदान की जाती है। प्रायोगिक तौर पर सफल होने तथा भारतीय रिजर्व बैंक से मार्च, 2007 में औपचारिक रूप से अनुमोदित होने पर अब इस व्यवस्था को वित्तीय वर्ष 2008 में बड़े पैमाने पर लागू किया जाएगा

- **ा उद्यम वित्तीय केन्द्र योजना (एसईएफसी)**

अल्प, लघु एवं मध्यम उद्यम ग्राहकों की सभी प्रकार की वित्तीय आवश्यकताओं, विशेष रूप से कार्यशील पूंजी संबंधी आवश्यकता को पूरा करने के लिए लघु उद्यम वित्तीय केन्द्र योजना नामक योजना आरंभ की गयी है, ताकि लघु एवं मध्यम उद्यम इकाइयों की सावधि ऋण संबंधी आवश्यकताओं को वाणिज्य बैंकों की शाखाओं के साथ सह-वित्तपोषण अथवा अनन्य वित्तपोषण के माध्यम से पूरा किया जा सके। इन इकाइयों की कार्यशील पूंजी संबंधी जरूरतें चिहिंत समूहों में बैंकों द्वारा पूरी की जाएँगी। इन समूहों में स्थित सिडबी की शाखाओं को लघु उद्यम वित्तीय केन्द्रों का नाम दिया गया हैं। सिडबी ने योजना के अंतर्गत, अल्प, लघु एवं उद्यम क्षेत्र संबंधी परियोजनाओं के 203 समूहों में संयुक्त सचिव/सह-वित्तपोषण, जिसमें कार्यशील पूंजी और गैर-निधि आधारित सुविधाएँ भी शामिल हैं, हेतु 15 वाणिज्य बैंकों से समझौता ज्ञापन किया है।

ग) विलम्बित भुगतान के बदले सहायता

- **प्राप्य वित्त योजना (आरएफएस)**

प्राप्य वित्त योजना का उद्देश्य अल्प, लघु एवं उद्यम क्षेत्र के क्रेताओं/पात्र सेवा प्रदाताओं द्वारा बड़ी क्रेता कम्पनियों को बेचे गए माल/प्रदान की गई सेवाओं के प्रति विलम्ब से प्राप्त होने वाले भुगतानों की समस्या का समाधान करना हैं। योजना के अंतर्गत, बैंक अच्छा कामकाज करने वाली क्रेता कम्पनियों के लिए एक सीमा तथा उनकी अल्प, लघु एवं मध्यम इकाइयों के साथ एक उप सीमा निर्धारित करता है। बैंक अल्प, लघु एवं मध्यम उद्यमों/पात्र सेवा क्षेत्र की इकाइयों द्वारा आपूर्ति किये गए घटकों, पुरजों, उप-संयोजनों, सेवाओं आदि के बिलों की पुनर्भुनाई भी करता है, जिससे कि ये इकाइयाँ अपने विक्रय आगमों की शीघ्र उगाही कर सके। योजना के फलस्वरूप अल्प, लघु एवं मध्यम उद्यम/सेवा क्षेत्र के विनिर्माता-विक्रेता स्थगित भुगतान की शर्त पर ऋण बिक्री कर पाते हैं और ऐसी बिक्री से उत्पन्न बिलों/वचनपत्रों की भुनाई से बिक्री आगमों की उगाही कर पाते हैं। बैंक बड़ी कम्पनियों के आपूर्तिकर्ताओं को बीजक पुनर्भुनाई की सुविधाएँ भी प्रदान करता है।

- **क्रेता-वार प्राप्य वित्त योजना (एसआरएफएस)**

प्राप्य वित्त योजना के अंतर्गत जहाँ अल्प, लघु एवं मध्यम उद्यमों के एकल क्रेताओं को यह सुविधा प्रदान की जाती है, वहीं क्रेता-वार प्राप्य वित्त योजना के अंतर्गत अन्य क्रेताओं से अल्प, लघु एवं मध्यम उद्यम इकाइयों की प्राप्ति-राशियों को भी शामिल किया जाता है, ताकि उन्हें सार्वजनिक/निजी क्षेत्र की क्रेता कम्पनियों को अपने बेचे गए माल/अथवा प्रदान की गई सेवाओं के प्रति तुरंत वित्तीय सहायता प्रदान की जा सके और उनके नकद प्रवाह एवं तरलता को बढ़ाया जा सके।

घ) विदेशी मुद्रा ऋण

निर्यात उन्मुख इकाइयों की क्षमताओं में वृद्धि करने के लिए सिडबी अल्प, लघु एवं मध्यम उद्यम इकाइयों को अमेरिकी डॉलर, यूरो आदि विदेशी मुद्राओं में नौभरण पूर्व/पश्चात ऋण प्रदान करता है। विदेशी मुद्रा सहायता संयंत्र और मशीनरी अथवा उपकरणों आदि के आयात हेतु सावधि ऋण के रूप में भी प्रदान की जाती हैं। संबंधित योजनाएँ संक्षेप में नीचे दी गई है।

- नैभरण-पूर्ण विदेशी मुद्रा/रुपया ऋण से अल्प, लघु तथा मध्यम उद्यम/निर्यात गृह/व्यापार गृह आदि अपनी निर्यात वचनबद्धताओं को पूरा करने के लिए वित्त जुटाने में सफल होते हैं। यह सुविधा नामित विदेशी मुद्रा अथवा रुपयों में प्राप्त की जा सकती है।
- नैभरण-पश्चात् विदेशी मुद्रा/रुपया ऋण के अंतर्गत उन पात्र संस्थाओं के निर्यात बिलों का बेचान/क्रय/भुनाई की जाती है, जिनको सिडबी द्वारा सीमा मंजूर की गई हों यह सुविधा विदेशी मुद्रा अथवा रुपयों में प्राप्त की जा सकती है।
- विदेशी मुद्रा सावधि ऋण योजना के अंतर्गत नई परियोजनाओं की स्थापना तथा मौजूदा इकाइयों के विस्तार, विविधीकरण, औद्योगिक की उन्नयन तथा आधुनिकीकरण हेतु सहायता प्रदान की जाती है।

- विदेशी ऋण पत्र खोलना जिससे अल्प, लघु मध्यम उद्यम नई परियोजनाओं के लिए पूंजीगत उपकरण आयात कर पाते हैं और विस्तार विविधीकरण, प्रौद्योगिकी उन्नयन तथा आधुनिकीकरण कर पाते हैं। विदेशी ऋण पत्र अल्प, लघु एवं मध्यम उद्यम इकाइयों को तथा अल्प, लघु एवं मध्यम उद्यम इकाइयों से अपनी निर्यात आवश्यकताओं की पूर्ति करने वाले निर्यात/व्यापार गृहों को कच्चे माल तथा उपभोज्य वस्तुओं के आयात में सक्षम बनाने हेतु भी खोले जाते है।
- वायदा संविदाओं की बुकिंग से सिडबी के ग्राहकों को उनके आयात/निर्यात लेन देनों से संबंधित विदेशी मुद्रा जोखिमों की प्रतिरक्षा की सुविधा प्रदान की जाती है।
- वाणिज्यिक बैंकों को विदेशी मुद्रा में ऋण-व्यवस्था के अंतर्गत अल्प, लघु एवं मध्यम उद्यम इकाइयों/निर्यात गृहों/व्यापार गृहों आदि को निर्यात और घरेलू ऋण प्रदान करने के लिए संस्थाओं/बैंकों को संसाधन सहायता प्रदान की जाती है।

ङ) नये उत्पाद

- **अंतर्देशीय ऋण पत्र (आईएनएलसी)**

- **गारंटी योजना**

- **विशेषाधिकार प्राप्त ग्राहक योजना (पीसीएस)**

- **ईक्विटी सहायता**

च) कार्यनीतिक व्यावसायिक प्रयास

- **विक्रेता विकास योजना (वीडीएस)**

-

-

-

आवश्यकतानुरूप तैयार की गई योजनाएँ

- चैनल व्यवस्थाएँ

- समूह आधारित वित्त

- पूर्वोत्तर क्षेत्र हेतु योजना

छ) औद्योगिक मूलभूत ढाँचे हेतु सहायता

ज) सिडबी द्वारा निम्नलिखित के पक्ष में ऋण-व्यवस्था की जाती है

-
-
-
-
-

झ) नोडल/कार्यान्वयन एजेंसी के रूप में सिडबी

-

सूक्ष्म एवं लघु उद्यम के लिए क्रेडिट गारंटी न्यास निधि

Credit Guarantee Fund Trust For Micro and Small Enterprises-CGTMSE

Credit Guarantee Fund Trust for Micro and Small Industries SSI Sector

Small Enterprises – CGTMSE
Development Bank of India (SIDBI)

Collateral-free SSI Trust CGTMSE NPA Trust द्वारा Unsecured NPA का 75% (महिलाओं के लिए 80%) राशि, अधिकतम रु. 75.00 लाख बैंक को भुगतान कर दिया जाता है। अन्य वर्ग के 5 लाख तक के ऋण खातों में भी 80% देय है। Lock in period 24 महीनें का है।

अत: किसी प्रकार का SSI ऋण (ग्रामीण या शहरी क्षेत्र में) देते समय यदि इसे CGTMSE (Credit Guarantee Fund Trust for Micro and Small Enterpises) योजना में शामिल कर लिया जाए तो यह बैंक के लिये बहुत उपयोगी है। पहले इसे CGTSI-Credit Guarantee Fund Trust for Small Industries योजना के नाम से जाना जाता था। पूर्व के CGTSI योजना में केवल SSI Mfg. unit तथा Service Sector के Information Technology एवं Software Industry ही सम्मिलित किये गये थे। वर्तमान CGTMSE योजना में Service Sector में शामिल की जानेवाली गतिविधियाँ (Activity) अभी स्पष्टीकरण (Clarification) के दौर में है।

CGTMSE योजना के लिये आवश्यक शर्त है कि लाभार्थी से किसी प्रकार का collateral Security या Third Party Guarantee नहीं लिया जाएगा। इसके अन्तर्गत लाभार्थी से 4 पृष्ठ का आवेदन पत्र एवं 1 पृष्ठ का Consent Letter (पृष्ठ सं35-39) 2 Set में ले एवं 1 Set अपने नियंत्रक अधिकारी द्वारा CM (GBBPM) विभाग में भेजें। वहाँ Internet द्वारा Online Application दर्ज किया जाता है और 30 दिनों के भीतर शाखा को प्रीमियम राशि का माँग पत्र भेजा जाता है। प्रीमियम राशि (प्रथम वर्ष) ऋण राशि का 1.5% है तथा बाद के वर्षों के लिये Service Charge 0.75% है। प्रथम वर्ष की प्रीमियम राशि खर्च खाता -बीमा (Insurance) द्वारा भुगतान किया जाता है तथा बाद के वर्षो का Service Charge लाभार्थी के ऋण खाते द्वारा भुगतान किया जाता है। CGTMSE की Validity पाँच वर्षों तक है जिसे बाद के वर्षों तक बढ़ाया जा सकता है। प्रत्येक वर्ष प्रीमियम राशि का माँग पत्र नियंत्रक कार्यालय से प्राप्त होंगे।

NPA होने की स्थिति में शाखा को नियंत्रक कार्यालय के माध्यम से Claim करना चाहिए। CGTMSE योजना में दिये गये नये ऋण खातों में सामान्य ब्याज दर से 0.8% अधिक ब्याज लिया जाएगा। CGTMSE योजना में 10 लाख से ऊपर ऋण होने कि स्थिति में लाभार्थी का PAN No. होना आवश्यक है। इस योजना की अन्य महत्वपूर्ण तथ्य निम्नलिखित है :-

1. यदि पहले से सामान्य C/C 10 लाख का है और 5 लाख अतिरिक्त ऋण देना हो तो 5 लाख को CGTMSE योजना में दिया जा सकता है पर इस 5 लाख के लिए कोई Collateral नहीं लिया परियोजना 100 लाख से ऊपर की भी हो सकती है पर यह शर्त है कि पूरी राशि Collateral free ऋण हो। Trust की बाध्यता अधिकतम रु. 37.50 लाख होगी।
2. पूरे 15 लाख का Coverage लेने के लिए पूर्व में लिए गये Collateral लौटाना होगा।
3. यदि पहले से CGTMSE योजना में C/C एवं T/L हो और 2-3 वर्ष बाद पहले T/L की राशि जमा कर नया T/L लेना हो तो इसे दिया जा सकता है परन्तु C/C एवं T/L दोनों में पहला प्रीमियम 1.5% देना होगा।

4 यदि पहले से सामान्य C/C हो और बाद में CGTMSE योजना में T/L देना हो तो इसे दिया जा सकता है।

5 T/L खाते का NPA होने कि स्थिति में default पद principal amount पर गारंटी राशि का भुगतान किया जाता है। Interest एवं अन्य Bank charges इसमें शामिल नहीं होते है। C/C खाते में सभी राशि शामिल किये जाते हैं।

6 यदि Trust को बाद में ज्ञात हो कि Collateral Security या Third Party Guarantee लिया गया है या वार्षिक Service Charge समय पर नहीं दिया गया हो तो ऐसी स्थिति में Trust गारंटी राशि का भुगतान नहीं करती है।

7 OTS या Compromise में जाने से पूर्व Trust की स्वीकृति लेनी चाहिए।

8 किसी NPA खाते का Dyse Lock पद period की समाप्ति तिथि के बाद या Date of recall या Suit file करते समय की जा सकती है।

Objective

Availability of bank credit without the hassles of collaterals / third party guarantees would be a major source of support to the first generation entrepreneurs to realize their dream of setting up a unit of their own Micro and Small Enterprise (MSE). Keeping this objective in view, Ministry of Micro, Small & Medium Enterprises (MSME), Government of India launched Credit Guarantee Scheme (CGS) so as to strengthen credit delivery system and facilitate flow of credit to the MSE sector. To operationalise the scheme, Government of India and SIDBI set up the Credit Guarantee Fund Trust for Micro and Small Enterprises (CGTMSE).

The main objective is that the lender should give importance to project viability and secure the credit facility purely on the primary security of the assets financed. The other objective is that the lender availing guarantee facility should endeavor to give composite credit to the borrowers so that the borrowers obtain both term loan and working capital facilities from a single agency. The Credit Guarantee scheme (CGS) seeks to reassure the lender that, in the event of a MSE unit, which availed collateral free credit facilities, fails to discharge its liabilities to the lender, the Guarantee Trust would make good the loss incurred by the lender up to 75 / 80/ 85 per cent of the credit facility.

Credit Guarantee

Any collateral / third party guarantee free credit facility (both fund as well as non fund based) extended by eligible institutions, to new as well as existing Micro and Small Enterprise, including Service Enterprises, with a maximum credit cap of Rs.100 lakh (Rupees Hundred lakh only) are eligible to be covered.

The guarantee cover available under the scheme is to the extent of 75% / 80% of the sanctioned amount of the credit facility, with a maximum guarantee cap of Rs.62.50 lakh / Rs. 65 lakh. The extent of guarantee cover is 85% for micro enterprises for credit up to Rs.5 lakh.

The extent of guarantee cover is 80%(i) Micro and Small Enterprises operated and/or owned by women; and (ii) all credits/loans in the North East Region (NER). In case of default, Trust settles the claim up to 75% (or 80%) of the amount in default of the credit facility extended by the lending institution.

The lender should cover the eligible credit facilities as soon as they are sanctioned. In any case, the lender should apply for guarantee cover in respect of eligible credits sanctioned in one calendar quarter latest by end of subsequent calendar quarter. Guarantee will commence from the date of payment of guarantee fee and shall run through the agreed tenure of the term credit in case of term loans / composite loans and for a period of 5 years where working capital facilities alone are extended to borrowers, or for such period as may be specified by the Guarantee Trust in this behalf.

GUARANTEE COVER

The category-wise extent of guarantee cover is as follows:

Category	**Maximum Extent of Guarantee Where Credit Facility is**		
	Upto Rs. 5 lakh	Above Rs. 5 lakh upto Rs. 50 lakh	Above Rs. 50 lakh upto Rs. 100 lakh
Micro Enterprises	85% of the amount in default subject ot a maximum of Rs. 4.25 lakh	75% of the amount in default subject to a maximum of Rs. 37.50 lask	Rs. 37.50 lakh plus 50% of amount in default above Rs. 50 lakh subject to overall ceiling of Rs. 62.50 lakh
Women Entrepreneurs/ Unit located in North East Region(incl. Sikkim) (other than credit facility upto Rs. 5 lakh to micro enterprises)	80% of the amount in default subject to a maximum or Rs. 40 lakh		Rs. 40 lakh plus 50% of amount in default above Rs. 50 lakh subject to overall ceiling of Rs. 65 lakh
All other category of borrowers	75% of the amount in default subject to a maximum of Rs. 37.50 lakh		Rs. 37.50 lakh plus 50% of amount in default above Rs. 50 lakh subject to overall ceiling of Rs. 62.50 lakh

FEE FOR GUARANTEE

The fee payable to the Trust under the scheme is one-tme guarantee fee [which ranges from 0.75% to 1.5% of the credit facilities sanctioned] and annual service fee [which ranges from 0.5% to 0.75% per annum on the credit facilities sanctioned as on March 31, each year] as detailed below:

Credit Facility	Upfront Guarantee Fee (%)		Annual Service Fee (%)
	North East Region (incl. Sikkim)	Others	
Upto Rs. 5 lakh	0.75	1.00	0.50
Above Rs. 5 lakh to Rs. 50 lakh	0.75	1.50	0 .75
Above Rs. 50 lakh to Rs. 100 lakh	1.50	1.50	0.75

Date: May 06, 2010

Working Group to Review the Credit Guarantee Scheme for Micro and Small Enterprises (MSEs) – Collateral free loans to MSEs

RBI/2009-10/449

RPCD.SME & NFS. BC.No. 79 /06.02.31/2009-10

May 6, 2010

The Chairman/ Managing Director

All Scheduled Commercial Banks

(Including Regional Rural Banks and Local Area Banks)

Dear Sir

Working Group to Review the Credit Guarantee Scheme for Micro and Small Enterprises (MSEs) – Collateral free loans to MSEs

As you are aware, a Working Group was constituted by the Reserve Bank of India to review the Credit Guarantee Scheme (CGS) of the Credit Guarantee Fund Trust for Micro and Small Enterprises (Chairman: Shri V.K. Sharma, Executive Director, RBI) and suggest measures to enhance its usage. The Report of the Working Group was released on March 6, 2010, which is available on our website (www.rbi.org.in). The Working Group has, inter alia, recommended that

"the limit for collateral free loans to the MSE sector be increased from the present level of Rs. 5 lakh to Rs.10 lakh and it be made mandatory for banks. Banks, in turn, can take cover for the collateral free credit facilities under CGS. In order to upscale the CGS, it is necessary to create widespread awareness about the key features and benefits of the Scheme. As the branch level functionaries have a predilection to lend against collaterals, the Group recommends that the Chief Executive Officers (CEOs) of banks assume complete and total ownership in the matter of strongly encouraging the branch level functionaries to avail of the CGS cover, including making performance in this regard a criterion in the evaluation of their field staff."

The above recommendations have been accepted by the Reserve Bank of India. Accordingly, in modification of our circular RPCD.SME & NFS.BC.No.16/06.02.31(P)/2009-10 dated August 24, 2009, banks are mandated not to accept collateral security in the case of loans up to Rs 10 lakh extended to units in the MSE sector.

2. Banks may also strongly encourage their branch level functionaries to avail of the CGS cover, including making performance in this regard a criterion in the evaluation of their field staff.

3. You are requested to issue suitable instructions to your branches/ controlling offices for meticulous and strict compliance in this regard.

4. Please acknowledge receipt.

Yours faithfully
s/d
(R.C. Sarangi)
Chief General Manager

Annexure-CGS-2
(Letter to obtained from the borrower)

Consent letter as part and parcel of arrangement letter duly acknowledged from the Borrowers

Credit Guarantee Fund Trust for Micro and Small Enterprises

We hereby agree that the provisions of the Credit Guarantee Fund Trust Scheme for Micro and Small Enterprises issued from time to time by the Trust, shall be, in addition to Bank's terms and conditions, binding on us.

- That the provision of the scheme and any modification to the scheme shall be applicable to credit facilities granted to us.
- We also agree to furnish all information required by trust at a periodical interval as may be deemed necessary.
- That books of accounts, and other documents related to credit facilities covered under the scheme be subject to scrutiny and inspection by the Trust or by the GOI or by any other person nominated by the Trust in this behalf.
- That we undertake to make available to the officers of the Trust or any agency specified by the Trust to inspect the business, factory premises and books of account if and when considered by the Trust.
- That we shall introduce and follow accounting arrangements or take steps as may be necessary or expedient for protecting the interest of the Trust.
- That Bank can make deposit with the trust to the extent of 100% towards the recovery in respect of claims secured from the trust.
- That Bank is hereby at liberty to take all appropriate steps even giving details of accounts on web-pages of Bank/Trust and deduct the charges payable to the Trust from the account.

1.

2.

SIGNATURE OF BORROWER(S)

Credit Guarantee Fund Trust for Micro and Small Enterprises

Application for Invocation of Guarantee Cover and Preferment of Claim under CGT.

(All amounts to be in Rs.)

In terms of Clause 10 of Credit Guarantee Fund Trust for Micro and Small Enterprises (CGTMSE), we prefer the claim on CGTMSE as under :

1. Claim Application Ref, No _____ Date _____

2. Details of Operating Office & Lending Branch :

Member ID _____

(b) (i) Lending Branch Name_____ (ii) Village/Town_____

(iii) District _____ (iv) State _____

(v) Tel. No. (STD Code) _____ No. _____

(vi) e-mail _____

3. Borrower's/Unit's Details :

(a) Name _____

(b) Complete Address _____

(c) District _____ (d) State _____

(e) Tel. No. (STD Code) _____ No. _____

4. Status of Account (s) :

(a) Date on which a/c was classified as NPA _____

(b) Date of reporting of NPA to CGTMSE _____

(c) Reasons for a/c turning NPA _____

_____

(d) Date of issue of Recall Notice _____

5. Details of Legal Proceedings :

(a) Forum through which legal proceedings were initiated against borrower (Please tick one) Civil Court/DRT/Lok Adalat/Revenue Recovery Authority/Securitisation Act, 2002 (SRFAESIA/others (please specify)_____

(b) Suit/Case Registration No. _____ (c) Date _____

(d) Name of the Forum and location : _____ (e) Amount Claimed _____

(f) Current Status/Remarks _____

_____

_____

CGTMSE-Form for **First Installment of Claim**

(g) Whether recovery proceedings have concluded ? Yes/No

6. Term Loan (TL)/Composite Loan Details : (All amounts to be in Rs.)

Sl. No.	CGPAN	Date of last disbursement	Repayments		Outstanding as on the date of NPA	Outstanding stated in the civil suit/case filed	Outstanding as on the date of lodgment of claim
			Principal	Interest & Other Charges			

*- Mention only Principal outstanding

7. Working Capital (WC) Limit Details :

S No.	CGPAN	Outstanding as on the date of NPA	Outstanding stated in the civil suit/case filed	Outstanding as on the date of lodgment of claim

* - Mention amount including interest

Date of Release of WC (in case of new borrowers) : _____

8. Security & Personal Guarantee Details

Particulars	Security		Net worth of Guarantor (s)	Reasons for reduction in the value of Security, if any
	Nature	Value		
As on date of Sanction of Credit				
As on date of NPA				
As on date of lodgment of Claim				

9. Recoveries made from Borrower/Unit after a/c classified as NPA

SL. No.	CGPAN	Term Loan / Composite Loan		Working Capital		Mode of @ Recovery
		Principal	Interest & Other Charges	Amount including interest	Other Charges	

*-Please indicate mode such as sale of security, One Time Settlement (OTS), etc.

If recovery is done through OTS, indicate the date of seeking approval of CGTMSE for OTS

10. Total amount for which guarantee claim is being preferred :

S. No.	CGPAN	Loan/Limit covered under CGTMSE	Amount Claimed

*Amount eligible for claim is 75% of :

1. Term Loan/Composite Loan : Lower of

(a) Principal amount outstanding in the account as on the date a/c was classified as NPA after netting off any repayment/recovery made under the a/c after date of NPA

or

(b) The TL/Composite Loan covered under the CGTMSE

2. Working Capital : Lower of

(a) Outstanding amount including interest in the account as on the date a/c was classified as NPA after netting off any repayment/recovery made under the a/c after date of NPA

or

(b) the WC limit covered under the CGTMSE

CGTMSE - Form for

First Installment of claim

Declaration and undertaking by MLI (Bank/Institution)

(To be signed by the officer not below the rank of Assistant General Manager of Bank or of equivalent rank)

Declaration - We declare that the information given above is true and correct in every respect. We further declare that there has been no fault or negligence on the part of the MLI or any of its officers in conducting the account. We also declare that the officer preferring the claim on behalf of MLI is having the authority to do so.

We hereby declare that no fault or negligence has been pointed out by internal/external auditors, inspectors of CGTMSE or its agency in respect of the account (s) for which claim is being preferred.

Undertaking - We hereby undertake :

(a) To pursue all recovery steps including proceedings

(b) To report to CGTMSE the position of outstanding dues from the borrower on half-yearly basis as on 31st March and 30th September of each year till final settlement of guarantee claim by CGTMSE.

(c) To refund to CGTMSE the claim amount settled along with interest thereof at 4% over and above the prevailing bank rate, if in the view of CGTMSE we fall or neglect to take any action for recovery of the guaranteed debt from the borrower or any other person from whom the amount is to be recovered.

(d) On payment of claim by CGTMSE, to unit to CGTMSE all such recoveries, after adjusting towards the legal expenses incurred for recovery of the amount, which we or our agents acting on our behalf, may make from the person or persons responsible for the administration of debt, or otherwise, in respect of the debt due from him/them to us.

Signature _____

Name of the official _____ Designation _____

MLI Name & Seal _____

Date _____ Place _____

(1) CGTMSE reserves the right to ask any additional information, if required.

(2) CGTMSE reserves the right to initiate any appropriate action/appoint any person/institution etc to verify the facts as mentioned above and if found contrary to the declaration, reserves the right to treat the claim under CGTMSE invaild.

Not for Guidance of Entrepreneurs for submitting IEMS

This part contains information for guidance of entrepreneurs and may be retained by item, it need not accompany the application)

1. Under the notification No. 477 (E) dt. 25.07.1991 Industrial undertaking have been exempted from the operation of sections 10.11A and 13 of the I(D&R) Act, 1951 subject to fulfillment of certain conditions. Section 10 refers to the requirement of existing industrial units, Section 11 refers of the

requirement of licensing of new industrial undertaking. Section 11A deals with licenses for the production of new Articles. Section 13 refers, inter alia to the requirement of licensing for effecting substantial expansion.

Extracts from notification No. 477 (E) dated 25.07.1991.

Para 1 of Notification No. 477 (E) dt. 25.07.1991 as amended from time to time.

"EXEMPTION FROM INDUSTRIAL LICENSING

The central Government hereby exempts from the operation of the provisions of provisions of Sections 10.11. 11A, 13 of the I(D&R) Act, 1951, industrial undertakings exempted licensing are specified below.

I. Small scale and ancillary industrial undertakings covered by Notification No. S.O. 232(E), dated the 2nd Apil, 1991 (as amended by S.O. 857(E), dated 10.12.1997) subject to the conditions that the article (s) of manufacture is :

(i) not included in Schedule I or Schedule II to this notification or

(ii) included in Schedule III to this notification.

II. Industrial undertaking not covered by this Ministry's Notification No. S.O. 232(E), dated 02.04.1991 (as amended by S.O. 857(E), dated 10.12.1997 subject to the provisions contained in A and B below.

A(i) the article(s) of manufacture shall not be an article(s) included in schedule I Schedule II or Schedule II to the Notification and

(ii) The proposed project shall not be located within 25kms from the periphery of the standard urban area limits of cities having popuiation of more than 10 lakhs according to the 1891 Census.

This condition shall not apply to:

(a) electronics, computer software, and printing industries and other non-polluting industries that may be notified from time to time.

(b) other industries provided they are located with the industrial areas designated by the State Government (s) before 24.07.1991.

(c) the small Scale or ancillary industries undertaking their exceeding the Investment limits prescribed for such Industrial undertakings in the notification for the Government of India in the Ministry of Industry (Department of Industrial Development) No. 232 (E) dated 02.04.1991 (as amended by S.O. 857(E), dated 10.12.1997)

B. Section 11A of the said Act subject to the condition the new article small not be an article included in Schedule I, Schedule II or Schedule III to this notification and small not involve any additional investment in part and machinery.

III. Industrial undertaking, other than the small scale and ancillary industrial undertaking covered by notification No. S.O. 232(E), dated the 02.04.1991 (as amended by S.O. 857(E), dated 10.12.1997 availing of the exemption under Notification shall file with the Department of Industrial Development (Secretariat for Industrial Assistance), memoranda as may be prescribed in this behalf by the Central Government.

2. Subsequent to above notification, vide which only 18 industries were exempted form licensing, now only 9 Industries remain under compulsory licensing for which IEM can not be filled.

3. In the casse of proposals for Drugs and Pharmaceuticals the applicants should also fill up Annexure in prescribed Form, Part A is to be filled for Bulk Drugs/Intermediates and Part-B is to be filled for formulations. One IEM application should not contain more than 10 items of manufacture. Please instructions carefully been filling the IEM application from.

4. Definition of a Small Industrial Undertaking

An industrial undertaking in which the investment in fixed assets in plant and machinery whether held on ownership terms of on lease or by hire-purchase does not exceed rupees three crores and equity holding by other industrial undertaking in it does not exceed 24 per cent of its total equity. The list of items reserved for exclusive production in the Small Scale Sector has been notified along with Gazette Notification NO. 477 (E) date 25.07.1991 as modified through Gazette Notification No. 398 (E) dated 03.04.1997.

5. Location

While designated industrial estates located within 25kms, of Standard urban Area limit of 23 major cities are generally exempted from locational restriction for filling IEM, entrepreneurs should ensure that the industries proposed to be located in such designated industrial estates/areas are according to land use and zonal policies of the respective State Governments.

6. Classification system

Entrepreneurs may note the description of article (s) to be manufactured should be stated according to the National Industrial Classification of all Economic Activity. (NIC-1987)

Copies of the National Industrial Classification of all Economic Activity, 1987 can be obtained on payment from the Controller of Publication, 1 Civil Lines Delhi-110054 or from any of the agents authorised to self Government of India Publications. It has to be in conformity with item (s) of manufacture.

7. General Instructions

(a) For each item of manufacture, separate supplementary prescribed sheet, (including Annexure for drugs are pharmaceuticals) be added.

(b) In a single IEM not more than 10 items be indicated. If IEM is required for more than 10 items, and additions fee of Rs. 250 for each additional ten item should be paid.

(c) Item(s) of manufacture falling under different administrative Ministries require filing of separate IEM, alones a separate Demand Draft.

(d) while submitting intimation of commencement of production return (Form B) it may be ensured that NIC No. given in the return should be in Conformity with the NIC No. given in the IEM.

(e) Separate applications may be filled to Ayurvedic (including Herbal preparations Unani medicines other related medicines) and Allopathic medicines.

(f) It may be ensured that the IEM is complete in all respect.

आयात निर्यात
Export & Import

EXPORT & IMPORT

APPLICATION FORM ALLOTMENT OF IMPORTER-EXPORTER CODE (IEC) NUMBER AND MODIFICATION IN PARTICULARS OF AN EXISTING IEC NO. HOLDER

(For Office Use Only)

File Number.....Date.....IEC No. allotted .....

---

1. Application for (please tick)
   (A) Allotment of IEC No. m (B) Modification in particulars of existing IEC No. Holder j
2. Name and address of the applicant
3. Address of all the Branches/Division/Units/ factories located in India and abroad. 1. ..... 3. ..... 2. ..... 4. .....
4. In case the application is for 1(B) give :
   (a) Existing IEC No. .....
   (b) Nature of modification required and detail thereof
   .....
   .....
   (In case the application is (B) information in S.No. 2 and 3 above will be as per pre modified status)
5. Particulars of Fees paid :
   (i) Bank Receipt/Demand Draft No. .....
   (ii) Amount (in Rs.) (in figures) .....
   (in words) .....
   (iii) Name of Bank & Branch of Issue .....
6. Permanent Account Number (PAN) of Income Tax .....
   Issuing Authority .....

Declaration/Undertaking

1. I/We hereby declare that the particulars and the statement made in this application are true and correct to the best of my/our knowledge and belief and nothing has been concealed or held therefrom.

2. I/We fully understand that any information furnished in the application if proved incorrect or false will render me/us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.

3. I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, the Rules and Orders framed thereunder, the Export and Import Policy and the Handbook of Procedures.

4. I/We hereby declare that this application is made by me/us in the name of Registered/Head office and I/we have not obtained or applied for Importer-Exporter Code Number previously in this name from any office of the DGFT (Not applicable for existing IEC No. holder)

5. I hereby certify that I am authories to verify and sign this declaration as per Paragraph 3.8 of the Policy.

6. I/we hereby certify that none of the Proprietor/Partner(S)/Director(s)/Karta of the firm or company is a Proprietor/Partner(s)/Director(s)/Karta of the firm/Company which has come to the adverse notice of DGFT.

Photo duly attested by Bank

Signature of the Applicant .....

Name .....

Designation .....

Official Address .....

Tele No. .....

Residential Address .....

.....

E-Mail Address .....

.....

Place :

Date :

(Space for Office Use Only)

1. The applicant has given the required documents and the application is in order. We may issue IEC Number to the applicant firm.

□□□□□□□□□□□□□□□□

(FTDO) (Dealing Hand)

OR

The application is deficient and we may call for the following documents:

(A)

(B)

(FTDO) (Dealing Hand)

Address of Licensing Authorities of Bihar

Name & Address

Sl.No.	Name & Address		
1.	The Jt. Director General of Foreign Tade, Biscomaun Bhawan, (Ground Floor), Patna – 800 001.		Conimpextra Patna Tel. : 0612-231326 0612-212052

PROFILE OF EXPORTER/IMPORTER

(For Office Use)

File Number.....

Date.....

Note : To be submitted once alongwith the first application and to be submitted subsequently only in case of any change in the information already submitted.

1. Name of the Applicant
   .....
2. Address of the applicant
   .....
   (Registered Office in case of
   .....
   limited companies, and Head
   .....
   Office for others)
   .....
   Tele No. .....
   Fax No. .....
   E. Mail Address .....
3. Date of establishment of business/factory in India

d	d	m	m	y	y	y	y

4. IEC No. ..... Date of Issue ……
5A. (1) Merchant Exporter (2f) Manufacturer Exporter (3) Service provider (4) Others (Please specify) .....
   (5) Merchant cum Manufacturer
5B. Status Code [ ]
   (as per S. No. 7(b) of Appendix - 1 of General Instructions)
6. Permanent Account Number (PAN) of Income Tax
   .....

7.	Category of Manufacturing licence	Number	Date	Issuing authority
	SSI Registration			
	Industrial Licence/IEM			
	Others (specify)			

8. EH/TH STH/SSTH/Golden status/Certificate No. .....
Date ..... Valid upto .....

8A. SEH/ISEH/ISSEH/ISSSEH Certificate No. ..... Date .....
Valid upto .....

9. Nature of the applicant firm .....
(1) Government undertaking (2) Public Limited Company (3) Private Limited Company (4) Proprietorship
(5) Partnership (6) Others (please specify)

10. Details of the main Banker and Bank Account Name of the Bank .....
Account No. .....
Type of account .....
Address .....

11. (1) RCMC No. ..... Date of Issue ..... Valid upto .....
Issuing Authority .....

12. Details of Proprietor/Partner (s) /Director(s)/Karta to be given in the following maner :
(1) (a) Name .....
(b) Father's Name .....
(c) Residential address .....
(d) E. Mail address .....
(e) Telephone .....

(Note : Attach extra sheet wherever required)

Place : ..... Signature of the Prpprieter/Partner(s)/ Director(s)/Karta .....

Name .....

Date : ..... Designation.....

NF 2A

Application Form for issue/Modification in Importer Exporter Code Number (IEC)

Part A

To be filed by the issuing Authority

IEC Details -
I. IEC Number
II. Date of issue
III Issuing Authority

To be filled by the applicants

Un-attested Photograph of the applicant, Identical Photograph should be used on the Bank Certificate.

Note Please state 'Not Applicable' wherever the information/data is not applicable to you.

Fields marked *are optional. All others are mandatory

1 Applicant firm Details
(i) Name
(ii) Address (Registered Office in case of Companies and Head Office in case of Others)
(iii) Address of all Branches/Divisions/Units/Factories/located in India & abroad (attach extra sheet if required)
(iv) Telephone*
(v) E-mail address (for correspondence with DGFT)
(vi) Name and Designation of the person whose photograph has been affixed on the Bank Certificate

2 Details of Proprietor/Partners/Directors/Karta/Trustee of the applicant firm (attach extra sheet if required)
Total Number of Partners/Directors/Karta/Trustee in the applicant firm
Following information may be provided for each Propriator/Partners/Directors /Karta/Trustee of the applicant firm
(i) Name
(ii) Father's Name

(iii) Residential Address	
(iv) Telephone	
3 Nature of Concern (please tick)	( )
(i) Government Undertaking	
(ii) Public Limited Company	
(iii) Private Limited Company	
(iv) Proprietorship	
(v) Partnership	
(vi) Others	
4 Type of Exporter (please tick)	( )
(i) Merchant Exporter	
(ii) Manufacture Exporter	
(iii) Service Provider	
(iv) Others (please specify)	
(v) Merchant cum Manufacture	
5 Bank Account Details	
(i) Name of the Bank	
(ii) Address of the Bank	
(iii) Type of Bank Account	
(iv) Bank Account Number	
(v) Year of opening Bank Account	
6 PAN Details	
(i) PAN Number	
(ii) Issuing Authority	
7 Application Fee Details	
Amount (Rs)—Rupees	
Demand Draft	
Date of Issue	
Name of the Bank and its Branch on which drawn	

Signature of the Applicant
Name
Designation
Official Address
Telephone
Residential Address
E-mail Address

Place
Date

(To be issued on the official letter head of the Bank)

Part-B

APPENDIX 18A

FORMAT OF BANK CERTIFICATE FOR ISSUE OF IEC

Ref No. .....

To

The Joint Director General of Foreign Trade,
Biscomaun Bhawan,
Patna-800001

Sir/Madum,

We certify that M/s.....(Name and Address of the applicant) are maintaining a savings Bank Account/Current Account (tick whichever is applicant) No. ..... with us since ..... (date of opening account)

Photograph of Shri .....Director/Partner/Proprietor is identified and attested below :

Affix Passport Size Photograph of the applicant

Signature & Seal of the Banker

Note : The Banker must identify and attest the photograph.

(Signature of the Banker)

Name .....

Designation .....

Date : .....

Place .....

(Banks Stamp)

Part C

For Modification of Import Export Code Number

IEC Number -

1-Details of Modification

SN	Details of Modification required	
	Existing details	Modification required
Modification - 1		
Modification - 2		
Modification - 3		

2 Documents to be submitted in support of the claim

(a) In case of Proprietorship firms, Please furnish documentary evidence regarding
(i) Date of Birth of individual
(ii) Number of IECs held along with their details
(b) In case of Companies, Please furnish documentary evidence regarding
(i) Date of incorporation
(c) In case of others
(i) Date of formation

Signature of the Applicant
Name
Designation
Official Address
Telephone
Residential Address

E-mail Address

Place
Date

PART D
DECLARATION/UNDERTAKING

1 I/We hereby declare that the particulars and the statements made in this application are true and correct to the best of my/our knowledge and belief and nothing has been concealed or held there from.

2 I/We fully understand that any information furnished in the application if found incorrect or false will render me/us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.

3 I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook of procedures and the ITC(HS) Classification of Export & Import Items.

4 (a) I/We hereby certify that the firm/company for whom the application has been made has not been penalized under the Customs Act, Excise Act, Foreign Trade (Development & Regulation) Act 1992 and PERA/FEMA

(b) I/We hereby certify that none of the Proprietor Partner(s) Director(s) Karta/Trustee of the firm/company, as the case may be is/are a Proprietor/Parnter(s) Director(s) Karta/ Trustee in any other firm/Company which (i) has come to the adverse notice of DGFT, (ii) is in the caution list of RBI.

(c) I/We hereby certify that neither the Registered Office/Head Office of the firm/company nor any of its Branch Office(s) Unit(s) Division (s) has been declared a defaulter and has otherwise been made ineligible for undertaking import/export under any of the provisions of the Policy.

5. NRI interest in the firm-Kindly tick one of the following:

(i)	There is no non-resident interest in the firm/company and no-non resident investment with or without repatriation benefits has been made in the firm/company, or
(ii)	There is non-resident interest in the firm/company and non resident investment without repatriation benefits in the firm/company is held with the general/specific permission of RBI, or
(iii)	There is non-resident interest in the firm/company and non-resident investment with repatriation benefits in the firm/company is held with the specific permission of RBI.
In case of NRI interest/holding with repatriation benefits in the firm/company, please furnish	
(i)	RBI Approval Number
(ii)	RBI Approval Date

6 I/We hereby declare that I/We have not obtained nor applied for issuance of an Importer Exporter Code Number in the name of our Registered/Head Office or any of our Branch (s) Unit (s) to any other Licensing Authority.

7 I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.9 of the policy.

Signature of the Applicant — Place
Name — Date
Designation
Official Address
Telephone
Residential Address

E-mail Address

Note:- For Detail Please Visit *Website: http://dgft.gov.in*

Intellectual Property of India

Patent / Design / Trade Marks

Georaphical Indication & Copywrite

INTELLECTUAL PROPERTY OF INDIA

PATENTS / DESIGNS / TRADE MARKS
GEOGRAPHICAL INDICATIONS/COPY RIGHT

Department of Industrial Policy and Promotion
Ministry of Commerce and Industry, Government of India

There are five Components of Intellectual Property

1. Patents
2. Designs Rights
3. Trade Marks
4. Geographical Indication
5. Copy Right

In this book we are providing out line information about design /Trade Mark /Geographocal Indication :

A Design refers to the features of shape configuration, pattern, ornamentation or composition of lines or colours applied to any article, whether in two or three dimensional (or both) forms. This may be applied by any industrial process or means (manual, mechanical or chemical) separately or by a combined process, which in the finished article appeals to and judged solely by the eye. Design does not include any mode or principle of construction or anything which is mere mechanical device. It also does not include any trade mark or any artistic work.

Trade Marks and Service Marks :

Visible signs, symbols, words or their combination, which are distinctive and distinguishable between goods and services of enterprises, like brand names and corporate symbols.

Trade Mark Registration Bureau
1, 1st Flr, NR Telephone Bhawan Building
Opp. : To HSBC Bank,
Netaji Subhas Road,
Calcutta, GPO
Kolkata-700 001
+(91)-33-66038697

FORM 1

Application for Registration of Designs, Sections 5 and 44

1)	Insert number of class	You are requested to register the accompanying in Class No. ……. in the name of ……
2)	Insert (in full) the name address and nationality.	…… ……
3)	State whether drawings. Tracings or photographs. Specimens.	……..who claim(s) to be the proprietor (s) thereof. Four exactly similar[3] …….of the design accompany this request.
4)	Insert name of article or articles to which the design is to be applied or state trade description of each of the articles contained in the set.	The design is to be applied to[4] ……. …… …… The design[5] has been previously registered in Class(es) …….Under No…….. Details of first application in UK or convention
5)	Strike out these words if previous registration has been effected.	Country or group of countries or inter-government organization. (i) Name of Country (ii) Official date. (iii) Official number
6)	Unless an address for Service in India in given, the request may not be considered	Address for service[6] in India is- ……... ……
		Declaration :
7)	To be signed by the applicant or by authorised agent.	The applicant claims to be the proprietors of the design and that to the best of his knowledge and belief design is new or original.
		Date this …….day of ……20 (Signed)[7] ……...
		TO THE CONTROLLER OF DESIGNS, THE PATENT OFFICE, KOLKATA

FORM 3

DESIGNS ACT, 2000 APPLICATION TO EXTEND COPYRIGHT

Section II

Insert number of design.	You are requested by the undersigned who is/are the registered proprietor(s) of the Design No.[3] ……
Insert Class	Registered in Class2 ……. To extend the period of copyright for a period of five years.
	Address for service in India is :- ……... ……... ……..
	Date this ……day to …….20
3 To be signed by the	
Applicant or authorised agent.	Signed3 …….
	TO THE CONTROLLER OF DESIGNS, THE PATENT OFFICE, KOLKATA **Scheme for "Building Awareness on Intellectual Property Rights" (IPR) for the Micro, Small & Medium Enterprises (MSME).** **INTRODUCTION :-** The Government of India has announced in the 2005-06 Budget regarding setting up of the "National Manufacturing Competitiveness Council (NMCC)" which visualized a National Manufacturing Competitiveness Programme (NMCP) to enhance the competitiveness of the SMEs sector. One of the components of the NMCP is "Building Awareness on Intellectual Property Rights (IPR) are proposed under this scheme These initiatives will provide MSME sector more information, orientation and facilities for protecting their intellectual powers. **OBJECTIVES :** The objective of the scheme is to enhance awareness of MSME about Intellectual Property Rights (IPRs) to take measure for the protecting their ideas and business strategies. Effective utilization of IPR tools by MSMEs would also assist them in technology upgradation and enhancing competitiveness

SALIENT FEATURES :

Sl. No.	Activity		Maximum grant p application/propo In lakh)
a.	Awareness/Sensitisation Programmes on IPR.		1.00
b.	Pilot Studies for Selected Clusters/Groups of Industries.		2.50
c.	Interactive Seminars / Workshops.		2.00
d.	Specialized Training. (i) Domestic Patent (ii) Foreign Patent		 (i) ST – 6.00 (ii) LT – 45.00
e	Assistance for Grant on Patent/GI Registration (i) Domestic Patent (ii) Foreign Patent (iii) GI Registration		 (i) 0.25 (ii) 2.00 (iii) 1.00
f.	Setting up of IP Facilitation Centre for MSME.		65.00
g.	Interaction with International Agencies (i) Domestic Intervention (ii) International Exchange Programme		 (i) 5.00 (ii) 7.50

These initiatives are proposed to be developed through Public-Private Partnership (PPP) mode to encourage economically sustainable models for overall development of MSMEs. Under this programme financial assistance is being provided for taking up the identified initiatives. Eligible applicants/beneficiaries will have to contribute minimum 10% of the Gol financial support for availing assistance under the scheme. The detail guidelines eligibility criteria, funding pattern and prescribed format etc. are available on this office web site www.dcmsme.gov.in.

Geographical Indications Registration Procedure

Shri. G.L. Verma

Deputy Registrar of TM & GI

Head of Office-Geographical Indications Registry

Geographical Indication of Goods (Registration & Protection) Act, 1999, is in force since 15-09-2003

What is the Geographical Indications ?

- A Geographical Indications is name/sign used on goods that have a specific geographical origin and posses qualities, reputation or characteristics that are essentially attributable to that place of origin. Geographical Indications can be used for variety of products, whether natural, agricultural or manufactured.

G.I. Registry

- This Act is administered by the Register of Geographical Indications. The Geographical Indications Registry is located at Chennai. The registration and administration have been envisaged to be discharged by the Geographical Indications Registry.

Statement of Objects and Reasons

- At present there is no specific law governing geographical indications of goods in the country which could adequately protect the interests of producers of such goods.
- Exclusion of unauthorized persons from misusing geographical indications would server to protect consumers from deception, add to the economic prosperity of the producers of such goods and also promote goods bearing Indian geographical indications in the export market.

Indian GI'S

- India is a rich storehouse of goods with reputation or quality which can be adduced to their geographical origin or place of manufacture.
- E.gs. Pahmina from Kashmir, Kangra Tea from Himachal Pradesh, Phulkari from Punjab, Banaras Sarees & Brocades from Uttar Pradesh, Chanderi sari from Madhya Pradesh, Chanderi sari from Madhya Pradesh, Madhubani painting form Bihar, Darjeeling tea from West Bengal, Orisaa Ikat from Orissa.
- Paithani sarees from Maharshtra, Pochampalli sarees from Andhra Pradesh, Mysore silk and Channapatna toys from Karnataka, Kanjeepuram sarees and Nilgiri tea from Tamil Nadu, Aranmula metal mirror and Green cardamom from Kerala.
- The economic potential of these goods is enormous.

Why GI Registration?

- GI registration provides the registered proprietor and the authorized user the exclusive right to use the registered GI on the specified goods
- Monopolization of the market enables the producers to control prices, ie., can charge premium prices, thereby enhancing profits
- It has been reveal that 80% consumers are prepared to pay 20-30% higher prices for goods they believe are having better qualities over other goods.
- GIS are mostly from village or small towns

- Higher income for the producers from these regions have the potential to transform the better

What is to be done?

- Identify all the potential GIS in the country
- Prepare detailed documentation on each of them
- Organize the producers
- Apply to Register the potential ones
- Take measures for protecting the quality.

Register Go GI

The Register of Geographical Indications is divided into two parts. Part 'A' consists of particulars relating to registered Geographical Indications and Part 'B' consists of Particulars of registered authorized users. The registration process is similar to both for registration of a geographical Indications and an authorized user.

The Goods includes for Registration

- Agricultural
- Natural
- Goods of Handicrafts
- Industry
- Manufactured goods
- Food Stuffs
- Almost all kinds of goods are covered
- Manufactured goods include handicrafts and handlooms

Definition

- An indication which identifies goods as agricultural, natural or manufactured.
- Originating or manufactured in the territory of a county of a country or a region or locality
- Where a given quality, reputation or other characteristic of such goods is essentially attributable to its Geographical origin.

Salient Features of the Act

- Wide definition of GI
- Registration Procedure
- Authorized user concept
- Penalties for infringement and offences.
- Higher level of protection for notified goods
- Prohibition of assignment, etc.
- Prohibition of registration of GI as a trademark
- Protection for foreign GIs

- Independent passing off action
- Appellate Board.

Status of GI Applications in India

- 231 Application Received
- 210 Authorized user Application Received
- 37 Journals Published
- 146 Products Registered
- 157 Application Advertised
- 31 Authorised user Applications Registered

Requirement of GI Registration

- NAME OE GI(WORD OR LOGO OR LABLE)
- NAME AND ADRRESS OF THE APPLICANTS
- NAME OF THE GOODS AND CLASS
- THE TERRITORY
- PARTICULARS OF PRODUCERS
- AN AFFIDAVIT TO REPRESENT THE PRODUCERS
- STANDARD BENCH MARK OR OTHER CHARECTERISTICS OF THE GI GOODS
- TEXTUAL DESCRIPTION OF THE BOUNDRY OR AREA
- THREE CERTIFIED COPIES OF AREA MAP
- SPECIAL HUMAN SKILL INVOLVED
- NUMBER OF PRODUCERS
- PARTICULARS OF INSPECTION BODY

Steps taken by the Registry

- Issue fee receipt
- Allotment of application number
- Issue formality check report and compliance with in or month, If not complied abandon the application
- Meeting of consultative group to ascertain the correctness application
- Accept application shall be published in the GI Journal
- If not accepted, show cause hearing for final adjudication
- Opposition if any
- Registration certificate
- Renewal

Procedure for registration of Foreign GIs

- No discrimination
- Applicant has to give an address for services in India
- Details of home country GI Application
- Same protection under the law
- Same procedure for registration
- Same punishments in case of violation

Statement of Case

- Hoq the geographical indication serves to designate the goods as originating from the concerned Geographical area in respect of specific quality, reputation or other characteristics which are due exclusively or essentially to the geographical environment.
- Three certified copies of the map of the territory]or region
- The particulars of human skills involved or uniqueness of the Geographical environment or other inherent characteristics of the GI.
- The particulars of the mechanism to ensure that the standards quality, integrity, and consistency or other special characteristics are maintained by the products, or manufacturers of the goods.
- An Affidavit as to how the applicant claim to represent the interest to the concerned persons, producers, authority or organization.
- Application for registration of a GI should be in the prescribed from (GI-IA to AD)Accompanied by the prescribed fee Rs.& 5000/- per class.

It must be made in triplicate along with three copies of a statement of case accompanied by five copies of Additional Representations, three certified copies of Map, documents in support of origin.

Who Can apply for Register

- Any association of persons or producers or any organisation or authority established by or under law representing the interest of producers of the concerned goods

How to Apply?

- Application for registration of a GI should be in the prescribed from (GI-IA to AD) Accompanied by the prescribed fee Rs.& 5000/- per class.
- It must be made in triplicate along with three copies of a statement of case accompanied by five copies of Additional Representations, three certified copies of Map, documents in support of origin.

Proof of Origin and Method of Production

- Brief description about the origin and the evolution of the GI and its production method
- Documentary proof Gazetteers and authentic Texts

Uniqueness

- Peculiar features that makes the GI different from other sililar goods

Additional Representation

- Name and address of the applicant and Agent if any. Specification and class of goods.

Period of use.

Signing of the Application

- Association : Authorized Signatory
- Body corporate/Organizations/Authority:
- Chief executive, M.D., Secretary, or other Principle Officer
- Partnership: At least one of the partner

Payment of Fees

Cash

Money order

Bank Draft

Cheque

Draft and Cheque shall be in favour of the Register of GI and payable at Chennai.

What to Apply

- The Application for Registration of GI Authorized of GI Authorised User shall be file with the Geographical Indications Registry, Intellectual Property Office Building, G.S.T. Road, Guindy, Chennai- 600 032

Examination of Application

- A Consultative Group shall be constituted consisting of not more than seven members.
- To ascertain the correctness of the particulars furnished in the statement of case.
- Chaired by Register of G.I
- Thereupon Examination Report shall be issued.

Advertisement

- The accepted applications shall be advertised in the Geographical Indications Journal.

Where to Apply

- The Application for Registration of GI Authorised User shall be filed with the Geographical Indications Registry, Intellectual Property Property Office Building, G.S.T. Road, Guindy, Chennai-600 032

Registration

- If no notice of opposition or application for extension of time for filing notice of opposition is received
- With in three month from the data on which the journal period of one Month

Validity Of Registration

- Registration is valid for 10 Years from the date of Application.
- Registration is renewable for another 10 years and so on

Online Facilities

- Status of the application
- Joural
- All the forms
- Act & rules
- Details of registerd gls
- Details of pending applications
- Monthly hearing details

GI Authorized User

Registration Procedure

Who can Apply?

- An application for the registration as an authorized user of the registered geographical indication shall be made by a producer and jointly by the registered proprietor of the said GI

Producer means :-

- Any person who produces the goods in case agricultural goods, and includes the person who processes or packages such goods:
- Any person who exploits the goods in case of natural goods;
- Any person who makes or manufactures the handicraft or industrial goods,
- Any person who trades or deals in such production, exploitation, making or manufacturing of the goods.

How to Apply?

- Application for registration of a GI Authorized User Should be in the prescribed form (GI-3A)
- Accompanied by the prescribed fee for filing a GI Authorized User Application Rs. 500/-
- Statement of case accompanied with an affidavit.
- A copy of the consent letter from the registered proprietor for information.
- Fees may be paid by Cash, or Money order, Bank drafts and cheques,
- It shall be addressed to the Registrar of Geographical indications, Payable at Chennai.

Where to Apply

- The Application for Registration of GI Authorised User shall be filed with the Geographical Indications Registry, Intellectual Property Office Building, G.S.T. Road, Guindy, Chennai – 600 032.

Benefits of GI Authorised User Registration

- GI Authorised user registration provides the authorized user the exclusive right to use the registered GI on the specified good.
- The Authorised users can initiate infringement actions.
- With the protection assured by GI registration, the market is developed, pirates and counterfeiters cannot encroach that market.
- Consumers are guaranteed of the genuineness of the product and of quality assurance.
- Promotes Brand building.

Geographical Indications of Goods
(Registration & Protection) Act, 1999

Geographical Indications of Goods
(Registration & Protection) Rules, 2002

(To be filed in triplicate)

Form GI-3(A)
Application for the Registration of an Authorised User

Section 17 (1), Rule 56 (1)

Fee: Rs. 500/-

Application is hereby made ----------who is the registered Proprietor of the Geographical Indication ---------- registered in Class ---------- in respect of Goods----------.

----------being the proposed Authorised user in Part B of the above mentioned registered Geographical Indication. A statement of Case of those the Applicant claim to be producer is enclosed herewith. A copy of consent letter from the Registered Proprietor is enclosed/not enclosed.

All Communications relating to this application may be sent to the following address in India:

ड्रग अनुज्ञप्ति
(Drug License)

ADDENDUM TO THE MEMORANDUM TO BE FILED BY THE ENTREPRENEURS IN RESPECT OF PROPOSALS FOR DRUGS AND PHARMACEUTICALS CONFERED UNDER NOTIFICATION REGARDING EXEMPTION FROM INDUSTRIAL APPROVALS

Information to be furnished for each item of manufacture separately:

A. PROPOSALS FOR BULK DRUGS/DRUG INTERMEDATES/FORMULATIONS.

1. Name of the proposed item of manufacture :

2. Approval under Drugs and Cosmetics Act, 1940 and Rules made thereunder:
(Please indicate date and reference number of the approval, for use in the country, of the proposed bulk Drug or of the sulk drug for witch the proposed drug intermediates will be used, as the case may be, and enclose copy thereof)

3. Proposed Annual Capacity :

   (a) Quantity (Unit) :
   (b) Ex-factory Value of Production (Rs. in Lakhs):
   (c) CIF Value of :
      (i) Imported raw materials required per kg of product (Rs.) :
      (ii) Product (it imported) (Rs. Per kg.):

4. Description of Proposed Propose
(Please tarnish Schematic diagram of chemical reaction sequences by giving chemical structures of reactants and products at each step.)

5. Source of Technology :
   (a) Developed through own R&D :
   (Please give details of work done.)
   (b) Procured from indigenous sources(*)
   (c) Involves foreign collaboration (*) :
   (Please tarnish name and address of the Source And term of payment.)

(The name of item of manufacture should comply British Approved Name (BAN); United State Adopted Name (USAN) or International Non-Proprietary Name.)

6. Raw Material Requirement for the Proposed Annual Capacity:

Sl.No.	Name of Raw Material	Unit	Quantity	Rs. in Lakhs	
				GIF Value imported	Cost at Factory
1	2	3	4	5	6

B. PROPOSALS FOR FORMULATIONS

Sl.No	Name of the formulation and Dosage Form	Capacity	Composition		Total Qty. kg/Lit	Value Rs. In Lakhs	DCI/SDC Approval No. and Date
			Bulk Name	Drug Strength			
1	2	3	4	5	6	7	8

आयुर्वेदिक/यूनानी औषधि निर्माण अनुज्ञप्ति (Mfg. Licence) प्राप्त करने के लिए समर्पित किये जाने वाले कागजातों की सूची

D

माप-तौल विभाग

(Weight & Measurment Deptt.)

माप-तौल विभाग, बिहार

परिचय :

नियम/अधिनियम की संक्षिप्त रूपरेखा :

।

Standards of Weights and Measures
(Enforcement) Act, 1985

State Government of Bihar Should inforce the law all classes of Goods, Sold distributed, Marketed or transferred or used services rendered by the Pepole. With commencement of this act no weight, measure or number other than the standard weight or measure shall be used in, or form the basis of, any contract or other agreement in relation to any trade, commerce, production or protection. In respect of the classes of goods, services or undertakings or users specified therein

(a) No transaction, dealing or contract shall be made or had, or

(b) No industrial production shall be underken, or

(c) No use for protection shall be made

Except by such weight, measure or number as may be specified therein-

Every persons, who intends to commeance, or carry on, the use of any weight or measure in any tranaction or for industrial production or for protection, shall make, within such time and containing such particulars as may be prescribed, an application for the inclusion of his name in a register to be maintained for the purpose (hereinafter in this section referred to as the Register of Users")

SCHEDULE-I

[See Rule 10 (1)]

FORM -A-1

Application for Registration of Users.

(This application should be accompanied by a fee of Rs.5/-)

Place: Date:

To,

Sir,

I/we would like to register my/our name in the Register of Users of Weights and Measures as required under sections 16, 17 and 18 of the Standards of Weights and Measures (Enforcement)Act, 1985 and rules made thereunder.

*I/We am/are furnishing the particulars as required under the Rules along with the prescribed fee of Rs.5(Rupees five only)

1. Name of the person/company/firm…..
2. Complete address……
3. Branches, if any, with their complete Address and registration unmber.
4. Name(s) and addres(es) of Proprietor(s) and/or partners and managing Directors(s) in the case of limited company.
5. Nature of business carried on ……..
6. Details (denomination/type, quantity) of Weights, measures, weighing and measuring Instruments used.

Signature

Seal

*Strike out whichever is not applicable

नियम (10) 1

बाट-माप व्यवहारकर्त्ता का पंजीकरण आवेदन

(निबंधन शुल्क ₹ 5/- देय होगा)

₹ 5/-देकर निम्न प्रकार आवेदन करता हूँ।

फर्म का नाम/प्रोपराईटर का नाम .....

पूरा पता .....

.....

यदि शाखा हो तो पूरा पता .....

.....

फर्म के मालिक/पार्टनर/प्रबंधक का नाम तथा पता .....

.....

व्यापार .....

प्रारंभ की तिथि .....

मैं घोषणा करता हूँ कि मैंने इसके पूर्व माप-तौल विभाग में अपना पंजीकरण नहीं कराया है। यह मेरा पहला पंजीकरण है।

बाट मापों का विवरण .....

(क) तुला
(ख) बाट
(ग) लीटर
(घ) मीटर
(ङ) अन्य

आवेदक का हस्ताक्षर
पिता का नाम:-
स्थायी पता
ग्राम:-
पोस्ट:-
थाना:-
जिला:-

SCHEDULE-I

[See Rule 10 (5)]

FORM A-2

Application for renewal of Registration of Users.

(This application should be accompanied by a fee of Rs.5/-)

*I/we request yor to renew my/our Registration No. ……deted…… due for renewal with effect from …… for a further period of 5 years, I/We are furnishing the particulars as required under the rules along with the fee of Rs. 5 (Rupees five only)

*I/We am/are furnishing the particulars as required under the Rules along with the prescribed fee of Rs.5 (Rupees five only):-

1. Name of the person/company/firm…..
2. Complete address……
3. Branches, if any, with their complete Address and registration number.
4. Name(s) and addres(es) of Proprietor(s) and/or partners and managing Directors(s) in the case of limited company.
5. Nature of business carried on …….. Details (denomination/type, quantity) of Weights, measures, weighing and measuring Instruments used.

Signature

Seal

* Strike out whichever is not applicable.

SCHEDULE-II

[See Rule 10 (2)]

Certificate of Registration of users of Weight and Measures

To be prepared in quardruplicate

FORM A-3

Government of Bihar

Office of the Controller of Legal Metrology

Book No. …….. Date

Registration Sl. No. ……..

Certificate of Registration under the Standards of Weight and Measures (Enforcement) Act, 1985

I hereby certify that the following person/company/firm at the addresses given below has been registered as an user of weights and measures under section 17 of the Standards of Weights and Measures (Enforcement) Act, 1985 on receipt of the prescribed fee of Rs. 5 (Rupees five) only:-

1. Name and complete address of the person/company/firm.
2. Branches, if any, with their complete address and registration number.
3. Nature of business carried on/commodities or goods produced (for manufacturing companies only)
4. Details (denomination/type, quantity) of weights, measures, weighing and measuring instruments used.
5. New Registration/Renewal ……. ……
6. Next date of Renewal …….. ……

Signature of the person/ Authorized person

Signature of Issuing Authority

Note :- In case it is desired to suspend the activities the registration certificate may be surrendered to this office for cancellation.

Conditions for Registration of Users-

1. The person in whose favour this Certificate of Registration is issued shall……..
   (a) Comply with all the relevant provisions of the Act and Rules for the tme being in force:
   (b) exhibit this Certificate of Registration in some conspicuous place in the premises to which it relates, and
   (c) comply with any general or special directions that may be given by the Controller of Legal Metrology from time to time.

2. This Certificate of Registration is valid for 5 years from the date of issue. It should be renewed before the date of Renewal shown in Column No. 5 of the Certificate on payment of the prescribed fee.
3. This Certificate or Registration should be produced at the tme of renewal.
4. Change of address should be initimated to the Issuing Authority immediately and the same incorporated in this Certificate of Registration.

विस्फोटक लाईसेंस हेतु कार्यालय का पता

Address of Explosive Office :

Head office	:	The Chief Controller of Explosives (CGO) Department of Explosives,C.G.O. Complex, 5th Floor,Seminary Hills, Nagpur - 440 006 Maharashtra INDIA
Phone No.	:	510102-03, 510578-80, 510459, 510389,510670, 510248, 510026, 510389.
Fax No.	:	(91) (0712) 510577
E-mail	:	ccoengp@nag.mah.nic.in
Testing Station	:	O/o. Dy. Chief Controller of Explosive,Testing Station, Department of Explosives, Via-Wadi, Gondkhairi, Nagpur-440023.
Phone	:	07118-38139,
Fax	:	0712-510726

राष्ट्रीय बागवानी बोर्ड
(NHB)

NATIONAL HORTICULTURE BOARD
राष्ट्रीय बागवानी बोर्ड

राष्ट्रीय बागवानी बोर्ड (NHB) - एक परिचय

1. उत्पादन और फसल-कटाई उपरांत प्रबंधन के माध्यम से वाणिज्यिक बागवानी का विकास

घटक सहायता की अभिरचना

(क) उत्पादन संबंधी

-
-
-
-
-
-
-

-
-

(ख) पी.एच.एम./प्राथमिक प्रसंस्करण संबंधी

-
-
-
-
-
-
-
-

-
-
-
-
-

आवेदन कैसे करें :

उद्देश्य-पत्र (एल.ओ.आई.) जारी करवाने के लिए परियोजना निर्धारित प्रपत्र में प्रस्तुत करें।

-
-
-
-

प्रक्रिया शुल्क :

<table>
<tr><td></td><td></td></tr>
<tr><td>1. शीत संग्रहगार
2. नियंत्रित वातावरण (सीए)/
3. संशोधित वातावरण (एमए)
4. संग्रहगार
5. प्याज भंडारण</td><td>50 लाख रुपये प्रति परियोजना की अधिकतम सीमा तक वाली परियोजना पर अधिकतम 25% (उत्तर-पूर्वी क्षेत्रें के लिए 60 लाख रुपये की परियोजना लागत के लिए 33%) बैंक-एन्डिड पूंजी सहायिकी दी जाती है।
आवेदन कैसे करें अवधि ऋण वाली परियोजना मूल्यनिरूपण/ऋण की मंजुरी तथा राष्ट्रीय बागवानी बोर्ड से सहायिकी जारी करवाने के लिए बैंको/वित्तीय संस्थानों/एन॰सी॰डी॰सी॰ जैसी स्थिति हो को प्रस्तुत करें। स्व-वित्तपोषण वाली परियोजनाओं के लिए, निर्धारित प्रपत्र में उद्देश्य-पत्र (एल॰ओ॰आई॰) आवश्यक है।
आवेदन शुल्क रु.
<table>
<tr><td>1.</td><td>10 लाख रुपये तक की लागत वाली परियोजना</td><td>कोई शुल्क नहीं</td></tr>
<tr><td>2.</td><td>10 लाख रुपये से अधिक और 20 लाख रुपये तक की लागत वाली परियोजना</td><td>परियोजना लागत का 0.25%</td></tr>
<tr><td>3.</td><td>20 लाख रुपये से अधिक की लागत वाली परियोजनाएँ</td><td>परियोजना लागत का 0.5%</td></tr>
</table>
</td></tr>
</table>

• नई प्रौद्योगिक का प्रारंभ • किसानों के आंतरिक दौरे • प्रौद्योगिक जागरूकता	• 100% वित्तीय सहायता तक निम्नवत्: • 25 लाख रुपये तक • 50 हजार रुपये तक/संगोष्ठी

• बागवानी उत्पाद के लिए विभिन्न बाजारों के थोक मूल्य, आवक और झूकाव संबंधी जानकारी प्राप्त करना, और मीडिया और प्रकाशनों के माधयम से सूचना का प्रसार	• किसानों, निर्यातकों, डीलरों, अनुसंधान संगठनों आदि को सहायता प्रदान करने के लिए।

• विशेष क्षेत्र/राज्य में बागवानी विकास के वर्त्तमान स्तर की समीक्षा करने के लिए।	• व्यवसायिक परामर्शदाताओं के माध्यम से अध्ययन
• तकनीकी-आर्थिक साध्यता अध्ययन। • कठिनाइयों की पहचान करना और उन्हें दूर करने के उपायों का सुझाव देना। • अल्पकालिक और दीर्घकालिक रणनीति का विकास करना। • परामर्श सेवाएँ और विशेषज्ञ सेवाएँ प्रदान करना।	• 100% तक वित्तीय सहायता

उपर्युक्त योजनाओं के अंतर्गत पात्र प्रवर्तकों में शामिल होगें-स्वंयसेवी संगठन, उत्पादकों की एसोसिएशन, वैयक्तिक, भागीदार/मालिकाना व्यावसायिक प्रतिष्ठान, कम्पनियाँ, निगम, सहकारी संस्थाए, कृषि उत्पाद विपणन समितियाँ, कृषि-उद्योग निगम, एस॰ए॰यू॰ और अन्य आर एंड डी संस्थान, अन्यथा विनिर्दिष्ट को छोड़कर। हालांकि, वैयक्तिक, एस॰ए॰यू॰ और अन्य संबद्ध आर एंड डी संगठन शीत संग्रहगार पूंजी सहायिकी योजना के लिए पात्र नहीं है। वैयक्तिक उस स्थिति में प्याज संग्रहगार योजना के लिए पात्र होंगे जहाँ बैंक ऋण शामिल हो।

राष्ट्रीय बागवानी बोर्ड, कृषि मंत्रालय, भारत सरकार, 85, इंस्टीच्यूशनल एरिया, सेक्टर-18, गुड़गांव-122015 (हरियाणा), दूरभाष : 0124-2342989-92, फैक्स : 2342991, 2341225, ई-मेल : Support@nhbnet.in वेबसाइट: www.nhb.gov.in

राष्ट्रीय बागवानी बोर्ड, कृषि मंत्रालय, भारत सरकार, 501-502, पाँचवी मंजिल, वर्मा सेन्टर, बोरिंग रोड क्रॉसिंग, पटना-800 001, दूरभाष : 0612-2541128, फैक्स : 0612-2541218, ई-मेल : nhb_patna@sify.com

बिहार बागवानी मिशन

(BIHAR HORTICULTURE MISSION)

Format – A

State Horticulture Mission

Bihar Horticulture Development Society

Application For Post Harvest Management under NHM/CMHM

1. Name of the District: …….
2. Name of the farmer/farmer's group association/entrepreneur :……..
3. Father's Name (Registration No. for Association) ……..
4. Types of farmer's
   - (i) Small/Marginal/others
   - (ii) SC/ST/OBC/Ex-service man
   - (iii) Male/Female
5. Address

   Village :……. Post : ……

   Panchayat : ……. Block : …….

   District : ……..
6. Proposed activity
   - (i) Pack house
   - (ii) Infrastructure of collection/pre-cooling.
   - (iii) Ref. van/Mobile Processing Van
7. Proposed/incurred expenditure (Attach details of expenditure on separate sheet): …

   ……..

   …….
8. Proposed means of finance.
   - (i) Promoter's share : ……
   - (ii) Bank/FI tem loan : ……
   - (iii) NHM Subsidy : ……
   - (iv) Subsidy from other sources if any : ……
     - (a) From state Govt. : ……
     - (b) From Central Govt. : ……

     Total

9. Whether any assistance in the form of loan and subsidy has been availed by the beneficiary earlier from the State Horticulture Mission ? if yes give details there of

……
……

10. Whether any subsidy has been availed from the SHM for the Same activity on same piece of land. ……

11. Name of the Bank/FI from where the term loan is to be availed by the beneficiary (Please enclose a copy of the duly filled up text of application). ……..
……..

12. Whether Bank loan has been taken (given details).

(a) Name of Bank : ……..

(b) Sanctioned amount : ……..

(c) Received amount : …….

13. Details of land.

(i) Whether own land (ancestral)

(ii) Whether own land Purchased

(iii) Whether lease/tenancy/contract

(iv) Whether lease/tenancy/contract is registered with the competent Registration Authority.

(Copy of the Proof of each little be enclosed).

Khata No.: ……. Khesara No. …… Area (in ha). : ……..

In case the expenditure on financial agencies, approved by Govt. of India in project appraisal fees, travel, accommodation, etc is born by Bihar Horticulture Development Society, I agree that the same will be recouped from the subsidy amount, if released for the project.

Certified that the information/contents as above furnished by me/us in the application are true to the best of my/our knowledge & belief and nothing material has been concealed. In case, any information furnished in the application is found false, my/our application may be rejected out rightly at may stage by the NHM.

Place: ……..

Signature of the applicant

Name & Address

Date: ……...

Telephone/Fax No. …….

Note. ……..

(i) Attach proof of land record

(ii) Attach detail project report

(iii) Duly filled up and signed back lerm loan application from.

FORMAT – B

Format for Submission of Project based Proposals by Private entrepreneurs under SHM

1. Name of Project
2. Type of Activity
3. Objectives
4. Location of the project with address:
   (a) General area
   (b) Highly/Tribal area
5. Constitution
6. (Date of incorporation and relevant law)
   (a) Public Ltd. Company
   (b) Private Ltd. Company
   (c) Society
   (d) Association
   (e) Federation
   (f) Producer Company
   (g) Proprietorship Firm
   (h) Partnership Concern
7. Management
8. Brief background of Promoters
9. Cost of Project **Rs. in lakhs**
   (a) Land-(if purchased new along with documentary proof) -
   (b) Building -
   (c) Plant & Machinery -
   (d) Contingencies -
   (e) Miscellaneous fixed assets -
   (f) Working Capital Margin -
   (g) Pre operative exp. -

   Total:-
10. Means of Finance
    (a) Promoter Share
    (b) Bank Term Loan
    (c) Subsidy
    (d) Quasi Equity
    (e) Unsecured Loan

Total:-

11. Details of Cost of Plant & Machinery/Equipment supported by quotations.

12. Details of the Building construction and the cost duly certified.

13. Area of Operation with special reference to NHM Districts to be covered.
14. Availability of raw material, name of the cluster and District along with the major crops.
15. Backward linkages with farmers with reference to either providing services or purchase raw material.
16. Forward linkages-Analysis of domestic and export markets, tie up made for sale of Produce and branding aspect.
17. No. of farmer/orchardist to be benefited.
18. SWOT Analysis.
19. Financial Analysis-IRR, NPW, Cost benefit Ratio, Break even point, DER, DSER, Projected balance sheet etc.
20. Insurance of the fixed assets.
21. Certificate from Pollution Control Department.
22. Name of the sponsoring bank along with the details of Techno-economical appraisal reports, copy of sanction letter and Detailed Project Report (DPR) as submitted to bank.
23. Certificate regarding Non-availing of subsidy from any other Central/State Govt. Department.
24. Social Benefits with special reference to employment generation.
    Direct employment
    (a) Indirect employment
    (b) Women/S.T/S.C. employment
25. Details of the sustainability of the project with special reference to its capacity to generate income since only one time grant is admissible.
26. Implementation schedule.
27. Amount of subsidy sought.

प्रपत्र - 7

कोल्ड स्टोरेज के निर्माण के लिए अनुज्ञप्ति हेतु आवेदन-प्रपत्र

उं

स्त्रोत :-

(1) अपना स्त्रोत -

(2) बैंक/राज्य वित्त निगम -

(3) ऊर्जा के लिए आवेदित एवं स्वीकृत राशि -

महत्वपूर्ण वेबसाईट

List of Organisations and Useful Websites for Entrepreneurs			
Sl. No	**Name of Organisation**	**Websites**	**Type of Services rendered**
1.	Small Industries Development Orgnistation (SIDO)	www.smallindustryindia. Com www. Laghu-udyog.com	Policy regarding small scale industries, assistance for getting ISO:9002 Certification, SSI Market Development Assistance.
2.	National Small Industries Corporation Ltd. (NSIC), NSIC Bhawan, Okhla Indl. Estate, New Delhi - 110020	www.nsic.india.com	Infomediary services equipment purchase
3.	Bureau of India Standards (BIS), 2, Bahadur Shah Zafar Marg, New Delhi - 110002	www.bis.india.org	Formulation of BIS Standards and ISI Certification
4.	Indian Trade Promotion Organisation (ITPO), Pragati Maidan, New Delhi – 110001	www.tradeportalindia.com	Participation in Indian and International Trade Fair
5.	National Centre for Trade Information (NCTI), Gate No. 3, Pragati Maidan, New Delhi – 110001	www.nctiindia.com	Publishers of magazine “Trade Point India” Information on foreign markets.
6.	Technology Information, Forecasting and Assessment Council, (TIFAC) A-Wing, Viswakarma Bhawan, Shaheed jeet Singh, New Delhi – 110016	www.tifac.org.in	Technology Information

7.	Technology Bureau for Small Enterprises, C/o APCTT	www.tbse.com	Technology matching of requirements of small scale sector.
8.	Directorate of Marketing & Inspection, New C.G.O. Building, N.H.-IV, Faridabad - 121001, Haryana.	www.agmarknet.nic.in	AGMARK quality certification for dal, oil, ghee, honey, spices.
9.	Controller of General Patents & Designs, Old CGO, Building Mumbai-400020	www.indianpatents.nic.in www.patentoffice,nic.in	Patents & Trademarks.
10.	Ministry of Food Processing Industries, Govt. of India, Panchsheel Bhawan, August Kranti Marg, New Delhi-110049	www.mofpi.nic.in	FPO Mark & subsidy for food processing industries.
11.	Director General, Foreign Trade, Udyog Bhawan, New Delhi-110011 & associate offices all over the country	www.dgft.delhi.nic.in www.iepot.com www.commin.nic.in	Import Export code number, EXIM Policies, Export incentive schemes.
12.	Federation of India Export Organisations (FIEO) New Delhi – 110016	www.fieo.com	Membership of Export Promotion Organisation, Market Development Assistance Scheme (MDA)