

GOVERNMENT OF ODISHA

MSME DEPARTMENT

NOTIFICATION

No. MSME-IP-MISC-0040-2023 8074/MSME, Bhubaneswar, the 09, November, 2023

OPERATIONAL GUIDELINES FOR SANCTION & DISBURSEMENT OF CAPITAL INVESTMENT SUBSIDY (CIS) FOR NEW AND EXISTING ENTERPRISES UNDERTAKING EXPANSION/ MODERNIZATION/ DIVERSIFICATION (E/M/D) UNDER ODISHA MSME DEVELOPMENT POLICY-2022

(Reference: Para 7.3 of Odisha MSME Policy-2022)
(Effective from 30.11.2022)

1. Policy Provisions: Para 7.3 of Odisha MSME Development Policy-2022 states as follows.

"7.3.1 New and existing enterprises undertaking Expansion/ Modernization/ Diversification (E/M/D) with investment in Plant & Machinery up to INR 10 crores shall be eligible for CIS in the following manner:

- a) New and existing enterprises undertaking E/M/D: 25% of capital investment made in Plant & Machinery with a maximum limit of INR 2 crores only.
- b) New and existing enterprises undertaking E/M/D owned by SC, ST, persons with disabilities, women & technical (Degree/Diploma) entrepreneur: 30% of investment made in Plant & Machinery with a maximum limit of INR 2.50 crores only.
- c) New and existing enterprises undertaking E/M/D shall be granted additional CIS @5% of capital investment made in Plant & Machinery, subject to an upper limit of INR 20 lakhs over and above the limits as specified above at (a) and (b) for the following enterprises:
 - i. Set up in Industrially Backward Districts.
 - ii. Set up in designated IDCO Industrial Estates/Areas/Aqua Parks/Food Parks located in Biju Express Highway Corridor.
 - iii. Enterprise of Automobile & Auto Components, Plastics & Polymers, Steel & Stainless Steel, Defence Equipment, Aluminium, Pharmaceuticals, Medical Equipment and Apparel & Textile sector.
- d) New and existing enterprises undertaking E/M/D will be granted additional CIS @5% of capital investment made in technical civil works and Plant & Machinery for non-polluting measures, subject to an upper limit of INR 25 lakhs over and above the limits as specified above in Sl. no. (a) and (b) for investment in non-polluting measures such as:
 - i. Waste water treatment
 - ii. Waste recycling
 - iii. Green Energy Equipment manufacturing
 - iv. Green Buildings
 - v. Use of rooftop renewable source of power

- vi. Installing Continuous Emission Monitoring System (CEMS) for red category industries
 - vii. Effluent Treatment Plants
 - viii. Adopting rain water harvesting/ rainwater recharging practices
 - ix. Any other environment management practices/projects approved by the MSME Department
- e) New and existing Anchor enterprises undertaking E/M/D shall be eligible for CIS @ 30% of investment made in Plant & Machinery subject to a maximum limit of INR 4 Crores.

7.3.2 New enterprises with investment in Plant & Machinery up to INR 50 crores engaged in manufacturing of E-Vehicle component and charging infrastructure shall be eligible for CIS @ 30% of investment made in Plant & Machinery subject to a maximum limit of INR 3 Crores.

Note:

- i. Investment in Plant & Machinery till the date of Commencement of Production.
- ii. For the enterprises set up by SC, ST, persons with disabilities, Women, Technical Degree or Diploma holders, their stake in shareholding shall be 51% or more individually or jointly on the date of commencement of production."

2. Terms and Expressions: Terms and expressions used in this operational guideline, but not specifically defined / explained here, shall have the same meaning as in Odisha MSME Development Policy-2022 (OMSMEDP-2022).

3. Eligibility Conditions:

- 3.1** (i) New and existing enterprises undertaking Expansion/Modernization/Diversification (E/M/D) with investment in Plant and Machinery above Rs. 10 crore are not eligible for CIS under Para 7.3.1 of OMSMEDP-2022. However, they may become eligible to get CIS under IPR'2022 (i.e. if they come under priority or thrust sector as defined in IPR'2022) for which they need to apply for benefits under IPR'2022 as per procedure prescribed by Industries Department.
- (ii) New enterprises, with investment in Plant & Machinery above Rs. 10 crore, engaged in manufacturing of E-vehicle component and charging infrastructure are though eligible for CIS under para 7.3.2 of OMSMEDP'2022; they are advised to apply for CIS under IPR'2022 (as per procedure prescribed by Industries Department) as quantum of CIS is higher under IPR'2022 than under OMSMEDP'2022.
- 3.2** Date of first Fixed Capital Investment (FCI) for new enterprises should be on or after the effective date of this policy. In case of enterprises undertaking EMD, date of first FCI made towards EMD should be on or after the effective date of this policy.
- 3.3** New enterprises must commence commercial production within three years from the date of first FCI.
- 3.4** Existing enterprises undertaking EMD must commence commercial production of the EMD unit within three years from date of first FCI (made towards EMD).
- 3.5** If incentives similar to what has been envisaged in this policy have been availed by an enterprise under any other policy of State Government or Government of India; then the enterprise will be entitled to avail only the differential amount under this policy provided the quantum of incentive under this policy is more than what the enterprise has availed under other policy.



- 3.6 Incentive shall not be sanctioned and disbursed if the enterprise is found closed / has gone out of production as on the date of sanction or disbursement. In such case, sanction and/or disbursement, as the case may be, shall be reconsidered if commercial production resumes satisfactorily within two years from the date of closure of the enterprise.
- 3.7 Enterprises which have availed loan shall be required to get their projects appraised and/or approved by the Financial Institutions / Bank(s). Enterprises set up without financial assistance from Financial Institutions / Bank(s) will be required to submit DPR duly certified by a chartered accountant.
- 3.8 Enterprises adopting non- polluting measures shall have to submit a certificate, from concerned Regional Officer, SPCB, Odisha, certifying the cost of technical civil works and Plant & machineries for non- polluting measures in order to avail additional CIS as per para. 7.3.1 (d) of OMSMEDP-2022.
- 3.9 Only those Enterprises availing or eligible to avail CIS under this policy shall be eligible for availing additional CIS as per this policy. Additional CIS cannot be given to an enterprise which has not availed or is not eligible to avail CIS under this policy, i.e. Additional CIS cannot be given to an enterprise as a stand-alone benefit.

4. Determination of date of 1st Fixed Capital investment:

- 4.1 In case of own or ancestral land / land & building, first investment made in civil works or that in plant & machinery, whichever is earlier shall be the date of first investment.
- 4.2 In case of lease hold land / land & shed / building of IDCO, the date of handing over of possession of the land / shed / building by IDCO, in writing, in favour of the enterprise shall be the date of first investment. The date of purchase of plant & machinery will be considered as the first date of investment in case these are purchased before possession of land by the enterprise.
- 4.3 In case of private lease-hold land / building, the date of first investment made for civil work / plant & machinery, whichever is earlier, shall be considered as the date of first investment.
- 4.4 In case of an existing enterprise undertaking EMD, the date of first FCI shall be determined on the date of investment in land / building / plant & machinery for EMD whichever is earlier.
- 4.5 In case of claim of CIS for Non- polluting measures, the date of first FCI will be the date of first investment made in technical civil works or in Plant and machinery, whichever made first, for Non- polluting measures.

5. Determination of date of commercial production:

The date of commercial production shall be determined by the General Manager (DIC) based on documentary evidences such as Production Certificate. The date of operation of non- polluting measures may be same as that of the main plant or on a later date during the currency of this policy. Sanction and disbursement of CIS to eligible enterprises, having plan to have non- polluting measures, shall not wait till start of operation of the non- polluting measures. Only sanction and disbursement of the additional CIS, meant for non-polluting measures, shall wait till operation of the non- polluting measures.

6. Time frame for filing application:

Eligible enterprises shall file their claim in AIM portal, within two years from the date of starting commercial production. Applications received beyond the specified time frame shall



be rejected. However, Government may consider condonation of delay for filing of application as per provisions in OMSMEDP-2022.

7. Constitution and Powers of Committees:

The following Committees are constituted for smooth implementation of the Policy provisions:

7.1 District Level Committee (DLC):

The District Level Committee shall comprise of the following members:

- Collector & District Magistrate -Chairman
- GM (DIC). -Member Convener
- Lead District Manager of Bank -Member
- Local CT & GST authority or his/her representative -Member
- Manager from Financing Bank (if applicable) -Member
- Local IDCO authority or his/her representative -Member

Any other co-opted members (maximum two) on recommendation of the Chairman of the Committee.

The DLC will scrutinize all incentive claims of enterprises irrespective of amount of investment made in plant and machinery. After scrutiny, it can reject claim applications on valid grounds of any enterprise irrespective of amount of investment made in plant and machinery. On the other hand, if the claim is found to be eligible for incentives; then DLC will approve applicable incentives in respect of those eligible cases where investment made in plant and machinery is up to Rs.1 crore and will recommend the case to Director of Industries in respect of those eligible cases where investment made in plant and machinery is above Rs.1 crore.

7.2 State Directorate Level Committee (SDLC):

The State Directorate Level Committee shall comprise of the following members:

- Director of Industries, Odisha - Chairman
- Commissioner of CT & GST or his/her representative not below Additional Commissioner rank - Member
- FA/AFA to Govt., MSME Department - Member
- General Manager, DIC - Member
- Additional / Joint Director of Industries - Member Convener

The SDLC will scrutinize all claim cases recommended by DLC. On scrutiny, it can reject any case on valid grounds irrespective of amount of investment made in plant and machinery. On the other hand, if a claim is found to be eligible, then the SDLC will approve applicable financial incentives where investment made in plant and machinery is above INR 1 crore.

8. Assessment of eligible cost of Plant & Machinery:

8.1 Definition of Plant and Machinery and assessment of its values shall be done exactly as provided in the Operational Guidelines of IPR'2022 issued/to-be-issued by Industries Department.

8.2 All documents / bills & vouchers etc. submitted by the enterprise shall be verified with original by an officer of the DIC not below the rank of Asst. Manager who will record his verification on the body of the copy of the document(s).

9. Procedure (Scrutiny, Approval and Rejection):

- 9.1** Eligible new Enterprises/Anchor Industries and existing enterprises having undergone EMD shall submit online application (as per Annexure-A), with uploading of supporting documents (as per Annexure-B), to General Manager (DIC) in AIM Portal (www.odishamsme.nic.in). They need not have to furnish physical copies of documents unless asked for.
- 9.2** General Manager (DIC) shall verify the application within 7 working days and acknowledge the same in the Portal if it is found in order. If not, he will either reject the application by citing grounds of rejection in the Portal or ask the applicant unit to make good the deficiencies in the application by reverting the application to the applicant unit in the Portal with details of the deficiencies found in the application.
- 9.3** If the application is in order, within 15 working days from the date of online application, the General Manager (DIC) shall inspect the unit to ascertain its working status and to check veracity of facts vis-à-vis submitted documents to assess eligibility of the unit. If the unit is found not eligible for CIS, General Manager (DIC) will reject the application in the Portal citing detailed grounds of ineligibility. However, if on inspection of the unit, the General Manger (DIC) wants some clarification or some more information, he shall ask the applicant unit, in Offline mode, to furnish necessary clarification/information and shall keep the application processing pending in the Portal till then.
- 9.4** If the unit is found eligible, General Manager (DIC) will assess valuation of Plant & Machineries (in the format as per Annexure-C) by getting all documents, bills and vouchers submitted by the unit verified either by himself or by an officer of DIC not below the rank of Assistant Manager.
- 9.5** General Manager (DIC) shall then place the application, along with physical inspection report and agenda memorandum in prescribed format (as at Annexure-D), before District Level Committee (DLC) for appropriate decision within 15 working days from the date of physical inspection of the unit. DLC will scrutinize the application and may reject it, irrespective of the amount of investment made in plant and machinery, if the application is found to be ineligible.
- 9.6** But, if the DLC finds the application to be eligible, it will approve the subsidy claim if investment made in Plant and Machineries is up to Rs. 1 Crore or will recommend the application to Director of Industries (Odisha) if investment made in Plant and Machineries is more than Rs. 1 Crore. The fact of approval or recommendation, as the case may be, shall be mentioned in the Portal itself, within 7 working days of DLC meeting, for information of all concerned including the applicant unit.
- 9.7** Director of Industries (Odisha) shall examine the application recommended by the DLC. The applicant unit will be jointly inspected by a team comprising of Addl. Director of Industries /Joint Director of Industries, General Manager (DIC) and Branch Manager of Financing Bank (if availed loan) within 15 working days from the date of receipt of recommended application from the General Manager (DIC) in the Portal. The Joint Inspection team will assess valuation of Plant & Machineries (in the format as per Annexure-E) by getting all documents, bills and vouchers submitted by the unit verified by General Manager (DIC) and shall submit report to Director of Industries (Odisha).
- 9.8** Recommended proposals along with Joint Inspection Report and agenda memorandum in prescribed formats shall be placed in the State Directorate Level Committee (SDLC) within 15 working days of receipt of Joint Inspection Report.



SDLC, on proper scrutiny, may reject the claim application citing grounds of rejection. However, in case of eligible cases, SDLC will approve the subsidy claim if the investment made in Plant and Machineries is more than Rs. 1 Crore. The fact of approval or recommendation, as the case may be, shall be mentioned in the Portal itself, within 7 working days of SDLC meeting, for information of all concerned including the applicant unit.

9.9 DLC/SDLC may also defer consideration of a proposal for want of further information. In that case, the application shall be shown pending in the Portal till a final decision is taken by DLC/SDLC.

9.10 Appeal: Anyone aggrieved by any decision of DLC or SDLC can file appeal in writing, within 60 days from the date of communication of the decision appealed against, before Director of Industries (Odisha) or Secretary (MSME Department) respectively, for redressal of his/her grievance. The appellate authorities shall take all necessary steps to dispose of appeals within 30 working days.

10. Sanction:

10.1 Upon approval by DLC, General Manager (DIC) shall issue sanction letter in favour of the applicant unit in the Portal, in the format prescribed at Annexure-F, within 7 working days of release of minutes of the DLC meeting.

10.2 Upon approval by SDLC, Director of Industries (Odisha) shall issue sanction letter in favour of the applicant unit in the Portal, in the format prescribed at Annexure-G, within 7 working days of release of minutes of the SDLC meeting.

10.3 The General Manager (DIC) in case of rejection by DLC and Director of Industries (Odisha) in case of rejection by SDLC, shall upload the rejection letter, clearly mentioning the grounds of rejection, on the AIM portal (in Annexure-H) within 7 working days from the date of release of minutes of the DLC/SDLC meeting.

11. Disbursement of CIS:

11.1 General Manager (DIC) shall verify the working status of the unit within 3 working days from the date of sanction letter and intimate the same to the Director of Industries (Odisha) in the Portal itself. Disbursement of CIS shall be made by the Director of Industries (Odisha) within 3 working days thereafter if the unit is found operating at the given location.

11.2 Disbursement shall, however, be held up if the unit is found to be non-operational at the given location and will be made only on satisfactory resumption of operation. However, if operation does not resume within two years from the date of sanction letter, the sanction letter shall be cancelled.

11.3 Disbursement of the sanctioned CIS amount shall be made directly to the Bank Account of the applicant unit, given in the online application form, by the Director of Industries (Odisha).

12. Recovery: In the following events or circumstances, Capital Investment Subsidy or additional CIS received by an enterprise shall be recovered, along with penal interest @18% per annum, under the provisions of OPDR Act unless refunded within a period of one month from the date of an order issued to this effect by the General Manager (DIC) or Director of Industries (Odisha).

- (i) If CIS or additional CIS on Plant and Machinery is availed by misrepresentation of facts, fraud or by furnishing false and misleading information or by suppression of facts.

- (ii) If CIS or additional CIS disbursed is found to be made erroneously or found to be in excess of the amount actually admissible. However, if the industrial unit is found to be not responsible for such erroneous or excess payment, then no penal interest shall be charged on him/her.
- (iii) Where the CIS or additional CIS becomes recoverable in terms of the stipulation contained in the Undertaking in Annexure A or the beneficiary unit violates any other condition of Undertaking/ Guidelines or Government Rules.
- (iv) If the enterprise shifts its location to outside the state or removes the Plants and Machineries on which CIS or additional CIS has been availed from the installation location, within 10 years from the date of receipt of CIS or additional CIS, without prior approval of MSME Department.

13. Miscellaneous:

13.1 Application for condonation of delay in implementation of projects due to force majeure (like natural calamities) and reasons beyond the control of the industrial unit only shall be dealt on case to case basis. The General Manager (DIC) shall examine such case(s) and forward the application made by the entrepreneur with justification to the Director of Industries (Odisha). The Director of Industries (Odisha) shall examine and recommend such case(s) to the MSME Department for placement of the same before the Empowered Committee constituted under chairmanship of the Secretary, MSME Department for consideration of such cases.

13.2 Government may inspect the enterprise any time, if required, to ascertain whether the CIS or additional CIS is availed by fraudulent means or not.

13.3 Any change in facts or circumstances affecting the eligibility of the unit shall be intimated immediately to the DIC / Directorate of Industries (Odisha) by the unit.

13.4 Where any doubt arises regarding implementation of these rules, the same shall be referred to the MSME Department whose decision shall be final and binding on all the parties.

This Operational guidelines have been concurred in by Finance Department in OSWAS File No MSME-IP-MISC-0040-2023.

By order of the Governor



(Saswat Mishra)

Principal Secretary to Government

Memo No. 8075 /MSME Dated 09-11-2023

Copy forwarded to Principal Secretary (Industries Department)/MD (IPICOL)/MD (IDCO)/Director of Industries (Odisha)/All Collectors/All GM (DICs) /All Section of MSME Department for information and necessary action.

Additional Secretary to Government

Memo No. 8076 /MSME Dated 09-11-2023

Copy forwarded to all Industries Associations for information and necessary action.

Additional Secretary to Government

Annexure: A

APPLICATION FOR AVAILING CAPITAL INVESTMENT SUBSIDY BY NEW AND EXISTING ENTERPRISES UNDERTAKING EXPANSION/ MODERNIZATION/DIVERSIFICATION UNDER ODISHA MSME DEVELOPMENT POLICY-2022

(See Para 7.3 of OMSMED Policy-2022)
(Strike out whichever is not applicable)

From:

To

The General Manager,
District Industries Centre, _____

Sub: Application for Capital Investment Subsidy (CIS) for setting up New and Existing enterprises undertaking Expansion/ Modernisation/ diversification (E/M/D) under the provisions of Odisha MSME Development Policy- 2022.

Sir / Madam,

In accordance with the provisions laid down in Odisha MSME Development Policy-2022, its operational guidelines notified by MSME Department, Government of Odisha, the application for sanction and disbursement of Capital Investment Subsidy on Plant & Machinery @ 25%/30%/ additional CIS is submitted with following particulars:

1	Name of Proprietor / Managing Partner / Managing Director / Authorized Signatory		
2	Type of organization like Govt. institution/organization, Industry Association, Individual Entrepreneur, Partnership firm, Company, etc.		
3	Address of the Organisation/Registered office		
4	Entrepreneurs Identification Number/Production Certificate No. & Date		
5	Udyam Registration Number (URN)		
6	Name of the Financer with address (If applicable)		
7	Amount of loan sanctioned with date (If applicable)		
8	Bank A/c No of the enterprise with IFSC code		
9	a. Investment of the Unit in Plant & Machinery	:	
	b. Anchor Industry		
	c. Enterprises owned by SC /ST / persons with disabilities /Women /technical entrepreneurs		
	d. Enterprises set up in: • Industrially backward districts • Designated IDCO Industrial Estates/Areas/Aqua Parks/Food Parks located in Biju Express Highway Corridor		
	e. Enterprises with Non- polluting measures		
10	New / EMD	:	

11	Items of manufacture / activity with installed capacity	:	Item	Quantity	Value
		(i)			
		(ii)			
12	Employment generated: i. Administrative ii. Skilled/Semi-skilled	:			
13	Date of first fixed capital investment i.e. investment in land / building/ Plant & machinery as per PC (specify the investment)	:			
14	Date of starting commercial production as per Production Certificate	:			
15	Whether commercial production has commenced within three years from the 1 st date of FCI. If no, whether project implementation delay has been condoned by the Empowered Committee	:			
16	Details of fixed capital investment in Plant & Machinery (Rs. in lakhs):				
	Sl	Actual expenditure incurred			
17	Validity of Consent to operate / Authorisation granted by State Pollution Control Board, Odisha	:			
18	Validity of other statutory clearances	:			
19	GST number	:			
20	Amount of CIS claimed (Rs)	:			
21	Have applied for / availed CIS from any source. If so, furnish details.	:			

I, Smt/Sri _____ s/d/w/o _____
at present _____ (designation) of M/s _____ (name of the enterprise) certify that the information furnished as above is true and correct to the best of my knowledge and belief. I hereby undertake to abide by the terms and conditions prescribed under the provisions of Odisha MSME Development Policy, 2022 and its operational guidelines. I further undertake that I shall repay the entire amount of Capital Investment Subsidy or any part thereof with penal interest @18% per annum if,

- The information furnished by me is found to be false/misleading or there has been suppression of material facts by me.
- The enterprise goes out of production for a continuous period exceeding 6 months within 5 years from the date of commencement of commercial production.
- CIS is sanctioned erroneously or in excess of the actual amount due and admissible. However if the industrial unit is found to be not responsible for such erroneous or excess payment, then no penal interest shall be charged on him/her.
- The industrial unit shifts the registered office or the Plants and Machineries of the unit to a place outside the State without taking prior permission of the State Government.



Copies of relevant documents in support of information/facts furnished above are **enclosed** herewith.

Enclosure:-

- 1.
- 2.

Date

Place

Name and Signature of the Proprietor/ Managing Partner/
Managing Director/Authorized Signatory in full and on
behalf of M/s _____



CHECK LIST

Copies of documents to be attached with the application shall be self-attested by
Proprietor /Managing Partner / Managing Director / Authorized Signatory
(Strike out whichever is not applicable)

Sl. No.	Documents
1.	Production Certificate/Udyam Registration Number
2.	Power of Attorney / Board Resolution / Society Resolution, as applicable, while signing as Partner / Managing Director / Authorized person
3.	Certificate of registration under Indian Partnership Act 1932 / Societies Registration Act- 1860 / Certificate of Incorporation (Memorandum of Association & Article of Association) under Company Act-1956
4.	Certificate from competent authority as SC/ST and documents in support of having share capital of not less than 51% as SC/ST/Women Entrepreneurs
5.	Detailed project report duly approved by Bank / Financing Institution in case of financed enterprise / by GM, DIC in case of self-financed enterprise with process flow diagram
6.	Document in support of date of first investment in fixed capital of enterprise i.e. Land/ Building / Plant & Machinery
7.	Sanction order(s) of the Term Loan, Status of Term Loan A/c, Bank A/c of Enterprise where Term loan is recovered or Bank A/c of Self-Finance case, IFS Code of Bank concerned
8.	Copies of Invoices/ receipts duly self-certified by the promoter / authorized signatory
9.	Consent to operate / Authorization issued by State Pollution Control Board, Odisha except for White Category
10.	GST Certificate
11.	Request for condonation of implementation delay with justification, if applicable
12.	Declaration by firms whose Registered Office is outside the State
13.	Document in support of land / land & building / building / shed over which the enterprise is established in the name of enterprise / Company represented through its proprietor / partner(s) / Director(s) / share-holder(s) / Member(s)
14.	Registered lease deed in favour of the enterprise for a minimum period of ten years if the land / land & building is lease-hold
15.	Approved Plan for building from the competent authority, wherever applicable
16.	Undertaking



Annexure: C**Valuation of Plant & Machinery under OMSMEDP- 2022 (* Strike out which is not applicable)**

Name & Address of the Enterprise: _____ (New / Existing Enterprises undertaking E M D/Anchor Industry)

Amount in Rupees

Sl.No.	Plant & Machinery Details	No.	Name of Supplier	Bill/invoice		Basic Cost	Taxes	Insurance	Freight / Transportation charges	Total value (Col. 7+Col. 8+ Col. 9+Col. 10)	Remarks
				No.	Date						
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
A.	Eligible components										
1											
2											
Sub Total (A):											
B.	Ineligible components										
1											
2											
Sub Total (B):											
Grand Total (A+B):											

Certified that the assets acquired by the enterprise are new, the cost has been duly paid for, the assets are required in process of operation and are found to be in use / working in the premises of the enterprise.

Recommended for sanction of CIS @ 25% /30% / additional CIS amounting to Rs. _____ (Rupees _____) only.

Encl:

- i. All the Bills / invoices duly verified by an official of DIC not below the rank of Asst. Manager.
- i. Labelled Photographs of installed Plant & machineries at the site.

Signature of GM, DIC with seal

Place:

Date:



Annexure: D**Agenda Note**

Capital Investment Subsidy under OSMEDP-2022

Part-A

1	Name & Address of the enterprise with e-mail & Cell Phone No	:										
2	Location of the enterprise	:										
3	Name of the DIC & District	:										
4	Name of the Director/Authorized Signatory	:										
5	Udyam Registration No.	:										
6	Production Certificate No. & Date	:										
7	Category of Enterprise	:	Micro/Small									
8	Date of receipt of application by DIC	:										
9	Date of commencement of commercial production	:										
10	Installed capacity	:	<table border="1"><thead><tr><th>Items</th><th>Quantity</th><th>Value</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></tbody></table>	Items	Quantity	Value						
Items	Quantity	Value										
11	Financer (Bank/FI/Self)	:										
12	Term Loan(Amount & Date of Sanction)	:										
13	Status of Term Loan A/c	:										
14	Date of 1 st Fixed Capital Investment & mode of investment	:										
15	Whether SC, ST, persons with disabilities, Women and Technical (Degree / Diploma) entrepreneur	:										
16	Percentage of share capital (%)	:										

17	(a) Enterprise set-up in i. Industrially Backward Districts ii. Designated IDCO Industrial estates/areas/Aqua parks/food parks located in Biju Expressway Highway corridor (b) Enterprise of Automobile & Auto Components, Plastics & Polymers, Steel & Stainless Steel, Defence Equipment, Aluminium, Pharmaceuticals, Medical Equipment and Apparel & Textile sector	:	
18	In case adopted non-polluting measures: Capital Investment made in Technical Civil Works and Plant & Machineries for non-polluting measure	:	
19	Cost of Plant & Machinery assessed by DIC (In Rs.)	:	
20	Date of verification of Plant & Machinery with name of assessing Officer(s)	:	
21	Employment	:	
22	Present Working Status	:	

Policy Applicability, Eligibility & Recommendation to SDLC

Part- B

Sl	Items	Details
1	Date of 1 st Fixed Capital Investment and mode of investment	
2	Whether the unit has made 1 st investment in Fixed Capital on or after 30.11.2022	



3	Whether Production has commenced within three years from 1 st Date of Fixed Capital Investment		
4	If production has not commenced within three years from the 1 st Date of Fixed Capital Investment, whether project implementation delay has been condoned by Empowered Committee		
5	Whether item(s) of production/activities declared ineligible under the provisions of the Policy		
6	Whether any portion /part/whole of Plant & Machinery for which subsidy is claimed here have availed subsidy under any other scheme(s)/sources		
7	Whether the present claim of CIS is for new Micro/Small Enterprise or for the expansion/modernisation/diversification		
8	Whether DPR has been approved by Bank / FI if availed Loan or certified by CA if not availed Loan		
9	GST Registration Number		
10	Applicability of OMSMEDP 2022		
11	In time submission of Application (Whether CIS application is received within prescribed time limit of two year)		
12	Capital investment made in Plant & Machinery (in Rs.)	Schematic provision	Actual Expenditure incurred
13	Validity of Consent to Operate /Authorisation issued by OSPCB		
14	Rate of Capital Investment Subsidy		
15	Eligible amount of Capital Investment Subsidy		
16	Present working status		



17	Status of Term Loan Account	
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Part- C

Documents Acknowledged with CIS Application of M/s. -

Sl.	Documents	Page reference & remarks, if any
1	CIS Application in Anx.A format	
2	Udyam Registration Number & Date	
3	Production Certificate Number & Date	
4	Power of attorney / Board resolution / Society resolution as applicable while signing as Partner / Managing Director / Authorized Person	
5	Certificate from Competent Authority as SC,ST, Persons with disabilities and Technical Enterprise	
6	Documents in support of having share capital of not less than 51% as SC, ST, Woman, and Technical Entrepreneur	
7	Certificate of registration under Indian Partnership Act 1932/Societies registration Act 1860/Certificate of incorporation (Memorandum of Association and articles of Association) under Company Act 1956 & 2013	
8	Self- Certification on non- availment of Subsidy earlier on this project	
9	Approved copy of DPR/ Project Profile of the Project at a Glance and copy of process Flow Diagram	
10	Document in support of date of first investment in fixed capital	
11	Sanction order (s) of the Term Loan	
12	Status of Term loan A/c issued by Bank	
13	Term Loan A/c No, Bank Branch details	
14	Land document- Title Deed/ Sale Deed	



15	Copy of Registered Lease Deed in support of land/ building for a period of not less than 10 years	
16	Approved plan for civil construction	
17	Copies of Bills, Vouchers etc. signed by the entrepreneur/ Authorized person in support of Plant & machinery, bearing the signature of Officer of DIC not below the rank of Asst. Manager certifying the verification of Bills & vouchers with Original	
18	Whether Bills, Vouchers of outside the State Suppliers bear check Seal of Commercial Tax Authority	
19	Consent to operate/ Authorization issued by OSPCB	
20	GST Registration	
21	Statutory clearances, if any	
22	Valuation of Plant & Machinery in Annx. C format duly signed	
23	E-mail Id & Cell Phone No. of the enterprise	
24	Any other document(s) submitted by the Entrepreneur	-

Observation:

Recommendation:



ANNEXURE: E**Valuation of Plant & Machinery under OMSMEDP- 2022**

(* Strike out which is not applicable)

Name & Address of the Enterprise: _____ (New / Existing
Enterprises undertaking EMD/Anchor Industry)

Amount in Rupees

Sl.No.	Plant & Machinery Details	No.	Name of Supplier	Bill/invoice		Basic Cost	Taxes	Insurance	Freight / Transportation charges	Total value (Col. 7+Col. 8+ Col. 9+Col. 10)	Remarks
				No.	Date						
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
A.	Eligible components										
1											
2											
Grand Total:											

Certified that the assets acquired by the enterprise are new, the cost has been duly paid for, the assets are required in process of operation and are found to be in use / working in the premises of the enterprise.

Recommended for sanction of CIS @ 25% /30% / additional CIS amounting to Rs. _____ (Rupees _____) only.

Signature with seal

General Manager, DIC

Branch Manager of
financing BankAddl. Director of
Industries/Joint Director
Industries

Place:

Date:



OFFICE OF THE GENERAL MANAGER, DIC

SANCTION LETTER
(See Para 7.3 of OMSMED Policy-2022)
Lt. No. _____ /Dt _____
(Strike out whichever is not applicable)

To

Sub:- Sanction of Capital Investment Subsidy @ _____ of capital investment made in Plant & Machinery under Para-7.3 of Odisha MSME Development Policy, 2022.

Ref: Your application dated: _____ for availing Capital Investment Subsidy as per para-7.3 of OMSMED Policy-2022

Dear Sir / Madam,

We are pleased to inform you that the District Level Committee under OMSMED Policy-2022 in its meeting held on _____ have approved Capital Investment Subsidy of Rs. _____ (Rupees _____ only) in favour of your unit @ _____ under the provisions of above Policy.

Basing on the documents furnished by you & after verification for the purpose of sanction of capital investment subsidy (CIS), the eligible cost of Plant & Machinery of the enterprise has been assessed as under:

	Rs. in lakhs
Eligible Cost of Plant & Machinery	
CIS @	

Yours faithfully,

General Manager, DIC

Memo No. _____ / Date: _____

Copy forwarded to Branch Manager, _____ (Name of the financing institution/ bank) for information and necessary action.

General Manager, DIC

Memo No. _____ / Date: _____

Copy forwarded to Director of Industries, Odisha, _____ for information and necessary action.

General Manager, DIC



Annexure- G

OFFICE OF THE DIRECTOR OF INDUSTRIES, ODISHA, CUTTACK

SANCTION LETTER

(See Para 7.3 of OMSMED Policy-2022)

Lt. No. /Dt

(Strike out whichever is not applicable)

To

Sub: - Sanction of Capital Investment Subsidy @ _____ of capital investment made in Plant & Machinery under Para-7.3 of Odisha MSME Development Policy, 2022.

Ref: Your application dated: _____ for availing Capital Investment Subsidy as per para-7.3 of OMSMED Policy-2022

Dear Sir / Madam,

We are pleased to inform you that the State Directorate Level Committee under OMSMED Policy-2022 in its meeting held on _____ have approved Capital Investment Subsidy of Rs. _____ (Rupees _____ only) in favour of your unit @ _____ under the provisions of above Policy.

Basing on the documents furnished by you & after verification for the purpose of sanction of capital investment subsidy (CIS), the eligible cost of Plant & Machinery of the enterprise has been assessed as under:

	Rs. in lakhs
Eligible Cost of Plant & Machinery	
CIS @	

Yours faithfully,

Director of Industries, Odisha

Memo No. _____ / Date: _____

Copy forwarded to Branch Manager, _____ (Name of the financing institution/ bank) for information and necessary action.

Addl. Director of Industries, Odisha/
Joint Director of Industries, Odisha

Memo No. _____ / Date: _____

Copy forwarded to General Manager, DIC _____ for information and necessary action.

Addl. Director of Industries, Odisha/
Joint Director of Industries, Odisha

Memo No. _____ / Date: _____

Copy submitted to Additional Secretary to Govt., MSME Department, Bhubaneswar for information.

Addl. Director of Industries, Odisha/
Joint Director of Industries, Odisha

Memo No. _____ / Date: _____

Copy to Chief Accounts Officer/ DDO(Hqr.), Directorate of Industries, Odisha for information and necessary action.

Addl. Director of Industries, Odisha/
Joint Director of Industries, Odisha

Annexure-H

**OFFICE OF THE DIRECTOR OF INDUSTRIES, ODISHA, CUTTACK/ GENERAL
MANAGER, DIC, _____**

No. _____ Dt _____

(Strike out whichever is not applicable)

To

M/s _____

Sub: Rejection of proposal of M/s _____

Ref: Your letter No. _____ dated _____

Sir / Madam,

This is to inform that proposal for Capital Investment Subsidy (CIS) on Plant & machinery of the captioned unit under the provisions of OMSMED Policy-2022 is rejected due to following reasons:
(Specify the reasons)

Addl. Director of Industries, Odisha /
Joint Director of Industries, Odisha /
General Manager, DIC _____

Memo No. _____ dated _____

Copy forwarded to Director of Industries, Odisha/General Manager, DIC _____
for information.

Addl. Director of Industries, Odisha /
Joint Director of Industries, Odisha /
General Manager, DIC _____

