

ANNEXURE –III

Check-list in which the unit will report to the DIC at the time of first claim of subsidy under Freight Subsidy Scheme, 2013

1. Name and address of the unit
2. SSI/IEM registration
3. Date of physical inspection
4. Transport subsidy registration certificate
5. Date of 1st commercial production
6. Sales tax Registration Certificate No.
7. Income tax Registration Certificate No.
8. PAN card no. in the name of the unit
9. List of board of directors /partners (along with card no.)
10. Articles of Memorandum of Association/Partnership Deed
11. Company registration Certificate
12. Land Documents
13. Service tax Registration certificate no.
14. State electricity Board /power department power Sanction letter and NOC for Installation of DG set if applicable.
15. Bank Account No. & name
16. Capacity assessment certificate indicating quantum of finished goods Produced per unit consumption of power and diesel (joint Assessment Report by the concerned officers) of MSME Commissioner industries and District industries centre.
17. Factory license No. and Date
18. N.O.C. from local authority (Gram Panchayat, Municipal Corporation etc.)
19. N.O.C. from Mines and Minerals Department if applicable
20. Distance eligibility Certificate for Road/Rail/IWT from competent authority.
21. Is the unit covered in Negative List?

ANNEXURE –IV

Check - list in which the unit will report to the DIC at the time of each claim of subsidy under Freight Subsidy Scheme, 2013

1. Name and address of unit
2. Period of claim
3. Date of receipt of the claim at District industries
& commerce centre.
4. Physical verification report of DI&CC
5. Statement of Raw material purchased
6. Statement showing utilization of Raw-material and finished products manufactured
during the claim period.
7. Statement of finished goods transported to places outside NER/within NER during the
claim period.
8. VAT clearance certificate for the same period
9. VAT payment challan /VAT return
10. Affidavit as per prescribed format that the unit has not claimed subsidy from any other
source.
11. Balance sheet for relevant period showing carriage inward and outward.
12. Power bill and proof of payment for the relevant period
13. CA certificate in respect of raw material & finished goods for the relevant period.
14. N.O.C. from pollution control board for the relevant period
15. Bills and challan for raw material purchased from the supplier for the relevant period.
16. Receipt from transporters for carrying goods (raw-material/finished products)for the
relevant period.
17. Bills and challan consignment note for finished goods dispatched.
18. In case of excisable goods produced by the unit.
 - a) Certificate from Excise Department showing the quantity cleared on quarterly basis.

- b) Excise payment of challan /refund statement showing quantity and value.
19. In case of local sale; detailed address of purchasers with payment receipt details (cash/cheque etc.)C.A. certificate on the body of the statement
 20. In case of purchase of RM from outside NER and from within NER: copy of challan and Consignment note of transporter endorsed to purchaser.
 21. Employment Certificate from competent authority along with list of employees.
 22. Affidavit by the unit certifying registration no.of trucks carrying raw material and finished goods to and from the factory for the relevant period.
 23. Attested copies of RC of vehicles transporting raw material and finished goods to and from the factory and road permit issued by the Transport Department or authentic govt. documents incorporating the truck no.
 24. Has the unit undergone expansion? If so, new capacity assessment certificate to be attached.
 25. Bank statement for payment made to transporters during the period (payment by cheque only)
 26. In case of finished products sold outside NER or within NER:
 - a) Copy of C-form against the consignment sold to the party;
 - b) Photocopy of consignment note acknowledged by the purchasers.
 27. Is there any multiplicity of claim for the same period?
 28. In case of flour mill following documents are to be enclosed:
 - a) Delivery Certificate from railway department if carried by rail
 - b) Agriculture cess payment in case of raw materials transported by road(if applicable)
 - c) Quarterly Sales Tax return covering the claims period authenticated by sales tax department showing quantity and value.
 - d) All railway receipt should be in the same unit of the unit as consignee.
 - e) Raw materials brought from railway station to factory detailed statement and payment should be made by cheque only.
 - f) Certificate relating to PDS quota for each quota (whether received or not received) from appropriate authority.

ANNEXURE –V

**Matrix to be maintained by the Directorate of industries for every unit registered
under Freight Subsidy Scheme, 2013**

Name of the unit: _____

Date of commencement of

Commercial production: _____

Period of claim	YEAR-I				YEAR-II				YEAR-III				YEAR-IV				YEAR-V			
	QUARTER				QUARTER				QUARTER				QUARTER				QUARTER			
Date of receipt in DIC																				
Date of receipt in SLC																				
Claim amount recommended by SLC(Rs.)																				
Remarks																				

ANNEXURE –VI

Check list to be submitted to the SLC, for considering subsidy claims under Freight Subsidy scheme, 2013

1. Name and address of the unit
2. Period of claim
3. Date of receipt of claim at DIC
4. Whether the claim has been submitted within one year from the date of incurring expenditure in the respect of which subsidy is being claimed by the industrial unit.
5. Amount claimed by the unit
6. Amount of claim recommended by the Directorate of industries.
7. Scrutiny of check list, as per ANNEXURE –III of the notification of scheme, completed.
8. Scrutiny of check-list, as per ANNEXURE-IV of the notification of the scheme, completed.
9. Eligibility of 5 year claim period(to be supported) by the matrix, maintained by the Directorate of the industries,as per ANNEXURE-V of the notification of the scheme)
10. The eligibility of the unit for quantum of subsidy being claimed in terms of percentage (i.e.50- 90%)
11. Is the claim sub-judice?
12. The claim has been cross-checked with other Government Agencies such as Excise Department, Sale tax Office, State Transport Authority and Electrical Department.
13. Subsidy not claimed on by products.
14. Subsidy claimed on finished goods/raw materials does not exceed registered capacity of the firm.
15. Claims pertains to manufacturing activity defined under the scheme
16. Case specific checks:
 - a) For wood based unit, all conditions laid down by the Hon'ble Supreme Court fulfilled.
 - b) No claim for transported cleared in respect of own website.
 - c) Transportation of coke breeze not included by cement producing units.

d) Claim by four mills is not in respect of wheat purchased from Food Corporation of India.

17. Claim of subsidy restricted to actual consumption of raw material and not the total raw material produced.

18. Whether all the transaction in respect of cost of transportation, for which claim has been Filled by the industrial unit has been through /Cheque/Demand draft /Bank Transfer only?

19. Remarks(if any)

Copy for information and necessary action to:

- i. All Ministries/Departments of the Government of India and the planning permission.
- ii. Chief secretaries of the States of Arunachal Pradesh, Assam,Himachal Pradesh, Jammu and Kashmir, Manipur, Meghalaya, Mizoram,Nagaland,Tripura, Sikkim,Uttarakhand and West Bengal, Union Territory of Andaman & Nicobar and Lakshadweep.
- iii. Secretary (Industries) of the States of of Arunachal Pradesh, Assam,Himachal Pradesh, Jammu and Kashmir, Manipur, Meghalaya, Mizoram,Nagaland,Tripura, Sikkim,Uttarakhand and West Bengal, Union Territory of Andaman & Nicobar and Lakshadweep.
- iv. The North East Industrial Development Finance Corporation (NEDFC).
- v. The Himachal Pradesh State Industrial and infrastructure Development Corporation Limited (HPSIDC).
- vi. The Jammu and Kashmir Development Finance Corporation Ltd.(JKDFC).
- vii. The State Industrial and Infrastructure Development Corporation of Uttaranchal (SIDCUL).

Copy also to:

- i) Cabinet Secretary
- ii) PMO