

**BY SPEED POST  
MOST IMMEDIATE**

**No.10(3)/2011-DBA-II/NER**

Government of India

Ministry of Commerce & Industry

**Department of Industrial Policy & Promotion**

**Udyog Bhawan, New Delhi - 110 011**

Dated the 12<sup>th</sup> October, 2011

To

1. The Principal Secretary/ Secretary (Industries), Government of Arunachal Pradesh, Assam, Mizoram, Manipur, Meghalaya, Sikkim, Nagaland, Tripura, Himachal Pradesh, Jammu & Kashmir, Andaman & Nicobar, Lakshadweep, Uttaranchal and West Bengal.
2. North Eastern Development Finance Corporation Ltd.(NEDFi), NEDFi House, G.S. Road, Dispur, Guwahati - 781 006 (Assam)
3. Jammu & Kashmir Development Finance Corporation Ltd. (JKDFC), 24-A, II<sup>nd</sup> Extension, Gandhinagar, Jammu- 180004.
4. Himachal Pradesh State Industrial Development Corporation Ltd. (HPSIDC), New Hirmus Bldg., Cart Road, Shimla (HP).
5. State Infrastructure & Industrial Development Corporation (SIDCUL), Govt. of Uttarakhand, 2, New Cantt. Road, Dehradun - 248001 (Uttarakhand).

**Subject: Revised Checklists for Transport Subsidy Scheme (TSS) – Regarding.**

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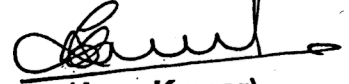
Sir,

I am directed to say that in partial modification of this Department's letter No.10(2)/2006-DBA-II/NER dated 20<sup>th</sup> November, 2009 forwarding therewith two checklists 'A' and 'B' for the purpose of claiming subsidy under Transport Subsidy Scheme (TSS), it has now been decided to issue modified checklists as at Annexure I to IV to be applied as detailed hereunder.

- 2 (i) **Form A** is a **21 point** check-list in which the unit will report to the DIC at the time of first claim only. This Form need not be repeated in subsequent claims;
  - (ii) Subsequent claims will be addressing only **28 points** as per **Form B** (on a need based pattern). Thus, the 49 point checklist to be submitted by the claimant for every claim, is being reduced to 28 points;
  - (iii) Further, a **12 point** check-list (**Form C**) will be submitted by the Commissioner and the FA of Directorate of Industries for every claim which will be submitted as an agenda item for SLC meeting, for exercising necessary checks at SLC Level;
  - (iv) A matrix has been prescribed at **Form D** which will be maintained by the Directorate of Industries for every unit registered under TSS, so as to enable a bird's eye overview in respect of every claim that is put up for consideration to the SLC.
3. Revised checklist (Forms 'A' to 'D') comes into force with immediate effect. Cases already checked in terms of Checklists prescribed vide letter dated 20.11.2009 need not be reopened.
  4. This issues with the approval of Secretary, Department of Industrial Policy & Promotion.

Encl.: as above.

Yours faithfully,



(Arun Kumar)

Under Secretary to the Government of India  
Tel. No.: 2306 3096

*18/10/11*  
*1/11*

DEPARTMENT OF INDUSTRIAL POLICY & PROMOTION  
GOVERNMENT OF INDIA  
UDYOG BHAWAN, NEW DELHI - 110 011

**TRANSPORT SUBSIDY**

( Initial reporting )

S.No.	
1.	Name & address of unit
2.	SSI/IEM registration
3.	Date of physical inspection
4.	Transport subsidy registration certificate
5.	Date of 1 <sup>st</sup> 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 PAN 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 & 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 Distt. Industries Centre.
17.	Factory license No. & date
18.	NOC from local authority (Gram Panchayat, Municipal Corporation etc.)
19.	NoC from Mines & Minerals Department if applicable
20.	Distance eligibility certificate for Road/Rail/IWT from competent authority.
21.	Is the unit covered in negative list?

**CHECKLIST FOR TRANSPORT SUBSIDY**  
(At the time of submission of each claim)

S.No.	
1.	Name & address of unit
2.	Period of claim
3.	Date of receipt of the claim at Distt. 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 relevant 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 the relevant period showing carriage inward and outward
12.	Power bills and proof of payment for the relevant period
13.	CA Certificate in respect of Raw material & Finished Goods for the relevant period
14.	NoC from Pollution Control Board for the relevant period
15.	Bills and challans for raw materials 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 Deptt. Showing the quantity cleared on quarterly basis. b) Excise Payment challan/Refund statement showing quantity & value
19.	In case of local sale; detailed address of purchasers with payment receipt details (cash/cheque etc.) CA 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 Department of Labour 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 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 challan in case of raw materials transported by road (where applicable) c) Quarterly Sales Tax Return covering the claims period authenticated by Sales Tax Deptt. Showing quantity and value d) All Railway receipt should be in the name 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.

**CHECKLIST FOR TRANSPORT SUBSIDY SCHEME AT SLC**

S.No.	Particulars
1.	Name and address of the unit
2.	Scrutiny of Form – A, completed (for first claim)
3.	Scrutiny of Form – B
4.	Eligibility of 5 year claim period as per Form – D
5.	The eligibility of the unit for quantum of subsidy being claimed in terms of percentage (i.e. 50% - 90%)
6.	Is the claim sub-judice?
7.	The claim has been cross-checked with other Govt. agencies such as Excise Deptt., Sales Tax Office, State Transport Authority & Electrical Department.
8.	Subsidy not claimed on 'by-products'
9.	Production does not exceed manufacturing capacity of the firm as per Registration Certificate of DIC
10	Claim pertains to genuine manufacturing activity
11	Case specific checks:- a) for wood based units, all conditions laid down by Hon'ble Supreme Court fulfilled b) no claim for transportation cleared in respect of "own vehicle" c) transportation of coke breeze not included by cement producing units d) claim by four mills is not in respect to wheat purchased from Food Corporation of India.
12	Claim of subsidy restricted to actual consumption of raw material and not the total raw material procured

ANNEXURE

Name of the Unit: \_\_\_\_\_

Form D

MATRIX

Period of claim	Year-I				Year-II				Year-III				Year-IV				Year-V				
	Q-I	Q-II	Q-III	Q-IV	Q-I	Q-II	Q-III	Q-IV	Q-I	Q-II	Q-III	Q-IV	Q-I	Q-II	Q-III	Q-IV	Q-I	Q-II	Q-III	Q-IV	
Date of receipt in DIC																					
Date of receipt in Directorate																					
Recommended for SLC																					
Remarks of SLC																					