

No.10 (4)/2018-NERS
Government of India
Ministry of Commerce & Industry
Department for Promotion of Industry and Internal Trade
NERS Section

Udyog Bhawan, New Delhi
the 11th February, 2019.

To

The Principal Secretary (Industries)
Department of Industries
Government of Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim
and Tripura

Subject: Operational Guidelines and portal guidelines in respect of NEIDS-2017-reg.

Sir/Madam,

I am directed to invite to reference to this Department's Gazette Notification dated 12/4/2018 on North East Industrial Development Scheme,(NEIDS), 2017 and to forward herewith Operational Guidelines and Portal Guidelines in respect of NEIDS,2017.

2. It is requested that wide publicity may be given by the concerned State Governments to the Operational Guidelines.

Yours faithfully,

Encl.: As above


(Yogesh Gupta)
Deputy Secretary
Tel.No.2306 3212

Copy to:

Secretary (industries)/Commissioner (Industries), State Governments of Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura

Copy also to:

1. Director(industries), Directorate of Industries, State Government of Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura.
2. CCA,DIPP
3. Director, IFW, DIPP
4. CMD, NEDFi.
5. FINER, CII, ASSOCHAM, FICCI.

North East Industrial Development Scheme (NEIDS), 2017 - General Operational Guidelines.

These operational guidelines should be read with the NEIDS, 2017 notification dated 12.04.2018 and NEIDS, 2017 Portal Operational guidelines dated 11.02.2019.

1. For claiming Central Capital Investment Incentive for Access to Credit

1.1. Inspection of the unit

- (i) The unit should file online intimation of its readiness to receive field inspection team after it has actually commenced commercial production. All the Central Central Capital Investment Incentive for Access to Credit (CCIIAC) Claims where value of investment in eligible plant and machinery is upto Rs.5.00 crores, shall be inspected by DIC, whereas if investment in eligible plant and machinery is in excess of Rs.5.00 crores, a field visit must be organized by State Govt. comprising one representative each from (i) State Govt. concerned, (ii) the financial Institution which has appraised the unit, (iii) NEDFi, and (iv) in case investment in eligible plant and machinery is above Rs.20.00 crores, Central Government, to be nominated by DPIIT.
- (ii) The functions of the Field Visit Team as applicable shall broadly be as follows:-
 - To verify the physical availability of the Plant and Machinery in respect of which claim has been made by the industrial unit.
 - To ascertain whether the components / items of these plant and machinery in respect of which subsidy claimed by the industrial unit is as per the provisions of the scheme and subsequent clarifications issued from time to time.
 - To invariably consider the Appraisal Report of the Financial Institution (s) of the Industrial Unit along with other relevant documents while assessing the quantum of the value of Plant and Machinery.
 - To suitably explain the deviations (if any) in the value of Plant and Machinery considered eligible for subsidy from the Appraisal

Report. The deviation report shall be submitted as per the format given at Annexure.

- To submit field visit report within 5 working days from the date of completion of field visit of the unit.
 - (iii) Inspection of the unit is mandatory before considering the claims under any incentive components under the scheme, submitted by the unit.
 - (iv) It should be ensured that new units fulfill the conditions stipulated under para 4.5 of the notification dated 12.04.2018.
 - (v) DPIIT reserves the right to conduct the inspection of any unit, irrespective of the financial limit as mentioned above.
- 1.2 The claim application is to be submitted online, latest within one year of commencement of commercial production.
- 1.3 A unit at the time of submission of claim is required to submit details regarding total investment made in the project, installed capacity and calculation of actual / projected Return on Investment (RoI) up to 5 years from the date of commencement of commercial production.

2. For claiming Central Interest Incentive

- 2.1 Each claim is to be submitted for a complete financial year. The first claim / last claim of the unit may be preferred for part of the financial year, depending on the date of commencement of commercial production.
- 2.2 Claim application is to be submitted online within a period of 6 months from the end of concerned financial year for which claim is made.
- 2.3 A unit will be required to submit a certificate cum recommendation of scheduled bank / central or state financial institution clearly indicating a credit limit sanctioned by the bank towards the working capital requirement for the claim period, actual drawl by the unit against the credit limit, total interest charged by the bank on working capital utilization, rate of interest charged by the bank and the marginal cost of fund based lending rates of the lending institution. Lending

financial institution will also have to certify that all draws against the credit limit have been utilized for the purpose for which it was sanctioned and that there has been no diversion of funds and / or siphoning of funds by the industrial unit.

3. For claiming Central Comprehensive Insurance Incentive

- 3.1 Each claim is to be submitted for a complete financial year. The first claim / last claim of the unit may be preferred part of the financial year, depending on the date of commencement of commercial production.
- 3.2 Claim application is to be submitted within a period of 6 months, from the end of concerned financial year for which claim is made.
- 3.3 A claimant unit will be required to furnish details of building, plant and machinery insured.

4. For claiming Transport Incentive

- 4.1 Claim is to be submitted on quarterly basis. The first claim / last claim of the unit may be preferred for part of quarter, depending on the date of commencement of commercial production.
- 4.2 Claim application is to be submitted within a period of 6 months from the end of concerned quarter for which claim is made.

5. For claiming Income Tax (IT) Reimbursement

- 5.1 For claims of Central Share of Income tax, applicant unit will be required to file its claim online within 6 months from the end of the month in which its income tax return was processed u/s 143(1) of Income Tax Act, 1961.
- 5.2 For filing the IT Reimbursement claim, it is mandatory to give copy of the order passed u/s 143(1) of Income Tax Act, 1961 along with amount of claim with reference to concerned unit, which will be taken into account for deciding the claim.

- 5.3 The amount of Central Share of Income Tax reimbursed* shall be 58% of the Income Tax paid with respect to the concerned unit.

*Note: This percentage of reimbursement shall be changed as per the recommendation of Finance Commission from time to time.

6. For claiming Goods and Services Tax (GST) Reimbursement

- 6.1 GST reimbursement on finished goods is applicable only on the Central share of the net GST paid, other than the amount of Tax paid by utilization of Input Tax credit under the Input Tax Credit Rules, 2017.

- 6.2 The amount of GST reimbursed* shall be a sum total of:

(a) 58% of the Central tax paid through debit in the cash ledger account maintained by the unit in terms of sub-section(1) of section 49 of the Central Goods and Services Act, 2017 after utilization of the Input tax credit of the Central Tax and Integrated Tax.

(b) 29% of the integrated tax paid through debit in cash ledger account maintained by the unit in terms of section 20 of the Integrated Goods and Services Act, 2017 after utilization of the Input tax credit Tax of the Central Tax and Integrated Tax.

(c) Provided where inputs are procured from a registered person operating under the Composition Scheme under section 10 of the Central Goods and Services Act, 2017, the amount i.e., sum total of (a) & (b) above shall be reduced by the same percentage value of inputs procured under Composition scheme out of total value of inputs procured.

*Note: This percentage of reimbursement shall be changed as per the recommendation of Finance Commission from time to time.

- 6.3 Claim can be made within 6 month from the end of the relevant quarter for which the return (s) were submitted under the relevant Goods and Services Tax Act, 2017, subject to submission of relevant documents. The procedure to

be adopted for calculation and approval of claims shall be similar to that adopted for GST reimbursement by CBIC under other schemes.

7. For claiming Employment Incentive

7.1 Scope of Pradhan Mantri Rojgar Protsahan Yojana (PMRPY) has been enhanced from 1st April, 2018 and the Government of India is paying full Employer's Contribution of 12% (towards EPS and EPF both) for all the sectors through Employees' Provident Fund Organization (EPFO) for a period of 3 years to the new Employees and to the existing beneficiaries for their remaining period of 3 years through EPFO. The terminal date of date for registration of beneficiary through the establishment is 31st March, 2019.

7.2 Since PMRPY is already giving the benefits upto 31st March, 2019, the claimant unit may register itself on the portal provided by PMRPY for availing the Employment Incentive.

8. Authority to approve claims

8.1 All claims pertaining to Central Capital Investment Incentive for Access to Credit (CCIIAC), where investment in eligible Plant and machinery is upto Rs.20.00 crores, will be approved by State Level Committee (SLC). State Level Committee (SLC) shall be setup by the concerned State Government consisting of representative from State Industries Department, State Directorate of Industries, State Finance Department, NEDFi and the financial institution concerned (if the industrial unit is being assisted by a financial institution). SLC shall go into details of each case to decide whether the unit qualifies for grant of incentive and also about the quantum of incentive.

8.2 All claims of Central Capital Investment Incentive for Access to Credit (CCIIAC), where investment in eligible plant and machinery is more than Rs.20.00 crores, will be done by the Empowered Committee.

8.3 For all other claims pertaining to Interest Incentive, Insurance Incentive, Transport Incentive, annual / quarterly claims upto Rs.20 lakhs will be approved

by DLC and claims in excess of Rs.20 lakhs will be approved by SLC. The income tax and GST related claims will be approved by DPIIT in consultation with CBDT / CBIC.

9. Other provisions

- 9.1 Central Capital Investment Incentive for Access to Credit (CCIIAC) should mandatorily be approved by the appropriate authority (as per the limits mentioned above) before getting benefits under the rest of the six components of the scheme.
- 9.2 No interest on account of delay in payment of any incentive can be claimed by the unit. The beneficiary unit has to furnish an undertaking to abide by this term.
- 9.3 A claimant unit will be required to furnish proof of payment made through Electronic mode / cheque / DD in respect of claim preferred by them. No claims involving cash payment will be entertained.
- 9.4 Time limit for filling of the claims for availing benefits under scheme is as mentioned above for respective incentives, or within one year of the grant of registration, whichever is later.

NORTH EAST INDUSTRIAL DEVELOPMENT SCHEME (NEIDS), 2017- PORTAL OPERATIONAL GUIDELINES.

General Guidelines:

1. The North East Industrial Development Scheme (NEIDS), 2017 for North East Region States can be accessed from Department for Promotion of Industry & Internal Trade (DPIIT) homepage – www.dipp.gov.in
2. Click on “Login” for existing users – applicants/District Industries Centre (DIC) officials/State Nodal Officer (SNO)/ Empowered Committee (EC) members.
3. Click on “Sign Up” for new users.
4. Enter the One Time Password (OTP) received on your registered mobile number (submitted on the DPIIT portal while signing up). Due to constant change in IDs, the service of OTP on email addresses has been annulled for now.
5. Once an application is “Verified” by the DIC/SNO/EC, it is reflected on the dashboard of the applicant upon logging in. Similarly, once an application is sent back “Seeking Clarification”, the section of the form is marked in red and is visible to the applicant. He may rectify the same form and submit it again on the portal.
6. All the comments mentioned against each section written by DICs/SNOs/EC members are visible to the applicant once he logs in to his dashboard on the portal.
7. For any queries regarding registration of units on the portal, mail may be sent on neids-dipp@gov.in for 8 States of North Eastern Region.

For District Industries Centre (DIC) Officials:

1. Log in with your registered email ID and mobile number (list shared by DIC of respective states). In case the official has been changed, kindly share the details with DPIIT on a letter head.

2. Enter the OTP (One time Password) received on your registered mobile number.

3. The registered DIC can view the dashboard including the applications received from the units from the district.

4. Click on Application number to view the detailed application.

5. While checking the filled out application form:

- a. Each section on the application form has a button with "Verified" and "Seek Clarification" options.
- b. The DIC may check the details entered by the applicant and verify or seek any clarification by selecting "seek clarification" option.
- c. The remarks column is present against every section to enter more details that may be needed to be communicated to the applicant.

6. Verification and Seek Clarification:

a) If the DIC selects "Verified", the section turns green in color indicating that details have been checked and verified by DIC.

b) If DIC selects "Seek Clarification", the section turns red in color indicating the area which is unclear to the officer. When the applicant logs in to check his application status, he gets to know what part has been red flagged by the officer, and may rectify it/upload supporting documents and submit the application again.

7. Scheduling a Plant Visit:

i) In case the unit has already started its commercial production, then DIC concerned shall physically verify the unit before forwarding the application to SNO.

- ii) The DIC official is expected to schedule a plant visit within 3 working days of receipt of application.
8. It is mandatory for the DIC to check the supporting documents submitted by the unit by clicking on the second tab of the application form called "Documents". Against each document, is an option to "verify" or send it back to further "seek clarification".
9. Details of the land should be verified from the public land records and other available documents.
10. Once the site visit has been conducted and after examination of necessary documents, the DIC may "Recommend" the application further to the State Nodal Officer or "Not Recommend" giving reasons or seek further clarifications.
11. Click on "Submit" to finally clear the application from DIC level.

For State Nodal Officers (SNO) :

1. Log in with your registered email ID and mobile number. In case the official has been changed, kindly share the details with DPIIT on a letter head.
2. The SNO also holds the access to creating more district users from his dashboard by clicking on the "Create User" option on right hand corner of the taskbar.
3. Enter the OTP (One time Password) received on your registered mobile number
4. The registered SNOs can view the dashboard with applications received from the units from the districts of their respective states.
5. Click on Application number to view the detailed application form.
6. Each section on the application form shows comments sent by DICs against every checked section.

7. To view the submitted supporting documents from the “Documents” tab and check comments sent by DIC against each document.

8. Recommend/Not Recommend/Seek Clarification:

i) Select the “Recommend” button at the end of the form to recommend the application to the EC level

ii) If the application needs further information/clarification, the SNO may select the “Seek Clarification” button and add remarks in the space provided. It is reflected on the dashboard of the DIC and of the Applicant. The Applicant can login to upload the required document/ rectify the errors and re-submit the form again. This revert in application is viewable by the DIC and applicant both, while the clarification is being sought from the Applicant.

iii) The SNO may select the “Not Recommended” button if the application does not adhere to the notification guidelines.

9. Click on “Submit to DPIIT” to clear the application from SNO level

For Empowered Committee (EC):

1. Log in to the portal with the IDs and passwords given to each member of the Empowered Committee by DPIIT
2. Select the application number to view the application details.
3. The documents submitted can be downloaded and viewed.
4. The remarks submitted by Industries Commissioner and DIC are viewed on the form, along with the information on whether the plant site was conducted or not.
5. To view the detailed application form, click on “View Details” button. The entire application form is visible.
6. At the end of the form, the EC member may add his remarks and submit the form to discuss it in the next Empowered Committee meeting.

7. The EC can refer the application back to the State/Applicant for seeking further clarification by clicking on the "Seek Clarification" button. If any clarification is sought from the Applicant, the concerned application is viewable on the dashboards of the concerned DICs and SNOs as well.

Detailed list of users registered on NEIDS, 2017 portal:

1. DICs - list shared by respective DIC from each state.
2. SNOs – list shared by respective DIC from each state.
3. Empowered Committee :

a) Secretary, DPIIT	Chairperson
b) SS & FA, DPIIT	Member
c) Joint Secretary, DPIIT	Member
d) State Government	Member
e) Department of Expenditure	Member
f) NITI Aayog	Member
g) Administrative Ministry	Member
h) Administrative Wing	Member