

GOVERNMENT OF ODISHA  
MSME DEPARTMENT

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**NOTIFICATION**

No. I-MSME(OFP-2016)-07/2017(Pt.) 594 /MSME, Bhubaneswar, the 31<sup>st</sup> January, 2017

Subject: OPERATIONAL GUIDELINES FOR SANCTION & DISBURSEMENT OF CAPITAL INVESTMENT SUBSIDY ON PLANT AND MACHINERY FOR FOOD PROCESSING ENTERPRISES/ANCHOR INDUSTRY UNDER ODISHA FOOD PROCESSING POLICY, 2016 (OFP-2016)

(See Para 7.1 of OFP-2016)

**1. Short Title:** - Operational Guidelines for Sanction & Disbursement of Capital Investment Subsidy on Plant and Machinery to Food Processing Enterprise, Anchor Industry under Odisha Food Processing Policy, 2016 (OFP-2016)

**2. Extent:** -It shall extend to the whole of the State of Odisha.

**3. Commencement:** - It shall come into force from the "Effective Date" of Odisha Food Processing Policy, 2016 i.e. 24.11.2016 until the applicability of IPR, 2015.

**4. Policy Provisions-**

"New and existing food processing enterprises undertaking Expansion / Modernisation / Diversification shall be eligible for CIS in the following manner":

Sl. No.	Category	Quantum	Maximum Limit
i.	General Food Processing Enterprise	@25% of capital investment made in Plant & Machinery	Up to Rs.2.00 crore
ii.	SC, ST, Women Enterprise & Enterprise set up in Industrially Backward Districts including KBK	@33% of capital investment made in Plant & Machinery	Up to Rs.3.00 crore
iii.	Anchor Industry	@ 25% of capital investment made in Plant & Machinery	Up to Rs.5.00 crore

**Note:** For the Enterprises set up by SC / ST / Women their stake in equity participation / shareholding shall be 51% or more individually or jointly.

**5. Terms and Expressions:** Terms and expressions used in this operational guideline, but not specifically defined / explained here, shall have the same meaning as in

**6. Eligibility:** - Enterprises undertaking food processing activity including large Industries of food processing sector satisfying definition and falling under -

- 6.1 New 'Enterprise' (including Large Industries) as defined in Para-10.2-General Provisions to be read with Para-11 (iv) of OFPP-2016.
- 6.2 Existing Enterprise undergone Expansion / Modernisation / Diversification (EMD) as defined in Para-11 (v) of OFPP-2016.
- 6.3 'Anchor Industry' as per Para-11 (i) of OFPP-2016
- 6.4 The date of 1<sup>st</sup> Fixed Capital Investment (FCI) for new enterprises should be on or, after the effective date of this policy. In case of enterprises undergone EMD, the date of 1<sup>st</sup> FCI should be after the effective date of this policy.
- 6.5 The new enterprises must commence production within three years for MSME category of units and within five years for Large Industrial units from date of 1<sup>st</sup> FCI.
- 6.6 The existing enterprises undergone EMD must commence production (post EMD) within three years for MSME category of units and within five years for Large Industrial units from date of 1<sup>st</sup> FCI (made towards EMD).
- 6.7 Incentives as envisaged in this policy shall not be applicable to an enterprise if the similar incentives are availed under any other policies of State Government or Government of India.
- 6.8 The applicable incentive shall not be sanctioned & disbursed if the enterprise is found closed / has gone out of production. In such a case, it may be deferred and will be released on satisfactory resumption of production.
- 6.9 All enterprises (except Micro units) should have availed loan from banks / financial institutions to a minimum extent of 10% of cost of plant & machinery.
- 6.10 All enterprises which have availed loan shall be required to get their projects appraised and or approved by the Financial Institutions / Bank(s). Micro Enterprises set up without financial assistance from Financial Institutions / Bank(s) will be required to get their projects approved by the R.I.C / D. I. C concerned.
- 6.11 The eligible New Micro and Small Enterprises shall furnish a VAT clearance Certificate till notification of GST. Post Notification of GST, it may be suitably revised / changed.

**7. Determination of date of 1<sup>st</sup> Fixed Capital investment:**

- 7.1 The date of acknowledgement of Entrepreneurship Identification Number (EIN) shall be on or after the effective date (Dt.24.11.2016) viz. date of Notification of Odisha Food Processing Policy-2016.
- 7.2 In case of own or ancestral land / land & building, the date of acknowledgement of Entrepreneurship Identification Number (EIN) shall be the date of first investment.
- 7.3 In case, land has been purchased after acknowledgement of Entrepreneurship

Identification Number (EIN) and capital investment has been made on building, plant & machineries and balancing equipment subsequently, actual date of purchase of land as per registered Sale Deed will be taken as date of first investment.

- 7.4** In case of lease hold of IDCO land / IDCO land & shed / IDCO building, the date of payment of money towards cost of such IDCO land / IDCO land & shed / IDCO building shall be the date of first investment provided plant & machineries and balancing equipment are acquired later on. (Generally, allocation of IDCO land / IDCO land & shed / IDCO building is made after acknowledgement of EIN).
- 7.5** In case, where plant & machineries and balancing equipment are acquired after acknowledgement of EIN and before making payment of money towards cost of such IDCO land / IDCO land & shed / IDCO building, the first date of purchase of plant & machineries / balancing equipment which happens first shall be the date of first investment.
- 7.6** In case of private lease-hold land / private lease-hold land & building, where investment for construction of building & civil works / acquisition of plant & machinery and balancing equipment is made after acknowledgement of EIN, the first date of investment towards construction of building & civil works / acquisition of plant & machinery / balancing equipment which is made first, shall be the date of first investment.(If 1<sup>st</sup> date of investment is considered against investment made in construction of building & civil works, the expenditure incurred towards purchase of building material should exceeds 10 % of cost envisaged for building & civil works in DPR, the date of attainment such expenditure shall be treated as date of first investment)
- 7.7** In case of Enterprise who made new investment after the effective date (Dt.24.11.2016) of the Odisha Food Processing Policy-2016 on the existing land towards building and plant & machinery, the date of acknowledgement of Entrepreneurship Identification Number (EIN) shall be the date of first investment
- 7.8** In case of existing enterprise undergone EMD, the date of 1st FCI shall be determined based on the date of investment in Land (only in case of new land by virtue of Purchase of Land / Execution of Registered lease deed) / Plant & Machinery / Balancing Equipment whichever is earlier.
- 7.9** Balancing Equipment generally means equipment required for de-bottlenecking the production process. The list of items considered as Balancing Equipment is at Annexure-D(1).

## **8 Determination of date of production:**

The date of production for availing of this incentive (CIS) shall be determined by the General Manager RIC/ DIC for Micro, Small & Medium Enterprises and Director of Industries, Odisha in case of Large Industrial Unit basing on the totality of documentary evidence as recorded in the Entrepreneurs' Memorandum (Part-II) / Production Certificate or, such other certificate as may be introduced by the Government in lieu of Production Certificate.

## **9 Time frame for filing application:**

Eligible enterprise shall file its claim in the prescribed Application Form, within one year from the date of starting production / within one year from the date of notification of this Operational guidelines, whichever is later. Application received after the due date/ incomplete in any respect shall be liable to be summarily rejected.

## **10. Constitution and Powers of State Level Committees :** The following State Level Committees are constituted for smooth implementation of the Policy provisions:

### **10.1 State Directorate Level Committee (SDLC):**

The State Directorate Level Committee comprises of the following members :

- |                                               |                   |
|-----------------------------------------------|-------------------|
| i. Director of Industries, Odisha             | - Chairman        |
| ii. Additional / Joint Director of Industries | - Member Convener |
| iii. Concerned GM, RIC / DIC                  | - Member          |

The SDLC will scrutinize and process all the applications received under OFPP-2016, accord approval of incentives upto Rs.25.00 lakhs, and to recommend all cases involving incentives exceeding Rs.25.00 lakhs to Sub-SLEC / SLEC for consideration.

### **10.2 Sub-Committee of State Level Empowered Committee (Sub-SLEC):**

- |                                                              |                 |
|--------------------------------------------------------------|-----------------|
| i. Principal Secretary to Govt., MSME Department             | - Chairman      |
| ii. Principal Secretary to Govt. Finance Department          | - Member        |
| iii. Additional Secretary to Govt., MSME Department          | - Member        |
| iv. Director of Industries, Odisha                           | - Member        |
| v. Addl. Director of Industries/ Jt. Director of Industries- | Member-Convener |

The Sub-SLEC will consider and accord approval of incentives exceeding Rs.25.00 lakhs and upto Rs.1 crore in respect of all incentive proposals recommended by SDLC under this policy.



### 10.3 State Level Empowered Committee (SLEC) :

- |                                                     |                   |
|-----------------------------------------------------|-------------------|
| i. Chief Secretary, Odisha                          | - Chairman        |
| ii. Principal Secretary to Govt. Finance Department | - Member          |
| iii. Principal Secretary to Govt., MSME Department  | - Member          |
| iv. Director of Industries, Odisha                  | - Member-Convener |

The SLEC shall determine and accord approval of incentives exceeding Rs.1.00 crore in respect of all incentive proposals recommended by SDLC under this policy. The SLEC will also review the progress made and decide on mid-term correction, if any.

**10.4 Meetings of the Committee:** The above State Level Committees may meet monthly or as per requirement.

### 11. Assessment of eligible cost of Plant & Machinery:

- 11.1** Plant & Machinery means eligible cost of Plant & Machinery / Equipment related to production or, processing acquired till the date of commencement of production. The value of Plant & Machinery acquired after the date of commencement of production shall not be taken into consideration for computation / assessment of CIS.
- 11.2** The cost of second-hand plant & machinery acquired shall not be considered for computation of capital investment subsidy.
- 11.3** The detailed valuation of plant & machinery shall be made in the proforma prescribed at Annexure-'D'.
- 11.4** The list of ineligible items under Plant & Machinery is cited in Annexure D(2) which shall be **excluded**.
- 11.5** The claim for CIS against new plant & machinery shall be supported with Bills & vouchers. Where the new plant & machinery have been procured from the Supplier(s) of outside the State, such Bills & vouchers checked / verified by the Commercial Tax authority only shall be taken in to consideration (as amended on introduction of GST). The view / opinion of Commercial Tax authority may be taken into account, if felt necessary.
- 11.6** In case, the cost of plant & machinery acquired exceeds the schematic provisions (as in approved DPR), the reasons for the excess investment should be explained by the enterprise and while recommending the proposal, the RIC / DIC shall also furnish justification thereof.
- 11.7** The cost of land, building, balancing equipment, electrification including, wiring, installation of cables, bus bar, electrical panels (not mounted on individual machines), circuit breakers etc., installation & erection and fixed assets of

permanent nature including the amount invested on purchase of goods carriers utilized for transport of raw materials and marketing of the finished products etc shall not be considered towards computation of Capital Investment Subsidy. But the enterprise shall fulfil the following conditions:

**11.7.1** Land / land & building / building / shed shall be in the name of enterprise / Company **represented through** its proprietor / partner(s) / Director (s) / shareholder (s) / Member (s). If ROR of the land is in joint possession and no clear-cut title deed is established in the name of the promoter, the said land may be leased out vide registered lease deed in favour of the enterprise for a minimum period of **ten** years.

**11.7.2** A certificate should be furnished by the General Manager, RIC / DIC that the land except lease-hold on which the enterprise is established, belongs to the Promoter / firm / Company and that the Promoter / firm / Company is the absolute owner of the land.

**11.7.3** The building & civil works shall be accompanied with Plan layout, wherever applicable.

**11.7.4** Registered Office of the enterprise / firm shall be in Odisha. Enterprises / firms / company whose Registered Office were outside the State before starting an enterprise in Odisha, in such cases the Enterprise / firm may be allowed to retain their Registered Office outside the State subject to following conditions:

**11.7.4.1** Enterprises / firms / company should give an undertaking that they would continue to retain their purchase office within the State of Odisha and would give consideration and concession facilities to local units on merit in their purchase.

**11.7.4.2** Undertake to give due consideration to local persons for employment.

**11.7.4.3** Enterprises / firms / company should agree that they would be subject to the jurisdiction of competent Courts within Odisha in the matter of recovery and labour related matters.

## **12. Procedure:**

**12.1** New Enterprises / Anchor Industries and existing Enterprises which have undergone EMD and which consider themselves as eligible under this policy, shall submit application in the prescribed form appended to this operational guideline at Annexure 'A' along with undertaking in Annexure A(1), copies of all relevant documents as mentioned in the Checklist at Annexure 'B'. Application shall be submitted to the

concerned General Manager, RIC/DIC in duplicate.

- 12.2** On receipt of application with copies of relevant documents, the acknowledgement as prescribed at Annexure-'C' shall be issued to the applicant duly signed by the General Manager, RIC /DIC/ their authorized officer on the day of receipt.
- 12.3** The applications shall be examined and scrutinized by the concerned RIC / DIC, who shall determine the date of first fixed capital investment, entitlement for assistance. After scrutiny and examination, correction, if any required on the application form, shall be made under the signature of General Manager, RIC /DIC their authorized officer along with signature of the applicant.
- 12.4** The GM, RIC / DIC shall forward the application alongwith documents to Director of Industries, Odisha within 15 days from the date of receipt of complete application.
- 12.5** The Director of Industries, Odisha, on receipt of CIS application from GM, RIC / DIC may further examine the application. The enterprise will be jointly inspected by a team comprising of Addl. Director /Joint Director of Industries, GM, RIC/DIC, Branch Manager of financing bank and concerned Tahasildar. This process shall be completed within 15 days from the date of receipt of complete proposal.

### **13. APPROVAL & SANCTION:**

- 13.1** The proposal will be placed in State Directorate Level Committee (SDLC) alongwith the Joint Inspection Report for approval of sanction if the CIS amount involved is upto Rs.25.00 lakhs. In case the CIS amount exceeds Rs.25.00 lakhs, the SDLC shall recommend such cases to either Sub-SLEC or, SLEC depending on the CIS amount alongwith the Joint Inspection Report of the inspecting team. This process shall be completed within 30 days.
- 13.2** Upon approval by appropriate committee, the Director of Industries, Odisha will issue sanction order as in Annexure-'E' in favour of the unit under intimation to concerned GM, RIC / DIC within 7 days from the date of approval.
- 13.3** The enterprise on receipt of sanction letter shall be required to execute Agreement with DIC/ RIC/ DI/ as per Appendix-'A' and submit advance money receipt in Annexure- E(1).
- 13.4** In case of rejection by any of the State Level Committees, the same will be communicated by DI to DIC/ RIC to the concerned enterprises in the format prescribed at Annexure-'F'.

**14. Disbursement of CIS:**

- 14.1** On receipt of the sanction order, the GM, RIC / DIC shall further complete the process of signing agreement in the prescribed format as at Appendix-A, advance Money Receipt in triplicate and any other documents as may be required.
- 14.2** The disbursement of sanctioned amount for such proposals shall be made by the General Manager, RIC / DIC within 03 days of compliance by the applicant cited in the sanction order. The CIS shall be released through financing institution / bank from which it has availed the term loan subject to availability of funds under the policy. In case of self-financed units the subsidy amount can be disbursed directly to the unit.
- 14.3** Disbursement of CIS shall not be made, if the unit is found closed. It may be deferred and effected on satisfactory resumption of production.
- 14.4** The GM, RIC / DIC is required to submit Utilization Certificate in OGFR Form Annexure-VI to the Director of Industries within 15 days after disbursement of CIS in favour of the enterprise.

**15. Maintenance of Records:**

The receipt / forwarding / sanction / rejection / disbursement of Subsidy on Plant & Machinery shall be monitored both electronically & manually at DIC /RIC/Directorate of Industries level.

**16. Funds & Audit:**

**Funds:** The Directorate of Industries, Odisha in consultation with DICs/ RICs will estimate the requirement of funds and furnish the requirement to the MSME Department by 30th November for budget provision every year. The State Govt. in MSME Department will provide funds to Directorate of Industries, Odisha, who shall in turn place the funds to the extent necessary with RIC / DICs. The GM, RIC / DIC shall be the Disbursing Agency for CIS. The Disbursing Agency will maintain regular accounts for each case & shall be accountable to the Audit and the State Govt. Directorate of Industries will furnish the utilization certificate in OGFR-Annexure VI along with the list of beneficiaries disbursed with assistance at the end of each financial year.

**Audit:** The accounts maintained by the DI, Odisha / RICs / DICs shall be audited by the Finance Department / AG, Odisha.

**17. Recovery of Subsidy on Plant & Machinery:** Capital Investment Subsidy received by enterprise shall be recoverable under the provision of OPDR Act as arrears of land revenue on violation of Policy provisions, terms & conditions of Operational



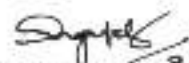
Guidelines & Agreement.

**18. Miscellaneous:**

- 18.1** Application for condonation of delay in implementation of projects due to force majeure (like natural calamities) only shall be dealt on case to case basis. The General Manager, RIC / DIC shall examine such case(s) and forward the application made by the entrepreneur with justification to the Director of Industries, Odisha, who shall examine and recommend the same to MSME Department for placement of the same to the Empowered Committee to be constituted under the Chairmanship of the Principal Secretary to Government, MSME Department for consideration.
- 18.2** RIC / DIC / Bank / FI may inspect the enterprise once a year individually / jointly.
- 18.3** Administration of CIS in the contingencies like shifting of enterprise within the State, change of ownership etc. within the period of this incentive shall be governed as per the terms & conditions stipulated in the Agreement.
- 18.4** The Enterprise shall furnish its audited financial statements and other periodical statements of each financial year to the DIC/ RIC / DI during the period of incentives.
- 18.5** Any change in facts or circumstances affecting the eligibility of the unit shall be intimated immediately to the DIC /RIC/ Directorate of Industries, Odisha by the unit.
- 19.** Where any doubt arises regarding implementation of these rules, the same shall be referred to Government of Odisha in the MSME Department whose decision shall be final and binding on all the parties.
- 20.** Time limit prescribed in this guideline is of working days from date of receipt by the concerned authority only.

This operational guideline has been concurred in by Finance Department vide their UOR No. 12-ES-II /Dated: 21.01.2017.


By Order of Governor

  
(L.N.Gupta) 21.1.17

Principal Secretary to Government

Memo No. I-MSME(OFP-2016)-07/2017(Pt.) 595 /MSME Dated 31-01-2017

Copy forwarded to All Departments/ All Heads of Departments/ Director of Industries, Odisha / All PSUs/ All Revenue Divisional Commissioners/ All Collectors/ All RICs/ All DICs/ Head, State Portal Group, IT Centre, Secretariat, Bhubaneswar/ All Sections of MSME Department/ Guard File (5 copies) for information and necessary action.

  
Additional Secretary to Government

**Annexure- A**

**APPLICATION FOR AVAILING CAPITAL INVESTMENT SUBSIDY BY FOOD PROCESSING ENTERPRISE / ANCHOR INDUSTRY UNDER OFPP-2016**

**Applications received after due date / incomplete in any respect shall be liable for rejection**

(See Para 7.1 of OFPP-2016)

(Strike out whichever is not applicable)

From:

M/s \_\_\_\_\_

At \_\_\_\_\_

PO \_\_\_\_\_

Sub-Division \_\_\_\_\_

Dist. \_\_\_\_\_

{Location of the Enterprise}

Contact No(s): \_\_\_\_\_

Email Id : \_\_\_\_\_

To

The General Manager,  
Regional Industries Centre /District Industries Centre,  
\_\_\_\_\_

Sub: Application for Capital Investment Subsidy (CIS) for setting up Food Processing Enterprise / Anchor Industry under the provisions of Odisha Food Processing Policy- 2016.

Sir / Madam,

In accordance with the provisions laid down in Odisha Food Processing Policy-2016, its operational guidelines notified by MSME Department, Government of Odisha, the Application for sanction and disbursement of Capital Investment Subsidy on Plant & Machinery @ 25% / 33% is submitted with following particulars:

1.	a. Category of the Unit : Micro / Small /Medium Enterprises/ Large Industrial Unit	:	
	b. Anchor Industry	:	
	c. SC /ST /Women enterprise	:	
2.	New / EMD	:	
3.	Address of Registered office	:	
4.	Type of organization like Govt. institution / organization, Industry Association, Individual Entrepreneur, Partnership firm, Company, etc.	:	

5.	Name of Proprietor / Managing Partner / Managing Director / Authorized Signatory	:	
6.	EM-I/EIN / IEM / I L No. and date	:	
7.	EM Part-II / Production Certificate No. & Date	:	
8.	Items of manufacture / activity with installed capacity	:	Item    Quantity    Value
		(i)	
		(ii)	
9.	Employment generated: i. Direct ii. Indirect Out of which : SC :                      ST : Women :                Min. Community:	:	
10.	Name of the Financer, with IFS code & MICR No. in case of financed enterprise	:	
11.	Amount of loan sanctioned with date	:	
12.	Term Loan A/c No, e-mail Id of bank (Mention Bank A/c of Enterprise in case Term loan is recovered or Self-financed)	:	
13.	Date of first fixed capital investment i.e. investment in land / building/ Plant & machinery and balancing equipment (specify the investment)	:	
14.	Date of starting production as per EM Part-II / Production Certificate	:	
15.	Whether Production has commenced within three years from the 1 <sup>st</sup> date of FCI, if no, whether project implementation delay has been condoned by Empowered Committee.	:	
16.	Details of fixed capital investment in Plant & Machinery (Rs. in lakhs):		
	Sl	As per scheme approved by Financial Institution / DIC	Actual expenditure incurred
			Justification of excess investment, if any
17.	Validity of Consent to operate / Authorisation granted by State Pollution Control Board,		
18.	Validity of VAT Clearance (Post Notification of GST, it may be suitably revised / changed)		
19.	Amount of CIS claimed (Rs)		
20.	Have applied for /availed CIS from any source, if so furnish the details.		

I, Sri \_\_\_\_\_ S/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.

Date-  
Place-

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



**SELF-UNDERTAKING**

(on non-judicial stamp paper of not less than rs.10/-)

(Strike out whichever is not applicable)

From

M/s. \_\_\_\_\_

At/PO \_\_\_\_\_

Dist. \_\_\_\_\_

- i) I / We hereby undertake that claim for Capital Investment Subsidy on Plant and Machinery under Odisha Food Processing Policy, 2016 is for Rs. \_\_\_\_\_ (in words).
- ii) I / We shall abide by the terms and conditions prescribed under the provisions of Odisha Food processing Policy, 2016 and its operational guidelines.
- iii) I / We shall repay / surrender the Capital Investment Subsidy on Plant & Machinery or any part thereof with penal interest as decided by the authority;
- (a) If the information stated in the application & supporting documents is found to be false/ incorrect / misleading or mis-represented and there has been suppression of facts / materials or if found to have been disbursed in excess of the amount actually admissible for whatsoever reason.
- (b) If the enterprise goes out of production for a period exceeding six months at a time for any reasons other than labour troubles, want of electric power or for the reason which is beyond the control of entrepreneur / management during the period of incentives.
- iv) This enterprise has not applied / availed CIS on Plant & Machinery in any manner under any other scheme of the State Govt. or the Central Govt. or any Financial Institution(s).

I / we shall furnish its audited financial statements and other periodical statements of each financial year to the RIC / DIC /Directorate of Industries, Odisha during the period of incentives.

Signature of the Proprietor / Managing Partner /  
Managing Director / Authorised Signatory of

M/s. \_\_\_\_\_

Date-

**CHECK LIST**

(See para 7.1 of OFPP-2016)

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

Sl. No.	Documents
1.	Entrepreneurs' Memorandum Part-I / Entrepreneurs' Identification Number (EIN) / Industrial Entrepreneurs' Memorandum
2.	Entrepreneurs' Memorandum Part-II / Production Certificate duly issued by GM, RIC/ DIC / DI, Odisha
3.	Power of Attorney / Board Resolution / Society Resolution, as applicable, while signing as Partner / Managing Director / Authorized person.
4.	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.
5.	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
6.	Detailed project report duly approved by Bank / Financing Institution in case of financed enterprise / by GM, RIC/ DIC in case of self-financed enterprise with process flow diagram.
7.	Document in support of date of first investment in fixed capital of enterprise i.e. Land/ Building / Plant & Machinery /Balancing Equipment
8.	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
9.	Copies of Invoices/ receipts duly self-certified by the promoter / authorised signatory
10.	Consent to operate / Authorization issued by State Pollution Control Board, Odisha except for White Category
11.	VAT clearance Certificate ( May be changed accordingly on introduction of GST)
12.	Request for condonation of implementation delay with justification, if applicable.
13.	Declaration by firms whose Registered Office is outside the State.
14.	Document in support of land / land & building / building / shed over which the enterprise is established is in the name of enterprise / Company represented through its proprietor / partner(s) / Director (s) / share-holder (s) / Member (s).
15.	Registered lease deed in favour of the enterprise for a minimum period of ten years if the land / land & building is lease-hold.
16.	Approved Plan for building from the competent authority, wherever applicable.
17.	Certificate from GM, RIC/ DIC that the unit is set up on same land for which land document has been submitted.
18.	Food License under FSSAI Act
19.	Undertaking in Annexure-A(1)
20.	Permission / clearance from Local Authority / Body

OFFICE OF THE GENERAL MANAGER, RIC / DIC, \_\_\_\_\_

Letter No. \_\_\_\_\_ / Date \_\_\_\_\_

Acknowledgement(To be issued by authorized officer / General Manager, RIC / DIC on the day  
of receipt)

(Strike out whichever is not applicable)

To

Sri \_\_\_\_\_  
M/s.

Received the application for "Capital Investment Subsidy (CIS) for  
setting up Food Processing Enterprise / Anchor Industry" under the provisions  
of Odisha Food Processing Policy- 2016 and its operational guidelines along  
with documents mentioned below from M/s

At/PO: \_\_\_\_\_

Dist. \_\_\_\_\_ on dt. \_\_\_\_\_ through post / person.

List of documents

- 1
- 2

Signature of authorized officer / General Manager,  
RIC/ DIC  
with seal & date





LIST OF BALANCING EQUIPMENT

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The investment made on the following items will be considered as Balancing Equipment for the purpose of determining date of 1st Fixed Capital Investment:

- i. Generator set not less than 10 KW, transformer and Captive Power Plant
- ii. Gas producing plant
- iii. Water treatment plant
- iv. Pollution control equipment (Certified by SPCB)
- v. R & D Equipment, Quality Control & Lab Equipment
- vi. Energy conservation equipment (Certified by GRIDCO, DISCOM, Electrical Inspector)
- vii. Non-Conventional energy equipment (certified by OREDA)
- viii. Firefighting equipment
- ix. Storage Tanks / Bins for storing of raw materials / finished goods
- x. Empty gas cylinder for re-use

## LIST OF INELIGIBLE PLANT &amp; MACHINERY ITEMS UNDER OFPP-2016

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- (i) Equipment such as tools, jigs, dies, moulds and spare parts for maintenance & the cost of consumable stores;
- (ii) Cost of installation of Plant & Machinery;
- (iii) research & development equipment and pollution control equipment;
- (iv) power generation set and extra transformer installed by the enterprise as per the regulations of the State Electricity Board;
- (v) bank charges and service charges paid to the National Small Industries Corporation or, the State Small Industries Corporation;
- (vi) procurement or installation of cables, wiring, bus bars, electrical control panels (not mounted on individual machines), oil circuit breakers or miniature circuit breakers which are necessarily to be used for providing electrical power to the plant & machinery or for safety measures;
- (vii) gas producer plants;
- (viii) transportation charges (excluding sales-tax or value added tax and excise duty) for indigenous machinery from the place of their manufacture to the site of the enterprise;
- (ix) charges paid for technical know-how for erection of plant and machinery;
- (x) such storage tanks which store raw materials and finished products only and are not linked with the manufacturing process; and fire fighting equipment.

While calculating the investment in Plant & machinery, the original price thereof, shall be taken into account provided that in the case of imported machinery, the following shall be included in calculating the value, namely:

- (i) Input Duty (excluding miscellaneous expenses such as transportation from the port to the site of the factory, demurrage paid to the port);
- (ii) Shipping charges;
- (iii) Customs clearance charges; and
- (iv) Sales Tax or Value Added Tax (*to be replaced by GST on introduction*).

**SANCTION LETTER**  
 (See Para 7.1 of OFPP-2016)  
**OFFICE OF THE DIRECTOR OF INDUSTRIES, ODISHA, CUTTACK.**  
 Lt. No.                      /Dt  
 (Strike out whichever is not applicable)

To

\_\_\_\_\_

\_\_\_\_\_

Sub:- Sanction of Capital Investment Subsidy @ 25% / 33% of capital investment made in Plant & Machinery under Para-7.1 of Odisha Food Processing Policy, 2016.

Ref: Your application dated: \_\_\_\_\_ for availing Capital Investment Subsidy as per para-7.1 of OFPP-2016

Dear Sir / Madam,

We are pleased to inform you that the State Directorate Level Committee / Sub-Committee of State Level Empowered Committee (Sub-SLEC)/ State Level Empowered Committee (SLEC) under OFPP-2016 in its meeting held on \_\_\_\_\_ have approved Capital Investment Subsidy of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) in favour of your unit @ 25% (Max- Rs.2.00 cr./ Rs.5.00 Cr.) / 33%(Max-Rs.3.00 cr.) under the provisions of above Policy.

Basing on the documents furnished by you & recommended by concerned GM, RIC/DIC from time to time for the purpose of sanction of capital investment subsidy (CIS), the eligible cost of Plant & Machinery of the enterprise has been assessed as under:

In Rs. in lakhs

Eligible Cost of Plant & Machinery	
CIS @ 25% / 33% (Maximum up to Rs.2 Cr / 3 Cr. / 5 Cr.)	

The said sanction of subsidy is subject to the following conditions in addition to the conditions prescribed under the scheme.

The above sanctioned amount can be disbursed in full subject to availability of funds.

You shall also have to execute an agreement with GM, RIC / DIC and the agreement shall be on non-judicial stamp paper of not less than Rs.100/-, which shall be kept in the office of concerned RIC/DIC / Inspector General Registration, Cuttack.

The agreement should be executed by the proprietor, in the case of proprietary concern. In case of partnership, agreement should be executed by all the partners; however, if any one of the partner hold a general power of attorney, he may execute the agreement on behalf of the remaining partners. In case of a company, you are requested to furnish a certified true copy of the resolution passed by the Board of Directors of your company for availing and utilizing the CIS sanctioned.

Erasures, if any should be properly, initialed No. blank should be left in the agreement and all the blanks should be filled in with proper initials. You shall also have to produce a Certificate on the working status of your unit from your financier duly countersigned by the concerned GM, RIC/ DIC.

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, RIC / DIC \_\_\_\_\_ for information and necessary action. He is requested to ensure that the unit complies with all pre-conditions and submits all necessary documents such as copies of valid statutory clearances/ licenses / approvals(if any) prior to release of CIS and intimate the same to the undersigned.

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

Memo No. \_\_\_\_\_ / Date: \_\_\_\_\_

Copy to Additional Secretary to Govt. MSME Department, Bhubaneswar for information and necessary action.

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

Memo No. \_\_\_\_\_ (2)/ Date: \_\_\_\_\_

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

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



FORMAT FOR ADVANCED MONEY RECEIPT

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(To be submitted by authorised signatory of enterprise in their letter head at the time of execution of agreement)

Received with thanks from \_\_\_\_\_ a sum of Rs.  
(Rupees \_\_\_\_\_ ) only in shape of cheque /draft  
bearing No. \_\_\_\_\_ dated \_\_\_\_\_ @ 25% / 33%  
Capital Investment Subsidy (CIS) on eligible cost of Plant & Machinery as per the  
terms and conditions laid down in the agreement executed by us on

\_\_\_\_\_

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Signature of Promoter /  
Authorised Signatory  
of M/s \_\_\_\_\_

OFFICE OF THE DIRECTOR OF INDUSTRIES, ODISHA, CUTTACK

No. Dt  
(Strike out whichever is not applicable)

To

The General Manager,  
RIC / DIC, \_\_\_\_\_

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 OFPP-2016 is rejected due to following reasons:

(Specify the reasons)

- 1.
- 2.
- 3.
- 4.

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

Memo No. \_\_\_\_\_ dated \_\_\_\_\_  
Copy to M/s \_\_\_\_\_ for information.

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

## AGREEMENT

(On Non-judicial stamp paper of not less than Rs.100/- and to be notarized)

This INDENTURE made on this day of \_\_\_\_\_, 20\_\_ between a private / public limited company incorporated under companies Act, 1956, a cooperative society registered under the Orissa Cooperative Society Act 1962 and having its registered office at \_\_\_\_\_

OR

Carrying on business as a sole Proprietor / Partner / Director / Managing Director /Trustee / others in the firm with the name and style of M/s. \_\_\_\_\_ having its office at here in after called the entrepreneur (which expression shall unless it be repugnant to the context or meaning there of be deemed to include its successor or successors and assigns / the partners for the time being of the said firm and their assigns / his / their, executors, administrators and assigns) of the first part,

And

The General Manager, RIC /DIC \_\_\_\_\_ representing the Governor of Odisha, exercising the executive powers of the Government of the State of Odisha (here in after referred to as "the Governor" which expression shall unless it be repugnant to the context or meaning the thereof be deemed to include his successor of successors and assigns) of second part, as :-

- a) The Government of Odisha have framed a scheme as Capital Investment Subsidy under the provisions of Odisha Food Processing Policy, 2016 (OFPP-2016) for the enterprise / industrial units with a view to promote growth of industries standing therein that Government of Odisha will grant a subsidy to the Project Proponent who set up new industries in the districts of the State if the said parties satisfy the terms and conditions laid down under the Policy and its Rules & Guidelines which shall be deemed to be a part of this agreement.
- b) The Government of Odisha (hereinafter referred to as the Government has appointed the General Manager, RIC / DIC \_\_\_\_\_ to act as the Disbursing Agency of the said investment subsidy.
- c) The Entrepreneurs have set up an industries at \_\_\_\_\_ on plot No. \_ Khata No. \_\_\_\_\_ measurement of area \_\_\_\_\_ Mouza \_\_\_\_\_ District \_\_\_\_\_ standing in the name of \_\_\_\_\_ and have satisfied other conditions of the capital

investment subsidy scheme and have, therefore, become entitled to the benefits under the said Subsidy scheme.

d) The entrepreneurs by their application dated the day of 20 applied to the Government for the grant of (Rupees \_\_\_\_\_ @ 25 %/ 33% / 35% / 50% Subsidy amounting to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ ) and whereas

i) Relying on the said application and subsequent representations made by the entrepreneurs, the Government have sanctioned 10% subsidy on Plant & Machinery of Rs. \_\_\_\_\_ and the GM, RIC/DIC \_\_\_\_\_ has agreed to pay the same on behalf of the Government to the entrepreneur on their executing the necessary documents as hereinafter appearing and creating the fixed assets to the tune of Rs. \_\_\_\_\_

ii) Now this INDENTURE witnesses and it is hereby agreed by and between the parties hereto as under :-

1. In consideration of the Government agreeing to give to the entrepreneurs under the said scheme, in such instalments the Government in its sole discretion think fit, an aggregate amount of \_\_\_\_\_ and by way of the subsidy to the entrepreneurs creating the fixed assets of Rs. \_\_\_\_\_ for the purpose of the said unit and the entrepreneurs do and each of them do hereby covenant with the Government as under:-

2. The DI, Odisha will be entitled in its sole discretion to make disbursement of the Subsidy or of any part thereof of either in one or more instalments to the party on it complying with the terms & conditions of the Subsidy scheme and of this agreement.

3. In the event of any of the State Level Committees ultimately deciding for any reasons whatsoever that the entrepreneurs are entitled to a lesser amount of subsidy the excess amount of the Subsidy shall be repaid by the entrepreneurs to the DI, Odisha along with interest thereon @ 12½ % per annum or such other rate as the Government might decide from time to time from the date of payment of the said amount of Rs. \_\_\_\_\_ or, any part thereof paid under this agreement till the repayment.

4. The entrepreneurs shall duly observe and perform the covenants and the

conditions to be observed and performed by him / them under the said scheme.

5. The entrepreneurs shall not without prior approval of the State Level Committee change the location of the whole or any part of the enterprise or affect any substantial change in the said project within a period of 5 years from the commercial production of the unit.
6. The entrepreneurs shall promptly furnish all the information asked for to the RIC / DIC, / Director of Industries / Government and also furnish certified copies of its audited balance sheet and profit & loss amount within a period of 6 months from the end of the year and also such other periodicals statements in such form and by such dates as may be prescribed by the Government from time to time to the RIC/ DIC, / Director of Industries, Orissa / State Government.
7. The said sum of Rs. \_\_\_\_\_ or such part thereof as may have been till then paid by the Government to the entrepreneurs shall become forthwith repayable by the entrepreneurs to the Government in each and every of the following events namely :-
  - a) If the entrepreneurs goes out of production within 5 years from the date of start of production.
  - b) (i). If the entrepreneur(s) change(s) the location of whole or any part of the enterprise or effect any substantial construction or disposal of substantial part of their total fixed capital investment within a period of 5 years after going into commercial production.  
  
(ii). If any information furnished by the entrepreneur (s) in his / their application for the subsidy or otherwise particularly regarding location, capital investment and production, capacity of the said unit prior to the sanctioning of the sum of Rs. \_\_\_\_\_ as the subsidy is found to be incorrect or false or misleading and there has been suppression of any material / facts.
  - c) If a distress of execution shall be levied upon any property of the entrepreneurs or any part of the said factory or a receiver thereof is appointed.
  - d) If the entrepreneurs shall commit a breach of any one of the covenants or provisions herein contained and on his / their part to be observed and



performed.

- e) If the entrepreneurs close the said factory for a period exceeding 6 months at a time for reasons other than the labour troubles, want of electric power or raw material or shall cease to carry on business for any reason whatsoever within 5 years from the date of commercial production.
  - f) If the entrepreneurs or any of them file a petition for being adjudicated as insolvent or are / is adjudicated as insolvent.
  - g) If any petition for winding up the entrepreneurs company is presenting to any court or the entrepreneurs company passes any resolution for being wound up.
  - h) If the entrepreneurs fail or neglect to forth with execute such further documents as may be required by the Government or to duly comply with any direction given to it by the Government or the RIC/ DIC. In each one of the aforesaid contingencies the entrepreneurs are to repay the whole amount mentioned above with interest thereon @ 12½% per annum or such rate as the Government might decide from time to time from the date of disbursement of the subsidy till the repayment.
8. Whenever any sum due and payable by the entrepreneur under these presents shall be in arrears the same shall be deemed to be public demand and may without prejudice to any other right and the remedies of the Government be recovered from the entrepreneurs as a public demand under the Orissa Public Demand Recovery Act, 1962.
9. The entrepreneurs shall permit any person or persons authorized by the Government in that behalf at any time and from time to time during the usual time or business to inspect and examine any part of the said factory and shall render to him / them such assistance as may be required for the Government and furnish to such person or person as aforesaid all such information relating to the said factory as may be required by such person or persons.
10. The entrepreneurs shall observe and perform all instruction and direction that may be issued from time to time by the Government or the DI, Odisha or RIC / DIC, in relation to utilisation of the said sum of Rs.            and shall for 7 years hereinafter submit to the Government yearly periodical progress reports on the working of the said unit at the time and the form prescribed by Government or the Corporation.

11. The entrepreneurs shall -

- a) Furnish further information asked for by the Government of Odisha or by the State Level Committee or by the RIC/ DIC, /DI, Odisha from time to time.
- b) Furnish to the RIC/ DIC/ DI(O) certified copies of the annual statement of accounts including the balance sheet and also periodical statements in such form and by such dates as may be prescribed by the Government or the RIC/ DIC, \_\_\_\_\_ from time to time.
- c) Furnish true copies of documents as may be required by the Government or the RIC/ DIC/DI, Odisha.

12. In the event of any dispute or difference arising between the parties hereto in respect of or in relation to this agreement or any provision herein contained either during the subsistence of this agreement or thereafter the same shall be referred to the sole arbitration or a suitable person acceptable to the entrepreneurs as well as the Government and / or the RIC/ DIC, \_\_\_\_\_/DI, Odisha or any other person nominated by Govt. and his decision thereof shall be final and binding on the parties. Such arbitration shall be under the provision of the Arbitration Act, 1940 and shall be held in Cuttack.

13. The entrepreneurs agree that in respect of any matters arising under this agreement the courts at Cuttack along with have exclusive jurisdiction and that the entrepreneurs submit to the same will not object that the courts at Cuttack have no jurisdiction for any reason whatsoever.

14. In the event of any action arising under any of the clause herein above the entrepreneurs agree to pay to the GM, RIC / DIC the legal charges and such other costs as the GM, RIC / DIC may be required to incur in connection with the aforesaid action.

15. The entrepreneurs agree to bear and pay all the costs charged and the expenses incidental to the preparation and the execution of the agreement.

In Witness whereof of parties hereto have affixed their common seal of this writing the day and year first herein above written.

The common seal of:

Is there into affixed pursuant to the resolution of the Board of Directors of the company passed on the day of in the presence of who has / have put his/their signatures.

In token of his / their presence in the presence of

In the witness thereof the entrepreneurs have put their (Respective land here today \_\_\_\_\_ year herein above written)

Signed and delivered by the \_\_\_\_\_  
With name in the presence  
of Witness

- 1.
- 2.

Signature of Officer

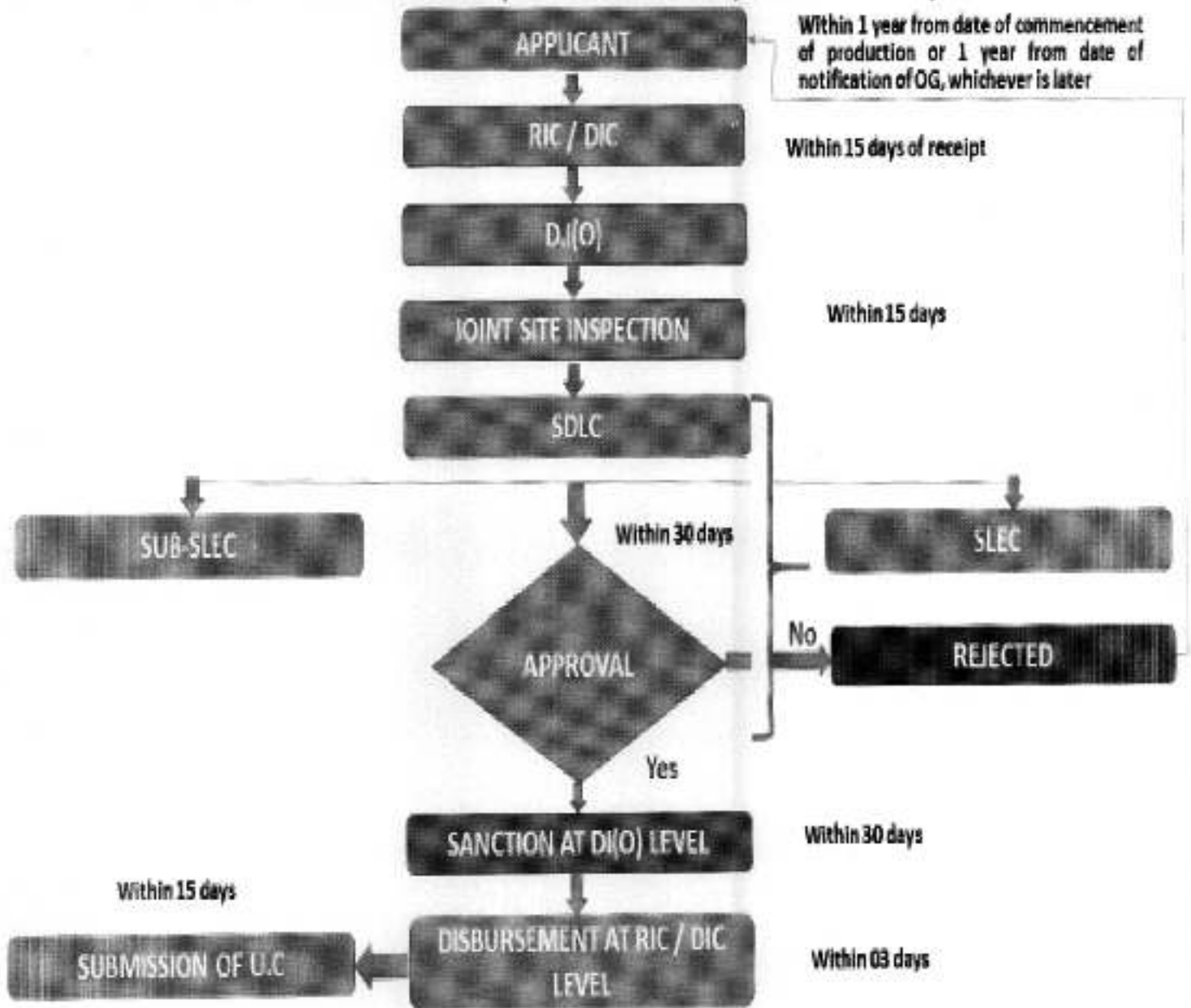
Acting in the premises for on behalf of the Government of Orissa in the presence  
of

Witness

- 1.
- 2.

Signature of

# FLOW CHART FOR CIS to FPEs / ANCHOR INDS. / COLD CHAIN / PPC







GOVERNMENT OF ODISHA  
MSME DEPARTMENT

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**NOTIFICATION**

No. I-MSME(OFP-2016)-07/2017(Pt.) 596 /MSME, Bhubaneswar, the 31<sup>st</sup> January, 2017

Subject : OPERATIONAL GUIDELINES FOR SANCTION & DISBURSEMENT OF CAPITAL INVESTMENT SUBSIDY ON PLANT AND MACHINERY FOR SETTING UP COLD CHAIN VALUE ADDITION AND PRESERVATION INFRASTRUCTURE (FOR NON-HORTICULTURAL PRODUCE) UNDER ODISHA FOOD PROCESSING POLICY, 2016 (OFP-2016)

(See Para 7.2 of OFP-2016)

- 1. Short Title:** - Operational guidelines for Capital Investment Subsidy on Plant and Machinery for setting up Cold Chain Value Addition and Preservation Infrastructure (for Non-Horticultural produce) (herein after called Cold Chain) under Odisha Food Processing Policy, 2016.
- 2. Extent:** -It shall extend to the whole of the State of Odisha.
- 3. Commencement:** - It shall come into force from the "Effective Date" of Odisha Food Processing Policy, 2016 i.e. 24.11.2016 until the applicability of IPR, 2015.
- 4. 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 Food Processing Policy, 2016
- 5. Policy Provisions-**

New Cold Chain, Value Addition and Preservation Infrastructure (for Non-Horticultural produce) shall be eligible for CIS in the following manner:

Quantum	Maximum Limit
@ 35% of capital investment made in Plant & Machinery.	Up to Rs.5 crore

## **6. Eligibility: -**

**6.1** Cold Chain projects will be eligible only if they have following components:

**6.1.1** Minimal Processing Centre at the farm level which will have facilities that includes weighing, sorting, grading, packaging, pre-cooling, chilling, cold storage and Individually Quick Freezing (IQF).

**6.1.2** Mobile cooling trucks and reefer trucks as may be suitable for transportation of Non-horticulture produce.

**6.1.3** Distribution hubs with multi product cold storage /Variable chilling/ freezing Chambers, Packaging facility, IQF and Blast/ Plate freezing etc.

**6.1.4** Irradiation facility: Irradiation facilities may also cover warehousing, cold storage facilities etc. for storage of raw material and finished products for efficient utilization of the facility.

### **6.2 Eligible Sectors:**

(a) Dairy – All milk and milk products, etc.

(b) Meat – All meat and meat products etc.

(c) Aquaculture and marine products like Prawns, Seafood, Fish, and their processed products etc.

(d) Any other non- horticultural food products requiring integrated cold chain.

### **6.3 Eligible Organizations:**

Integrated Cold Chain and preservation infrastructure may be set up by individuals or groups of entrepreneurs interested in supply chain management, organizations such as Govt. / PSUs / Joint Ventures / Cooperatives / SHG's / Private Sector Companies or, Corporations.

### **6.4 Net Worth of Promoter(s) :**

The applicant should have sound financial back ground. The net worth of the promoter(s) should be more than 1.5 times of the subsidy applied for.

**6.5** The date of 1st Fixed Capital Investment (FCI) for new enterprises should be on or, after the effective date of this policy. The new enterprises must have commenced production within three years for MSME category of units and within five years for Large Industrial units from date of 1st FCI.

**6.6** Incentives as envisaged in this policy shall not be applicable to an enterprise if the similar incentives are availed under any other policies of State Government or Government of India.

**6.7** The applicable incentive shall not be sanctioned & disbursed if the enterprise is found closed / has gone out of production. In such a case, it may be deferred and will be released on satisfactory resumption of production.

- 6.8** All enterprises (except Micro units) should have availed loan from banks / financial institutions to a minimum extent of 10% of cost of plant & machinery.
- 6.9** All enterprises which have availed loan shall be required to get their projects appraised and or approved by the Financial Institutions / Bank(s). Micro Enterprises set up without financial assistance from Financial Institutions / Bank(s) will be required to get their projects approved by the R.I.C / D. I. C concerned.
- 6.10** The eligible New Micro and Small Enterprises shall furnish a VAT clearance Certificate till notification of GST. Post Notification of GST, it may be suitably revised / changed.

**7. Determination of date of 1<sup>st</sup> Fixed Capital investment:**

- 7.1** The date of acknowledgement of Entrepreneurship Identification Number (EIN) shall be on or after the effective date (Dt.24.11.2016) viz. date of Notification of Odisha Food Processing Policy-2016.
- 7.2** In case of own or ancestral land / land & building, the date of acknowledgement of Entrepreneurship Identification Number (EIN) shall be the date of first investment.
- 7.3** In case, land has been purchased after acknowledgement of Entrepreneurship Identification Number (EIN) and capital investment has been made on building, plant & machineries and balancing equipment subsequently, actual date of purchase of land as per registered Sale Deed will be taken as date of first investment.
- 7.4** In case of lease hold of IDCO land / IDCO land & shed / IDCO building, the date of payment of money towards cost of such IDCO land / IDCO land & shed / IDCO building shall be the date of first investment provided plant & machineries and balancing equipment are acquired later on. (Generally, allocation of IDCO land / IDCO land & shed / IDCO building is made after acknowledgement of EIN).
- 7.5** In case, where plant & machineries and balancing equipment are acquired after acknowledgement of EIN and before making payment of money towards cost of such IDCO land / IDCO land & shed / IDCO building, the first date of purchase of plant & machineries / balancing equipment which happens first shall be the date of first investment.
- 7.6** In case of private lease-hold land / private lease-hold land & building, where investment for construction of building & civil works / acquisition of plant & machinery and balancing equipment is made after acknowledgement of EIN, the first

date of investment towards construction of building & civil works / acquisition of plant & machinery / balancing equipment which is made first, shall be the date of first investment. .(If 1<sup>st</sup> date of investment is considered against investment made in construction of building & civil works, the expenditure incurred towards purchase of building material should exceed 10 % of cost envisaged for building & civil works in DPR, the date of attainment such expenditure shall be treated as date of first investment)

- 7.7** In case of Enterprise who made new investment on or after the effective date (Dt.24.11.2016) of the Odisha Food Processing Policy-2016 on the existing land towards building and plant & machinery, the date of acknowledgement of Entrepreneurship Identification Number (EIN) shall be the date of first investment
- 7.8** Balancing Equipment generally means equipment required for de-bottlenecking the production process.The list of items considered as Balancing Equipment is at Annexure-D(2).

**8. Determination of date of production:**

The date of production for availing of this incentive (CIS) shall be determined by the General Manager RIC/ DIC for Micro, Small & Medium Enterprises and Director of Industries, Odisha in case of Large Industrial Unit basing on the totality of documentary evidence as recorded in the Production Certificate or, such other certificate as may be introduced by the Government in lieu of Production Certificate.

**9. Time frame for filing application:**

Eligible enterprise shall file its claim in the prescribed Application Form, within one year from the date of starting production / within one year from the date of notification of this Operational guidelines, whichever is later. Application received after the due date/ incomplete in any respect shall be liable to be summarily rejected.

**10. Assessment of eligible cost of Plant & Machinery:**

- 10.1** Plant & Machinery means eligible cost of Plant & Machinery / Equipment related to production or, processing acquired till the date of commencement of production. The value of Plant & Machinery acquired after the date of commencement of production shall not be taken into consideration for computation / assessment of CIS.



- 10.2** The cost of Generator set and Reefer trucks / vans/ refrigerated carrier / insulated milk tankers are considered eligible for computation of CIS in respect of Cold Chain.
- 10.3** The detailed valuation of plant & machinery shall be made in the proforma prescribed at Annexure-D. The GM, RIC / DIC shall forward the application alongwith documents and filled in Annexure-D to Director of Industries, Odisha within 15 days
- 10.4** The list of ineligible items is cited in Annexure D(2) which shall be **excluded**.
- 10.5** The claim for CIS against new plant & machinery shall be supported with Bills & vouchers. Where the new plant & machinery have been procured from the Supplier(s) of outside the State, such Bills & vouchers checked / verified by the Commercial Tax authority only shall be taken in to consideration (as amended on introduction of GST). The view / opinion of Commercial Tax authority may be taken into account, if felt necessary.
- 10.6** In case, the cost of plant & machinery acquired exceeds the schematic provisions (as in approved DPR), the reasons for the excess investment should be explained by the enterprise and while recommending the proposal, the RIC / DIC shall also furnish justification thereof.
- 10.7** The cost of land, building, balancing equipment, electrification including, wiring, installation of cables, bus bar, electrical panels (not mounted on individual machines), circuit breakers etc, and installation & erection shall not be considered towards computation of Capital Investment Subsidy. But the enterprise shall fulfil the following conditions:
- 10.7.1** Land / land & building / building / shed shall be in the name of enterprise / Company **represented through** its proprietor / partner(s) / Director (s) / share-holder (s) / Member (s). If ROR of the land is in joint possession and no clear-cut title deed is established in the name of the promoter, the said land may be leased out vide registered lease deed in favour of the enterprise for a minimum period of **ten** years.
- 10.7.2** A certificate should be furnished by the General Manager, RIC / DIC that the land except lease-hold on which the enterprise is established, belongs to the Promoter / firm / Company and that the Promoter / firm / Company is the absolute owner of the land.



**10.7.3** The building & civil works shall be accompanied with Plan layout, wherever applicable.

**10.7.4** Registered Office of the enterprise / firm shall be in Odisha. Enterprises / firms / company whose Registered Office were outside the State before starting an enterprise in Odisha, in such cases the Enterprise / firm may be allowed to retain their Registered Office outside the State subject to following conditions:

**10.7.4.1** Enterprises / firms / company should give an undertaking that they would continue to retain their purchase office within the State of Odisha and would give consideration and concession facilities to local units on merit in their purchase.

**10.7.4.2** Undertake to give due consideration to local persons for employment.

**10.7.4.3** Enterprises / firms / company should agree that they would be subject to the jurisdiction of competent Courts within Odisha in the matter of recovery and labour related matters.

## **11. Procedure:**

**11.1** New Eligible Cold Chains, which consider themselves as eligible, shall submit application in the prescribed form appended to this operational guideline at Annexure 'A' along with undertaking in Annexure A(1) and copies of all relevant documents as mentioned in the Checklist at Annexure 'B'. Application shall be submitted to the concerned General Manager, RIC/DIC in duplicate.

**11.2** On receipt of application with copies of relevant documents, the acknowledgement as prescribed at Annexure-'C' shall be issued to the applicant duly signed by the General Manager, RIC /DIC/ their authorized officer on the day of receipt.

**11.3** The applications shall be examined and scrutinized by the concerned RIC / DIC, who shall determine the date of first fixed capital investment and entitlement for assistance. After scrutiny and examination, correction, if any required on the application form, shall be made under the signature of General Manager, RIC /DIC or their authorized officer along with signature of the applicant.

**11.4** The applications shall be forwarded to the Director of Industries, Odisha along with all relevant documents within 15 days from receipt of the complete application.

**11.5** The Director of Industries, Odisha, on receipt of CIS application from GM, RIC / DIC may further examine the application. The enterprise will be jointly inspected by a team comprising of Addl. Director /Joint Director of Industries, GM, RIC/DIC, Branch Manager of financing bank and concerned Tahasildar. This process shall be

completed within 15 days from the date of receipt of proposal.

## **12. APPROVAL & SANCTION:**

- 12.1** The proposal will be placed in State Directorate Level Committee (SDLC) alongwith the Joint Inspection Report for approval of sanction if the CIS amount involved is upto Rs.25.00 lakhs. In case the CIS amount exceeds Rs.25.00 lakhs, the SDLC shall recommend such cases to either Sub-SLEC or, SLEC depending on the CIS amount alongwith the Joint Inspection Report of the inspecting team. This process shall be completed within 30 days.
- 12.2** Upon approval by appropriate committee, the Director of Industries, Odisha will issue sanction letter in Annexure-'E' in favour of the unit under intimation to concerned GM, RIC / DIC within 7 days from the date of approval.
- 12.3** The enterprise on receipt of sanction letter shall be required to execute Agreement with DIC/ RIC/ DI/ as per Appendix-A and submit advance money receipt as at Annexure- E(1).
- 12.4** In case of rejection by any of the State Level Committees, the same will be communicated by DI to DIC/ RIC to the concerned enterprises in the format prescribed at Annexure-'F'

## **13. Disbursement of CIS:**

- 13.1** On receipt of the sanction order, the GM, RIC / DIC shall further complete the process of signing agreement in the prescribed format as at Appendix-A, advance Money Receipt in triplicate and any other documents as may be required.
- 13.2** The disbursement of sanctioned amount for such proposals shall be made by the General Manager, RIC / DIC within 03 days of compliance by the applicant as cited in the sanction order. The CIS shall be released through financing institution / bank from which the cold chain has availed the term loan subject to availability of funds under the policy. In case of self-financed micro enterprises the subsidy amount can be disbursed directly to the unit.
- 13.3** Disbursement of CIS shall not be made, if the unit is found closed. It may be deferred and effected on satisfactory resumption of production.
- 13.4** The GM, RIC / DIC is required to submit Utilization Certificate in OGFR Form Annexure-VI to the Director of Industries within 15 days after disbursement of CIS in favour of the enterprise.
- 14. Maintenance of Records:** The receipt / forwarding / sanction / rejection / disbursement of Subsidy on Plant & Machinery shall be monitored both electronically & manually at DIC /RIC/Directorate of Industries level.

## **15. Funds & Audit:**

- 15.1 Funds:** The Directorate of Industries, Odisha in consultation with DICs/ RICs will

estimate the requirement of funds and furnish the requirement to the MSME Department by 30<sup>th</sup> November for budget provision every year. The State Govt. in MSME Department will provide funds to Directorate of Industries, Odisha, who shall in turn place the funds to the extent necessary with RIC / DICs. The GM, RIC / DIC shall be the Disbursing Agency for CIS. The Disbursing Agency will maintain regular accounts for each case & shall be accountable to the Audit and the State Govt. Directorate of Industries will furnish the utilization certificate in OGFR-Annexure VI along with the list of beneficiaries disbursed with assistance at the end of each financial year.

**15.2 Audit:** The accounts maintained by the DI, Odisha / RICs / DICs shall be audited by the Finance Department / AG, Odisha.

**16. Recovery of Subsidy on Plant & Machinery:** Capital Investment Subsidy received by enterprise shall be recoverable under the provision of OPDR Act as arrears of land revenue on violation of Policy provisions, terms & conditions of Operational Guidelines & Agreement.

**17. Miscellaneous:**

**17.1** Application for condonation of delay in implementation of projects due to force majeure (like natural calamities) only shall be dealt on case to case basis. The General Manager, RIC / DIC shall examine such case(s) and forward the application made by the entrepreneur with justification to the Director of Industries, Odisha, who shall examine and recommend the same to MSME Department for placement of the same to the Empowered Committee for consideration.

**17.2** RIC / DIC / Bank / FI may inspect the enterprise once a year individually / jointly.

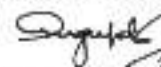
**17.3** Administration of CIS in the contingencies like shifting of enterprise within the State, change of ownership etc. within the period of this incentive shall be governed as per the terms & conditions stipulated in the Agreement.

**17.4** The Enterprise shall furnish its audited financial statements and other periodical statements of each financial year to the DIC/ RIC / DI during the period of incentives.

- 17.5** Any change in facts or circumstances affecting the eligibility of the unit shall be intimated immediately to the DIC /RIC/ Directorate of Industries, Odisha by the unit.
- 18** Where any doubt arises regarding implementation of these rules, the same shall be referred to Government of Odisha in the MSME Department whose decision shall be final and binding on all the parties.
- 19** Time limit prescribed in this guideline is of working days from date of receipt by the concerned authority only.

This operational guideline has been concurred in by Finance Department vide their UOR No. 12-ES-II /Dated: 21.01.2017.

By Order of Governor


  
31.1.17

(L.N.Gupta)

Principal Secretary to Government

Memo No. I-MSME(OFPP-2016)-07/2017(Pt.) 597 /MSME Dated 31-01-2017

Copy forwarded to All Departments/ All Heads of Departments/ Director of Industries, Odisha / All PSUs/ All Revenue Divisional Commissioners/ All Collectors/ All RICs/ All DICs/ Head, State Portal Group, IT Centre, Secretariat, Bhubaneswar/ All Sections of MSME Department/ Guard File (5 copies) for information and necessary action.

  
Additional Secretary to Government

APPLICATION FOR AVAILING CAPITAL INVESTMENT SUBSIDY ON PLANT AND MACHINERY FOR SETTING UP COLD CHAIN VALUE ADDITION AND PRESERVATION INFRASTRUCTURE (FOR NON-HORTICULTURAL PRODUCE) UNDER OFPP-2016

Application received after due date / incomplete in any respect shall be liable for rejection

(See Para 7.2 of OFPP-2016)

(Strike out whichever is not applicable)

From:

M/s \_\_\_\_\_

At \_\_\_\_\_

PO \_\_\_\_\_

Sub Division \_\_\_\_\_

Dist. \_\_\_\_\_

{Location of the Enterprise}

Contact No(s): \_\_\_\_\_

Email Id : \_\_\_\_\_

To

The General Manager,  
Regional Industries Centre /District Industries Centre,  
\_\_\_\_\_

Sub: Application for Capital Investment Subsidy on Plant and Machinery for Setting Up Cold Chain Value Addition And Preservation Infrastructure (For Non-Horticultural Produce) under the provisions of Odisha Food Processing Policy-2016.

Sir / Madam,

In accordance with the provisions laid down in Odisha Food Processing Policy-2016, its operational guidelines notified by MSME Department, Government of Odisha, the Application for sanction and disbursement of Capital Investment Subsidy on Plant & Machinery@ 35% is submitted with following particulars:

1.	Category of the Unit : Micro / Small /Medium Enterprises/ Large Industrial Unit	:	
2.	Address of Registered office	:	
3.	Type of organisation like Govt. institution / organization, Industry Association, Farmers' Association, Self Help Group, University, Co-operative, Individual Entrepreneur, Partnership firm, Company, etc.	:	
4.	Name of promoter(s)	:	
5.	Net worth of promoter(s) to be certified by a Chartered Accountant	:	



6.	Which two of the four criteria cited under para 6.1 of the Operational Guidelines is being satisfied by this project.			
7.	EIN / IEM / I L No. and date	:		
8.	Production Certificate No. & Date	:		
9.	Items of manufacture / activity with installed capacity	:	Item	Quantity
		(i)		
		(ii)		
10.	Employment generated: i. Direct ii. Indirect Out of which : SC :                      ST : Women :                Min. Community:	:		
11.	Name of the Financer, with IFSC code & MICR No. in case of financed enterprise	:		
12.	Amount of loan sanctioned with date	:		
13.	Term Loan A/c No. in case of financed enterprise	:		
14.	Date of first fixed capital investment i.e. investment in land / building/ Plant & machinery / balancing equipment (specify the investment)	:		
15.	Date of starting production as per Production Certificate	:		
16.	Whether Production has commenced within three years from the 1 <sup>st</sup> date of FCI, if no, whether project implementation delay has been condoned by Empowered Committee.			
17.	Details of fixed capital investment in Plant & Machinery (Rs. in lakhs):			
Sl.	As per scheme approved by Financial Institution / DIC	Actual expenditure incurred	Justification of excess investment,	
18.	Validity of Consent to operate / Authorisation granted by State			
19.	Validity of VAT Clearance (Post Notification of GST, it may be			
20.	Amount of CIS claimed (Rs)			
21.	Have applied for /availed CIS from any source, if so furnish the			

I, Sri \_\_\_\_\_ S/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.

Place:

Date-

Signature of the Proprietor/ Managing Partner/

Managing Director/Authorized Signatory in full and on behalf of M/s \_\_\_\_\_

SELF-UNDERTAKING

(on non-judicial stamp paper of not less than rs.10/-)

(Strike out whichever is not applicable)

From

M/s. \_\_\_\_\_

At/PO \_\_\_\_\_

Dist. \_\_\_\_\_

- i) I / We hereby undertake that claim for Capital Investment Subsidy on Plant and Machinery for Setting up Cold Chain Value Addition and Preservation Infrastructure (For Non-Horticultural Produce) under Odisha Food Processing Policy, 2016 is for Rs. (in words).
- ii) I / We shall abide by the terms and conditions prescribed under the provisions of Odisha Food processing Policy, 2016 and its operational guidelines.
- iii) I / We shall repay / surrender the Capital Investment Subsidy on Plant & Machinery or any part thereof with penal interest as decided by the authority;
- (a) If the information stated in the application & supporting documents is found to be false/ incorrect / misleading or mis-represented and there has been suppression of facts / materials or if found to have been disbursed in excess of the amount actually admissible for whatsoever reason.
- (b) If the enterprise goes out of production for a period exceeding six months at a time for any reasons other than labour troubles, want of electric power or for the reason which is beyond the control of entrepreneur / management during the period of incentives.
- iv) This enterprise has not applied / availed CIS on Plant & Machinery in any manner under any other scheme of the State Govt. or the Central Govt. or any Financial Institution(s).

I / we shall furnish its audited financial statements and other periodical statements of each financial year to the RIC / DIC / Directorate of Industries, Odisha during the period of incentives.

Signature of the Proprietor / Managing Partner /  
Managing Director / Authorised Signatory of  
M/s -----

Date-

**CHECK LIST**

(See para 7.2 of OFPP-2016)

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

Sl.	Documents
1.	Entrepreneurs' Identification Number (EIN) / Industrial Entrepreneurs' Memorandum
2.	Production Certificate duly issued by GM, RIC/ DIC / DI, Odisha
3.	Power of Attorney / Board Resolution / Society Resolution, as applicable, while signing as Partner / Managing Director / Authorized person.
4.	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.
5.	Detailed project report duly approved by Bank / Financing Institution in case of financed enterprise / by GM, RIC/ 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 /Balancing Equipment
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
8.	Copies of Invoices/ receipts duly self-certified by the promoter / authorised signatory
9.	Consent to operate / Authorization issued by State Pollution Control Board, Odisha except for White Category
10.	VAT clearance Certificate ( May be changed accordingly on introduction of GST)
11.	Request for condonation of implementation delay with justification, if applicable.
12.	Declaration by firms who's Registered Office is outside the State.
13.	Document in support of land / land & building / building / shed over which the
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.	Certificate from GM, RIC/ DIC that the unit is set up on same land for which land
17.	Food License under FSSAI Act
18.	Undertaking in Annexure-A(1)
19.	Permission / clearance from Local Authority / Body

OFFICE OF THE GENERAL MANAGER, RIC / DIC, \_\_\_\_\_

Letter No. \_\_\_\_\_ / Date \_\_\_\_\_

Acknowledgement

(To be issued by authorized officer / General Manager, RIC / DIC on the day of receipt)

(Strike out whichever is not applicable)

To

Sri \_\_\_\_\_  
M/s.

Received the application for "Capital Investment Subsidy on Plant and Machinery for Setting Up Cold Chain Value Addition And Preservation Infrastructure (For Non-Horticultural Produce)" under the provisions of Odisha Food Processing Policy- 2016 and its operational guidelines along with documents mentioned below from M/s \_\_\_\_\_ At/PO \_\_\_\_\_

Dist. \_\_\_\_\_ on dt. \_\_\_\_\_ through post / person.

List of documents

- 1
- 2

Signature of authorized officer / General Manager,  
RIC/ DIC  
with seal & date

## Annexure-D

Valuation of Plant & Machinery under OFPP-2016 (\* Strike out which is not applicable)  
 e & Address of the Enterprise: \_\_\_\_\_ (New Cold Chain)

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						
Eligible components	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
<b>Total (A):</b>										
Ineligible components										
<b>Total (B):</b>										
<b>Total (A+B):</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 enterprise.

Recommended for sanction of CIS @ 35% (Max- Rs. 5 Cr.) of cost of Plant & M/c amounting to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only.

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

Signature of GM, RIC / DIC with seal

e: .....  
 S: .....



## LIST OF BALANCING EQUIPMENT

\*\*\*

The investment made on the following items will be considered as Balancing Equipment for the purpose of determining date of 1st Fixed Capital Investment:

- i. Transformer and Captive Power Plant
- ii. Gas producing plant
- iii. Water treatment plant
- iv. Pollution control equipment (Certified by SPCB)
- v. R & D Equipment, Quality Control & Lab Equipment
- vi. Energy conservation equipment (Certified by GRIDCO, DISCOM, Electrical Inspector)
- vii. Firefighting equipment
- viii. Storage Tanks / Bins for storing of raw materials / finished goods
- ix. Empty gas cylinder for re-use

LIST OF INELIGIBLE PLANT & MACHINERY ITEMS UNDER OFPP-2016 UNDER CAPITAL INVESTMENT SUBSIDY ON PLANT AND MACHINERY FOR SETTING UP COLD CHAIN VALUE ADDITION AND PRESERVATION INFRASTRUCTURE (FOR NON-HORTICULTURAL PRODUCE)

\*\*\*

- (i) Equipment such as tools, jigs, dies, moulds and spare parts for maintenance & the cost of consumable stores;
- (ii) installation of Plant & Machinery;
- (iii) research & development equipment and pollution control equipment;
- (iv) extra transformer installed by the enterprise as per the regulations of the State Electricity Board;
- (v) bank charges and service charges paid to the National Small Industries Corporation or, the State Small Industries Corporation;
- (vi) procurement or installation of cables, wiring, bus bars, electrical control panels (not mounted on individual machines), oil circuit breakers or miniature circuit breakers which are necessarily to be used for providing electrical power to the plant & machinery or for safety measures;
- (vii) gas producer plants;
- (viii) transportation charges (excluding sales-tax or value added tax and excise duty) for indigenous machinery from the place of their manufacture to the site of the enterprise;
- (ix) charges paid for technical know-how for erection of plant and machinery;
- (x) such storage tanks which store raw materials and finished products only and are not linked with the manufacturing process;
- (xi) fire fighting equipment.
- (xii) Computers & allied furniture
- (xiii) Transport vehicles other than the Reefer trucks / vans/ refrigerated carrier / insulated milk tankers.
- (xiv) Second hand machinery
- (xv) Plant & Machinery not directly related to cold chain or storage infrastructure.

While calculating the investment in Plant & machinery, the original price thereof, shall be taken into account provided that in the case of imported machinery, the following shall be included in calculating the value, namely:

- (i) Input Duty (excluding miscellaneous expenses such as transportation from the port to the site of the factory, demurrage paid to the port);
- (ii) Shipping charges;
- (iii) Customs clearance charges; and
- (iv) Sales Tax or Value Added Tax (to be replaced by GST on introduction).

**SANCTION LETTER**  
(See Para 7.2 of OFPP-2016)  
**OFFICE OF THE DIRECTOR OF INDUSTRIES, ODISHA, CUTTACK.**

Lt. No.                      /Dt  
(Strike out whichever is not applicable)

To

\_\_\_\_\_

\_\_\_\_\_

Sub:- Sanction of Capital Investment Subsidy @ 35% of Capital Investment Subsidy On Plant And Machinery For Setting Up Cold Chain Value Addition And Preservation Infrastructure (For Non-Horticultural Produce) under Para-7.2 of Odisha Food Processing Policy, 2016.

Ref: Your application dated: \_\_\_\_\_ for availing Capital Investment Subsidy as per para-7.2 of OFPP-2016

Dear Sir / Madam,

We are pleased to inform you that the State Directorate Level Committee / Sub-Committee of State Level Empowered Committee (Sub-SLEC)/ State Level Empowered Committee (SLEC) under OFPP-2016 in its meeting held on \_\_\_\_\_ have approved Capital Investment Subsidy of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) in favour of your unit @ 35% under the provisions of above Policy.

Basing on the documents furnished by you & recommended by concerned GM, RIC/DIC from time to time for the purpose of sanction of capital investment subsidy (CIS), the eligible cost of Plant & Machinery of the enterprise has been assessed as under:

In Rs. in lakhs

Eligible Cost of Plant & Machinery	
CIS @ 35% (Maximum up to Rs.5 Cr.)	

The said sanction of subsidy is subject to the following conditions in addition to the conditions prescribed under the scheme.

The above sanctioned amount can be disbursed in full subject to availability of funds.

You shall also have to execute an agreement with concerned GM, RIC / DIC and the agreement shall be on non-judicial stamp paper of not less than Rs.100/-, which shall be kept in the office of concerned RIC/DIC / Inspector General Registration, Cuttack.

The agreement should be executed by the proprietor, in the case of proprietary concern. In case of partnership, agreement should be executed

by all the partners; however, if any one of the partner hold a general power of attorney, he may execute the agreement on behalf of the remaining partners. In case of a company, you are requested to furnish a certified true copy of the resolution passed by the Board of Directors of your company for availing and utilizing the CIS sanctioned.

Erasures, if any should be properly, initialed No. blank should be left in the agreement and all the blanks should be filled in with proper initials.

You shall also have to produce a Certificate on the working status of your unit from your financier duly countersigned by the concerned GM, RIC/ DIC.

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, RIC / DIC \_\_\_\_\_ for information and necessary action. He is requested to ensure that the unit complies with all pre-conditions and submits all necessary documents such as copies of valid statutory clearances/ licenses / approvals(if any) prior to release of CIS and intimate the same to the undersigned.

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

Memo No. \_\_\_\_\_ / Date: \_\_\_\_\_

Copy to Additional Secretary to Govt. MSME Department, Bhubaneswar for information and necessary action.

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

Memo No. \_\_\_\_\_ (2)/ Date: \_\_\_\_\_

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

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

FORMAT FOR ADVANCED MONEY RECEIPT

\*\*\*

(To be submitted by authorised signatory of enterprise in their letter head at the time of execution of agreement)

Received with thanks from \_\_\_\_\_ sum of Rs.  
(Rupees \_\_\_\_\_ ) only by cheque / draft No.

\_\_\_\_\_ dated @ 35% Capital Investment Subsidy on Plant and Machinery For Setting Up Cold Chain Value Addition And Preservation Infrastructure (For Non-Horticultural Produce) as per the terms and conditions laid down in the agreement executed by us on

\_\_\_\_\_ .

Authorised Signatory of M/s \_\_\_\_\_

Place : \_\_\_\_\_

Date : \_\_\_\_\_



OFFICE OF THE DIRECTOR OF INDUSTRIES, ODISHA, CUTTACK

No. \_\_\_\_\_ Dt \_\_\_\_\_  
(Strike out whichever is not applicable)

To  
The General Manager,  
RIC / DIC, \_\_\_\_\_

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 OFPP-2016 is rejected due to following reasons:

(Specify the reasons)

- 1.
- 2.
- 3.
- 4.

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

Memo No. \_\_\_\_\_ dated \_\_\_\_\_  
Copy to M/s \_\_\_\_\_ for information.

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

## AGREEMENT

(On Non-judicial stamp paper of not less than Rs.100/- and to be notarized)

This INDENTURE made on this day of \_\_\_\_\_, 20\_\_ between a private / public limited company incorporated under companies Act, 1956, a cooperative society registered under the Orissa Cooperative Society Act 1962 and having its registered office at \_\_\_\_\_

OR

Carrying on business as a sole Proprietor / Partner / Director / Managing Director /Trustee / others in the firm with the name and style of M/s. \_\_\_\_\_ having its office at here in after called the entrepreneur (which expression shall unless it be repugnant to the context or meaning there of be deemed to include its successor or successors and assigns / the partners for the time being of the said firm and their assigns / his / their, executors, administrators and assigns) of the first part,

And

The General Manager, RIC /DIC \_\_\_\_\_ representing the Governor of Odisha, exercising the executive powers of the Government of the State of Odisha (here in after referred to as "the Governor" which expression shall unless it be repugnant to the context or meaning the thereof be deemed to include his successor of successors and assigns) of second part, as :-

- a) The Government of Odisha have framed a scheme as Capital Investment Subsidy under the provisions of Odisha Food Processing Policy, 2016 (OFPP-2016) for the enterprise / industrial units with a view to promote growth of industries standing therein that Government of Odisha will grant a subsidy to the Project Proponent who set up new industries in the districts of the State if the said parties satisfy the terms and conditions laid down under the Policy and its Rules & Guidelines which shall be deemed to be a part of this agreement.
- b) The Government of Odisha (hereinafter referred to as the Government has appointed the General Manager, RIC / DIC \_\_\_\_\_ to act as the Disbursing Agency of the said investment subsidy.
- c) The Entrepreneurs have set up an industries at \_\_\_\_\_ on plot No. \_ Khata No. \_\_\_\_\_ measurement of area \_\_\_\_\_ Mouza \_\_\_\_\_ District \_\_\_\_\_ standing in the

name of \_\_\_\_\_ and have satisfied other conditions of the capital investment subsidy scheme and have, therefore, become entitled to the benefits under the said Subsidy scheme.

d) The entrepreneurs by their application dated the day of \_\_\_\_\_ 20 \_\_\_\_\_ applied to the Government for the grant of (Rupees \_\_\_\_\_ @ 25 %/ 33% / 35% / 50% Subsidy amounting to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ ) and whereas

i) Relying on the said application and subsequent representations made by the entrepreneurs, the Government have sanctioned 10% subsidy on Plant & Machinery of Rs. \_\_\_\_\_ and the GM, RIC/DIC \_\_\_\_\_ has agreed to pay the same on behalf of the Government to the entrepreneur on their executing the necessary documents as hereinafter appearing and creating the fixed assets to the tune of Rs. \_\_\_\_\_

ii) Now this INDENTURE witnesses and it is hereby agreed by and between the parties hereto as under :-

1. In consideration of the Government agreeing to give to the entrepreneurs under the said scheme, in such instalments the Government in its sole discretion think fit, an aggregate amount of \_\_\_\_\_ and by way of the subsidy to the entrepreneurs creating the fixed assets of Rs. \_\_\_\_\_ for the purpose of the said unit and the entrepreneurs do and each of them do hereby covenant with the Government as under:-
2. The DI, Odisha will be entitled in its sole discretion to make disbursement of the Subsidy or of any part thereof of either in one or more instalments to the party on it complying with the terms & conditions of the Subsidy scheme and of this agreement.
3. In the event of any of the State Level Committees ultimately deciding for any reasons whatsoever that the entrepreneurs are entitled to a lesser amount of subsidy the excess amount of the Subsidy shall be repaid by the entrepreneurs to the DI, Odisha along with interest thereon @ 12 <sup>1/2</sup>% per annum or such other rate as the Government might decide from time to time from the date of payment of the said amount of Rs. \_\_\_\_\_ or, any part thereof paid under this agreement till the repayment.

4. The entrepreneurs shall duly observe and perform the covenants and the conditions to be observed and performed by him / them under the said scheme.
5. The entrepreneurs shall not without prior approval of the State Level Committee change the location of the whole or any part of the enterprise or affect any substantial change in the said project within a period of 5 years from the commercial production of the unit.
6. The entrepreneurs shall promptly furnish all the information asked for to the RIC / DIC, / Director of Industries / Government and also furnish certified copies of its audited balance sheet and profit & loss amount within a period of 6 months from the end of the year and also such other periodicals statements in such form and by such dates as may be prescribed by the Government from time to time to the RIC/ DIC, / Director of Industries, Orissa / State Government.
7. The said sum of Rs. \_\_\_\_\_ or such part thereof as may have been till then paid by the Government to the entrepreneurs shall become forthwith repayable by the entrepreneurs to the Government in each and every of the following events namely :-
  - a) If the entrepreneurs goes out of production within 5 years from the date of start of production.
  - b) (i). If the entrepreneur(s) change(s) the location of whole or any part of the enterprise or effect any substantial construction or disposal of substantial part of their total fixed capital investment within a period of 5 years after going into commercial production.  
  
(ii). If any information furnished by the entrepreneur (s) in his / their application for the subsidy or otherwise particularly regarding location, capital investment and production, capacity of the said unit prior to the sanctioning of the sum of Rs. \_\_\_\_\_ as the subsidy is found to be incorrect or false or misleading and there has been suppression of any material / facts.
  - c) If a distress of execution shall be levied upon any property of the entrepreneurs or any part of the said factory or a receiver thereof is appointed.
  - d) If the entrepreneurs shall commit a breach of any one of the covenants or

provisions herein contained and on his / their part to be observed and performed.

- e) If the entrepreneurs close the said factory for a period exceeding 6 months at a time for reasons other than the labour troubles, want of electric power or raw material or shall cease to carry on business for any reason whatsoever within 5 years from the date of commercial production.
  - f) If the entrepreneurs or any of them file a petition for being adjudicated as insolvent or are / is adjudicated as insolvent.
  - g) If any petition for winding up the entrepreneurs company is presenting to any court or the entrepreneurs company passes any resolution for being wound up.
  - h) If the entrepreneurs fail or neglect to forth with execute such further documents as may be required by the Government or to duly comply with any direction given to it by the Government or the RIC/ DIC. In each one of the aforesaid contingencies the entrepreneurs are to repay the whole amount mentioned above with interest thereon @ 12½% per annum or such rate as the Government might decide from time to time from the date of disbursement of the subsidy till the repayment.
8. Whenever any sum due and payable by the entrepreneur under these presents shall be in arrears the same shall be deemed to be public demand and may without prejudice to any other right and the remedies of the Government be recovered from the entrepreneurs as a public demand under the Orissa Public Demand Recovery Act, 1962.
9. The entrepreneurs shall permit any person or persons authorized by the Government in that behalf at any time and from time to time during the usual time or business to inspect and examine any part of the said factory and shall render to him / them such assistance as may be required for the Government and furnish to such person or person as aforesaid all such information relating to the said factory as may be required by such person or persons.
10. The entrepreneurs shall observe and perform all instruction and direction that may be issued from time to time by the Government or the DI, Odisha or RIC / DIC, in relation to utilisation of the said sum of Rs.                      and shall for 7 years hereinafter submit to the Government yearly periodical progress reports on the working of the



said unit at the time and the form prescribed by Government or the Corporation.

11. The entrepreneurs shall -

- a) Furnish further information asked for by the Government of Odisha or by the State Level Committee or by the RIC/ DIC, /DI, Odisha from time to time.
- b) Furnish to the RIC/ DIC/ DI(O) certified copies of the annual statement of accounts including the balance sheet and also periodical statements in such form and by such dates as may be prescribed by the Government or the RIC/ DIC, \_\_\_\_\_ from time to time.
- c) Furnish true copies of documents as may be required by the Government or the RIC/ DIC/DI, Odisha.

12. In the event of any dispute or difference arising between the parties hereto in respect of or in relation to this agreement or any provision herein contained either during the subsistence of this agreement or thereafter the same shall be referred to the sole arbitration or a suitable person acceptable to the entrepreneurs as well as the Government and / or the RIC/ DIC, \_\_\_\_\_/DI, Odisha or any other person nominated by Govt. and his decision thereof shall be final and binding on the parties. Such arbitration shall be under the provision of the Arbitration Act, 1940 and shall be held in Cuttack.

13. The entrepreneurs agree that in respect of any matters arising under this agreement the courts at Cuttack along with have exclusive jurisdiction and that the entrepreneurs submit to the same will not object that the courts at Cuttack have no jurisdiction for any reason whatsoever.

14. In the event of any action arising under any of the clause herein above the entrepreneurs agree to pay to the GM, RIC / DIC the legal charges and such other costs as the GM, RIC / DIC may be required to incur in connection with the aforesaid action.

15. The entrepreneurs agree to bear and pay all the costs charged and the expenses incidental to the preparation and the execution of the agreement.

In Witness whereof of parties hereto have affixed their common seal of this writing the day and year first herein above written.

The common seal of:

Is there into affixed pursuant to the resolution of the Board of Directors of the

company passed on the day of in the presence of who has / have put his/their signatures.

In token of his / their presence in the presence of

In the witness thereof the entrepreneurs have put their (Respective land here today \_\_\_\_\_ year herein above written)

Signed and delivered by the \_\_\_\_\_  
With name in the presence  
of Witness

- 1.
- 2.

Signature of Officer

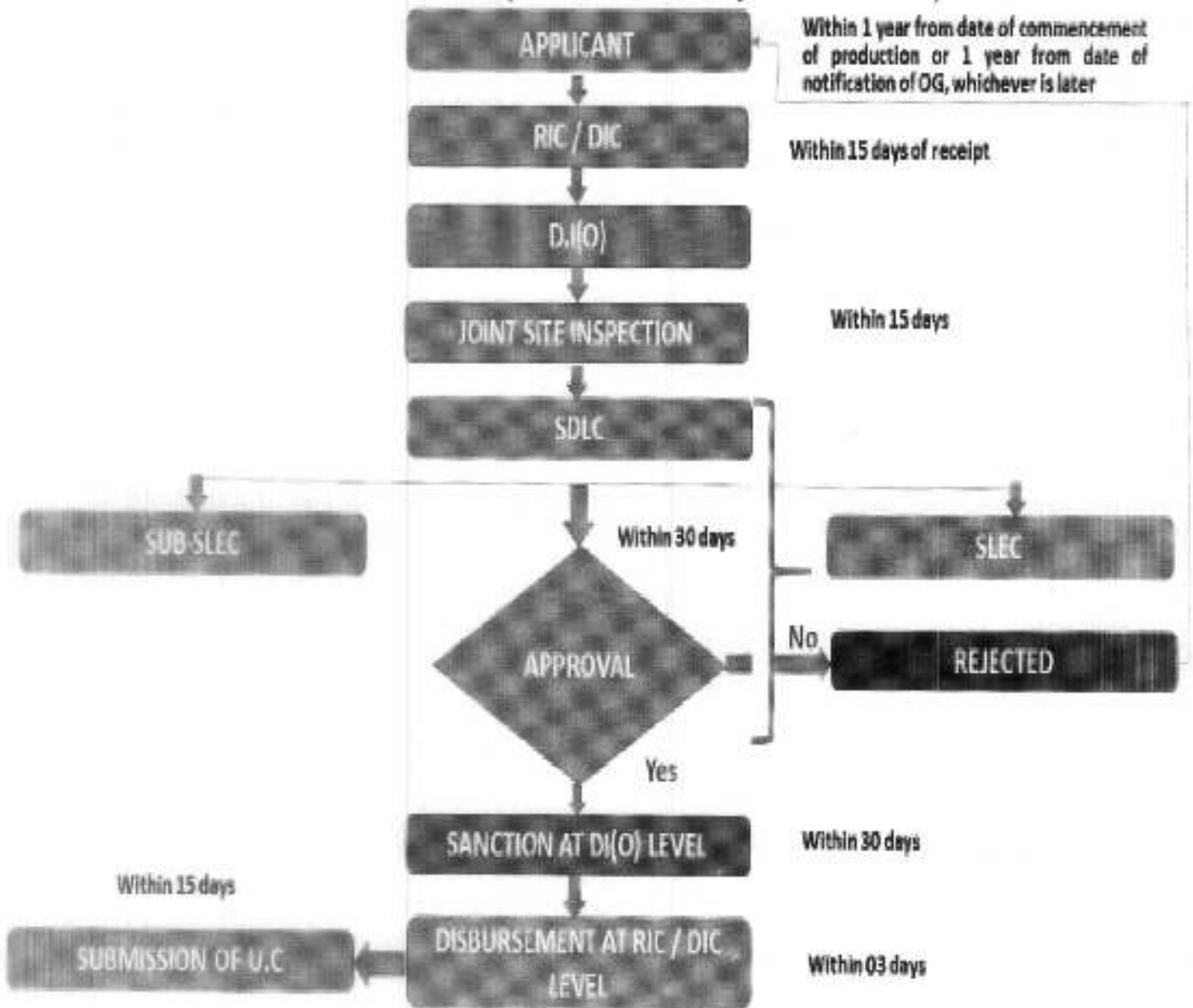
Acting in the premises for on behalf of the Government of Orissa in the presence  
of

Witness

- 1.
- 2.

Signature of

# FLOW CHART FOR CIS to FPEs / ANCHOR INDS. / COLD CHAIN / PPC



GOVERNMENT OF ODISHA  
MSME DEPARTMENT

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**NOTIFICATION**

No. I-MSME(OFP-2016)-07/2017(Pt.) 604/MSME, Bhubaneswar, the 31<sup>st</sup> January, 2017

Subject: OPERATIONAL GUIDELINES FOR CREATION OF INFRASTRUCTURE FACILITIES FOR RUNNING DEGREE / DIPLOMA COURSE IN FOOD PROCESSING TECHNOLOGY UNDER OFPP-2016.

(See Para 7.5.1 of OFPP-2016)

1. **Short Title:** - Operational guidelines for assistance under the scheme of Creation of Infrastructure facilities for running Degree / Diploma Course in food processing technology under provisions of Para- 7.5.1 of Odisha Food Processing Policy, 2016.
2. **Extent:** - It shall extend to the whole of the State of Odisha.
3. **Commencement:** - It shall come into force from 24.11.2016 i.e; the effective date of this policy and remain in force until applicability of IPR-2015.

4. **Terms and Expressions:** -

Terms and expressions used in this operational guideline, but not specifically defined here, shall have the same meaning as in Odisha Food Processing Policy, 2016.

5. **Policy Provisions:-**

"Assistance for Creation of Infrastructure facilities for running Degree / Diploma / Certificate Courses in Food Processing Technology:

One time capital grant @ 50% of the cost up to Rs.1.00 crore will be provided to recognized University / Institution in the state for creation of infrastructure facilities for running a recognized Degree / Diploma Course in Food Processing Technology. The assistance will be limited for pilot projects, laboratory equipment, technical / academic books / journals, facilities of testing food items."

6. **Eligibility:** -

- 6.1. Universities / Institutions in the State recognized by UGC / AICTE, in Govt. or Private sector for running Degree / Diploma course in Food Processing Technology will be eligible for capital grant for starting the course as well as for upgradation of existing infrastructure facilities for above courses.

6.2. Eligibility Conditions:

The assistance will be limited for:

- i. Laboratory equipment
- ii. Pilot project for processing of food products

- iii. Facilities for testing of food items
- iv. Technical / academic books/journals including online publications.

The contribution of these Institutes will be in form of Land, Building and Manpower & all other recurring costs. Amount of assistance for technical / academic books and subscriptions for journals including e-journals / magazines on related subjects will not exceed 10% of equipment cost. Items like computer / laptop etc. will not be considered for assistance.

- 6.3.** Incentives as envisaged in this policy shall not be applicable to an Universities / Institutions if the similar incentives are availed under any other policies of State Government or Government of India.

- 6.4.** Conditions for assisting and monitoring of the projects :

The Institute is required to submit yearly progress report (as on 31st December) in the Annexure- G and It should be submitted to the Director of Industries latest by 31st January every year on utilization of funds, installation of Machinery & equipment, No. of courses conducted, No. of students enrolled during the year etc.

Funded Institutions will be required to work as business incubation centres for food industry / take up training programme on behalf of the State/UT Government. The project will be subjected to periodical evaluations. The institute, if required by State/UT Government, may undertake field evaluation studies related to food processing sector.

- 7. Time frame for filing application:** - Eligible institutions shall file its claim complete in all respect, within one year from the date of commencement of course/ within one year from the date of notification of the operational guidelines whichever is later.

Application in the prescribed form received after the due date / incomplete in any respect shall be liable to be summarily rejected.

**8. Procedure: -**

- 8.1.** Eligible University / Institution claiming assistance for creation of infrastructure facilities for running degree / diploma course in food processing technology shall submit application in the prescribed form appended to this operational guideline at Annexure 'A' along with copies of all relevant documents as mentioned in the Checklist at Annexure 'B'. Application shall be submitted before the concerned General Manager, Regional Industries Centre / District Industries Centers in duplicate
- 8.2.** Copies of the documents as indicated in the checklist shall be self-certified by Authorized Signatory of the organization



- 8.3.** On receipt of application with copies of relevant documents, the acknowledgement as prescribed at Annexure-'C' shall be issued to the applicant duly signed by the General Manager, RIC /DIC / their authorized officer on the day of receipt.
- 8.4.** The application shall be examined and scrutinized by the concerned RIC / DIC, who shall determine the date of first fixed capital investment, entitlement for assistance under the scheme. After scrutiny and examination, correction, if any required on the application form, shall be made under the signature of General Manager, RIC /DIC / their authorized officer along with signature of the applicant. The process of examination, Scrutiny, etc. shall be completed within 15 days of receipt of proposal.
- 8.5.** After completion of examination, scrutiny of the proposal, the RIC / DIC shall transmit the application and relevant documents (one set) along with a site inspection report as in Annexure—D to the Director of Industries, Odisha within 15 days of receipt of proposal under intimation to the applicant unit. One set of application with copies of relevant documents shall be retained in the office of General Manager, RIC / DIC for record.
- 8.6.** A Joint site inspection shall be conducted by Addl. Director of Industries / Joint Director of Industries, GM, RIC / DIC concerned, Tahasildar, representative of financing bank, if any and a report will be submitted to the Director of Industries, Odisha within next 15 days.
- 8.7.** The Director of Industries, Odisha, on receipt of application of the concerned enterprise from RIC / DIC, and Joint Site Inspection Report may further examine the application on receipt of complete information and place it for approval in the State Directorate Level Committee (SDLC) for scrutiny & processing.
- 8.8. Sanction of assistance:-**
- 8.9.** In case the assistance amount is upto Rs.25.00 lakhs, the SDLC will accord necessary approval. In case the assistance amount exceeds Rs.25.00 lakhs, the same will be placed in Sub-S.L.E.C for necessary approval. This process will be completed within 30 days.
- 8.10.** Upon receipt of approval of SDLC / Sub-S.L.E.C, the Director of Industries, Odisha will issue sanction order within 07 days in Annexure-E. Necessary funds shall be placed with concerned RIC/ DIC.
- 8.11. Disbursement of financial assistance under the scheme:**
- 8.11.1.** Upon receipt of sanction order from the Director of

Industries, Odisha, the concerned General Manager, RIC / DIC shall further complete the process of signing agreement (Appendix-A), undertaking (Appendix-'B') and acceptance of Terms & Conditions (Appendix-'C') as required.

**8.11.2.** The disbursement of sanctioned amount for such proposals shall be made by the GM, RIC / DIC within 03 days of issuance of sanction order subject to availability of funds under the policy through the financing agency from which it has availed the term loan / directly to the organization or., institution in case of self-financed / Govt. Organizations. The grantee shall submit Utilization Certificate in OGFR Annexure-VI.

- 9. Rejection:** In case of rejection of application at the level of General Manager, RIC / DIC / Director of Industries, Odisha, Scrutiny Committee or SLC, the reasons of rejection shall be communicated to the applicant enterprise by the concerned authority within a maximum period of 30 days from the date of the rejection/decision taken in the format prescribed at Annexure-'F'.
- 10.** The receipt of claim filed by the enterprises and assistance provided under this scheme shall be monitored both electronically & manually at DIC / RIC and Directorate of Industries, Odisha level.
- 11. Recovery-** The amount disbursed under this scheme or any part thereof shall be recoverable forthwith with penal interest as decided by the SLC on following events.
  - 11.1** If the information furnished is found to be false/ incorrect / misleading or misrepresented and there has been suppression of facts / materials or disbursed in excess of the amount actually admissible for whatsoever reason after disbursement of incentive.
  - 11.2** If the institution/ college/ university discontinues the approved courses for a period exceeding one academic session at a time for any reasons which is beyond the control of institution/college/university during the first 10 years from the date of commencement of production.
  - 11.3** If the institution /college / university discontinues the approved courses completely within the first 10 years from the date of commencement of production.
- 12. Miscellaneous:-**
  - 12.1** Directorate of Industries, Odisha/ RIC / DIC may inspect the enterprise individually /jointly, if felt necessary.
  - 12.2** Institution/college/university shall furnish information, reports,

periodical statements, etc. to the RIC / DIC / Directorate of Industries, Odisha / Electrical authority concerned as and when required.

- 12.3** The beneficiary organization which has availed incentives under this scheme will not be allowed to shift its' location without prior intimation / approval of RIC / DIC / Director of Industries, Odisha.
- 12.4** Time limit prescribed in this guideline is of working days from date of receipt by the concerned authority only.

This operational guideline has been concurred in by Finance Department vide their UOR No. 12-ES-II /Dated: 21.01.2017.

By order of Governor


  
31.1.17

(L.N.Gupta)

Principal Secretary to Government

Memo No. I-MSME(OFPP-2016)-07/2017(Pt.) 605 /MSME Dated 31-01-2017

Copy forwarded to All Departments/ All Heads of Departments/ Director of Industries, Odisha / All PSUs/ All Revenue Divisional Commissioners/ All Collectors/ All RICs/ All DICs/ Head, State Portal Group, IT Centre, Secretariat, Bhubaneswar/ All Sections of MSME Department/ Guard File (5 copies) for information and necessary action.

  
31/1/17  
Additional Secretary to Government

APPLICATION FOR ASSISTANCE UNDER SCHEME FOR CREATION OF  
INFRASTRUCTURE FACILITIES FOR RUNNING DEGREE / DIPLOMA  
COURSE IN FOOD PROCESSING TECHNOLOGY UNDER OFPP-2016  
(See Para 7.5.1 of OFPP-2016)

*Application received after the due date / incomplete in any respect  
shall be liable for rejection (Strike out whichever  
is not applicable)*

From:

M/s \_\_\_\_\_

At \_\_\_\_\_

PO \_\_\_\_\_

Sub-Division \_\_\_\_\_

Dist. \_\_\_\_\_

{Location of the Enterprise}

To

The General Manager,  
Regional Industries Centre /District Industries Centre, -

Sub: Assistance for creation of infrastructure facilities for running  
degree / diploma course in food processing technology under  
Odisha Food Processing Policy- 2016.

Sir,

In accordance with the provisions laid down in Odisha Food  
Processing Policy- 2016, its operational guidelines notified by MSME  
Department, Government of Odisha the claim for "Assistance for  
creation of infrastructure facilities for running degree / diploma  
course in food processing technology" is submitted with following  
particulars.

1	Name and address of the Institute/College / University	
2	Status of institute/college / University- whether Government or Private	
3	Address of the Institute/ University running the course	
4	Brief of the past activity	[Give details as Enclosure-I]
5	Disciplines to be covered & objectives of the project with Intake capacity.	[Give details as Enclosure-II]

6	Details of Degree /diploma to be awarded and whether recognized by University/ AICTE etc.	Give details here. [Enclose copy of recognition as Enclosure- III-A]
7	Details of Degree /diploma to be awarded and whether affiliated by University/ AICTE etc.	Give details here. [Enclose copy of recognition as Enclosure- III-B]
8	Course content and duration of the course.	Give details here. [Enclose copy of Syllabus as Enclosure-IV]
9	Details of Laboratory/ Pilot plants to be set up	[Give details at Enclosure-V]
10	Details of equipment Existing if any	[Give details of existing equipment in a tabulated format as Enclosure-VI indicating name, no., cost]
11	Details of equipments acquired	[Give details of proposed equipment in a tabulated format as Enclosure-VII]
12	Details of infrastructure including space available and ownership thereof with documentary evidence.	[Give details of classrooms, laboratories, pilot plant, library etc in numbers for the proposed courses with area of each as Enclosure-VIII]
13	Details of faculties available	[Give details of existing and proposed faculties in a tabulated format as Enclosure- IX indicating name of the faculty, qualification, experience]
14	<b>Total Project Cost (Rupees in Lakhs)</b>	
	<b>A. Recurring cost</b>	
	i. Salaries & Wages	
	ii. Utilities	
	iii. Consumables	
	iv. Others (Pl. Specify)	
	<b>B. Non- Recurring Cost</b>	
	i. Land	
	ii. Building	
	iii. Machineries	
	(a)Indigenous	
	(b)Imported	
	iv. Pilot Plant	
	v. Books & Journals	
	<b>Total (Rupees in Lakhs)</b>	



15	Means of Finances (Rupees in Lakhs) i. Own Contribution ii. Term Loan from Bank/F.I iii. Other Organization (Please specify) Total	
16	Implementation schedule.	[Attach detailed implementation schedule in bar chart indicating various milestones to be achieved for
17	Term Loan A/c No. of the Enterprise Name of Bank Branch with IFSC	

I, Sri \_\_\_\_\_ s/d/o \_\_\_\_ at present \_\_\_\_ (designation) of M/S (Name of the Institute/university) 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 Food Processing Policy 2016 and its operational guidelines.

I hereby undertake to furnish information, reports, periodical statements etc to the DIC /RIC/ Directorate of Industries, Odisha as and when required.

Copies of relevant documents in support of information / facts furnished above are enclosed here with.

Enclosure:-

- 1.
- 2.

Signature of the Authorized Signatory in

full and on behalf of

Date-

Place-

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**CHECK LIST**

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

1.	Registration details of the institution/university
2.	Power of Attorney / Board Resolution / Society Resolution, as applicable, while signing as Authorized person.
3.	Course has been recognized by AICTE / University/ Deemed University as applicable
4.	An undertaking in the case of private institution/university on non-judicial stamp paper of minimum value of Rs. 10/- duly notarised, confirming that the institute will run the course for a minimum period of 10 years or else will be considered for recall of grant by the Director of industries, Odisha
5.	An undertaking that the equipments for the said purpose has been purchased through a fair procedure.
6.	An undertaking that the institute/university will prominently display the building where facilities created out of out of the funds assisted under OFPP-2016.
7.	Document in support of date of first investment in fixed capital of enterprise i.e. building / plant & machinery and balancing equipment
8.	Document In support of delay in implementation condoned by Government if any
9.	Detailed project report duly signed by head of the institute
10.	Sanction letter of term loan from bank / financial institutions (if any)
11.	Appraisal report from Bank / Financial Institution (if any)
12.	Annual reports and Audited Statement of Accounts of last three years of the university/institution
13.	Blue Print of the building Plan
14.	Self-certified Invoices/ receipts from the suppliers/vendors
15.	Enclosures as mentioned in the application form

16. An undertaking duly executed on non-judicial stamp paper of Rs.100/- or more duly notarized by Notary Public affirming:  
that organization's sister concern (s)/ related group institution/college/university as well as the applicant institute itself availed any financial assistance for a food processing project in the past from any State Govt. or Central Govt. and their agencies or not. If yes, the details thereof.  
that the sister concern (s)/ related/group institution/college/university has not obtained/applied for or will not obtain any grant/subsidy from any Ministry/Department of Central Govt./GOI organization/agencies for the same purpose/activity /same components.

Annexure —C (FOR OFFICE USE)  
OFFICE OF THE GENERAL MANAGER, RIC / DIC

Letter No. \_\_\_\_\_ / Date

Acknowledgement

(To be issued by authorized officer / General Manager, RIC / DIC on the  
day of receipt)

(Strike out whichever is not applicable)

To,

Sri \_\_\_\_\_

M/s. \_\_\_\_\_

Received the application for assistance for "Creation of infrastructure facilities for running degree / diploma course in food processing technology" under the provisions of Odisha Food Processing Policy- 2016 and its operational guidelines along with documents mentioned below from M/s \_\_\_\_\_ At/Po-

\_\_\_\_\_ Dist. \_\_\_\_\_ on dt. \_\_\_\_\_ through

post / person.

List of documents

1

2

Signature of authorized officer / General  
Manager, RIC/ DC

with seal & date

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## OFFICE OF THE GENERAL MANAGER, RIC / DIC

No. \_\_\_\_\_ Dt. \_\_\_\_\_

(Strike out whichever is not applicable)

From

General Manager,  
RIC / DIC

To

Director of Industries, Odisha,  
Cuttack

Sub: Recommendation for assistance for Creation of infrastructure facilities for running degree / diploma course in food processing technology under the provisions of Odisha Food Processing Policy- 2016

Sir,

In accordance with the provisions laid down in Odisha Food Processing Policy-2016 and its operational guidelines, I am to furnish herewith the application with copies of all relevant documents filed by

At P.O. \_\_\_\_\_ Dist. \_\_\_\_\_ bearing  
Registration no. \_\_\_\_\_ date \_\_\_\_\_.

The particulars of the unit are given below.

1	Date of receipt of application from the institute for assistance for creation of infrastructure facilities for running degree / diploma course in food processing technology	
2	Name and address of the Institute/College / University	
3	Status of college / University- whether Government or Private	
4	Address of the Institute/College / University running the course	
5	Details of Degree /diploma awarded and whether recognized by University/AICTE etc.	
6	Course content and duration of the course.	



7	Details of Laboratory/ Pilot plants set up	
8	Details of equipment Existing Proposed	
9	Details of infrastructure including space available	
10	Details of faculties available	
11	Total Project Cost (Rupees in Lakhs) Non Recurring i. Land ii. Building iii. Machineries (a)Indigenous (b)Imported iv. Pilot Plant v. Books & Journals Total	
12	Means of Finances (Rupees in Lakhs) i. Own Contribution ii. Term Loan from Bank/F.I iii. Other Organization (Please Specify) Total	
13	Term Loan A/c No. of the Enterprise (if any)	
14	Name of Bank Branch with IFSC	

The enterprise is eligible for assistance for creation of infrastructure facilities for running degree / diploma course in food processing technology under the provisions of OFPP-2016.

Encl. (One set of application with supporting documents)

Yours faithfully,

General Manager, RIC /DIC

Memo No. \_\_\_\_ / dt.

Copy forwarded to M/s \_\_\_\_\_ for information.

General Manager, RIC /DIC

OFFICE OF THE DIRECTOR OF INDUSTRIES, ODISHA, CUTTACK.  
SANCTION LETTER

No. \_\_\_\_\_ / Dated the \_\_\_\_\_ 20  
(Strike out whichever is not applicable)

To

\_\_\_\_\_  
\_\_\_\_\_

(Names of cluster representatives/Entrepreneurs)

Sub:- Sanction of Capital grant @ 50% of cost under Creation of Infrastructure facilities for running Degree / Diploma / Certificate Course in Food Processing Technology under Para-7.5.1 of Odisha Food Processing Policy, 2016.

Ref: 1) Your application dated: \_\_\_\_\_ for availing reimbursement for \_\_\_\_\_ as per Para-7.5.1 of OFPP-2016.

Sir,

We are pleased to inform you that the appropriate State Level Committee under OFPP-2016 in its meeting held on \_\_\_\_\_ have approved capital grant for an amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) in favour of \_\_\_\_\_ under Creation of Infrastructure facilities for running Degree / Diploma in Food Processing Technology as per Para 7.5.1 of OFPP-2016.

Basing on the documents furnished by you & recommended by concerned GM, RIC/DIC from time to time for the purpose of sanction of eligible capital grant as indicated below:

	Rs. in lakhs
Cost of Laboratory equipment, Pilot plant for processing of food products, Facilities for testing of food items, as per syllabus of proposed course, Technical / academic books/journals including online publications.	
Credit linked back-ended subsidy @ 50% (Maximum up to Rs.1.00 crore)	

The above sanctioned amount can be disbursed in full subject to availability of funds.

The said sanction of capital grant is subject to the following conditions in addition to the conditions prescribed under the scheme.

The above sanctioned amount can be disbursed in full subject to availability of funds.

You shall also have to execute an agreement with concerned GM, RIC/ DIC and the agreement shall be on non-judicial stamp paper of not less than Rs.100/-, which shall be kept by the office of GM, RIC / DIC / Inspector General Registration, Cuttack.

The agreement should be executed by the proprietor, in the case of proprietary concern. In case of partnership, agreement should be executed by all the partners; however, if any one of the partner hold a general power of attorney, he may execute the agreement on behalf of the remaining partners. In case of a company, you are requested to furnish a certified true copy of the resolution passed by the Board of Directors of your company for availing and utilizing the capital grant sanctioned.

Erasures, if any should be properly, initialed No. blank should be left in the agreement and all the blanks should be filled in with proper initials. You shall also have to produce a Certificate on the working status of your organisation from your financier duly countersigned by the concerned GM, RIC/ DIC.

Yours faithfully,

Director of Industries, Odisha

Memo No. \_\_\_\_\_ / Date: \_\_\_\_\_

Copy forwarded to General Manager, RIC / DIC \_\_\_\_\_ for information and necessary action. He is requested to ensure that the unit complies with all pre-conditions and submits all necessary documents such as copies of valid statutory clearances/ licenses / approvals(if any) prior to release of assistance and intimate the same to the undersigned.

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

Memo No. \_\_\_\_\_ / Date: \_\_\_\_\_

Copy to Additional Secretary to Govt. MSME Department, Bhubaneswar for information and necessary action.

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

Memo No. \_\_\_\_\_ (2)/ Date: \_\_\_\_\_

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

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

OFFICE OF THE DIRECTOR OF INDUSTRIES, ODISHA, CUTTACK

No. \_\_\_\_\_ Dt \_\_\_\_\_  
(Strike out whichever is not applicable)

To  
The General Manager,  
RIC / DIC, \_\_\_\_\_

Sub: Rejection of proposal of \_\_\_\_\_

Ref: Your letter No. \_\_\_\_\_ dated \_\_\_\_\_

Sir / Madam,

This is to inform that proposal for assistance for creation of infrastructure facilities for running Degree/ Diploma course of the captioned unit under the provisions of OFPP-2016 is rejected due to following reasons:

(Specify the reasons)

- 1.
- 2.
- 3.
- 4.

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

Memo No. \_\_\_\_\_ dated \_\_\_\_\_  
Copy to \_\_\_\_\_ for information.

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

Yearly progress report for Creation of Infrastructure Facilities for running Degree/ Diploma in Food Processing Technology.

(To be submitted for the year ending 31<sup>st</sup> December by 31<sup>st</sup> January of the subsequent year)

Report for the period ending December (Year)

1. Name of the Institute
2. Address
3. Objective of Project
4. Total Project Cost
  - a) Amount of grant sanctioned (facility / equipment wise)
  - b) Amount of grant released with date
  - c) Amount spent during the period
5. Progress report (briefly) indicating Activities undertaken / action initiated
6. Programme / activities for next 6 months (keeping overall project implementation in view)

Head of the University / Institution with Seal & Signature



## AGREEMENT

(On Non-Judicial Stamp paper of not less than Rs.100/-)  
(Strike out whichever is not applicable)

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This INDENTURE made in this \_\_\_\_\_ day of \_\_\_\_\_, 200----  
between a private / public limited company incorporated under companies Act,  
1956, a cooperative society registered under the Odisha Cooperative Society  
Act 1962 and having its registered office at \_\_\_\_\_

OR

Carrying on business as a sole proprietor / partners in the firm with the  
name and style of M/s. \_\_\_\_\_ having its office at  
\_\_\_\_\_ hereinafter called the Entrepreneur / Enterprise (which  
expression shall unless it be repugnant to the context or meaning there of be  
deemed to include its successor or successors and assigns / the partners for  
the time being of the said firm and their assigns / his / their, executors,  
administrators and assigns) of the first part,

And

The General Manager, RIC / DIC under the administrative control of  
MSME Department, Government of Odisha, representing the Governor of  
Odisha, exercising the executive powers of the Government of the State of  
Odisha (here in after referred to as "the Governor" which expression shall  
unless it be repugnant to the context or meaning the thereof be deemed to  
include his successor of successors and assigns) of second part, as :-

a) The Government of Odisha have framed a scheme as Capital Grant under  
the provisions of Odisha Food Processing Policy-2016 for the Food Processing  
Entrepreneur / Enterprise with a view to promote growth of Industries standing  
therein that Government of Odisha will grant a subsidy to the parties who set  
up enterprises in the districts of the State if the said parties satisfy the terms  
and conditions laid down under the Policy and its Rules & Guidelines which  
shall be deemed to be a part of this agreement.

b) The Government of Odisha (hereinafter referred to as the Government  
has appointed the General Manager, RIC / DIC (hereinafter referred to as the  
RIC / DIC) to act as the Agent for the disbursement of the said investment  
subsidy.

c) The Entrepreneur / Enterprise have set up an industries at \_\_\_\_\_ on plot No. \_\_\_\_\_ Khata No. \_\_\_\_\_ measurement of area \_\_\_\_\_ Mouza \_\_\_\_\_ District \_\_\_\_\_ standing in the name of \_\_\_\_\_ and have satisfied other conditions of the \_\_\_\_\_ scheme and have, therefore, become entitled to the benefits under the said scheme.

d) The Entrepreneur / Enterprise by their application dated the day of \_\_\_\_\_ 200\_\_ applied to the Government for the grant of (Rupees \_\_\_\_\_ @ \_\_\_\_\_ % capital investment subsidy and whereas :-

i) Relying on the said application and subsequent representations made by the Entrepreneur / Enterprise, the Government have sanctioned \_\_\_\_\_ % capital investment subsidy and the DI(O) has agreed to pay the same on behalf of the Government to the Entrepreneur / Enterprise on their executing the necessary documents as hereinafter appearing and creating the fixed assets to the tune of Rs. \_\_\_\_\_

ii) Now this INDENTURE witnesses and it is hereby agreed by and between the parties hereto as under :-

1. In consideration of the Government agreeing to give to the Entrepreneur / Enterprise under the said scheme, in such installments the Government in its sole discretion think fit, an aggregate amount of \_\_\_\_\_ and by way of the capital investment subsidy to the Entrepreneur / Enterprise creating the fixed assets of Rs. \_\_\_\_\_ for the purpose of the said unit and the Entrepreneur / Enterprise do and each of them do hereby covenant with the Government as under :-

2. The RIC / DIC will be entitled in its sole discretion to make disbursement of the capital investment subsidy or of any part thereof of either in one or more installments to the party on it complying with the terms & conditions of the Capital investment subsidy scheme and of this agreement.

3. In the event of the State Level Committee ultimately deciding for any reasons whatsoever that the Entrepreneur / Enterprise is entitled to a lesser amount of subsidy the excess amount of the capital investment subsidy shall be repaid by the Entrepreneur / Enterprise to the RIC / DIC / DI(O) \_\_\_\_\_ as agent of the Government along with interest thereon @

12½% per annum or such other higher rate as the Government might decide from time to time from the date of payment of the said amount of Rs. \_\_\_\_\_ or any part thereof paid under this agreement till the repayment.

4. The Entrepreneur / Enterprise shall duly observe and perform the covenants and the conditions to be observed and performed by him / them under the said scheme.

5. The Entrepreneur / Enterprise shall not without prior approval of the State Level Committee change the location of the whole or any part of the industrial unit or affect any substantial change in the said project within a period of 5 years from the commercial production of the unit.

6. The Entrepreneur / Enterprise shall promptly furnish all the information asked for to the RIC / DIC / DI(O)/ Government and also furnish certified copies of its audited balance sheet and profit & loss amount within a period of 6 months from the end of the year and also such other periodicals statements in such form and by such dates as may be prescribed by the Government from time to time to the DI(O) / State Government.

7. The said sum of Rs. \_\_\_\_\_ or such part thereof as may have been till then paid by the Government to the Entrepreneur / Enterprise shall become forthwith repayable by the Entrepreneur / Enterprise to the Government in each and every of the following events namely :-

a) If the Entrepreneur / Enterprise go out of production within 5 years from the date of start of commercial production.

b) (i) If the Entrepreneur / Enterprise change(s) the location of whole or any part of the enterprise or effect any substantial construction or disposal of substantial part of their total fixed capital investment within a period of 5 years after going into commercial production.

(ii) If the Entrepreneur / Enterprise shift the registered office of the unit outside the State without taking prior permission of the State Government.

c) If any information furnished by the Entrepreneur / Enterprise in his / their application for the subsidy or otherwise particularly regarding location, capital investment and production, capacity of the said unit prior to the sanctioning of the sum of Rs. \_\_\_\_\_ as the subsidy is found to be

incorrect or false or misleading and there has been suppression of any material / facts.

d) If a distress of execution shall be levied upon any property of the Entrepreneur / Enterprise or, any part of the said factory or a receiver thereof is appointed.

e) If the Entrepreneur / Enterprise shall commit a breach of any one of the covenants or provisions herein contained and on his / their part to be observed and performed.

f) If the Entrepreneur / Enterprise close the said factory for a period exceeding 6 months at a time for reasons other than the labour troubles, want of electric power or raw material or shall cease to carry on business for any reason whatsoever within 5 years from the date of commercial production.

g) If the Entrepreneur / Enterprise or any of them file a petition for being adjudicated as insolvent or are / is adjudicated as insolvent.

h) If any petition for winding up the Entrepreneur / Enterprise company is presenting to any court or the Entrepreneur / Enterprise company passes any resolution for being wound up.

i) If the Entrepreneur / Enterprise / Entrepreneur fail or neglect to forth with execute such further documents as may be required by the Government or to duly comply with any direction given to it by the Government or the DI(O). In each one of the aforesaid contingencies the Entrepreneur / Enterprise are to repay the whole amount mentioned above with interest thereon @ 12 ½% per annum or such higher rate as the Government might decide from time to time from the date of disbursement of the subsidy till the repayment.

8. Whenever any sum due and payable by the Entrepreneur / Enterprise / Entrepreneur under these presents shall be in arrears the same shall be deemed to be public demand and may without prejudice to any other right and the remedies of the Government be recovered from the Entrepreneur / Enterprise as a public demand under the Odisha Public Demand Recovery Act, 1962.

9. The Entrepreneur / Enterprise / Entrepreneur shall permit any person or persons authorized by the Government in that behalf at any time and from



time to time during the usual time or business to inspect and examine any part of the said factory and shall render to him / them such assistance as may be required for the Government and furnish to such person or person as aforesaid all such information relating to the said factory as may be required by such person or persons.

10. The Entrepreneur / Enterprise /Entrepreneur shall observe and perform all instruction and direction that may be issued from time to time by the Government or the DI(O) in relation to utilisation of the said sum of Rs. \_\_\_\_\_ and shall for 5 years hereinafter submit to the Government yearly periodical progress reports on the working of the said unit at the time and the form prescribed by Government or the Corporation.

11. The Entrepreneur / Enterprise / Entrepreneur shall -

- a). Furnish further information asked for by the Government of Odisha or by the State Level Committee or by the DI(O) from time to time.
- b). Furnish to the DI(O) certified copies of the annual statement of accounts including the balance sheet and also periodical statements in such form and by such dates as may be prescribed by the Government or the DI(O) from time to time.
- c). Furnish true copies of documents as may be required by the Government or the DI(O).

12. In the event of any dispute or difference arising between the parties hereto in respect of or in relation to this agreement or any provision herein contained either during the subsistence of this agreement or thereafter the same shall be referred to the sole arbitration or a suitable person acceptable to the Entrepreneur / Enterprise as well as the Government and / or the DI(O) or any other person nominated by Govt. and his decision thereof shall be final and binding on the parties. Such arbitration shall be under the provision of the Arbitration Act, 1940 and shall be held in Cuttack.

13. The Entrepreneur / Enterprise agree that in respect of any matters arising under this agreement the courts at Cuttack along with have exclusive jurisdiction and that the Entrepreneur / Enterprise submit to the same will not object that the courts at Cuttack have no jurisdiction for any reason whatsoever.

14. In the event of any action arising under any of the clause herein above the Entrepreneur / Enterprise agree to pay to the DI(O) as agent of the Government legal charges and such other costs as the DI(O) may be required to incur in connection with the aforesaid action.

15. The Entrepreneur / Enterprise agree to bear and pay all the costs charged and the expenses incidental to the preparation and the execution of the agreement.



In Witness whereof of parties hereto have affixed their common seal of this writing the day and year first herein above written.

The common seal of:

Is there into affixed pursuant to the resolution of the Board of Directors of the company passed on the day of \_\_\_\_\_ in the presence of who has / have put his/their signatures.

In token of his / their presence in the presence of \_\_\_\_\_

In the witness thereof the organization have put their (Respective hand here today \_\_\_\_\_ year herein above written)

Signed and delivered by the \_\_\_\_\_

With name in the presence of \_\_\_\_\_

Witness

1. \_\_\_\_\_
2. \_\_\_\_\_

Signature of Officer \_\_\_\_\_

Acting in the premises for on behalf of the Government of Odisha in the presence of  
Witness

1. \_\_\_\_\_
2. \_\_\_\_\_

Signature of \_\_\_\_\_

SELF-UNDERTAKING

(on non-judicial stamp paper of not less than Rs.10/-)

(Strike out whichever is not applicable)

I..... S/o ..... Resident of  
..... director /proprietor of M/s .....  
..... do here by solemnly affirms and state  
as follows:

(a) That the organization has not obtained/applied for grant from any other Ministry/Department of Central Govt. /GOI organization/agencies and State Govt. for the same purpose or, activity. If yes, the details thereof.

(b) The details of grant received are as follows :.

i. ....

ii. ....

iii. ....

Deponent

TERMS & CONDITIONSFile  
No. \_\_\_\_\_

Date: \_\_\_\_\_

1. The grant-in-aid shall be utilized exclusively for the purpose(s) for which it is sanctioned and utilization certificate is to be submitted as per Appendix - C. (Copy Enclosed).
2. A detailed account of expenditure incurred out of the Grant-in-Aid shall be maintained and got audited by Chartered Accountant or other recognized body of auditors. The audited statements of accounts together with separate certificates in the prescribed pro-forma for Building or capital additions to the buildings etc. Equipment, furniture and books and Revenue / recurring expenditure shall be furnished to Directorate of Industries, Odisha immediately after utilization of funds.
3. The assets, permanent or semi-permanent, acquired wholly or substantially out of this grant-in-aid shall not without prior concurrence of the Directorate of Industries, Odisha be disposed off or encumbered or utilized for purpose other than those for which this grant has been sanctioned. A register may also be maintained by the Centre in the prescribed form of such assets and got audited with other accounts and Utilization Certificates.
4. An achievement cum performance report along with a statistical summary or the targets achieved during the last year up to the end of current year and proposed targets of the project for which the grant-in-aid has been sanctioned shall be submitted to the Directorate of Industries, Odisha at the close of the year or at such earlier dates as required.
5. The accounts of all grantee Institutions or Organizations shall be open to inspection by the sanctioning authority and audit, both by the Comptroller and Auditor-General of India under the provision of CAG (DPC) Act 1971 and internal audit by the Principal Accounts Office of the Ministry of Food Processing Industries, Government of India, MSME Department, Government of Odisha, whenever the Institution or Organization is called upon to do so and a provision to this effect should invariably be incorporated in all orders sanctioning Grants-in-Aid.
6. Before the grant is released, the grantee should execute a bond with two witnesses to the Governor that:
 

*He will abide by the conditions of the grant by the target dates, if any, specified therein*

*That he will not divert the grants and entrust execution of the scheme or work concerned to another institution(s) or organization(s) and*

*Shall abide by any other conditions specified in this agreement and in the event of his failing to comply with the conditions or committing breach of the bond, the grantee and the sureties individually and jointly will be liable to refund to the Governor of Odisha, the entire amount of the grant with*

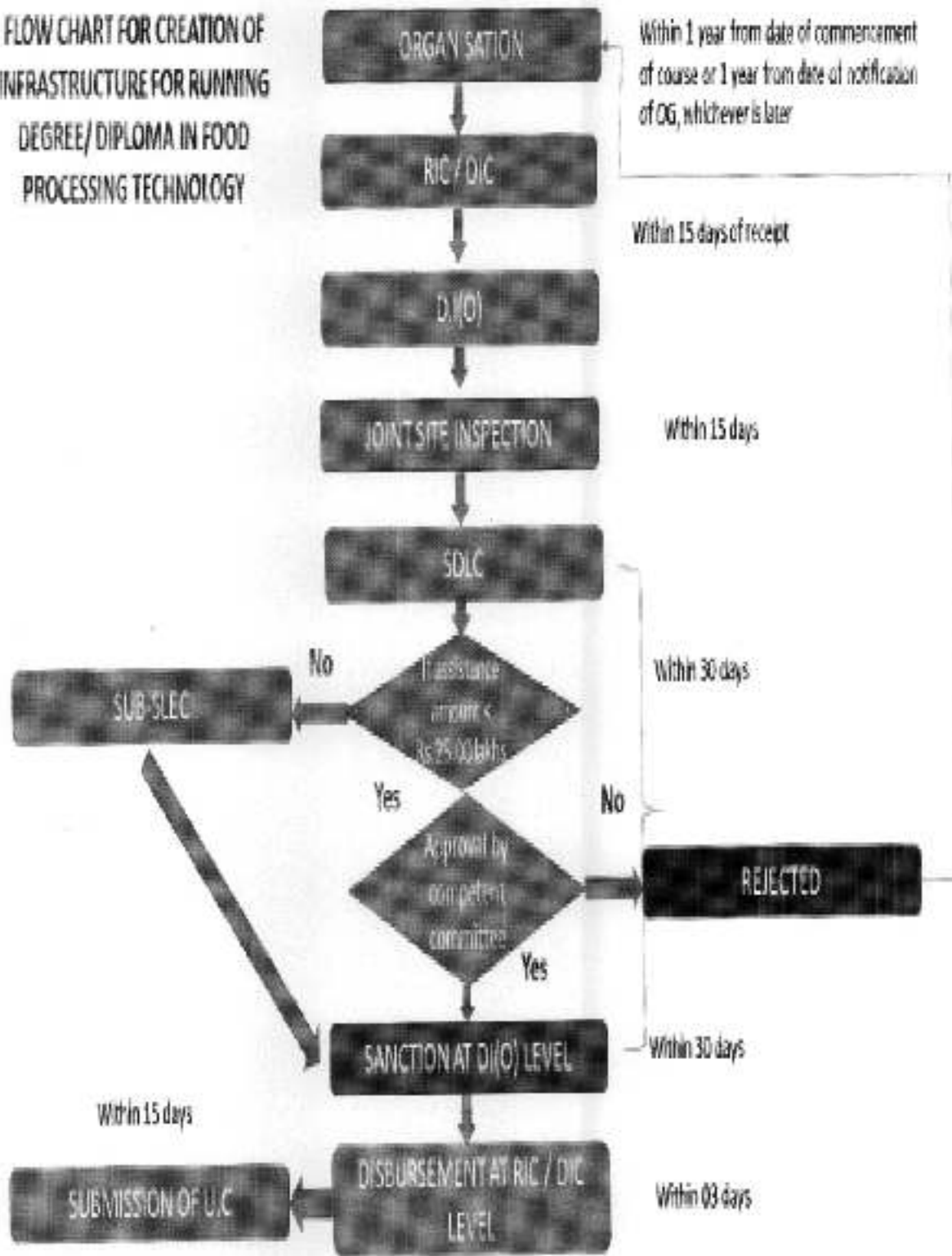
*interest at 10% per annum thereon or the sum specified under the bond.*

7. The grantee institutions / bodies shall be required to maintain subsidiary accounts of the Government grant and furnish to the Accounts Officer of Audited Statement of Accounts together with a copy of their constitution. These audited statement of accounts will also be required to be furnished after utilization of the grants-in-aid or whenever called for.
8. The know-how and all other aspects of intellectual property generated as result of the project will be owned wholly by Ministry of Food Processing Industries / Directorate of Industries, Odisha.
9. The machinery/equipment purchased out of grant-in-aid amount would be treated as National / State Property and the Directorate of Industries, Odisha would be able to utilize these machineries / equipment without payment of any charges.

We accept all the above terms & conditions.

Signature of Authorised Signatory  
of the Training Organisation with seal & signature

**FLOW CHART FOR CREATION OF INFRASTRUCTURE FOR RUNNING DEGREE/ DIPLOMA IN FOOD PROCESSING TECHNOLOGY**







GOVERNMENT OF ODISHA  
MSME DEPARTMENT

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**NOTIFICATION**

No. I-MSME(OFPP-2016)-07/2017(Pt.) 610 /MSME, Bhubaneswar, the 31<sup>st</sup> January, 2017

Subject: OPERATIONAL GUIDELINES FOR ASSISTANCE FOR ORGANISING DOMESTIC STUDY TOURS FOR EXPOSURE TO VARIOUS ASPECTS OF FOOD PROCESSING SECTOR UNDER OFPP-2016

(See Para 7.6(iii) of OFPP-2016)

1. **Short Title:** - Operational guidelines for assistance to organise study tours for exposure various aspects of food processing sector under provisions of Para- 7.6(iii) of Odisha Food Processing Policy, 2016.
2. **Extent:** - It shall extend to the whole of the State of Odisha.
3. **Commencement:** - It shall come into force from 24.11.2016 i.e; the effective date of this policy and remain in force until applicability of IPR-2015.
4. **Terms and Expressions:** -  
Terms and expressions used in this operational guideline, but not specifically defined here, shall have the same meaning as in Odisha Food Processing Policy, 2016.
5. **Policy Provisions:-**  
"Assistance @ 50% of expenditure for a maximum of 2 batches (10-25 persons per batch) per annum with a financial ceiling of Rs.2.00 lakh per batch shall be provided. In case of Govt. representatives, TA, DA, etc. shall be admissible as per OTA Rules. Prior approval of the Government shall be obtained."
6. **Eligibility:** -
  - 6.1 10-25 persons per batch from members of a group desirous of forming / have formed a food processing based cluster.
  - 6.2 TA / DA/ Conveyance Charges will be reimbursed to the extent of 50%

of the allowances as applicable to Group-B official of Government of Odisha or, actuals whichever is less.

**7. Conditions for assisting and monitoring of the projects :**

**7.1** The SPV /Cluster Representatives /Entrepreneurs representing the group will submit a detailed report on the learnings/ exposure received during the study tour along with photographs with the claim in the prescribed format (Annexure- E).

**8. Time frame for filing application:** - Eligible cluster representatives /entrepreneurs shall normally file their application three months in advance from the date of the proposed tour.

**9. Procedure: -**

**9.1** Eligible SPV /cluster representatives /entrepreneurs claiming assistance for organising study tours for exposure to various aspects of food processing sector shall submit application in the prescribed form appended to this operational guideline at Annexure 'A' along with copies of all relevant documents as mentioned in the Checklist at Annexure 'B' normally three months earlier to the proposed study tour.

**9.2** Copies of the documents as indicated in the checklist shall be self — certified by SPV /cluster representative /entrepreneur representing the group.

**9.3** On receipt of application with copies of relevant documents, the acknowledgement as prescribed at Annexure- 'C' shall be issued to the applicant duly signed by authorized officer of D.I(O) on the day of receipt.

**9.4** The application shall be examined and decided by the Directorate of Industries within 15 days of its receipt from GM, RIC / DIC.

**10. Issue of Consent Letter :**

**10.1** The Director of Industries shall send the proposal to the Government in MSME Department for final approval within 15 days.

**10.2** Upon receipt of final approval, the Director of Industries shall issue

letter of consent for conducting the Study Tour in Annexure-'D' within 5 days.

**11 Sanction of assistance** for organising study tours for exposure to various aspects of food processing sector under OFPP-2016:-

**11.1** The SPV /Cluster representatives /entrepreneurs those have received consent letter from the Director of Industries, Odisha, has to submit their claim after conducting the tour in prescribed format as per Annexure-'E' along with supporting documents (Original) and an event Report (with colored Photographs) to the Director of Industries, Odisha within one months of completion of the study tour.

**11.2** Upon receipt of the claim from the applicant, the same will be scrutinized by the Director of Industries, Odisha who shall issue sanction letter as prescribed in the format (Annexure-F) in favour of the applicant subject to fulfillment of all terms & conditions and submission of relevant supporting documents within 15 days of receipt of claim in Annexure-'E'.

**12 Disbursement of financial assistance under the scheme:**

**12.1** The disbursement of sanctioned amount for organising study tours for exposure to various aspects of food processing sector or part thereof shall be made by the Director of Industries, Odisha within 3 days of sanction, subject to availability of funds under the policy in shape of the Account Payee Cheque / D.D / CEPC in favor of the individual representatives/entrepreneurs participated in the study tour.

**13 Rejection:** In case of rejection of application at the level of Director of Industries, Odisha, the reasons of rejection shall be communicated to the applicant unit by the concerned authority as early as possible or within a maximum period of 30 days of receipt of application from the claimant in the format prescribed at Annexure- 'G'.

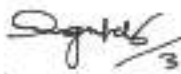
**14** The receipt of claim filed by the applicant and assistance provided under this scheme shall be monitored both electronically & manually at DIC / RIC and Directorate of Industries, Odisha level.

**15 Audit:** The accounts maintained by the DI, Odisha shall be audited by the Finance Department / AG, Odisha.

- 16 Maintenance of Records:** The receipt / forwarding / sanction / rejection / disbursement of Subsidy shall be monitored both electronically & manually Directorate of Industries level.
- 17 Recovery-** The amount disbursed for organising study tours for exposure to various aspects of food processing sector or any part thereof shall be recoverable forthwith with penal interest as decided by the authority on following events:
- 17.1** If the information furnished is found to be false/ incorrect / misleading or misrepresented and there has been suppression of facts.
- 17.2** If the disbursed amount is in excess of the amount actually admissible for whatsoever reason.
- 18** Time limit prescribed in this guideline is of working days from date of receipt by the concerned authority only.

This operational guideline has been concurred in by Finance Department vide their UOR No. 12-ES-II /Dated: 21.01.2017.


By order of Governor

  
31.1.17  
(L.N.Gupta)

Principal Secretary to Government

Memo No. I-MSME(OFPP-2016)-07/2017(Pt.) 611 /MSME Dated 31-01-2017

Copy forwarded to All Departments/ All Heads of Departments/ Director of Industries, Odisha / All PSUs/ All Revenue Divisional Commissioners/ All Collectors/ All RICs/ All DICs/ Head, State Portal Group, IT Centre, Secretariat, Bhubaneswar/ All Sections of MSME Department/ Guard File (5 copies) for information and necessary action.

  
Additional Secretary to Government



APPLICATION FOR SUPPORT TO ORGANISE STUDY TOURS FOR EXPOSURE TO  
VARIOUS ASPECTS OF FOOD PROCESSING SECTOR UNDER OFPP-2016  
(See Para 7.6(iii) of OFPP-2016)

(Strike out whichever is not applicable)

From: M/s \_\_\_\_\_  
At \_\_\_\_\_  
PO \_\_\_\_\_  
Sub-  
Division \_\_\_\_\_  
Dist. \_\_\_\_\_  
{Location of the applicant Organisation }

To

The Director of Industries, Odisha

Sub: Assistance for support to organise study tours for exposure to various aspects of food processing sector under Odisha Food Processing Policy-2016.

Sir,

In accordance with the provisions laid down in Odisha Food Processing Policy- 2016, its operational guidelines notified by MSME Department, Government of Odisha the claim for "Support to Organise Study Tours for Exposure to Various Aspects of Food Processing Sector" is submitted with following particulars:

1. Names of SPV / Cluster representatives/ entrepreneurs:

(Address, Telephone/fax/e-mail ID)

2. Main activities of the cluster /Entrepreneurs

3. Objective of the study tour

4. Date(s) and period of the tour

5. Places of importance to be visited during the tour

6. Justification for visit of the group to this places:

7. Total expenditure (with detailed break- up):

8. Sources of funding: -

i. Grant sought/ received from Other Government bodies/organizations  
Including private organizations etc

ii. Organisations'/Associations'/Entrepreneurs' own contribution

iii.Total

I, Sri/Ms. \_\_\_\_\_ S/o/D/o/W/o  
\_\_\_\_\_ at present \_\_\_\_\_

(designation) of M/s \_\_\_\_\_ (Name of the  
SPV/cluster/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 Food Processing Policy 2016 and its  
operational guidelines.

I hereby undertake to furnish information, reports etc to the  
Directorate of Industries, Odisha as and when required.  
Copies of relevant documents in support of information / facts furnished  
above are enclosed here with.

Enclosure :-

- 1.
- 2.

Date-

Signature of the Authorized Signatory in full

Place-

## CHECK LIST

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

1.	Application Form
2.	Registration details of the SPV / Cluster
3.	Power of Attorney / Board Resolution / Society Resolution, as applicable, while signing as Authorized person.
4.	Certificate of Incorporation / Registration, Memorandum & Articles of Association / Bye-laws
5.	Estimate of expenditure for study tour

OFFICE OF THE DIRECTOR OF INDUSTRIES, ODISHA, CUTTACK

Letter No. \_\_\_\_\_ / Date \_\_\_\_\_

Acknowledgement

(Strike out whichever is not applicable)

To

Sri \_\_\_\_\_  
M/s. \_\_\_\_\_

Received the application for assistance for participating in "Study tour for exposure to various aspects of food processing sector" under the provisions of Odisha Food Processing Policy- 2016 and its operational guidelines along with documents mentioned below from \_\_\_\_\_ At/PO \_\_\_\_\_  
Dist. \_\_\_\_\_

List of documents

- 1
- 2

Authorised Officer of  
DI(O)

OFFICE OF THE DIRECTOR OF INDUSTRIES, ODISHA, CUTTACK.

**CONSENT LETTER**

No. \_\_\_\_\_ / Dated the \_\_\_\_\_ 20  
(Strike out whichever is not applicable)

To

\_\_\_\_\_  
\_\_\_\_\_

(Names of SPV / Cluster representatives)

Sub:- Consent for conducting study tour under Para-7.6(iii) of Odisha Food Processing Policy, 2016.

Ref: 1) Your application dated: \_\_\_\_\_ for availing reimbursement for study tour as per para-7.6 (iii) of OFPP-2016

Sir,

With reference to your application for participation in Study Tour under the provisions of OFPP-2016 and in pursuance to approval accorded by Govt. in MSME Department vide their L.No. \_\_\_\_\_ / Dt. \_\_\_\_\_, I am to communicate herewith the consent of Government for conducting Study Tour to \_\_\_\_\_ for exposure to various aspects of Food Processing sector to be conducted during the period \_\_\_\_\_ to \_\_\_\_\_.

You are requested to submit your claim within two month of completion of the tour. Reimbursement will be made @ 50% of the TA / DA, etc. as entitled to a Group-B officer of the State Government as per rates cited under OTA Rules after processing of your claim.

Yours faithfully,

Director of Industries,  
Odisha

Memo No. \_\_\_\_\_ / Dt. \_\_\_\_\_

Copy to Additional Secretary to Govt., MSME Department for information and necessary action.

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



**FORMAT FOR CLAIMING REIMBURSEMENT OF TOUR EXPENSES UNDER  
STUDY TOUR COMPONENT OF OFPP-2016  
[See Para 7.6 (iii) of OFPP-2016]**

From:

\_\_\_\_\_

\_\_\_\_\_

To

The Director of Industries, Odisha,  
Cuttack

Sub: Submission of Claim in respect of Study Tour conducted as per  
Para 7.6(iii) of OFPP-2016.

Ref: Consent Letter No. \_\_\_\_\_ / Dt. \_\_\_\_\_ of D.I(O).

Sir,

In pursuance to the consent letter cited under reference, I am to submit herewith the claim in respect of Study Tour conducted to \_\_\_\_\_ (name of the place of visit) during the period from \_\_\_\_\_ to \_\_\_\_\_ along with relevant documents as mentioned below.

Sl	Type of Expenditure	Amount Claimed (in Rs.)
1	Travel Allowance (To & Fro) [specify the mode of journey]	
2	Daily Allowance (As admissible to Group B officials of Govt. of Odisha)	
3	Conveyance Allowance (Allowance per day * No. of days)	
4	Hotel accommodation charges (As admissible to Group B officials of Govt. of Odisha)	

Enclosure :- Original Bills

- 1.
- 2.

Date-

Signature of the Authorized Signatory in full

Place-

OFFICE OF THE DIRECTOR OF INDUSTRIES, ODISHA, CUTTACK.  
SANCTION ORDER

No. \_\_\_\_\_ / Dated the \_\_\_\_\_ 20  
(Strike out whichever is not applicable)

To

\_\_\_\_\_

Sub:- Sanction for reimbursement @ 50% of expenses towards participating in study tour under Para-7.6(iii) of Odisha Food Processing Policy, 2016.

Ref: 1) Your application dated: \_\_\_\_\_ for availing reimbursement for study tour as per para-7.6 (iii) of OFPP-2016  
2) Consent letter issued by this office bearing letter no. \_\_\_\_ Dt. \_\_\_\_

Sir,

Sanction is hereby accorded for an amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) towards reimbursement of tour expenses in favour of \_\_\_\_\_ with respect to study tour to \_\_\_\_\_ (location of the tour) from the period \_\_\_\_\_ to \_\_\_\_\_ as per Para 7.6 (iii) of OFPP-2016.

The above sanctioned amount can be disbursed in full subject to availability of funds.

You shall have to furnish advance stamped receipt in triplicate for the amount to be disbursed.

Yours faithfully,

Director of Industries, Odisha

Memo No. \_\_\_\_\_ / Date: \_\_\_\_\_

Copy forwarded to General Manager, RIC / DIC \_\_\_\_\_ for information and necessary action.

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

Memo No. \_\_\_\_\_ (2)/ Date: \_\_\_\_\_

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

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

DIRECTOR OF INDUSTRIES, ODISHA, CUTTACK

No. Dt.

(Strike out whichever is not applicable)

To

Sri \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir,

This is to inform that the application for organising study tours for exposure to various aspects of food processing sector made by \_\_\_\_\_ bearing Registration No. \_\_\_\_\_ Dt. \_\_\_\_\_ on dt. \_\_\_\_\_ for the period under OFPP-2016 is rejected due to following reasons.

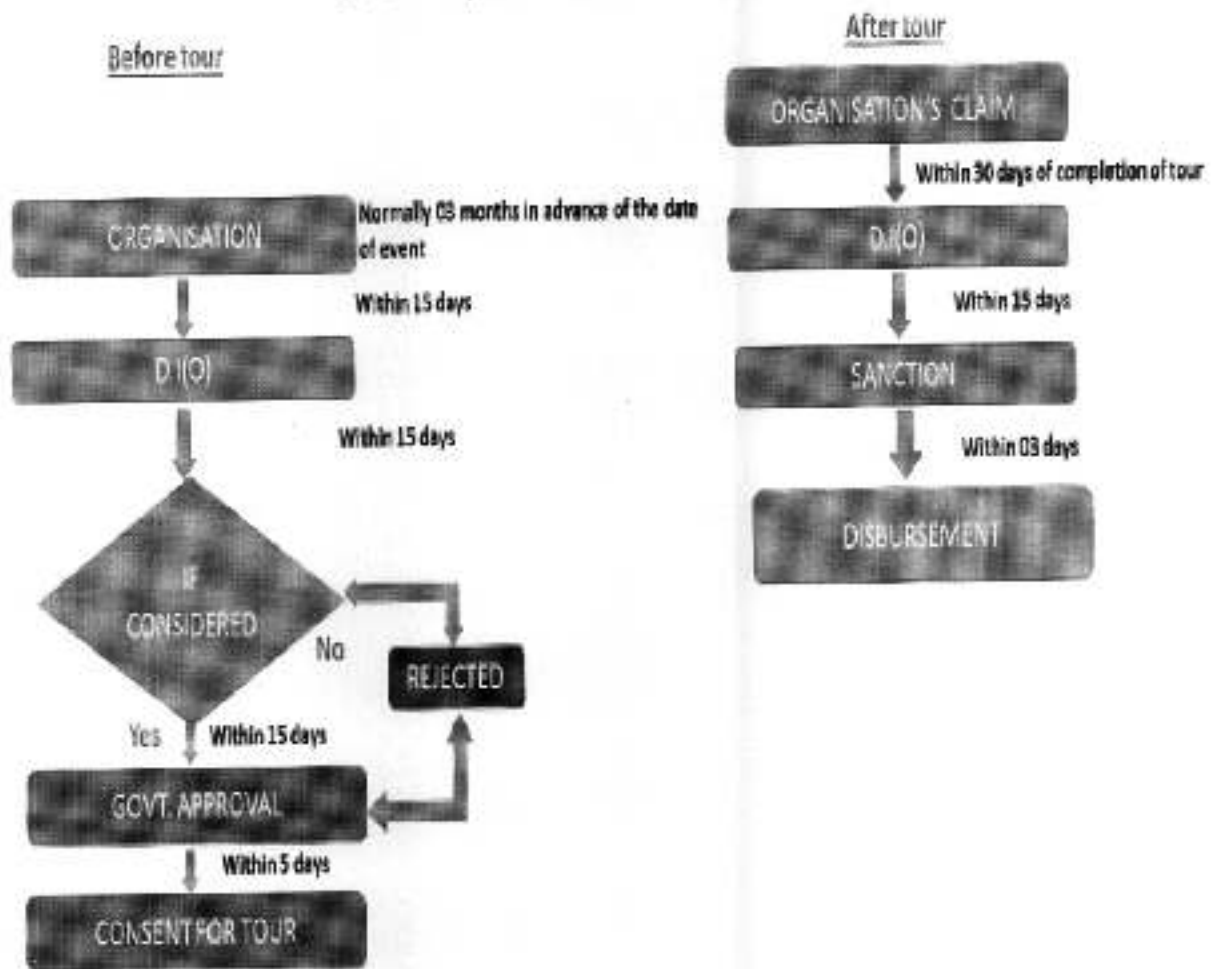
(Specify the reasons)

- 1.
- 2.
- 3.
- 4.

Yours faithfully,

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

FLOW CHART OF  
STUDY TOUR / EXPOSURE VISIT UNDER OFPP-2016







GOVERNMENT OF ODISHA  
MSME DEPARTMENT

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**NOTIFICATION**

No. I-MSME(OFPP-2016)-07/2017(Pt.) 606 /MSME, Bhubaneswar, the 31<sup>st</sup> January, 2017

Subject: OPERATIONAL GUIDELINES FOR ENTREPRENEURSHIP SKILL DEVELOPMENT PROGRAM IN FOOD PROCESSING UNDER OFPP-2016.

(See Para 7.5.2 of OFPP-2016)

**1. Short Title:** - Operational guidelines for assistance under the scheme of for entrepreneurship skill development program in food processing under Odisha Food Processing Policy, 2016.

**2. Extent:** - It shall extend to the whole of the State of Odisha.

**3. Commencement:** - It shall come into force from 24.11.2016 i.e; the effective date of this policy and remain in force until applicability of IPR-2015.

**4. Terms and Expressions:** -

Terms and expressions used in this operational guideline, but not specifically defined here, shall have the same meaning as in Odisha Food Processing Policy, 2016.

**5. Policy Provisions:-**

"Financial assistance up to Rs.3 lakh per ESDP (of 25 to 30 trainees) will be provided to Government ITIs / Government Polytechnics / IEDO / OUAT for conducting a 30 days Certificate Programme on Food Processing."

**6. Eligibility: -**

**6.1.** All Government ITIs, Government Polytechnics, Institute of Entrepreneurship Development, Odisha (IEDO) & OUAT having / arranged adequate infrastructure like Building / Machinery & Equipment for providing skill development training on food processing.

**6.2.** If the organisation has availed this incentive for any specific ESDP under any scheme of State Govt. or the Central Govt. (Gol) or Govt. Agencies or any financial institutions, it shall be eligible for the differential benefit only.

### **6.3. Duration & Course Contents:**

**6.3.1.** The ESDP has to be a regular 30 days (only working days may be considered) program to be conducted at the block / sub divisional/ district headquarters with the following two components:

- (i) 25 working days for EDP
- (ii) 5 working days for hands on training on machines
- (iii) Course Content:

Suggested content for ESDP course is as under:

- (i) Motivation training / Business Opportunities available for starting enterprises.
- (ii) Market surveys / Preparation of Project Report for Bank Financing.
- (iii) Management of resources.
- (iv) Food Laws and Rules/ Regulations of Local bodies
- (v) Factory visits, meetings with successful entrepreneurs.
- (vi) Market Survey
- (vii) Book keeping & Accounts (Preliminary idea)/ Costing and pricing of products.
- (viii) Various Govt. Schemes with assistance
- (ix) Technical appraisal & viability of the project.
- (x) Presentation / Discussion with entrepreneurs.
- (xi) Hands on Skill Development Training on machines

In case any training Institution wants to adopt a different syllabus the prior approval of SLC may be obtained.

**6.3.2.** Batch Size of minimum 25 and maximum 30 trainees.

**6.3.3.** Proper representation to be given to SC / ST / Women and minority candidates while selecting a batch for the ESDP.

**6.3.4.** There should be at least 22.5% representation of ST trainees and 16.25% representation of SC trainees. The interest of STs and SCs should be ensured in implementation of the scheme.

**6.3.5.** In case of non-availability of ST & SC candidates, selection of trainees may be done out of General candidates so that a batch size of 25-30 nos. can be formed with sufficient reasons cited by the selection committee.

**6.4.** Criteria for Selection of Trainees:

- i) Minimum Qualification should be 10+2. However, candidates having higher qualifications may be given priority.
- ii) Aptitude for entrepreneurship may also be considered while selection of the candidates.
- iii) The basic educational qualification requirement may be relaxed from 10+2 to HSc. (10 pass) in case of ST/SC/ Other deserving candidates having aptitude for entrepreneurship.

**6.5** Composition of Selection Committee For Selection of Trainees:

The applicant organization seeking assistance for conducting ESDP will constitute a selection committee. The committee should comprise of representatives of the training agency, financial institutions/ lead banks, and independent experts from food processing discipline.

**6.6** Selection Procedure of Trainees:

The selection of trainees would be done in a transparent manner by calling applications through open advertisement in newspaper followed by evaluation and recommendation by the selection committee.

**6.7** The financial assistance will be provided for following head of expenses:

- a. Pre-training and promotional expenses, surveys, advertisement & Publicity/ selection of candidates.
- b. Inauguration/ valediction.
- c. Printing cost of course material banners/ certificate etc.
- d. TA/Honorarium to guest faculties/ speakers/resource persons.
- e. Traveling cost of visits to factories of successful enterprises.
- f. Light refreshment.

- g. Rent of Hall including audio-visual & Manpower expenses.
- h. Follow-up expenses.

No fees /Charges of any kind will be taken from the candidates at any stage.

#### **6.8 Follow-up Phase:**

The training agencies will undertake follow up action within 12 months from completion of ESDP in the following manner:

- i) Help trainees in identification of viable project based on locally available raw material or market and preparation of project report
- ii) Conduct the follow-up meetings to help the trainees in filling up the application form for financial assistance from various agencies including financial institutions and State Govt.
- iii) Pursue their application with the concerned agencies to get the finance sanctioned.
- iv) Help the trainees in the allocation of land/building/electricity and water for starting new enterprises.
- v) To help trainees in identifying suitable machinery and machinery suppliers and sourcing of raw materials.
- vi) The follow-up phase should continue for a period of 12 months and more than 50% of trainees should set up their processing units.

#### **6.9 Conditions for assisting and monitoring of the projects :**

- i. The institute is required to submit an ESDP completion report as per the attached format in Annexure-G.
- ii. The proforma for feedback form has to be submitted duly filled by all the participants as per format attached in Annexure- 'H'.
- iii. The organisations need to submit the final report within 3 months after completion of follow-up phase.

**7. Time frame for filing application:** - Eligible organisations shall file its claim within the time period stipulated by Director of Industries and notified by way of

Notice / Advertisement in Newspapers.

Application in the prescribed form received after the due date / incomplete in any respect shall be liable to be summarily rejected.

**8. Financial Assistance:**

Financial assistance for ESDP upto Rs.3.00 lakhs per ESDP will be provided by the State/UT Govt. as follows:-

Maximum Limits of Expenditure (In Rs.)

Sl.	Head of expenditure	Amount (In Rs.)
a.	Pre-training and promotional expenses, surveys, Advertisement & Publicity/ selection of candidates.	25,000
b.	Inauguration/ valediction.	15,000
c.	Printing cost of course material banners/ certificate etc.	20,000
d.	TA/Honorarium to guest faculties/ speakers /resource persons.	50,000
e.	Traveling cost of visits to factories of successful enterprises.	30,000
f.	Light refreshment.	50,000
g.	Rent of Hall including audio-visual & Manpower expenses.	30,000
h.	Follow-up expenses on self-employment / employment	80,000
	Total :	3,00,000

N.B: No fees /Charges of any kind will be taken from the candidates at any stage.

**9. Procedure: -**

**9.1** Eligible institutes claiming assistance for conducting ESDP trainings shall submit application in duplicate in the prescribed form appended to this operational guideline at Annexure 'A' along with copies of all relevant documents as mentioned in the Checklist at Annexure 'B'. Application shall be submitted before the concerned General Manager, Regional Industries Centre / District Industries Centers in duplicate.

**9.2** Copies of the documents as indicated in the checklist shall be self — certified by Authorized Signatory of the organization



**9.3** On receipt of application with copies of relevant documents, the acknowledgement as prescribed at Annexure- 'C' shall be issued to the applicant duly signed by the General Manager, RIC /DIC / their authorized officer on the day of receipt.

**9.4** The application shall be examined and scrutinized by the concerned RIC / DIC, who shall determine the entitlement for assistance under the scheme. After scrutiny and examination, correction, if any required on the application form, shall be made under the signature of General Manager, RIC /DIC / their authorized officer along with signature of the authorised signatory of applicant organisation. The process of examination, Scrutiny, etc. shall be completed within 15 days of receipt of proposal.

**9.5** After completion of examination, scrutiny of the proposal the RIC / DIC shall transmit one set of the application and relevant documents after inspection of the organization to ascertain availability / arrangement of required infrastructure in Annexure –D to the Director of Industries, Odisha within 15 days of receipt of proposal under intimation to the applicant unit. The third set of application with copies of relevant documents shall be retained in the office of General Manager, RIC / DIC for record.

**9.6** Director of Industries, Odisha, on receipt of application of from RIC / DIC, may further examine the application.

#### **10. Sanction of assistance:-**

The proposals received from RIC / DIC shall be processed and considered for approval by State Directorate Level Committee headed by D.I, Odisha subject to eligibility. If eligible and found necessary for conducting ESDP in the district for which application has been made, the Director of Industries, Odisha shall issue sanction letter in favour of eligible organisation in Annexure-'E'. This process will be completed within 30 days.



## **11. Disbursement:**

**11.1.** The disbursement of sanctioned amount for conducting ESDP training on food processing or part thereof shall be made by the Director of Industries, Odisha within 03 days of sanction subject to availability of funds under the policy through the preferred Current Account of the organization in three installments in shape of Cheque / Demand Draft / NEFT in Annexure-'F' as follows:

**11.1.1** 35% as advance on approval of the proposal and on submission of Surety Bond in Appendix-A, Undertaking in Appendix-B & Acceptance of Terms & Conditions (Appendix-C)

**11.1.2** 35% on completion of EDP, submission of Income-expenditure statement, UC of 1st instalment, submission of EDP report (Annexure-'G') and feedback form in (Annexure-'H').

**11.1.3** 30% on completion of follow-up action and on submission of UC for the entire amount of the grant-in-aid as per OGFR Annexure-VI and statement of actual expenditure in respect of follow-up expenses duly certified by a Chartered Accountant and progress of EDP as well as list of the units established by the trainees in (Annexure-'I').

### **11.1.4** Follow-up Phase:

The training agencies will:

- i) Help trainees in identification of viable project based on locally available raw material or market and preparation of project report
- ii) Conduct the follow-up meetings to help the trainees in filling up the application form for financial assistance from various agencies including financial institutions and State Govt.
- iii) Pursue their application with the concerned agencies to get the finance sanctioned.
- iv) Help the trainees in the allocation of land/building/electricity and water for starting new enterprises.
- v) To help trainees in identifying suitable machinery and machinery

suppliers and sourcing of raw materials.

vi) The follow-up phase should continue for a period of 12 months and more than 50% of trainees should set up their food processing units.

vii) The disbursement may be deferred if the institute is found of not conducting/closed the courses for which claim is made.

## **12. Rejection:**

In case of rejection of application at the level of General Manager, RIC / DIC / Director of Industries, Odisha, the reasons of rejection shall be communicated to the applicant unit by the concerned authority as early as possible or within a maximum period of 30 days of receipt of application from the claimant unit at RIC /DIC level in the format prescribed at Annexure 'J'.

**13.** The receipt of claim filed by the enterprises and assistance provided under this scheme shall be monitored both electronically & manually at DIC / RIC and Directorate of Industries, Odisha level.

**14. Recovery-** The amount disbursed to an organisation for conducting ESDP training or any part thereof shall be recoverable forthwith with penal interest as decided by the authority on following events:

**14.1** If the information furnished is found to be false/ incorrect / misleading or misrepresented and there has been suppression of facts / materials or disbursed in excess of the amount actually admissible for whatsoever reason.

**14.2** If the organization is unable to submit the final report after completion of follow-up phase within 3 months of completion of training after 1 year from the completion of ESDP.

**15. Miscellaneous:-**

**15.1** Directorate of Industries, Odisha/ DTET, Odisha /RIC / DIC may inspect the enterprise individually /jointly, if felt necessary.


**15.2** Food Processing Enterprises shall furnish information, reports, periodical statements etc. to the RIC / DIC / Directorate of Industries, Odisha / Electrical authority concerned as and when required.

**15.3** Food Processing Enterprises availed incentives will not be allowed to shift its' location without prior intimation / approval of RIC / DIC / Director of Industries; Odisha.

**15.4** Time limit prescribed in this guideline is of working days from date of receipt by the concerned authority only.

This operational guideline has been concurred in by Finance Department vide their UOR No. 12-ES-II /Dated: 21.01.2017.


By order of Governor

  
(L.N.Gupta) 31.1.17

Principal Secretary to Government

Memo No. I-MSME(OFPP-2016)-07/2017(Pt.) 607 /MSME Dated 31-01-2017

Copy forwarded to All Departments/ All Heads of Departments/ Director of Industries, Odisha / All PSUs/ All Revenue Divisional Commissioners/ All Collectors/ All RICs/ All DICs/ Head, State Portal Group, IT Centre, Secretariat, Bhubaneswar/ All Sections of MSME Department/ Guard File (5 copies) for information and necessary action.

  
Additional Secretary to Government

APPLICATION FOR ASSISTANCE FOR CONDUCTING ESDP ON FOOD PROCESSING  
UNDER OFPP-2016  
(See Para 7.5.2 of OFPP-2016)  
(Strike out whichever is not applicable)

From:

M/s \_\_\_\_\_  
At \_\_\_\_\_  
PO \_\_\_\_\_  
Sub-Division \_\_\_\_\_  
Dist. \_\_\_\_\_  
(Registered Location of the Organisation)

To

The General Manager,  
Regional Industries Centre /District Industries Centre,

Sub: Assistance for conducting ESDP on food processing under Odisha Food Processing Policy- 2016.

Sir,

In accordance with the provisions laid down in Odisha Food Processing Policy- 2016, its operational guidelines notified by MSME Department, Government of Odisha the claim for "Assistance for conducting ESDP on food processing" is submitted with following particulars:

1.	Name of the Organisation: Address: Tel. No.      Fax No: E-mail:	
2.	Main activities of the Organisation:	
3.	No of ESDP proposed to be conducted with location(s)	
4.	Revenue/Income (other than Grants & Donations) as per audited statements of accounts of the organization for last three years.	
5.	No. of Participants proposed (not less than 25, not more than 30)	
6.	Number of SC/ ST/ Women candidates proposed for the Course.	
7.	Duration of the course (not less than 15 days) (Should include follow-up phase for a period of 12 months)	
8.	Schedule of Course content in brief. A copy of the course material may be enclosed.	
9.	Expenditure with detailed break-up (including follow-up phase).	

10.	Source of Funding: Grants from other sources Organizers own contribution Total.....	
11.	Past experience in conducting such courses.	

I, Sri \_\_\_\_\_ s/d/o \_\_\_\_\_ at present (designation) of M/S \_\_\_\_\_  
(Name of the institute/university) 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 Food Processing Policy 2016 and its  
operational guidelines.

I hereby undertake to furnish information, reports, periodical  
statements etc to the DIC /RIC/ Directorate of Industries, Odisha as and  
when required.

Copies of relevant documents in support of information / facts furnished  
above are enclosed here with.

Enclosure:-

- 1.
- 2.

Date-

Signature of the Authorized Signatory in full and on  
behalf of -----

Place-

**CHECK LIST**  
(See Para- 7.5.2 of OFPP-2016)

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

1.	Application in prescribed format (Annexure-A)
2.	Registration Certificate of the organization
3.	Details of faculty / Trainer (Resource persons)
4.	Past experience in conducting such courses
5.	Details of infrastructure availability like carpet area of training hall (sft), Machinery & Equipment for conducting skill training (Owned / Procured on rental basis)
6.	Copy of UCs in respect of grants received from various Departments of State Govt. / Ministries of Govt. of India / Govt. organisations relating to previous three years.
7.	An undertaking on a non-judicial stamp paper of not less than Rs.10/- as per Appendix-B
8.	If State Govt. assistance under any scheme received earlier, whether Utilization Certificate in Form OGFR Annexure-VI duly countersigned by Chartered Accountant furnished. If not, the same may be furnished along with the Application.
9.	Undertaking that the organization has not been blacklisted by any Department of the State Government or, Ministry of Government of India.
10.	Accepted Terms & Conditions in Appendix-'C'



OFFICE OF THE GENERAL MANAGER, RIC / DIC

Letter No.-----/ Date

Acknowledgement

(To be issued by authorized officer / General Manager, RIC / DIC on the day  
of receipt)

(Strike out whichever is not applicable)

To

Sri

M/s \_\_\_\_\_

\_\_\_\_\_

Received the application for assistance for "Entrepreneurship Skill  
Development Training Programme(ESDP)" under the provisions of Odisha  
Food Processing Policy- 2016 and its operational guidelines along with  
documents mentioned below from \_\_\_\_\_ , At/PO:

\_\_\_\_\_, Dist. \_\_\_\_\_ on \_\_\_\_\_

through post / person.

List of documents

1

2

Signature of authorized officer / General Manager,  
RIC/ DC  
with seal & date

## OFFICE OF THE GENERAL MANAGER, RIC / DIC

No. \_\_\_\_\_ / Dt. \_\_\_\_\_  
(Strike out whichever is not applicable)

From:

General Manager,  
RIC / DIC

To

The Director of Industries, Odisha,  
Cuttack

Sub: Recommendation for assistance for conducting ESDP on food processing under the provisions of Odisha Food Processing Policy-2016

Sir,

In accordance with the provisions laid down in Odisha Food Processing Policy-2016 and its operational guidelines, I am to furnish herewith the application with copies of all relevant documents filed by \_\_\_\_\_ At P.O. \_\_\_\_\_

Dist. \_\_\_\_\_ bearing Registration no. \_\_\_\_\_ date \_\_\_\_\_. The particulars of the unit are given below.

1	Name of the Organisation: Address: Tel. No. _____ Fax No: _____ E-mail: _____	
2	Main activities of the Organisation:	
3	No of ESDP proposed to be conducted with location.	
5	No. of Participants proposed ( not less than 25, not more than 35)	
6	Number of SC/ST/Women candidates proposed for the Course.	
7	Duration of the course (not less than 15 days) (Should include follow-up phase for a period of 12 months)	
8	Details of infrastructure available / arranged by the training organization : (i). Building with carpet area in sft (ii). Machinery & equipment for hands on training.	
9	Expenditure with detailed break-up (including follow-up phase).	
10	Source of Funding: a. Grants from other sources b. Organizers own contribution Total.....	
11	Past experience in conducting such courses.	

The training organisation is eligible for assistance for conducting ESDP in food processing under the provisions of OFPP-2016.

Encl. (One set of application with supporting documents)

Yours faithfully,

General Manager, RIC /DIC

Memo No.

/ Dt.

Copy to M/s \_\_\_\_\_ (Name & Address of the training organization) for information and necessary action.

General Manager, RIC /DIC

**SANCTION LETTER**  
(See Para- 7.5.2 of OFPP-2016)

To

\_\_\_\_\_

\_\_\_\_\_

Sub:- Sanction of 1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> installment of assistance @ 50% /25%/ 25% of project cost under Para-7.5.2 of Odisha Food Processing Policy, 2016.

Ref: Your application dated: \_\_\_\_\_ for availing assistance for conducting ESDP as per para-7.5.2 of OFPP-2016.

Sir,

Sanction is hereby accorded for release of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) in favour of \_\_\_\_\_ (name of the training organisation) a non-recurring grant-in-aid towards first installment of grant-in-aid of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) for conducting \_\_\_\_\_ numbers of ESDPs at locations \_\_\_\_\_ districts in the State of Odisha. The amount is to be released in favour of \_\_\_\_\_ (name of the training organisation) in shape of Account Payee GD / Cheque/ NEFT / RTGS.

The release of grant is subject to the terms and conditions mentioned in the enclosed Annexure. The same is to be duly signed and returned by the training organisation to the undersigned as their acceptance.

The expenditure shall be met out of the funds sanctioned by MSME Department vide Sanction Order No. \_\_\_\_\_ communicated vide MSME Department Letter no. \_\_\_\_\_ / dtd. \_\_\_\_\_.

Encl:- 1. Annexure for terms & conditions  
2. Appendix -D

Director of Industries, Odisha

Memo No. \_\_\_\_\_ /Ind., dt. \_\_\_\_\_

Copy to Drawing & Disbursing officer, Industries Directorate, Odisha, Cuttack for information and necessary action.

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

Memo No. \_\_\_\_\_/Ind., dt. \_\_\_\_\_

Copy to Chief Accounts Officer, Industries Directorate, Odisha, Cuttack for information and necessary action.

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

Memo No. \_\_\_\_\_/Ind., dt. \_\_\_\_\_

Copy to General Manager, RIC / DIC, \_\_\_\_\_ for information and necessary action.

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

Memo No. \_\_\_\_\_// Dt. \_\_\_\_\_

Copy forwarded to \_\_\_\_\_ (Name & Address of the training organisation) for information.

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

Memo No. \_\_\_\_\_/Ind.,dt \_\_\_\_\_

Copy forwarded to Additional Secretary to Government in MSME Department, Bhubaneswar for information and necessary action.

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

Memo No. \_\_\_\_\_/Ind.,dt \_\_\_\_\_

Copy to Guard file / Spare copies - 2 nos. for record.

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

## OFFICE OF THE DIRECTOR OF INDUSTRIES: ODISHA, CUTTACK

## Release Letter

*(Strike out whichever is not applicable)*

\*\*\*\*\*

No. \_\_\_\_\_ / Dated \_\_\_\_\_

To

.....  
.....  
.....Sub: Release of 1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> installment of assistance for organizing ESDP under OFPP - 2016.Ref: 1). Your letter no. \_\_\_\_\_ / Dated: \_\_\_\_\_  
2). This Office S.O no. \_\_\_\_\_ / Dated: \_\_\_\_\_

Sir ,

With reference to the letter on the above subject, I am to enclose here with account payee Cheque / Demand Draft / NEFT bearing no. \_\_\_\_\_ amounting to Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) towards 1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> installment of assistance @ 50% / 25% / 25% of project cost of Entrepreneurship Skill Development Programme (ESDP) sanctioned vide the letter under reference in favour of your organization.

The release of this Grant-in-aid is subject to the terms and conditions cited in the OFPP-2016 Operational Guidelines.

The receipt of Cheque / DD / NEFT may please be acknowledged.

Yours faithfully

Encl: Cheque / DD / NEFT Ref. No. \_\_\_\_\_  
for Rs. \_\_\_\_\_/-.Drawing & Disbursing Officer,  
Industries Directorate, Odisha

Memo No. \_\_\_\_\_ (4)/DI/ Dt. \_\_\_\_\_

Copy to:

1. Chief Accounts Officer, Industries Directorate, Odisha, Cuttack.
2. Accounts section, Industries Directorate, Odisha, Cuttack.
3. General Manager, RIC/ DIC, \_\_\_\_\_ for information and necessary action.
4. Guard File / Spare Copy - 2 nos.

Drawing & Disbursing Officer,  
Industries Directorate, Odisha



**PROFORMA FOR SUBMISSION OF ESDP REPORT ON COMPLETION OF THE COURSE**

1. Name of the ESDP Agency with address, Tel/ Fax /E-mail No.
2. Place of ESDP conducted
3. No. of Trainees
  - (a) General
  - (b) SC / ST
  - (c) Women
  - (d) Minorities
4. Name, addresses, qualifications, etc. of trainees
5. Duration & period of ESDP (From) \_\_\_\_\_ (To) \_\_\_\_\_
6. Name & address of faculties both in-house and outside faculties
7. Details of factory visits
  - Name of the factories visited
  - No. of meetings held
8. Details of meetings held with machinery manufacturers
9. Feedback reports from trainees
10. No. of trainees declared successful
11. Assessment of training agency about the success of the programme.

PROFORMA FOR FEED BACK FORM		
1	All the relevant aspects pertaining to the following areas were covered during the programme.	Fully / Generally/ not satisfactorily
2	Information about industrial / Dev. Organisation a. Identification of Project. b. Selection of industry c. Financing of industry d. How to manage you unit	
3	The sequencing of the topic was	good/ average/ inappropriate
4	How do you rate the faculty in general considering their knowledge, methodology, presentation etc.	Excellent / Good / Fair/ Satisfactory/ Poor
5	Name at least five faculty members whom you liked most	
6	Name the faculty members who you think not adequate for the job undertaken by them	
7	How do you rate the background material / information provided to you	Very good / good/ average/ poor
8	Do you think background materials were adequate	Yes/ No
9	What are the topics which you think were quite relevant to you and were presented properly.	
10	Which were the topics which you think were neither relevant to you not presented in a satisfactory manner:	
11	The session timings were Convenient / appropriate / not appropriate	
12	The course duration was adequate / not adequate / too long	
13	The achievement motivation training was very useful / satisfactory	
14	The factory visit was very useful / not useful	

Annexure-I

REPORT OF FOLLOW UP PHASE ON COMPLETION OF 12 MONTHS  
PERIOD

\*\*\*

- 1 Name of the Training Agency with address, Tel / Fax / E-mail No.
- 2 Period and place of ESDP conducted
- 3 No. of Trainees
- 4 No. of trainees who have set up their Food Processing Units, Indicating
  - (a) Name
  - (b) Place where the unit has been set up.
  - (c) Products
  - (d) Employment generated (directly & indirectly to be indicated separately)
- 5 No. of trainees who made efforts to set up their units but failed, with reasons therefore.
- 6 No. of drop outs, i.e. who have made no efforts to set up their FP units and reasons therefore
- 7 Suggestions for improvement to increase the success rate in future ESDPs.

Authorised Signatory of the organisation

OFFICE OF THE GENERAL MANAGER / REGIONAL MANAGER, DISTRICT INDUSTRIES CENTRE ----- / DIRECTOR OF INDUSTRIES, ODISHA, CUTTACK

NO DT  
(Strike out whichever is not applicable)

From

Sri-----  
General Manager / Regional Manager,  
DIC -----  
Director of Industries, Odisha.

To

Sri \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This is to inform that the application for assistance for conducting ESDP in food processing made by \_\_\_\_\_ bearing Registration No. \_\_\_\_\_ Dt. \_\_\_\_\_ on date \_\_\_\_\_ for the period \_\_\_\_\_ under OFPP-2016 is rejected due to following reasons.

(Specify the reasons)

- 1.
- 2.
- 3.
- 4.

Signature of G.M, RIC / DIC /  
Authorised Signatory of D.I Odisha  
with seal & date \_\_\_\_\_

Memo No. \_\_\_\_\_ / Dt. \_\_\_\_\_

Copy to D.I Odisha / GM, RIC / DIC \_\_\_\_\_ for information and necessary action.

Signature of G.M, RIC / DIC /  
Authorised Signatory D.I Odisha  
with seal & date \_\_\_\_\_

## SURETY BOND

(On at least Rupees one hundred non-judicial stamp paper)

KNOW ALL MEN BY THESE PRESENTS that we, M/s..... a (Type of organization) incorporated / registered under the (Name of the Act) and having its registered office at (hereinafter called the "Obligors") are held fully and firmly bound to the Governor of State (hereinafter called the "Government") for the sum of Rs. (Rupees ..... only) well and truly to be paid to the Government on demand and without a demur for which payment we firmly bind ourselves and our successors and assignees by these presents.

SIGNED on the day of in the year Two Thousand ..... WHEREAS on the Obligors' request, the Government as per Sanction Order No..... / Dated: ..... (hereinafter referred to as the "Letter of Sanction") which forms an integral part of these presents, and a copy whereof is annexed hereto and marked as Annexure-I, agreed to make in favour of the Obligors grants-in-aids-in-aid of Rs..... (Rupees

only) for the purpose of..... (description of the project) at ..... out of which the sum of Rs..... (Rupees ..... only) have been paid to the Obligors (the receipt of which the Obligors do hereby admit and acknowledge) on condition of the Obligors executing a bond in the terms and manner contained hereinafter which the Obligors have agreed to do.

NOW the conditions of the above written obligation is such that if the Obligors duly fulfill and comply with all the conditions mentioned in the letter of sanction, the above written Bond or obligation shall be void and of no effect. But otherwise, it shall remain in full force and virtue. The Obligors will abide by the terms & conditions of the grants-in-aid by the target dates, if any specified therein.

THAT the Obligors shall not divert the grants-in-aids and entrust execution of the Scheme or work concerned to another institution(s) or organization(s).

THAT the Obligors shall abide by any other conditions specified in this agreement and in the event of their failing to comply with the conditions or committing breach of the bond, the Obligors individually and jointly will be liable to refund to the President of India, the entire amount of the grants-in-aid with interest of 10% per annum thereon. If a part of the grants-in-aid is left unspent after the expiry of the period within which it is required to be spent, interest @10% per annum shall be charged upto the date of its refund to the Government, unless it is agreed to be carried over.

The Obligors agree and undertake to surrender / pay the Government the monetary value of all such pecuniary or other benefits which it may receive or derive / have received or derived through / upon unauthorized use of (such as letting out the premises on adequate or less than adequate consideration or use of the premises for any purpose other than that for which the grants-in-aid was intended of the property) buildings created / acquired constructed largely from out of the grants-in-aid sanctioned by the State Government of , or the administrative Head of the Department concerned. As regards the monetary value aforementioned to be surrendered / paid to the Government, the decision of the Government will be final and binding on the Obligors.

AND THESE PRESENTS ALSO WITNESS THAT the decision of the Chief Secretary to the State Govt. of on the question whether there has been breach or violation of any of the terms or conditions mentioned in the sanction letter shall be final and binding upon the Obligors and

IN WITNESS WHEREOF these presents have been executed as under on behalf of the Obligors the day herein above written in pursuance of the Resolution No. Dated passed by the governing body of the Obligors, a

copy whereof is annexed hereto as Annexure-II and by for and on behalf of the Governor of State on the date appearing below:-

Signature of the  
AUTHORISED  
SIGNATORY

Signed for and on behalf of  
(Name of the Obliger in block letters)

(Seal / Stamp of Organization)

1. Signature of witness Name & Address      2. Signature of witness Name & Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO BE FILLED UP BY THE DIRECTOR OF INDUSTRIES, ODISHA  
(ACCEPTED)

For and on behalf of the Governor of State

Name: \_\_\_\_\_  
Designation: Dated: \_\_\_\_\_

Notary Seal & Signature



**SELF-UNDERTAKING**

(on non-judicial stamp paper of not less than rs.10/-)

(Strike out whichever is not applicable)

I..... S/o ..... Resident of  
..... President/Secretary/ Director of M/s  
..... do here by solemnly affirms and  
state as follows:

(a) That the organization has not obtained/applied for grant from any other Ministry/Department of Central Govt. /GOI organization/agencies and State Govt. for the same purpose or, activity. If yes, the details thereof.

(b) The details of grant received are as follows :.

i. ....

ii. ....

iii. ....

Deponent

TERMS & CONDITIONSFile  
No. \_\_\_\_\_

Date: \_\_\_\_\_

1. The grant-in-aid shall be utilized exclusively for the purpose(s) for which it is sanctioned and utilization certificate is to be submitted as per Appendix – C. (Copy Enclosed).
2. A detailed account of expenditure incurred out of the Grant-in-Aid shall be maintained and got audited by Chartered Accountant or other recognized body of auditors. The audited statements of accounts together with separate certificates in the prescribed pro-forma for Building or capital additions to the buildings etc. Equipment, furniture and books and Revenue / recurring expenditure shall be furnished to Directorate of Industries, Odisha Immediately after utilization of funds.
3. The assets, permanent or semi-permanent, acquired wholly or substantially out of this grant-in-aid shall not without prior concurrence of the Directorate of Industries, Odisha be disposed off or encumbered or utilized for purpose other than those for which this grant has been sanctioned. A register may also be maintained by the Centre in the prescribed form of such assets and got audited with other accounts and Utilization Certificates.
4. An achievement cum performance report along with a statistical summary or the targets achieved during the last year up to the end of current year and proposed targets of the project for which the grant-in-aid has been sanctioned shall be submitted to the Directorate of Industries, Odisha at the close of the year or at such earlier dates as required.
5. The accounts of all grantee Institutions or Organizations shall be open to inspection by the sanctioning authority and audit, both by the Comptroller and Auditor-General of India under the provision of CAG (DPC) Act 1971 and internal audit by the Principal Accounts Office of the Ministry of Food Processing Industries, Government of India, MSME Department, Government of Odisha, whenever the Institution or Organization is called upon to do so and a provision to this effect should invariably be incorporated in all orders sanctioning Grants-in-Aid.
6. Before the grant is released, the grantee should execute a bond with two witnesses to the Governor that:  
*He will abide by the conditions of the grant by the target dates, if any, specified therein*  
*That he will not divert the grants and entrust execution of the scheme or work concerned to another institution(s) or organization(s) and*  
*Shall abide by any other conditions specified in this agreement and in the event of his failing to comply with the conditions or committing breach of*

*the bond, the grantee and the sureties individually and jointly will be liable to refund to the Governor of Odisha, the entire amount of the grant with interest at 10% per annum thereon or the sum specified under the bond.*

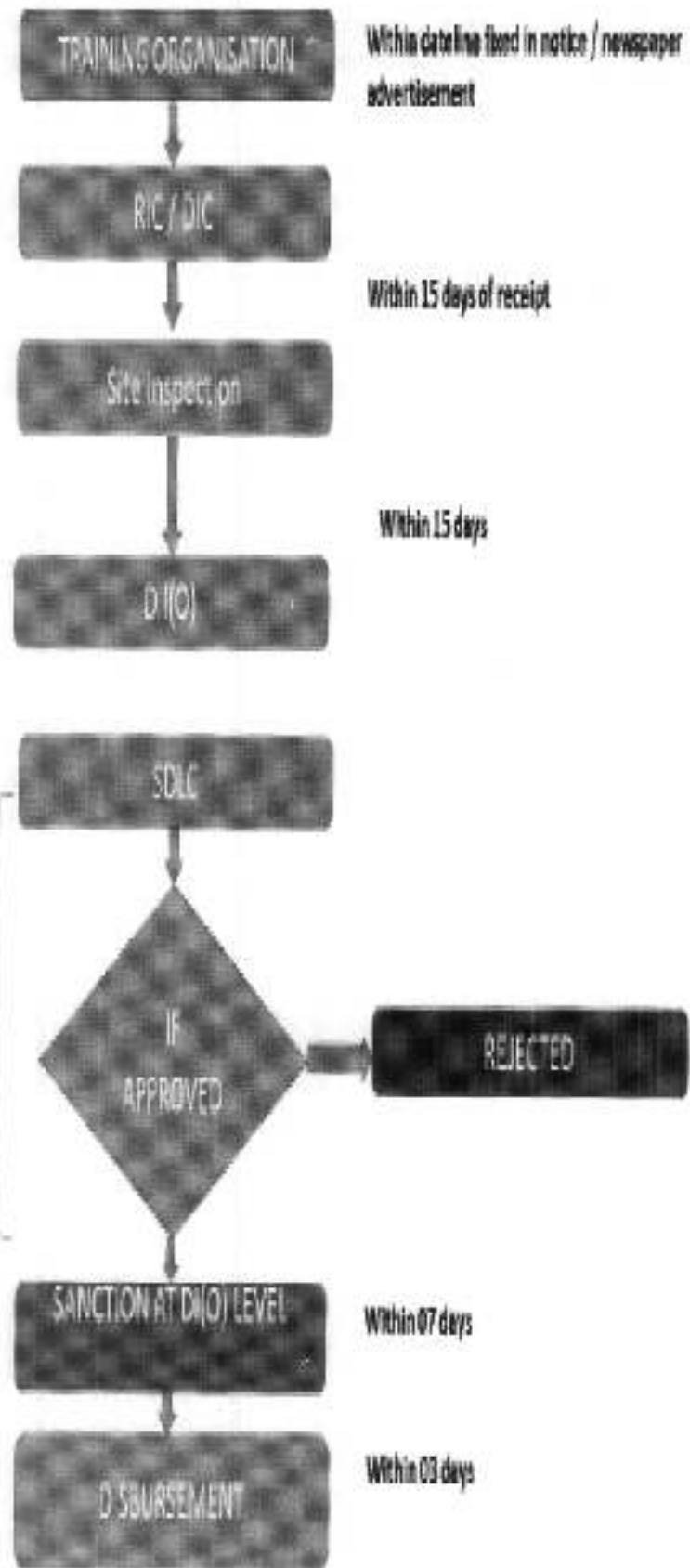
7. The grantee institutions / bodies shall be required to maintain subsidiary accounts of the Government grant and furnish to the Accounts Officer of Audited Statement of Accounts together with a copy of their constitution. These audited statement of accounts will also be required to be furnished after utilization of the grants-in-aid or whenever called for.
8. The know-how and all other aspects of intellectual property generated as result of the project will be owned wholly by Ministry of Food Processing Industries / Directorate of Industries, Odisha.
9. The machinery/equipment purchased out of grant-in-aid amount would be treated as National / State Property and the Directorate of Industries, Odisha would be able to utilize these machineries / equipment without payment of any charges.

We accept all the above terms & conditions.

Signature of Authorised Signatory  
of the Training Organisation with seal & signature

**FLOW CHART OF ESDP UNDER  
OFPP-2016**

Within 30 days



GOVERNMENT OF ODISHA  
MSME DEPARTMENT

\*\*\*\*

**NOTIFICATION**

No. I-MSME(OFP-2016)-07/2017(Pt.) 602/MSME, Bhubaneswar, the 31<sup>st</sup> January, 2017

Subject: OPERATIONAL GUIDELINES FOR ASSISTANCE TOWARDS  
MODERNISATION OF MEAT SHOPS UNDER OFPP-2016  
(See Para 7.4 of OFPP-2016)

- 1. Short Title:** - Operational guidelines for assistance to Urban Local Bodies for Modernization of Meat Shops under provisions of Para-7.4 of Odisha Food Processing Policy, 2016.
- 2. Extent:** - It shall extend to the urban areas of whole of the State of Odisha.
- 3. Commencement:** - It shall come into force from 24.11.2016 i.e; the effective date of this policy and remain in force until applicability of IPR-2015.
- 4. Terms and Expressions:** -Terms and expressions used in this operational guideline, but not specifically defined here, shall have the same meaning as in Odisha Food Processing Policy, 2016.
- 5. Policy Provisions:-**

**Assistance to Urban Local Bodies for Modernization of Meat Shops -**

Capital Investment Subsidy shall be provided as follows:

Sl.	Area	Quantum	Maximum Limit
i.	General Areas	35% of the cost of Machinery / Equipment and Technical Civil Works (TCW) and other eligible items	Up to Rs.5.00 lakh per unit
ii.	Industrially Backward Districts including KBK	50% of the cost of Machinery / Equipment and Technical Civil Works (TCW) and other eligible items	Up to Rs.5.00 lakh per unit

**6. Eligibility: -**

- 6.1** New meat shops and existing meat shops having undergone modernization will be eligible.
  - 6.2** Meat shop includes Mutton /Chicken / Fish shop.
  - 6.3** Eligible Organizations: Urban Local Bodies (ULBs) of the State are required to apply in prescribed format detailing the location of the units and the beneficiaries.
  - 6.4** New Meat shops will be eligible under this policy if 1st Fixed Capital Investment is made on or after effective date of this policy.
  - 6.5** In case of existing units undergone modernisation, they will be eligible if date 1st Fixed Capital Investment towards modernization is made after effective date of this policy.
  - 6.6** The unit should have commenced production within 3 years from the date of 1<sup>st</sup> Fixed Capital Investment.
  - 6.7** Incentives as envisaged in this policy shall not be applicable to an enterprise if the similar incentives are availed under any other policies of State Government or Government of India
  - 6.8** The applicable incentive shall not be sanctioned & disbursed if the enterprise is found closed / has gone out of production. In such a case, it may be deferred and will be released on satisfactory resumption of production.
- 7. Determination of date of 1st Fixed Capital investment:** It is to be determined based on the 1st date of investment in Technical Civil Works or, Machinery & Equipment whichever is earlier.
- 8. Determination of date of production:** The date of production for availing of this incentive (CIS) shall be determined by the General Manager RIC/ DIC for meat shops basing on the totality of documentary evidence as recorded in the Entrepreneurs' Memorandum Part-II / Production Certificate or, such other certificate as may be introduced by the Government in lieu of Production Certificate.
- 9. Time frame for filing application:** The ULBs shall file their claim in the prescribed Application Form, within one year from the date of starting production / within one year from the date of notification of this Operational guidelines, whichever is later. Application received after the due date/ incomplete in any respect shall be liable to be summarily rejected.



**10. Procedure :**

- 10.1** The ULBs shall submit application in the prescribed form appended to this operational guideline at Annexure 'A' along with undertaking in Annexure A(1), copies of all relevant documents as mentioned in the Checklist at Annexure 'B'. Application shall be submitted to the concerned General Manager, RIC/DIC in duplicate.
- 10.2** On receipt of application with copies of relevant documents, the acknowledgement as prescribed at Annexure-'C' shall be issued to the applicant duly signed by the General Manager, RIC /DIC/ their authorized officer on the day of receipt.
- 10.3** The applications shall be examined and scrutinized by the concerned RIC / DIC, who shall determine the date of first fixed capital investment, entitlement for assistance. After scrutiny and examination, correction, if any required on the application form, shall be made under the signature of General Manager, RIC /DIC their authorized officer along with signature of the applicant.
- 10.4** The details of the Technical Civil Works and Machinery & Equipment are to be compiled by GM, RIC / DIC in Annexure-D(1) and Annexure-D(2) respectively. The GM, RIC / DIC shall forward the application to Directorate of Industries, Odisha in Annexure-D within 15 days from the date of receipt of proposal.
- 10.5** The Director of Industries, Odisha, on receipt of CIS application from GM, RIC / DIC may further examine the application. The enterprise will be jointly inspected by a team comprising of Addl. Director /Joint Director of Industries, GM, RIC/DIC, Branch Manager of financing bank, concerned Tahasildar and ULB representative. The inspecting team will submit a report to the Director of Industries. This process shall be completed within 15 days.
- 11. Assessment of eligible cost :** The eligible cost of Technical Civil Works and Plant & Machinery is defined as follows :

### **11.1 Eligible Technical Civil Works:**

- i. Core Building Structure (Minimum 100 sft)
- ii. Height of structure with tiles finish of minimum 1.8 Mtrs level.
- iii. Monolithic Epoxy Coated Flooring.
- iv. Food Grade Stainless Steel Wash Basin with all attachments.
- v. Standard Exhaust and Ventilation system.
- vi. Proper Septic tank and drainage system.

### **11.2 Ineligible Technical Civil Works:**

- i. Cost of Land and Land Development.
- ii. Consultancy fee, taxes, etc.

### **11.3 Eligible Machinery & Equipment**

- i. Hot Dip Galvanized Carcass Hanging System with Food Grade Stainless Steel Hooks and Chain.
- ii. Food Grade Stainless Steel Meat cutting table top with Hot Dip Galvanised base.
- iii. Refrigerated Display Cabinet and Air Conditioning.
- iv. Deep Freezer to store surplus carcass.
- v. Food Grade Stainless Steel knives Set with knife Sterilizer and tools.
- vi. Food Grade Stainless Steel Meat Mincer.
- vii. Digital Scale with Stainless Steel Tray.
- viii. Vacuum Packer or Sealing Machine.
- ix. Fly Proofing equipment in the form of air contains and fly traps.
- x. Geysers.
- xi. Genset.
- xii. UV lamp for controlling microbial load after day's operation.

### **11.4 Ineligible Machinery & Equipment**

- i. Fuel, consumables, stores and spares.
- ii. Computers, office furniture and equipment.
- iii. Transport vehicles.
- iv. Second hand/ old machines/equipment.
- v. Expenditure on painting of machinery.
- vi. Closed Circuit TV Camera and security system related equipment.
- vii. Service charges, Consultancy Fee, Freight, etc.

## **12. APPROVAL & SANCTION:** The applications shall be scrutinized and

placed alongwith Joint Inspection Report in the State Directorate Level Committee (SDLC) for scrutiny & approval of Capital Investment Subsidy (CIS) within 30 days.

**12.1** Upon receipt of approval of SDLC, the Director of Industries, Odisha shall issue sanction letter in Annexure -'E' for CIS amount upto Rs.5.00 lakhs in favour of the ULB under intimation to concerned GM, RIC / DIC. Necessary funds shall be placed by Director of Industries with concerned RICs / DICs within 07 days.

**12.2** The ULB on receipt of sanction letter shall be required to execute Agreement with GM, DIC/ RIC/ DI/ as per Appendix-A and submit advance money receipt in Annexure-E(1).

**12.3** In case of rejection by any of the State Level Committees, the same will be communicated by DI to DIC/ RIC to the concerned enterprises in the format prescribed at Annexure-'F'.

### **13. Disbursement of financial assistance under the scheme:**

**13.1** On receipt of the sanction order, the GM, RIC / DIC shall further complete the process of signing agreement in the prescribed format as at Appendix-A, advance Money Receipt in triplicate and any other documents as may be required.

**13.2** The disbursement of sanctioned amount for such proposals shall be made by the General Manager, RIC / DIC within 03 days of compliance by the ULB cited in the sanction order. The CIS shall be released to the ULB subject to availability of funds under the policy. In case of self-financed units the subsidy amount can be disbursed directly to the unit.

**13.3** The GM, RIC / DIC is required to submit Utilization Certificate in OGFR Form Annexure-VI to the Director of Industries within 15 days after disbursement of CIS in favour of the ULB.

### **14. Funds & Audit:**

**14.1** Funds: The Directorate of Industries, Odisha in consultation with DICs/ RICs will estimate the requirement of funds and furnish the requirement to the MSME Department by 30<sup>th</sup> November for budget provision every year. The State Govt. in MSME Department will provide funds to Directorate of Industries, Odisha, who shall in turn place the funds to the extent necessary with RIC / DICs. The GM, RIC / DIC shall be the Disbursing Agency for CIS. The Disbursing Agency will maintain

regular accounts for each case & shall be accountable to the Audit and the State Govt. Directorate of Industries will furnish the utilization certificate in OGFR-Annexure VI along with the list of beneficiaries disbursed with assistance at the end of each financial year.

- 14.2 Audit:** The accounts maintained by the DI, Odisha / RICs / DICs shall be audited by the Finance Department / AG, Odisha.
- 15. Maintenance of Records:** The receipt / forwarding / sanction / rejection / disbursement of Subsidy on Plant & Machinery shall be monitored both electronically & manually at DIC /RIC/Directorate of Industries level.
- 16. Recovery of Subsidy:** In the following events or circumstances, Subsidy on Machinery / Equipment and Technical Civil Works (TCW) received by an ULB shall be recoverable from it under the provision of OPDR Act as arrears of land revenue, unless refunded within a period of 30 days from the date of an order issued to this effect by the GM, RIC/ DIC / Director of Industries, Odisha.
- (i) Where an ULB in the opinion of any of the State Level Committees has availed of the subsidy by misrepresentation, fraud or by furnishing false & misleading information or by suppressing facts / materials or disbursed in excess of the amount actually admissible for whatsoever reason.
  - (ii) Where the Subsidy amount becomes recoverable in terms of the stipulation contained in the Agreement (Appendix-A or, the beneficiary units violate any other condition of the Rules & Guidelines and Agreement.

**17. Miscellaneous:**

- 17.1** Application for condonation of delay in implementation of projects due to force majeure (like natural calamities) only shall be dealt on case to case basis. The General Manager, RIC / DIC shall examine such case(s) and forward the application made by the entrepreneur with justification to the Director of Industries, Odisha, who shall examine and recommend the same to MSME Department for placement of the same to the Empowered Committee to be constituted under the Chairmanship of Principal Secretary, MSME for consideration.



- 17.2** DIC / RIC/DI may inspect the enterprise individually / jointly if required.
- 17.3** Administration of CIS in the contingencies like shifting of enterprise within the State, change of ownership etc. within the period of this incentive shall be governed as per the terms & conditions stipulated in the Agreement.
- 17.4** The Enterprise shall furnish its audited financial statements and other periodical statements of each financial year to the DIC/ RIC / DI during the period of incentives.
- 17.5** Any change in facts or circumstances affecting the eligibility of the unit shall be intimated immediately to the DIC /RIC/ Directorate of Industries, Odisha by the unit.
- 18.** Where any doubt arises regarding implementation of these rules, the same shall be referred to Government of Odisha in the MSME Department whose decision shall be final and binding on all the parties.
- 19.** Time limit prescribed in this guideline is of working days from date of receipt by the concerned authority only

This operational guideline has been concurred in by Finance Department vide their UOR No. 12-ES-II /Dated: 21.01.2017.

By order of Governor

  
(L.N.Gupta) 31.1.17

Principal Secretary to Government

Memo No. I-MSME(OFP-2016)-07/2017(Pt.) 603 /MSME Dated 31-01-2017

Copy forwarded to All Departments/ All Heads of Departments/ Director of Industries, Odisha / All PSUs/ All Revenue Divisional Commissioners/ All Collectors/ All RICs/ All DICs/ Head, State Portal Group, IT Centre, Secretariat, Bhubaneswar/ All Sections of MSME Department/ Guard File (5 copies) for information and necessary action.

  
Additional Secretary to Government

APPLICATION FOR ASSISTANCE UNDER SCHEME OF MODERNISATION OF MEAT  
SHOP UNDER OFPP-2016  
(See Para 7.4 of OFPP-2016)

Application received after the due date / incomplete in any respect shall  
be liable for rejection  
(Strike out whichever is not applicable)

To

The General Manager,  
Regional Industries Centre /District Industries Centre,  
-----

Sub: Assistance for Modernization of Meat Shop under OFPP-2016.

Sir / Madam,

In accordance with the provisions laid down in Odisha Food Processing Policy- 2016 and its operational guidelines notified by MSME Department, Government of Odisha, the claim for "Assistance for modernization of Meat Shop" is submitted with following particulars:

1	Name of the Urban Local Body ( NAC / Municipality / Municipal Corporation)	
2	Address with telephone no., Fax No. & Email id	
3	Name of the Modern Meat Shop	
4	Location of the Modern Meat Shop	
5	Production Certificate issued by GM, RIC / DIC No. and date	
6	Date of first fixed capital investment (1 <sup>st</sup> date of investment in Technical Civil Works / Machinery & Equipment whichever is earlier)	
7	Details of Land (Plot No., Khata No., Mouza, Area in Acre)	
8.	Whether in possession of beneficiary (Submit documentary evidence towards proof of ownership or proof of rent / lease)	
9	Details of Food License	
10	Capacity of meat shop :	
	Meat Products (Raw Meat / Poultry Meat/ Fish)	
	Chilling capacity (Kg per day)	



	Freezing capacity (Kg per day)	
	Packing capacity (Kg per day)	
11	Date of starting production	
12	Whether Production has commenced within three years from the 1st date of FCI, if no, whether project implementation delay has been condoned by Empowered Committee.	
13	Total capital investment (Head-wise)	
	a Technical Civil Work	
	b Others	
	c Equipment / Machinery	
14	Means of Finance:	
	Promoter's equity	
	Bank / Term Loan	
	Other sources (specify)	
15	Registration of shop under Odisha Municipality Act / Odisha Municipal Corporation Act	
16	Term Loan A/c No. of the Enterprise, if any.	
17	Employment generated (Nos.)	
18	Name of Bank Branch with IFSC	
19	Amount of CIS claimed	
20	Have applied for /availed CIS from any source, if so furnish the details.	

I, Sri \_\_\_\_\_ s/d/o \_\_\_\_\_ at present \_\_\_\_\_ (designation) of

(Name of the ULB) 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 Food Processing Policy 2016 and its operational guidelines.

I hereby undertake to furnish information, reports, periodical statements etc to the DIC /RIC/ Directorate of Industries, Odisha as and when required.

Copies of relevant documents in support of information / facts furnished above are enclosed here with.

Enclosure:-

- 1.
- 2.

Date-

Signature of the Executive Officer /  
Commissioner of ULB

Place-

SELF-UNDERTAKING

(on non-judicial stamp paper of not less than Rs.10/-)

(Strike out whichever is not applicable)

From:

M/s. \_\_\_\_\_

At/PO \_\_\_\_\_

Dist. \_\_\_\_\_

- i) I / We hereby undertake that claim for Capital Investment Subsidy on Machinery / Equipment and Technical Civil Works (TCW) under Odisha Food Processing Policy, 2016 is for Rs. (in words).
- ii) I / We shall abide by the terms and conditions prescribed under the provisions of Odisha Food processing Policy, 2016 and its operational guidelines.
- iii) I / We shall repay the Capital Investment Subsidy on Machinery / Equipment and Technical Civil Works (TCW) or any part thereof with penal interest as decided by the authority;
- iv) If the information stated in the application & supporting documents is found to be false/ incorrect / misleading or mis-represented and there has been suppression of facts / materials or if found to have been disbursed in excess of the amount actually admissible for whatsoever reason.
  - (a) If the enterprise goes out of production for a period exceeding six months at a time for any reasons other than labour troubles, want of electric power or for the reason which is beyond the control of entrepreneur / management during the period of incentives.
  - (b). This enterprise has not applied / availed CIS on Machinery / Equipment and Technical Civil Works (TCW) in any manner under any other scheme of the State Govt. or the Central Govt. or any Financial Institution(s).

I / we shall furnish its audited financial statements and other periodical statements of each financial year to the RIC / DIC / Directorate of Industries, Odisha during the period of incentives.

Signature of the Executive Officer /  
Commissioner of ULB

Date-

## CHECK LIST

Copies of documents to be attached with the application shall be self-attested by Commissioner / Executive Officer / Authorized Signatory not below the rank of Class-II officer

(Strike out whichever is not applicable)

1	Application Form in Annexure-A
2	Copy of Entrepreneurs' Identification Number (EIN)
3	Production Certificate issued by GM, RIC / DIC
4	Copy of agreement / Lease Deed between ULB and the beneficiary setting up the Modern Meat Shop
5	Document in support of date of first investment in fixed capital of enterprise i.e; 1 <sup>st</sup> date of investment in Machinery / Equipment and Technical Civil Works (TCW)
6	Valid statutory clearances of OSPCB
7	Detailed project report approved by ULB / Bank
8	Sanction letter of term loan from bank / financial institutions, if any
9	Bio-data/background of the end use beneficiary
10	Copy of the valid license of local body/municipality/competent authority for running the meat shop at the premises for which application is made
11	Item wise and cost wise details of Technical Civil Work items envisaged duly certified by GM, RIC /DIC
12	Item wise and cost wise details of Machinery / Equipment duly certified by GM, RIC /DIC
13	Copies of invoices/ receipts from the suppliers/vendors duly verified with seal & signature of authorized officer of ULB
14	Proof of the power supply to the shop
15	Proof of water supply to the shop
16	Any other relevant document required by Local Body / Municipality as per applicable rules and regulations
17	Request for condonation of implementation delay with justification / Document in support of delay in implementation, if condoned by Government.

OFFICE OF THE GENERAL MANAGER, RIC / DIC, \_\_\_\_\_

Letter No. \_\_\_\_\_ / Date \_\_\_\_\_

Acknowledgement

\*\*\*

(To be issued by authorized officer / General Manager, RIC / DIC on the  
day of receipt)

(Strike out whichever is not applicable)

To

The Commissioner / Executive Officer

\_\_\_\_\_ (Name of the ULB)

Sir / Madam,

Received the application for assistance for "Modernisation of Meat  
Shop" under the provisions of Odisha Food Processing Policy- 2016 & its  
operational guidelines along with documents mentioned below from

\_\_\_\_\_ on \_\_\_\_\_ (date) through post / person.

List of documents

- 1
- 2

Signature of authorized officer /  
General Manager, RIC/ DC with seal & date

## OFFICE OF THE GENERAL MANAGER, RIC / DIC

No. \_\_\_\_\_ Dt. \_\_\_\_\_

(Strike out whichever is not applicable)

From

The General Manager,  
RIC / DIC, \_\_\_\_\_

To

The Director of Industries, Odisha,  
Cuttack

Sub: Recommendation for assistance for Modernisation of Meat shop under the provisions of Odisha Food Processing Policy- 2016

Sir,

In accordance with the provisions laid down in Odisha Food Processing Policy-2016 and its operational guidelines, I am to recommend herewith the application with copies of all relevant documents filed by \_\_\_\_\_ (ULB), At.

P.O. \_\_\_\_\_ Dist. \_\_\_\_\_ bearing

Production Certificate No. \_\_\_\_\_ / Dated \_\_\_\_\_. The particulars of the unit are given below:

1	New or Modernisation unit	
2	Date of receipt of application from the Urban Local Body (ULB) for assistance for Modernisation of Meat shop	
3	Status of the Unit (Working / Closed)	
4	Date of first fixed capital investment i.e. 1 <sup>st</sup> date of investment in Machinery / Equipment and Technical Civil Works alongwith documentary evidence.	
5.	Date of commercial production as per Production Certificate	
6.	Eligible cost (in Rs.):	
i.	Technical Civil Works (Details at Annexure- D(1) as enclosed)	
ii.	Machinery / Equipment (Details at Annexure- D(2) as enclosed)	
iii.	Total	
iv.	Eligible amount of CIS @ 35% / 50% subject to a limit of Rs.5.00 lakhs	
7.	Present Status of the unit (Working / Closed)	

The enterprise is eligible for assistance under modernisation of meat shop under the provisions of OFPP-2016.

Encl. (One set of application with supporting documents)

Yours faithfully,

General Manager, RIC /DIC

Memo No. \_\_\_\_\_ / dt. \_\_\_\_\_

Copy forwarded to Executive Officer / Commissioner \_\_\_\_\_ (ULB) for information and necessary action.

General Manager, RIC /DIC



**DETAILS OF TECHNICAL CIVIL WORKS UNDER MODERNISATION OF MEAT SHOPS**

*(See Para- 7.4 of OFPP-2016)*

1. Name of Modern Meat Shop: \_\_\_\_\_
2. Location : \_\_\_\_\_
3. Name of Urban Local Body : \_\_\_\_\_
4. Date of commencement of Technical Civil Work : \_\_\_\_\_
5. Date of Completion of Technical Civil Work : \_\_\_\_\_

Sl. No.	Details of Technical Civil Work	Quantity / Area	Amount (in Rs.)	Remarks
1.	Tiles finish up to minimum 1.8 Mtrs level.			
2.	Monolithic Epoxy Coated Flooring.			
3.	Food Grade Stainless Steel Wash Basin with all attachments.			
4.	Exhaust and Ventilation system.			
5.	Septic tank, drainage system			
6.	Core Building Structure (minimum 100 sft)			
	<b>Total :</b>			

General Manager, RIC  
/DIC

\_\_\_\_\_

**DETAILS OF MACHINERY / EQUIPMENT UNDER MODERNISATION OF MEAT SHOPS**

*(See Para- 7.4 of OFPP-2016)*

1. Name of Modern Meat Shop: \_\_\_\_\_
2. Location : \_\_\_\_\_
3. Name of Urban Local Body : \_\_\_\_\_

Sl. No.	Details of Machinery & Equipment	Quantity	Supplier	Bill / Invoice No. & Date	Basic cost + Taxes (in Rs.)	Freight / Insurance	Status
1.	Hot Dip Galvanized Carcass Hanging System with Food Grade Stainless Steel Hooks and Chain.						
2.	Food Grade Stainless Steel Meat cutting table top with Hot Dip Galvanised base.						
3.	Refrigerated Display Cabinet and Air Conditioning.						
4.	Deep Freezer to store surplus carcass.						
5.	Food Grade Stainless Steel knives Set with knife Sterilizer and tools.						

6.	Food Grade Stainless Steel Meat Mincer.						
7.	Digital Scale with Stainless Steel Tray.						
8.	Vacuum Packer or Sealing Machine.						
9.	Fly Proofing equipment in the form of air contains and fly traps.						
10.	Geyser.						
11.	Genset.						
12.	UV lamp for controlling microbial load after day's operation.						
13.	Other essential items						
	<b>Total</b>						

- Encl: 1. All invoices / Bills enclosed with due certification of verification  
2. Coloured Photographs of the unit

General Manager,  
RIC /DIC,

---

DIRECTOR OF INDUSTRIES, ODISHA, CUTTACK.

No. \_\_\_\_\_ / Dated the \_\_\_\_\_ 20\_\_

(Strike out whichever is not applicable)

## SANCTION LETTER

(See Para- 7.4 of OFPP-2016)

To

\_\_\_\_\_  
\_\_\_\_\_  
(ULB)

Sub:- Sanction of Capital Investment Subsidy @ 35%/50% of cost of Machinery / Equipment and Technical Civil Works (TCW) for Modernisation of Meat Shop(s) under Para-7.4 of Odisha Food Processing Policy, 2016.

Ref: Your Letter No. \_\_\_\_\_ / Dated: \_\_\_\_\_

Sir/Madam,

We are pleased to inform you that the State Directorate Level Committee under OFPP-2016 in its meeting held on \_\_\_\_\_ have approved Capital Investment Subsidy of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) in favour of your unit @ 35% / 50% under the provisions of above Policy.

Basing on the documents furnished by you & recommended by concerned GM, RIC/DIC from time to time for the purpose of sanction of capital investment subsidy (CIS), the eligible cost of Plant & Machinery of the enterprise has been assessed as under:

In Rs. in lakhs

Eligible Cost of Technical Civil Works	
Eligible Cost of Plant & Machinery	
Total:	
CIS @ 35/ 50% (Maximum up to Rs.5 Lakhs)	

The said sanction of subsidy is subject to the following conditions in addition to the conditions prescribed under the scheme:

The above sanctioned amount can be disbursed in full subject to availability of funds.

You shall also have to execute an agreement in prescribed format Appendix- A and the agreement shall be on stamp paper of not less than Rs.100/-, which shall be kept by this office / Inspector General Registration.

The agreement should be executed by the authorized signatory on behalf of the ULB and concerned GM, RIC / DIC.

Erasures, if any should be properly, initialed No. blank should be left in the agreement and all the blanks should be filled in with proper initials.

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.(if applicable)

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

Memo No. \_\_\_\_\_ / Date: \_\_\_\_\_

Copy forwarded to General Manager, RIC / DIC \_\_\_\_\_  
for information and necessary action. He is requested to ensure that the unit complies with all pre-conditions and submits all necessary documents such as copies of valid statutory clearances/ licenses / approvals(if any) prior to release of CIS and intimate the same to the undersigned.

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

Memo No. \_\_\_\_\_ / Date: \_\_\_\_\_

Copy to Additional Secretary to Govt. MSME Department,  
Bhubaneswar for information and necessary action.

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

Memo No. \_\_\_\_\_ (2)/ Date: \_\_\_\_\_

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

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

OFFICE OF THE DIRECTOR OF INDUSTRIES, ODISHA, CUTTACK

No. \_\_\_\_\_ Dt \_\_\_\_\_  
(Strike out whichever is not applicable)

To  
The General Manager,  
RIC / DIC, \_\_\_\_\_

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 modernization of meat shop of the captioned unit under the provisions of OFPP-2016 is rejected due to following reasons:

(Specify the reasons)

- 1.
- 2.
- 3.
- 4.

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

Memo No. \_\_\_\_\_ dated \_\_\_\_\_  
Copy to M/s \_\_\_\_\_ for information.

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



## AGREEMENT

(On Non-judicial stamp paper of not less than Rs.100/- and to be notarized)

This INDENTURE made on this day of \_\_\_\_\_, 20\_\_ between a private / public limited company incorporated under companies Act, 1956, a cooperative society registered under the Orissa Cooperative Society Act 1962 and having its registered office at \_\_\_\_\_

OR

Carrying on business as a sole Proprietor / Partner / Director / Managing Director /Trustee / others in the firm with the name and style of M/s. \_\_\_\_\_ having its office at here in after called the entrepreneur (which expression shall unless it be repugnant to the context or meaning there of be deemed to include its successor or successors and assigns / the partners for the time being of the said firm and their assigns / his / their, executors, administrators and assigns) of the first part,

And

The General Manager, RIC /DIC \_\_\_\_\_ representing the Governor of Odisha, exercising the executive powers of the Government of the State of Odisha (here in after referred to as "the Governor" which expression shall unless it be repugnant to the context or meaning the thereof be deemed to include his successor of successors and assigns) of second part, as :-

- a) The Government of Odisha have framed a scheme as Capital Investment Subsidy under the provisions of Odisha Food Processing Policy, 2016 (OFPP-2016) for the enterprise / industrial units with a view to promote growth of industries standing therein that Government of Odisha will grant a subsidy to the Project Proponent who set up new industries in the districts of the State if the said parties satisfy the terms and conditions laid down under the Policy and its Rules & Guidelines which shall be deemed to be a part of this agreement.
- b) The Government of Odisha (hereinafter referred to as the Government has appointed the General Manager, RIC / DIC \_\_\_\_\_ to act as the Disbursing Agency of the said investment subsidy.
- c) The Entrepreneurs have set up an industries at on plot No. \_ Khata No. \_\_\_\_\_ measurement of area \_\_\_\_\_ Mouza \_\_\_\_\_ District \_\_\_\_\_ standing in the name of \_\_\_\_\_ and have satisfied other conditions of the capital investment subsidy scheme and have, therefore, become entitled to the benefits under the said Subsidy scheme.

d) The entrepreneurs by their application dated the day of 20 applied to the Government for the grant of (Rupees \_\_\_\_\_ @ 25 %/ 33% / 35% / 50% Subsidy amounting to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ ) and whereas

i) Relying on the said application and subsequent representations made by the entrepreneurs, the Government have sanctioned 10% subsidy on Plant & Machinery of Rs. \_\_\_\_\_ and the GM, RIC/DIC \_\_\_\_\_ has agreed to pay the same on behalf of the Government to the entrepreneur on their executing the necessary documents as hereinafter appearing and creating the fixed assets to the tune of Rs. \_\_\_\_\_.

ii) Now this INDENTURE witnesses and it is hereby agreed by and between the parties hereto as under :-

1. In consideration of the Government agreeing to give to the entrepreneurs under the said scheme, in such instalments the Government in its sole discretion think fit, an aggregate amount of \_\_\_\_\_ and by way of the subsidy to the entrepreneurs creating the fixed assets of Rs. \_\_\_\_\_ for the purpose of the said unit and the entrepreneurs do and each of them do hereby covenant with the Government as under:-

2. The DI, Odisha will be entitled in its sole discretion to make disbursement of the Subsidy or of any part thereof of either in one or more instalments to the party on it complying with the terms & conditions of the Subsidy scheme and of this agreement.

3. In the event of any of the State Level Committees ultimately deciding for any reasons whatsoever that the entrepreneurs are entitled to a lesser amount of subsidy the excess amount of the Subsidy shall be repaid by the entrepreneurs to the DI, Odisha along with interest thereon @ 12 <sup>1</sup>/<sub>2</sub>% per annum or such other rate as the Government might decide from time to time from the date of payment of the said amount of Rs. \_\_\_\_\_ or, any part thereof paid under this agreement till the repayment.

4. The entrepreneurs shall duly observe and perform the covenants and the conditions to be observed and performed by him / them under the said scheme.

5. The entrepreneurs shall not without prior approval of the State Level Committee change the location of the whole or any part of the enterprise or

affect any substantial change in the said project within a period of 5 years from the commercial production of the unit.

6. The entrepreneurs shall promptly furnish all the information asked for to the RIC / DIC, / Director of Industries / Government and also furnish certified copies of its audited balance sheet and profit & loss amount within a period of 6 months from the end of the year and also such other periodicals statements in such form and by such dates as may be prescribed by the Government from time \_\_\_\_\_ to \_\_\_\_\_ time \_\_\_\_\_ to the RIC/ DIC, / Director of Industries, Orissa / State Government.
7. The said sum of Rs. \_\_\_\_\_ or such part thereof as may have been till then paid by the Government to the entrepreneurs shall become forthwith repayable by the entrepreneurs to the Government in each and every of the following events namely :-
  - a) If the entrepreneurs goes out of production within 5 years from the date of start of production.
  - b) (i). If the entrepreneur(s) change(s) the location of whole or any part of the enterprise or effect any substantial construction or disposal of substantial part of their total fixed capital investment within a period of 5 years after going into commercial production.  
  
(ii). If any information furnished by the entrepreneur (s) in his / their application for the subsidy or otherwise particularly regarding location, capital investment and production, capacity of the said unit prior to the sanctioning of the sum of Rs. \_\_\_\_\_ as the subsidy is found to be incorrect or false or misleading and there has been suppression of any material / facts.
  - c) If a distress of execution shall be levied upon any property of the entrepreneurs or any part of the said factory or a receiver thereof is appointed.
  - d) If the entrepreneurs shall commit a breach of any one of the covenants or provisions herein contained and on his / their part to be observed and performed.
  - e) If the entrepreneurs close the said factory for a period exceeding 6 months at a

time for reasons other than the labour troubles, want of electric power or raw material or shall cease to carry on business for any reason whatsoever within 5 years from the date of commercial production.

- f) If the entrepreneurs or any of them file a petition for being adjudicated as insolvent or are / is adjudicated as insolvent.
  - g) If any petition for winding up the entrepreneurs company is presenting to any court or the entrepreneurs company passes any resolution for being wound up.
  - h) If the entrepreneurs fail or neglect to forth with execute such further documents as may be required by the Government or to duly comply with any direction given to it by the Government or the RIC/ DIC. In each one of the aforesaid contingencies the entrepreneurs are to repay the whole amount mentioned above with interest thereon @ 12½% per annum or such rate as the Government might decide from time to time from the date of disbursement of the subsidy till the repayment.
8. Whenever any sum due and payable by the entrepreneur under these presents shall be in arrears the same shall be deemed to be public demand and may without prejudice to any other right and the remedies of the Government be recovered from the entrepreneurs as a public demand under the Orissa Public Demand Recovery Act, 1962.
9. The entrepreneurs shall permit any person or persons authorized by the Government in that behalf at any time and from time to time during the usual time or business to inspect and examine any part of the said factory and shall render to him / them such assistance as may be required for the Government and furnish to such person or person as aforesaid all such information relating to the said factory as may be required by such person or persons.
10. The entrepreneurs shall observe and perform all instruction and direction that may be issued from time to time by the Government or the DI, Odisha or RIC / DIC, in relation to utilisation of the said sum of Rs.        and shall for 7 years hereinafter submit to the Government yearly periodical progress reports on the working of the said unit at the time and the form prescribed by Government or the Corporation.
11. The entrepreneurs shall -
- a) Furnish further information asked for by the Government of Odisha or by the State Level Committee or by the RIC/ DIC, /DI, Odisha from time to time.
  - b) Furnish to the RIC/ DIC/ DI(O) certified copies of the annual statement of accounts including the balance sheet and also periodical statements in such form and by such dates as may be prescribed by the Government or the RIC/ DIC, \_\_\_\_\_ from time to time.
  - c) Furnish true copies of documents as may be required by the Government or the



RIC/ DIC/DI, Odisha.

12. In the event of any dispute or difference arising between the parties hereto in respect of or in relation to this agreement or any provision herein contained either during the subsistence of this agreement or thereafter the same shall be referred to the sole arbitration or a suitable person acceptable to the entrepreneurs as well as the Government and / or the RIC/ DIC, \_\_\_\_\_/DI, Odisha or any other person nominated by Govt. and his decision thereof shall be final and binding on the parties. Such arbitration shall be under the provision of the Arbitration Act, 1940 and shall be held in Cuttack.
13. The entrepreneurs agree that in respect of any matters arising under this agreement the courts at Cuttack along with have exclusive jurisdiction and that the entrepreneurs submit to the same will not object that the courts at Cuttack have no jurisdiction for any reason whatsoever.
14. In the event of any action arising under any of the clause herein above the entrepreneurs agree to pay to the GM, RIC / DIC the legal charges and such other costs as the GM, RIC / DIC may be required to incur in connection with the aforesaid action.
15. The entrepreneurs agree to bear and pay all the costs charged and the expenses incidental to the preparation and the execution of the agreement.

In Witness whereof of parties hereto have affixed their common seal of this writing the day and year first herein above written.

The common seal of:

Is there into affixed pursuant to the resolution of the Board of Directors of the company passed on the day of \_\_\_\_\_ in the presence of \_\_\_\_\_ who has / have put his/their signatures. In token of his / their presence in the presence of \_\_\_\_\_ In the witness thereof the entrepreneurs have put their (Respective land here today \_\_\_\_\_ year herein above written)

Signed and delivered by the \_\_\_\_\_  
With name in the presence  
of Witness

1.

2.

Signature of Officer

Acting in the premises for on behalf of the Government of Orissa in the presence of

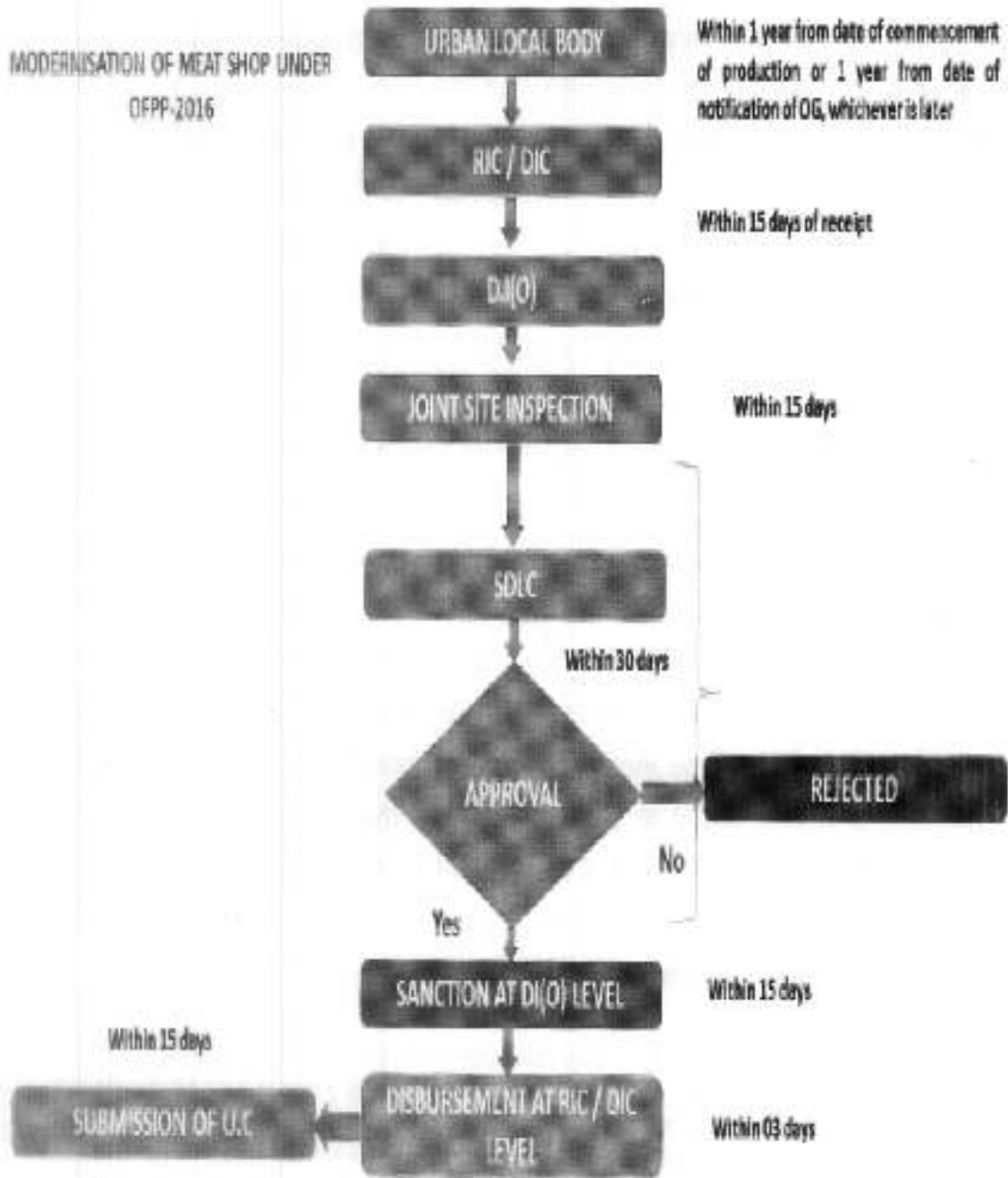
Witness

1. ....

2. ....

Signature of

MODERNISATION OF MEAT SHOP UNDER  
OFPP-2016





GOVERNMENT OF ODISHA  
MSME DEPARTMENT

\*\*\*\*

**NOTIFICATION**

No. I-MSME(OFP-2016)-07/2017(Pt.) 598 /MSME, Bhubaneswar, the 31<sup>st</sup> January, 2017

Subject: OPERATIONAL GUIDELINES FOR SANCTION & DISBURSEMENT OF CAPITAL INVESTMENT SUBSIDY ON PLANT AND MACHINERY FOR SETTING UP PRIMARY PROCESSING CENTERS / COLLECTION CENTERS (FOR BOTH HORTICULTURAL & NON-HORTICULTURAL PRODUCE) UNDER ODISHA FOOD PROCESSING POLICY, 2016 (OFP-2016)

(See Para 7.2 (2<sup>nd</sup> part) of OFP-2016)

- 1. Short Title:** - Operational guidelines for Capital Investment Subsidy on Plant And Machinery for Setting up Primary Processing Centers / Collection Centers (For Both Horticultural & Non-Horticultural Produce) (hereinafter called PPC) under Odisha Food Processing Policy, 2016.
- 2. Extent:** -It shall extend to the whole of the State of Odisha.
- 3. Commencement:** - It shall come into force from the "Effective Date" of Odisha Food Processing Policy, 2016 i.e. 24.11.2016 until the applicability of IPR, 2015.
- 4. 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 Food Processing Policy, 2016.
- 5. Policy Provisions:**  
New Primary Processing Centers / Collection Centers for both horticultural and non-horticultural produce shall be eligible for CIS in the following manner:

Quantum	Maximum Limit
@ 35% of capital investment made in Plant & Machinery	Up to Rs.5 crore

## **6. Eligibility: -**

- 6.1** The new PPC projects will be eligible only if they have following components:
- 6.1.1** Minimum land requirement of 1-2 acres in the name of the unit.
- 6.1.2** Minimal Processing Centre at the farm level which will have facilities that includes weighing, sorting, grading, packing, pre-cooling, Controlled Atmosphere(CA) / Modified Atmosphere (MA) / Cold Storage / Dry Warehouse / Individually Quick Freezing (IQF).
- 6.1.3** Mobile Pre-cooling trucks and reefer trucks which may be suitable for transportation of the perishable agricultural produce / horticulture/ dairy / meat / fish produce.
- 6.2 Eligible Sectors:**  
The scheme is applicable to both horticulture and non-horticulture produce such as fruits, vegetables, grains, & pulses, dairy products, meat & fish, etc.
- 6.3 Eligible applicants:**  
Individuals or groups of entrepreneurs, farmers, organizations such as Govt. / PSUs / Joint Ventures / Cooperatives / SHG's / Private Sector Companies or Corporations.
- 6.4 Net Worth of Promoter(s) :**  
The applicant should have sound financial back ground to implement the project.
- 6.5** The date of 1st Fixed Capital Investment (FCI) for new enterprises should be on or, after the effective date of this policy. The new enterprises must have commenced production within three years for MSME category of units and within five years for Large Industrial units from date of 1st FCI.
- 6.6** Incentives as envisaged in this policy shall not be applicable to an enterprise if the similar incentives are availed under any other policies of State Government or Government of India.
- 6.7** The applicable incentive shall not be sanctioned & disbursed if the enterprise is found closed / has gone out of production. In such a case, it may be deferred and will be released on satisfactory resumption of production.
- 6.8** All enterprises (except Micro units) should have availed loan from banks / financial institutions to a minimum extent of 10% of cost of plant & machinery.
- 6.9** All enterprises which have availed loan shall be required to get their projects appraised and or approved by the Financial Institutions / Bank(s). Micro Enterprises set up without financial assistance from Financial Institutions / Bank(s) will be required to get their projects approved by the R.I.C / D. I. C concerned.
- 6.10** The eligible New Micro and Small Enterprises shall furnish a VAT clearance Certificate till notification of GST. Post Notification of GST, it may be suitably

revised / changed.

## **7. Determination of date of 1st Fixed Capital investment:**

- 7.1** The date of acknowledgement of Entrepreneurship Identification Number (EIN) shall be on or after the effective date (Dt.24.11.2016) viz. date of Notification of Odisha Food Processing Policy-2016.
- 7.2** In case of own or ancestral land / land & building, the date of acknowledgement of Entrepreneurship Identification Number (EIN) shall be the date of first investment.
- 7.3** In case, land has been purchased after acknowledgement of Entrepreneurship Identification Number (EIN) and capital investment has been made on building, plant & machineries and balancing equipment subsequently, actual date of purchase of land as per registered Sale Deed will be taken as date of first investment.
- 7.4** In case of lease hold of IDCO land / IDCO land & shed / IDCO building, the date of payment of money towards cost of such IDCO land / IDCO land & shed / IDCO building shall be the date of first investment provided plant & machineries and balancing equipment are acquired later on. (Generally, allocation of IDCO land / IDCO land & shed / IDCO building is made after acknowledgement of EIN).
- 7.5** In case, where plant & machineries and balancing equipment are acquired after acknowledgement of EIN and before making payment of money towards cost of such IDCO land / IDCO land & shed / IDCO building, the first date of purchase of plant & machineries / balancing equipment which happens first shall be the date of first investment.
- 7.6** In case of private lease-hold land / private lease-hold land & building, where investment for construction of building & civil works / acquisition of plant & machinery and balancing equipment is made after acknowledgement of EIN, the first date of investment towards construction of building & civil works / acquisition of plant & machinery / balancing equipment which is made first, shall be the date of first investment. (If 1<sup>st</sup> date of investment is considered against investment made in construction of building & civil works, the expenditure incurred towards purchase of building material should exceed 10 % of cost envisaged for building & civil works in DPR, the date of attainment such expenditure shall be treated as date of first investment)
- 7.7** In case of Enterprise who made new investment on or after the effective date

(Dt.24.11.2016) of the Odisha Food Processing Policy-2016 on the existing land towards building and plant & machinery, the date of acknowledgement of Entrepreneurship Identification Number (EIN) shall be the date of first investment

**7.8** Balancing Equipment generally means equipment required for de-bottlenecking the production process. The list of Items considered as Balancing Equipment is at Annexure-D(1).

**8. Determination of date of production:**

The date of production for availing of this incentive (CIS) shall be determined by the General Manager RIC/ DIC for Micro, Small & Medium Enterprises and Director of Industries, Odisha in case of Large Industrial Unit basing on the totality of documentary evidence as recorded in the Production Certificate or, such other certificate as may be introduced by the Government in lieu of Production Certificate.

**9. Time frame for filing application:**

Eligible enterprise shall file its claim in the prescribed Application Form, within one year from the date of starting production / within one year from the date of notification of this Operational guidelines, whichever is later. Application received after the due date/ incomplete in any respect shall be liable to be summarily rejected.

**10. Assessment of eligible cost of Plant & Machinery:**

**10.1** Plant & Machinery means eligible cost of Plant & Machinery / Equipment related to production or, processing acquired till the date of commencement of production. The value of Plant & Machinery acquired after the date of commencement of production shall not be taken into consideration for computation / assessment of CIS.

**10.2** The cost of Generator set and Reefer trucks / vans/ refrigerated carrier / insulated milk tankers are considered eligible for computation of CIS in respect of Primary Processing Centre(PPC).

**10.3** The detailed valuation of plant & machinery shall be made in the proforma prescribed at Annexure-D. The GM, RIC / DIC shall forward the application alongwith documents and filled in Annexure-D to Director of Industries, Odisha within 15 days

**10.4** The list of ineligible items is cited in Annexure D(2) shall be **excluded**.

**10.5** The claim for CIS against new plant & machinery shall be supported with Bills & vouchers. Where the new plant & machinery have been procured from the Supplier(s) of outside the State, such Bills & vouchers checked / verified by the Commercial Tax



authority only shall be taken in to consideration (as amended on introduction of GST). The view / opinion of Commercial Tax authority may be taken into account, if felt necessary.

- 10.6** In case, the cost of plant & machinery acquired exceeds the schematic provisions (as in approved DPR), the reasons for the excess investment should be explained by the enterprise and while recommending the proposal, the RIC / DIC shall also furnish justification thereof.
- 10.7** The cost of land, building, balancing equipment, electrification including, wiring, installation of cables, bus bar, electrical panels (not mounted on individual machines), circuit breakers etc., and installation & erection shall not be considered towards computation of Capital Investment Subsidy. But the enterprise shall fulfil the following conditions:
- 10.7.1** Land / land & building / building / shed shall be in the name of enterprise / Company **represented through** its proprietor / partner(s) / Director (s) / shareholder (s) / Member (s). If ROR of the land is in joint possession and no clear-cut title deed is established in the name of the promoter, the said land may be leased out vide registered lease deed in favour of the enterprise for a minimum period of **ten** years.
- 10.7.2** A certificate should be furnished by the General Manager, RIC / DIC that the land except lease-hold on which the enterprise is established, belongs to the Promoter / firm / Company and that the Promoter / firm / Company is the absolute owner of the land.
- 10.7.3** The building & civil works shall be accompanied with Plan layout, wherever applicable.
- 10.7.4** Registered Office of the enterprise / firm shall be in Odisha. Enterprises / firms / company whose Registered Office were outside the State before starting an enterprise in Odisha, in such cases the Enterprise / firm may be allowed to retain their Registered Office outside the State subject to following conditions:
- 10.7.4.1** Enterprises / firms / company should give an undertaking that they would continue to retain their purchase office within the State of Odisha and would give consideration and concession facilities to local units on merit in their purchase.
- 10.7.4.2** Undertake to give due consideration to local persons for employment.

**10.7.4.3** Enterprises / firms / company should agree that they would be subject to the jurisdiction of competent Courts within Odisha in the matter of recovery and labour related matters.

**11. Procedure:**

- 11.1** New PPC shall submit application in the prescribed form appended to this operational guideline at Annexure 'A' along with undertaking in Annexure A(1), copies of all relevant documents as mentioned in the Checklist at Annexure 'B'. Application shall be submitted to the concerned General Manager, RIC/DIC in duplicate.
- 11.2** On receipt of application with copies of relevant documents, the acknowledgement as prescribed at Annexure-'C' shall be issued to the applicant duly signed by the General Manager, RIC /DIC/ their authorized officer on the day of receipt.
- 11.3** The applications shall be examined and scrutinized by the concerned RIC / DIC, who shall determine the date of first fixed capital investment, entitlement for assistance. After scrutiny and examination, correction, if any required on the application form, shall be made under the signature of General Manager, RIC /DIC their authorized officer along with signature of the applicant.
- 11.4** The applications shall be forwarded to the Director of Industries, Odisha along with all relevant documents within 15 days from receipt of the complete application.
- 11.5** The Director of Industries, Odisha, on receipt of CIS application from GM, RIC / DIC may further examine the application. The enterprise will be jointly inspected by a team comprising of Addl. Director /Joint Director of Industries, GM, RIC/DIC, Branch Manager of financing bank and concerned Tahasildar. This process shall be completed within 15 days from date of receipt of proposal.

**12. APPROVAL & SANCTION:**

- 12.1** The proposal will be placed in State Directorate Level Committee (SDLC) alongwith the Joint Inspection Report for approval of sanction if the CIS amount involved is upto Rs.25.00 lakhs. In case the CIS amount exceeds Rs.25.00 lakhs, the SDLC shall recommend such cases to either Sub-SLEC or, SLEC depending on the CIS amount alongwith the Joint Inspection Report of the inspecting team. This process shall be completed within 30 days.
- 12.2** Upon approval by appropriate committee, the Director of Industries, Odisha will issue sanction letter in Annexure-'E' in favour of the unit under intimation to concerned GM, RIC / DIC within 07 days of approval.
- 12.3** The enterprise on receipt of sanction letter shall be required to execute Agreement with DIC/ RIC/ DI/ as per Appendix-A and submit advance money receipt in



Annexure- E(1).

- 12.4** In case of rejection by any of the State Level Committees, the same will be communicated by DI to DIC/ RIC to the concerned enterprises in the format prescribed at Annexure-'F'.
- 13. Disbursement of CIS:**
- 13.1** On receipt of the sanction order, the GM, RIC / DIC shall further complete the process of signing agreement in the prescribed format as at Appendix-A, advance Money Receipt in triplicate and any other documents as may be required.
- 13.2** The disbursement of sanctioned amount for such proposals shall be made by the General Manager, RIC / DIC within 03 days of compliance by the applicant cited in the sanction order. The CIS shall be released through financing institution / bank from which it has availed the term loan subject to availability of funds under the policy. In case of self-financed units the subsidy amount can be disbursed directly to the unit.
- 13.3** The GM, RIC / DIC is required to submit Utilization Certificate in OGFR Form Annexure-VI to the Director of Industries within 15 days after disbursement of CIS in favour of the enterprise.
- 14. Maintenance of Records:** The receipt / forwarding / sanction / rejection / disbursement of Subsidy on Plant & Machinery shall be monitored both electronically & manually at DIC /RIC/Directorate of Industries level.
- 15. Funds & Audit:**
- 15.1 Funds:** The Directorate of Industries, Odisha in consultation with DICs/ RICs will estimate the requirement of funds and furnish the requirement to the MSME Department by 30<sup>th</sup> November for budget provision every year. The State Govt. in MSME Department will provide funds to Directorate of Industries, Odisha, who shall in turn place the funds to the extent necessary with RIC / DICs. The GM, RIC / DIC shall be the Disbursing Agency for CIS. The Disbursing Agency will maintain regular accounts for each case & shall be accountable to the Audit and the State Govt. Directorate of Industries will furnish the utilization certificate in OGFR-Annexure VI along with the list of beneficiaries disbursed with assistance at the end of each financial year.
- 15.2 Audit:** The accounts maintained by the DI, Odisha / RICs / DICs shall be audited by the Finance Department / AG, Odisha.
- 16. Recovery of Subsidy on Plant & Machinery:** Capital Investment Subsidy received by enterprise shall be recoverable under the provision of OPDR Act as arrears

of land revenue on violation of Policy provisions, terms & conditions of Operational Guidelines & Agreement.

**17. Miscellaneous:**

- 17.1** Application for condonation of delay in implementation of projects due to force majeure (like natural calamities) only shall be dealt on case to case basis. The General Manager, RIC / DIC shall examine such case(s) and forward the application made by the entrepreneur with justification to the Director of Industries, Odisha, who shall examine and recommend the same to MSME Department for placement of the same to the Empowered Committee for consideration.
- 17.2** RIC / DIC / Bank / FI may inspect the enterprise once a year individually / jointly.
- 17.3** Administration of CIS in the contingencies like shifting of enterprise within the State, change of ownership etc. within the period of this incentive shall be governed as per the terms & conditions stipulated in the Agreement.
- 17.4** The Enterprise shall furnish its audited financial statements and other periodical statements of each financial year to the DIC/ RIC / DI during the period of incentives.
- 17.5** Any change in facts or circumstances affecting the eligibility of the unit shall be intimated immediately to the DIC /RIC/ Directorate of Industries, Odisha by the unit.
- 18.** Where any doubt arises regarding implementation of these rules, the same shall be referred to Government of Odisha in the MSME Department whose decision shall be final and binding on all the parties.
- 19.** Time limit prescribed in this guideline is of working days from date of receipt by the concerned authority only.

This operational guideline has been concurred in by Finance Department vide their UOR No. 12-ES-II /Dated: 21.01.2017.


By Order of Governor

  
(L.N.Gupta) 21.1.17

Principal Secretary to Government

Memo No. I-MSME(OFPF-2016)-07/2017(Pt.) 599 /MSME Dated 31-01-2017

Copy forwarded to All Departments/ All Heads of Departments/ Director of Industries, Odisha / All PSUs/ All Revenue Divisional Commissioners/ All Collectors/ All RICs/ All DICs/ Head, State Portal Group, IT Centre, Secretariat, Bhubaneswar/ All Sections of MSME Department/ Guard File (5 copies) for information and necessary action.

  
Additional Secretary to Government

APPLICATION FOR AVAILING CAPITAL INVESTMENT SUBSIDY ON PLANT AND MACHINERY FOR  
SETTING UP PRIMARY PROCESSING CENTERS / COLLECTION CENTERS (FOR BOTH HORTICULTURAL &  
NON-HORTICULTURAL PRODUCE) UNDER OFPP-2016

**Application received after due date / Incomplete in any respect shall be liable for rejection**

(See Para 7.2 of OFPP-2016)

(Strike out whichever is not applicable)

From:

M/s \_\_\_\_\_

At \_\_\_\_\_

PO \_\_\_\_\_

Sub Division \_\_\_\_\_

Dist. \_\_\_\_\_

{Location of the Enterprise}

Contact No(s): \_\_\_\_\_

Email Id : \_\_\_\_\_

To

The General Manager,  
Regional Industries Centre /District Industries Centre, \_\_\_\_\_

Sub: Application for Capital Investment Subsidy on Plant and Machinery for Setting Up  
Primary Processing Centers / Collection Centers (For Both Horticultural & Non-  
Horticultural Produce) under the provisions of Odisha Food Processing Policy-  
2016.

Sir/ Madam,

In accordance with the provisions laid down in Odisha Food Processing Policy-  
2016, its operational guidelines notified by MSME Department, Government of Odisha,  
the Application for sanction and disbursement of Capital Investment Subsidy on Plant &  
Machinery@ 35% is submitted with following particulars:

1.	Category of the Unit : Micro / Small /Medium Enterprises/ Large Industrial Unit	:	
2.	Address of Registered office	:	
3.	Type of organisation like Govt. institution / organization, Industry Association, Farmers' Association, Self Help Group, University, Co-operative, Individual Entrepreneur, Partnership firm, Company, etc.	:	
4.	Name of promoter(s)	:	
5.	Net worth of promoter(s) to be certified by a Chartered Accountant	:	

6.	Which two of the four criteria cited under para 6.1 of the Operational Guidelines is being satisfied by this project.			
7.	IEM / I L No. and date	:		
8.	Production Certificate No. & Date	:		
9.	Items of manufacture / activity with installed capacity	:	Item	Qty
		(i)		Value
		(ii)		
10.	Employment generated: i. Direct ii. Indirect Out of which : SC :                      ST : Women :                      Min. Community:	:		
11.	Name of the Financer, with IFSC code & MICR No. in case of financed enterprise	:		
12.	Amount of loan sanctioned with date	:		
13.	Term Loan A/c No. in case of financed enterprise	:		
14.	Date of first fixed capital investment i.e. investment in land / building/ Plant & machinery / balancing equipment (specify the investment)	:		
15.	Date of starting production as per Production Certificate	:		
16.	Whether Production has commenced within three years from the 1 <sup>st</sup> date of FCI, if no, whether project implementation delay has been condoned by Empowered Committee.	:		
17.	Details of fixed capital investment in Plant & Machinery (Rs. in lakhs):			
Sl.	As per scheme approved by Financial Institution / DIC	Actual expenditure incurred	Justification of excess investment, if any	
18.	Validity of Consent to operate / Authorisation granted by State			
19.	Validity of VAT Clearance (Post Notification of GST, it may be			
20.	Amount of CIS claimed (Rs)			
21.	Have applied for /availed CIS from any source, if so furnish the			

I, Sri \_\_\_\_\_ S/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.

Date-

Signature of the Proprietor/ Managing Partner/

Managing Director/Authorized Signatory in full and on behalf of M/s \_\_\_\_\_

SELF-UNDERTAKING

(on non-judicial stamp paper of not less than rs.10/-)

(Strike out whichever is not applicable)

From

M/s. \_\_\_\_\_

At/PO \_\_\_\_\_

Dist. \_\_\_\_\_

- i) I / We hereby undertake that claim for Capital Investment Subsidy on Plant and Machinery for Setting Up Primary Processing Centers / Collection Centers (For Both Horticultural & Non-Horticultural Produce) under Odisha Food Processing Policy, 2016 is for Rs. \_\_\_\_\_ (in words).
- ii) I / We shall abide by the terms and conditions prescribed under the provisions of Odisha Food processing Policy, 2016 and its operational guidelines.
- iii) I / We shall repay the Capital Investment Subsidy on Plant & Machinery or any part thereof with penal interest as decided by the authority;
- (a) If the information stated in the application & supporting documents is found to be false/ incorrect / misleading or mis-represented and there has been suppression of facts / materials or if found to have been disbursed in excess of the amount actually admissible for whatsoever reason.
- (b) If the enterprise goes out of production for a period exceeding six months at a time for any reasons other than labour troubles, want of electric power or for the reason which is beyond the control of entrepreneur / management during the period of incentives.
- iv) This enterprise has not applied / availed CIS on Plant & Machinery in any manner under any other scheme of the State Govt. or the Central Govt. or any Financial Institution(s).

I / we shall furnish its audited financial statements and other periodical statements of each financial year to the RIC / DIC /Directorate of Industries, Odisha during the period of incentives.

Signature of the Proprietor / Managing Partner /  
Managing Director / Authorised Signatory of

M/s \_\_\_\_\_

Date-



**CHECK LIST**

(See para 7.2 of OFPP-2016)

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

Sl.	Documents
1.	Entrepreneurs' Identification Number (EIN) / Industrial Entrepreneurs' Memorandum
2.	Production Certificate duly issued by GM, RIC/ DIC / DI, Odisha
3.	Power of Attorney / Board Resolution / Society Resolution, as applicable, while signing as Partner / Managing Director / Authorized person.
4.	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.
5.	Detailed project report duly approved by Bank / Financing Institution in case of financed enterprise / by GM, RIC/ 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 /Balancing Equipment
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
8.	Copies of Invoices/ receipts duly self-certified by the promoter / authorised signatory
9.	Consent to operate / Authorization issued by State Pollution Control Board, Odisha except for White Category
10.	VAT clearance Certificate ( May be changed accordingly on introduction of GST)
11.	Request for condonation of implementation delay with justification, if applicable.
12.	Declaration by firms who's Registered Office is outside the State.
13.	Document in support of land / land & building / building / shed over which the
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.	Certificate from GM, RIC/ DIC that the unit is set up on same land for which land
17.	Food License under FSSAI Act
18.	Undertaking in Annexure-A(1)
19.	Permission / clearance from Local Authority / Body

OFFICE OF THE GENERAL MANAGER, RIC / DIC, \_\_\_\_\_

Letter No. \_\_\_\_\_ / Date \_\_\_\_\_

Acknowledgement

(To be issued by authorized officer / General Manager, RIC / DIC on the day of receipt)

(Strike out whichever is not applicable)

To

Sri \_\_\_\_\_  
M/s.

Received the application for "Capital Investment Subsidy on Plant and Machinery for Setting Up Primary Processing Centres / Collections (For both Horticulture & Non-Horticultural Produce)" under the provisions of Odisha Food Processing Policy- 2016 and its operational guidelines along with documents mentioned below from M/s \_\_\_\_\_ At/PO \_\_\_\_\_

Dist. \_\_\_\_\_ on dt. \_\_\_\_\_ through post / person.

List of documents

- 1
- 2

Signature of authorized officer / General Manager,  
RIC/ DIC  
with seal & date

# Annexure-D

Valuation of Plant & Machinery under OFPP-2016 (\* Strike out which is not applicable)  
 e & Address of the Enterprise: \_\_\_\_\_ (New Primary Processing Centre / Collection Centre)

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						
Eligible components	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Total (A):										
Ineligible components										
Total (B):										
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 enterprise.

Recommended for sanction of CIS @ 35% (Max- Rs.5 Cr.) of cost of Plant & M/c amounting to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only.

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

Signature of GM, RIC / DIC with seal

e: .....  
 N: .....

## LIST OF BALANCING EQUIPMENT

\*\*\*

The investment made on the following items will be considered as Balancing Equipment for the purpose of determining date of 1st Fixed Capital Investment:

- i. Transformer and Captive Power Plant
- ii. Gas producing plant
- iii. Water treatment plant
- iv. Pollution control equipment (Certified by SPCB)
- v. R & D Equipment, Quality Control & Lab Equipment
- vi. Energy conservation equipment (Certified by GRIDCO, DISCOM, Electrical Inspector)
- vii. Firefighting equipment
- viii. Storage Tanks / Bins for storing of raw materials / finished goods
- ix. Empty gas cylinder for re-use

LIST OF INELIGIBLE PLANT & MACHINERY ITEMS UNDER OFPP-2016 UNDER CAPITAL INVESTMENT SUBSIDY ON PLANT AND MACHINERY FOR SETTING UP PRIMARY PROCESSING CENTERS / COLLECTION CENTERS

\*\*\*

- (i) Equipment such as tools, jigs, dies, moulds and spare parts for maintenance & the cost of consumable stores;
- (ii) installation of Plant & Machinery;
- (iii) research & development equipment and pollution control equipment;
- (iv) extra transformer installed by the enterprise as per the regulations of the State Electricity Board;
- (v) bank charges and service charges paid to the National Small Industries Corporation or, the State Small Industries Corporation;
- (vi) procurement or installation of cables, wiring, bus bars, electrical control panels (not mounted on individual machines), oil circuit breakers or miniature circuit breakers which are necessarily to be used for providing electrical power to the plant & machinery or for safety measures;
- (vii) gas producer plants;
- (viii) transportation charges (excluding sales-tax or value added tax and excise duty) for indigenous machinery from the place of their manufacture to the site of the enterprise;
- (ix) charges paid for technical know-how for erection of plant and machinery;
- (x) such storage tanks which store raw materials and finished products only and are not linked with the manufacturing process;
- (xi) fire fighting equipment.
- (xii) Computers & allied furniture
- (xiii) Transport vehicles other than the Reefer trucks / vans/ refrigerated carrier / insulated milk tankers.
- (xiv) Second hand machinery
- (xv) Plant & Machinery not directly related to cold chain or storage infrastructure.

While calculating the investment in Plant & machinery, the original price thereof, shall be taken into account provided that in the case of imported machinery, the following shall be included in calculating the value, namely:

- (i) Input Duty (excluding miscellaneous expenses such as transportation from the port to the site of the factory, demurrage paid to the port);
- (ii) Shipping charges;
- (iii) Customs clearance charges; and
- (iv) Sales Tax or Value Added Tax (to be replaced by GST on introduction).

## SANCTION LETTER

(See Para 7.2 (2nd Part) of OFPP-2016)

OFFICE OF THE DIRECTOR OF INDUSTRIES, ODISHA, CUTTACK.

Lt. No. /Dt

(Strike out whichever is not applicable)

To

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Sub:- Sanction of Capital Investment Subsidy @ 35% of Capital Investment Subsidy On Plant And Machinery For Setting Up Primary Processing Centers / Collection Centers (For Both Horticultural & Non-Horticultural Produce) under Para-7.2 of Odisha Food Processing Policy, 2016.

Ref: Your application dated: \_\_\_\_\_ for availing Capital Investment Subsidy as per para-7.2 of OFPP-2016

Dear Sir / Madam,

We are pleased to inform you that the State Directorate Level Committee / Sub-Committee of State Level Empowered Committee (Sub-SLEC)/ State Level Empowered Committee (SLEC) under OFPP-2016 in its meeting held on \_\_\_\_\_ have approved Capital Investment Subsidy of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) in favour of your unit @ 35% under the provisions of above Policy.

Basing on the documents furnished by you & recommended by concerned GM, RIC/DIC from time to time for the purpose of sanction of capital investment subsidy (CIS), the eligible cost of Plant & Machinery of the enterprise has been assessed as under:

In Rs. in lakhs

Eligible Cost of Plant & Machinery	
CIS @ 35% (Maximum up to Rs.5 Cr.)	

The said sanction of subsidy is subject to the following conditions in addition to the conditions prescribed under the scheme.

The above sanctioned amount can be disbursed in full subject to availability of funds.

You shall also have to execute an agreement with concerned GM, RIC/DIC and the agreement shall be on non-judicial stamp paper of not less than Rs.100/-, which shall be kept by the office of GM, RIC / DIC / Inspector General Registration, Cuttack.



The agreement should be executed by the proprietor, in the case of proprietary concern. In case of partnership, agreement should be executed by all the partners; however, if any one of the partner hold a general power of attorney, he may execute the agreement on behalf of the remaining partners. In case of a company, you are requested to furnish a certified true copy of the resolution passed by the Board of Directors of your company for availing and utilizing the CIS sanctioned.

Erasures, if any should be properly, initialed No. blank should be left in the agreement and all the blanks should be filled in with proper initials. You shall also have to produce a Certificate on the working status of your unit from your financier duly countersigned by the concerned GM, RIC/ DIC.

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, RIC / DIC \_\_\_\_\_ for information and necessary action. He is requested to ensure that the unit complies with all pre-conditions and submits all necessary documents such as copies of valid statutory clearances/ licenses / approvals(if any) prior to release of CIS and intimate the same to the undersigned.

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

Memo No. \_\_\_\_\_ / Date: \_\_\_\_\_

Copy to Additional Secretary to Govt. MSME Department, Bhubaneswar for information and necessary action.

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

Memo No. \_\_\_\_\_ (2)/ Date: \_\_\_\_\_

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

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

FORMAT FOR ADVANCED MONEY RECEIPT

\*\*\*

(To be submitted by authorised signatory of enterprise in their letter head at the time of execution of agreement)

Received with thanks from \_\_\_\_\_ sum of Rs.

(Rupees \_\_\_\_\_ ) only by cheque / draft No.

\_\_\_\_\_ dated @ 35% Capital Investment Subsidy on Plant and Machinery For Setting Up Primary Processing Centers / Collection Centers (For Both Horticultural & Non-Horticultural Produce) as per the terms and conditions laid down in the agreement executed by us on \_\_\_\_\_ .

Authorised Signatory of M/s \_\_\_\_\_

Place : \_\_\_\_\_

Date : \_\_\_\_\_

OFFICE OF THE DIRECTOR OF INDUSTRIES, ODISHA, CUTTACK

No. \_\_\_\_\_ Dt \_\_\_\_\_  
(Strike out whichever is not applicable)

To  
The General Manager,  
RIC / DIC, \_\_\_\_\_

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 OFPP-2016 is rejected due to following reasons:

(Specify the reasons)

- 1.
- 2.
- 3.
- 4.

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

Memo No. \_\_\_\_\_ dated \_\_\_\_\_  
Copy to M/s \_\_\_\_\_ for information.

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

## AGREEMENT

(On Non-judicial stamp paper of not less than Rs.100/- and to be notarized)

This INDENTURE made on this day of \_\_\_\_\_, 20\_\_ between a private / public limited company incorporated under companies Act, 1956, a cooperative society registered under the Orissa Cooperative Society Act 1962 and having its registered office at \_\_\_\_\_

OR

Carrying on business as a sole Proprietor / Partner / Director / Managing Director /Trustee / others in the firm with the name and style of M/s. \_\_\_\_\_ having its office at here in after called the entrepreneur (which expression shall unless it be repugnant to the context or meaning there of be deemed to include its successor or successors and assigns / the partners for the time being of the said firm and their assigns / his / their, executors, administrators and assigns) of the first part,

And

The General Manager, RIC /DIC \_\_\_\_\_ representing the Governor of Odisha, exercising the executive powers of the Government of the State of Odisha (here in after referred to as "the Governor" which expression shall unless it be repugnant to the context or meaning the thereof be deemed to include his successor of successors and assigns) of second part, as :-

- a) The Government of Odisha have framed a scheme as Capital Investment Subsidy under the provisions of Odisha Food Processing Policy, 2016 (OFPP-2016) for the enterprise / industrial units with a view to promote growth of industries standing therein that Government of Odisha will grant a subsidy to the Project Proponent who set up new industries in the districts of the State if the said parties satisfy the terms and conditions laid down under the Policy and its Rules & Guidelines which shall be deemed to be a part of this agreement.
- b) The Government of Odisha (hereinafter referred to as the Government has appointed the General Manager, RIC / DIC \_\_\_\_\_ to act as the Disbursing Agency of the said investment subsidy.
- c) The Entrepreneurs have set up an industries at on plot No. \_ Khata No. \_\_\_\_\_ measurement of area \_\_\_\_ Mouza \_\_\_\_\_ District \_\_\_\_ standing in the name of \_\_\_\_\_ and have satisfied other conditions of the capital

investment subsidy scheme and have, therefore, become entitled to the benefits under the said Subsidy scheme.

d) The entrepreneurs by their application dated the day of 20 applied to the Government for the grant of (Rupees \_\_\_\_\_ @ 25 %/ 33% / 35% / 50% Subsidy amounting to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ ) and whereas

i) Relying on the said application and subsequent representations made by the entrepreneurs, the Government have sanctioned 10% subsidy on Plant & Machinery of Rs. \_\_\_\_\_ and the GM, RIC/DIC \_\_\_\_\_ has agreed to pay the same on behalf of the Government to the entrepreneur on their executing the necessary documents as hereinafter appearing and creating the fixed assets to the tune of Rs. \_\_\_\_\_

ii) Now this INDENTURE witnesses and it is hereby agreed by and between the parties hereto as under :-

1. In consideration of the Government agreeing to give to the entrepreneurs under the said scheme, in such instalments the Government in its sole discretion think fit, an aggregate amount of \_\_\_\_\_ and by way of the subsidy to the entrepreneurs creating the fixed assets of Rs. \_\_\_\_\_ for the purpose of the said unit and the entrepreneurs do and each of them do hereby covenant with the Government as under:-
2. The DI, Odisha will be entitled in its sole discretion to make disbursement of the Subsidy or of any part thereof of either in one or more instalments to the party on it complying with the terms & conditions of the Subsidy scheme and of this agreement.
3. In the event of any of the State Level Committees ultimately deciding for any reasons whatsoever that the entrepreneurs are entitled to a lesser amount of subsidy the excess amount of the Subsidy shall be repaid by the entrepreneurs to the DI, Odisha along with interest thereon @ 12 <sup>1/2</sup>% per annum or such other rate as the Government might decide from time to time from the date of payment of the said amount of Rs. \_\_\_\_\_ or, any part thereof paid under this agreement till the repayment.
4. The entrepreneurs shall duly observe and perform the covenants and the

conditions to be observed and performed by him / them under the said scheme.

5. The entrepreneurs shall not without prior approval of the State Level Committee change the location of the whole or any part of the enterprise or affect any substantial change in the said project within a period of 5 years from the commercial production of the unit.
6. The entrepreneurs shall promptly furnish all the information asked for to the RIC / DIC, / Director of Industries / Government and also furnish certified copies of its audited balance sheet and profit & loss amount within a period of 6 months from the end of the year and also such other periodicals statements in such form and by such dates as may be prescribed by the Government from time to time to the RIC/ DIC, / Director of Industries, Orissa / State Government.
7. The said sum of Rs. \_\_\_\_\_ or such part thereof as may have been till then paid by the Government to the entrepreneurs shall become forthwith repayable by the entrepreneurs to the Government in each and every of the following events namely :-
  - a) If the entrepreneurs goes out of production within 5 years from the date of start of production.
  - b) (i). If the entrepreneur(s) change(s) the location of whole or any part of the enterprise or effect any substantial construction or disposal of substantial part of their total fixed capital investment within a period of 5 years after going into commercial production.  
  
(ii). If any information furnished by the entrepreneur (s) in his / their application for the subsidy or otherwise particularly regarding location, capital investment and production, capacity of the said unit prior to the sanctioning of the sum of Rs. \_\_\_\_\_ as the subsidy is found to be incorrect or false or misleading and there has been suppression of any material / facts.
  - c) If a distress of execution shall be levied upon any property of the entrepreneurs or any part of the said factory or a receiver thereof is appointed.
  - d) If the entrepreneurs shall commit a breach of any one of the covenants or provisions herein contained and on his / their part to be observed and



performed.

- e) If the entrepreneurs close the said factory for a period exceeding 6 months at a time for reasons other than the labour troubles, want of electric power or raw material or shall cease to carry on business for any reason whatsoever within 5 years from the date of commercial production.
  - f) If the entrepreneurs or any of them file a petition for being adjudicated as insolvent or are / is adjudicated as insolvent.
  - g) If any petition for winding up the entrepreneurs company is presenting to any court or the entrepreneurs company passes any resolution for being wound up.
  - h) If the entrepreneurs fail or neglect to forth with execute such further documents as may be required by the Government or to duly comply with any direction given to it by the Government or the RIC/ DIC. In each one of the aforesaid contingencies the entrepreneurs are to repay the whole amount mentioned above with interest thereon @ 12½% per annum or such rate as the Government might decide from time to time from the date of disbursement of the subsidy till the repayment.
8. Whenever any sum due and payable by the entrepreneur under these presents shall be in arrears the same shall be deemed to be public demand and may without prejudice to any other right and the remedies of the Government be recovered from the entrepreneurs as a public demand under the Orissa Public Demand Recovery Act, 1962.
9. The entrepreneurs shall permit any person or persons authorized by the Government in that behalf at any time and from time to time during the usual time or business to inspect and examine any part of the said factory and shall render to him / them such assistance as may be required for the Government and furnish to such person or person as aforesaid all such information relating to the said factory as may be required by such person or persons.
10. The entrepreneurs shall observe and perform all instruction and direction that may be issued from time to time by the Government or the DI, Odisha or RIC / DIC, in relation to utilisation of the said sum of Rs.            and shall for 7 years hereinafter submit to the Government yearly periodical progress reports on the working of the said unit at the time and the form prescribed by Government or the Corporation.

11. The entrepreneurs shall -

- a) Furnish further information asked for by the Government of Odisha or by the State Level Committee or by the RIC/ DIC, /DI, Odisha from time to time.
- b) Furnish to the RIC/ DIC/ DI(O) certified copies of the annual statement of accounts including the balance sheet and also periodical statements in such form and by such dates as may be prescribed by the Government or the RIC/ DIC, \_\_\_\_\_ from time to time.
- c) Furnish true copies of documents as may be required by the Government or the RIC/ DIC/DI, Odisha.

12. In the event of any dispute or difference arising between the parties hereto in respect of or in relation to this agreement or any provision herein contained either during the subsistence of this agreement or thereafter the same shall be referred to the sole arbitration or a suitable person acceptable to the entrepreneurs as well as the Government and / or the RIC/ DIC, \_\_\_\_\_/DI, Odisha or any other person nominated by Govt. and his decision thereof shall be final and binding on the parties. Such arbitration shall be under the provision of the Arbitration Act, 1940 and shall be held in Cuttack.

13. The entrepreneurs agree that in respect of any matters arising under this agreement the courts at Cuttack along with have exclusive jurisdiction and that the entrepreneurs submit to the same will not object that the courts at Cuttack have no jurisdiction for any reason whatsoever.

14. In the event of any action arising under any of the clause herein above the entrepreneurs agree to pay to the GM, RIC / DIC the legal charges and such other costs as the GM, RIC / DIC may be required to incur in connection with the aforesaid action.

15. The entrepreneurs agree to bear and pay all the costs charged and the expenses incidental to the preparation and the execution of the agreement.

In Witness whereof of parties hereto have affixed their common seal of this writing the day and year first herein above written.

The common seal of:

Is there into affixed pursuant to the resolution of the Board of Directors of the company passed on the day of in the presence of who has / have put his/their signatures.

In token of his / their presence in the presence of

In the witness thereof the entrepreneurs have put their (Respective land here today \_\_\_\_\_ year herein above written)

Signed and delivered by the \_\_\_\_\_  
With name in the presence  
of Witness

- 1.
- 2.

Signature of Officer

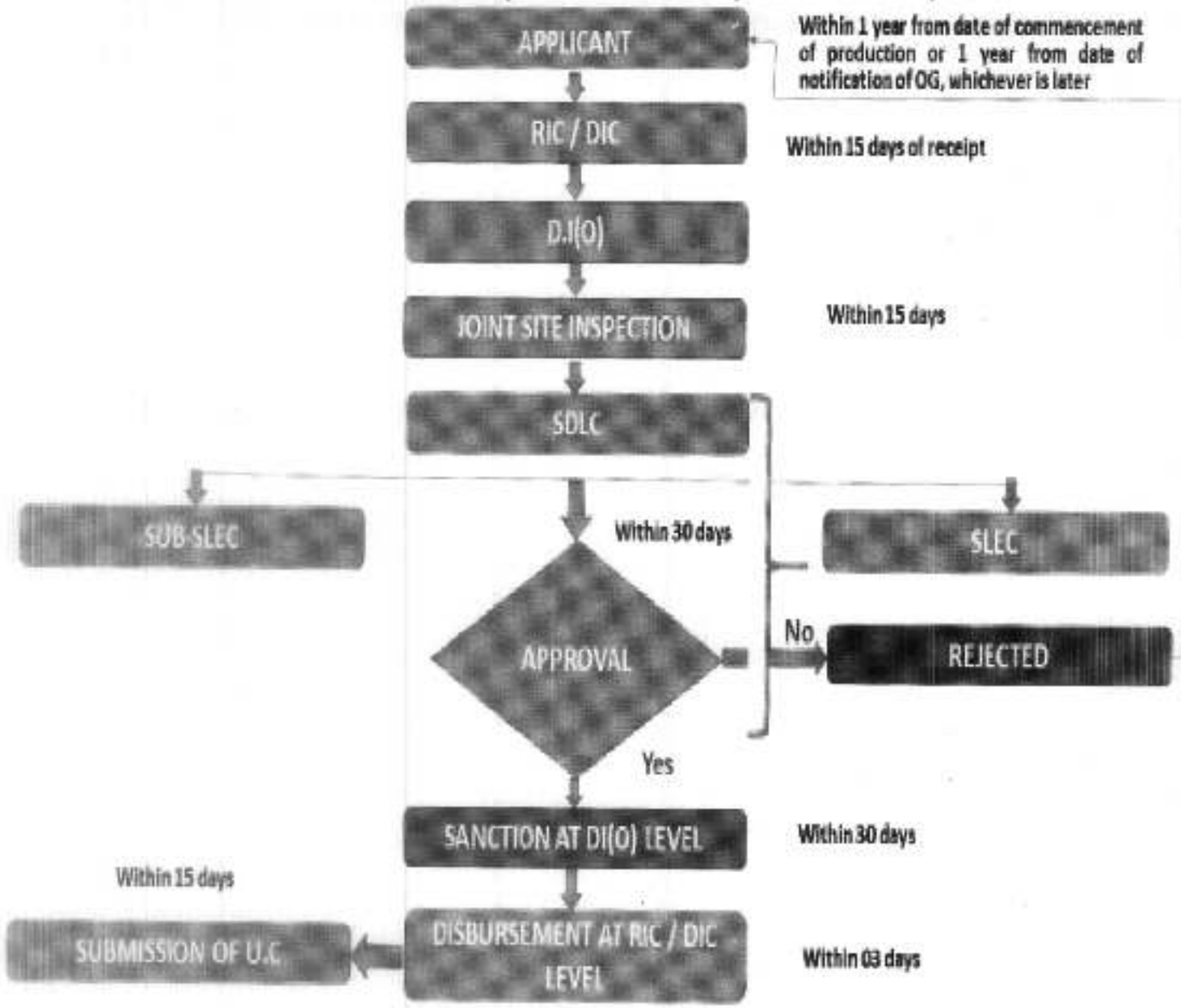
Acting in the premises for on behalf of the Government of Orissa in the presence of

Witness

- 1.
- 2.

Signature of

# FLOW CHART FOR CIS to FPEs / ANCHOR INDS. / COLD CHAIN / PPC



GOVERNMENT OF ODISHA  
MSME DEPARTMENT  
\*\*\*\*

**NOTIFICATION**

No. I-MSME(OFP-2016)-07/2017(Pt.) 600 /MSME, Bhubaneswar, the 31<sup>st</sup> January, 2017

Subject: OPERATIONAL GUIDELINES FOR SANCTION & DISBURSEMENT OF ASSISTANCE FOR REEFER VEHICLE UNDER OFPP-2016.

(See Para 7.3 of OFPP-2016)

- 1. Short Title:** - Operational guidelines for sanction & disbursement of assistance for Reefer Vehicle under provisions of Para-7.3 of Odisha Food Processing Policy, 2016.
- 2. Extent:** - It shall extend to the urban areas of whole of the State of Odisha.
- 3. Commencement:** - It shall come into force from 24.11.2016 i.e; the 'Effective Date' of this policy and remain in force until applicability of IPR-2015.
- 4. Terms and Expressions:** -Terms and expressions used in this operational guideline, but not specifically defined here, shall have the same meaning as in Odisha Food Processing Policy, 2016 (OFP-2016).

**5. Policy Provisions:-**

"Financial assistance in the form of credit linked back ended subsidy @ 35% of the cost of standalone New Reefer Vehicle / Mobile pre-cooling van up to a maximum of Rs.25.00 lakh shall be provided for carrying & transporting both Horticultural & non-Horticultural produce."

**6. Eligibility: -**

- 6.1** The assistance will be available to the Individual Entrepreneurs, Partnership firms, Regd. Societies, Co-operatives, SHGs, Companies or Corporations for purchase of new vehicles.

- 6.2** The date of 1st Fixed Capital Investment (FCI) for new enterprises should be on or, after the effective date of this policy. The new enterprises must have commenced commercial operation within three years from date of 1st FCI.
- 6.3** The Projects necessarily be supported by Bank/FIs by way of term loan.
- 6.4** Standalone reefer vehicle(s) / mobile pre-cooling van (reefer unit and reefer cabinet permanently mounted on the vehicle) will be eligible.
- 6.5** Market linkage with producer or, processor may be preferred.
- 6.6** Incentives as envisaged in this policy shall not be applicable to the vehicle if the similar incentives are availed under any other policies of State Government or Government of India or, availed under CIS as per Para-7.2 of the Odisha Food Processing Policy, 2016.
- 6.7** The applicable incentive shall not be sanctioned & disbursed if the enterprise is found closed / has gone out of production. In such a case, it may be deferred and will be released on satisfactory resumption of production.
- 6.8** All enterprises which have availed loan shall be required to get their projects appraised and or approved by the Financial Institutions / Bank(s).
- 7. Determination of date of 1st Fixed Capital Investment:** The date of 1st Fixed Capital investment (FCI) will be the date of purchase of reefer vehicle / mobile pre-cooling van.
- 8. Determination of date of commercial operation:**  
The date of commercial operation of the vehicle for availing of this assistance shall be determined by the General Manager RIC/DIC basing on the totality of documentary evidence as recorded in the Production Certificate or, such other certificate as may be introduced by the Government in lieu of Production Certificate.
- 9. Time frame for filing application: -**
- 9.1** The applicant shall file his/ her /its claim, within One year from the date of commencement of commercial operation/ within one year from the date of notification of the operational guidelines whichever is later.



**9.2** Application in the prescribed form received after the due date / incomplete in any respect shall be liable to be summarily rejected.

**10 Procedure: -**

- 10.1** All applicants claiming assistance shall submit application in the prescribed form appended to this operational guideline at Annexure 'A' along with an undertaking in Annexure A(1) and copies of all relevant documents as mentioned in the Checklist at Annexure 'B'. Application shall be submitted before the concerned General Manager, Regional Industries Centre / District Industries Centers in duplicate.
- 10.2** Copies of the documents as indicated in the checklist shall be self-certified by the applicant.
- 10.3** On receipt of application with copies of relevant documents, the acknowledgement as prescribed at Annexure- 'C' shall be issued to the applicant duly signed by the General Manager, RIC /DIC / their authorized officer on the day of receipt.
- 10.4** The application of shall be examined and scrutinized by the concerned RIC / DIC, who shall determine the date of first fixed capital investment, entitlement for assistance under the scheme. After scrutiny and examination, correction, if any required on the application form, shall be made under the signature of General Manager, RIC /DIC / their authorized officer along with signature of the applicant.
- 10.5** After completion of examination, scrutiny of the proposal, the RIC / DIC shall transmit the application and relevant documents in duplicate in Annexure —D alongwith assessment report in Annexure-D(1) to the Director of Industries, Odisha within 15 days of receipt of proposal under intimation to the applicant unit. The second set of application with copies of relevant documents shall be retained in the office of General Manager, RIC / DIC for record. A committee comprising of Addl. Director of Industries / Jt. Director of Industries, GM, RIC / DIC concerned and representative of financing bank shall inspect the vehicle and submit a report within 15 days.

## **11 Approval & Sanction:-**

- 11.1** The applications shall be placed by the Director of Industries in the State Directorate Level Committee (SDLC) alongwith report of Joint inspection team for scrutiny & approval of assistance within 30 days.
- 11.2** Upon receipt of approval of SDLC, the Director of Industries, Odisha shall issue sanction letter in Annexure -'E' in favour of the unit under intimation to concerned GM, RIC / DIC and the applicant within 07 days. Necessary funds shall be placed by Director of Industries, Odisha with RICs / DICs as per sanction order for this purpose.
- 11.3** The enterprise on receipt of sanction letter shall be required to execute Agreement with DIC/ RIC/ DI/ as per Appendix-A and submit advance money receipt in Annexure-E(1).
- 11.4** In case of rejection by any of the State Level Committees, the same will be communicated by DI to the concerned enterprises in the format prescribed at Annexure-'F'.

## **12. Disbursement of financial assistance:**

- 12.1** On receipt of the sanction order, the GM, RIC / DIC shall further complete the process of signing agreement in the prescribed format as at Appendix-A, advance Money Receipt in triplicate and any other documents as may be required.
- 12.2** The disbursement of sanctioned amount for such proposals shall be made by the General Manager, RIC / DIC within 03 days of compliance by the applicant cited in the sanction order. The CIS shall be released through financing institution / bank from which it has availed the term loan subject to availability of funds under the policy. In case of self-financed units the subsidy amount can be disbursed directly to the unit.
- 12.3** The GM, RIC / DIC is required to submit Utilization Certificate in OGFR Form Annexure-VI to the Director of Industries within 15 days after disbursement of CIS in favour of the enterprise.

## **13 Funds & Audit:**

- 13.1** Funds: The Directorate of Industries, Odisha in consultation with DICs/ RICs will estimate the requirement of funds and furnish the requirement

to the MSME Department by 30th November for budget provision every year. The State Govt. in MSME Department will provide funds to Directorate of Industries, Odisha, who shall in turn place the funds to the extent necessary with RIC / DICs. The GM, RIC / DIC shall be the Disbursing Agency for CIS. The Disbursing Agency will maintain regular accounts for each case & shall be accountable to the Audit and the State Govt. Directorate of Industries will furnish the utilization certificate in OGFR-Annexure VI along with the list of beneficiaries disbursed with assistance at the end of each financial year.

**13.2 Audit:** The accounts maintained by the DI, Odisha / RICs / DICs shall be audited by the Finance Department / AG, Odisha.

**14. Maintenance of Records:**

The receipt / forwarding / sanction / rejection / disbursement of Subsidy on reefer vehicle shall be monitored both electronically & manually at DIC /RIC/Directorate of Industries level.

**15. Recovery of Subsidy on Reefer Vehicle:**

In the following events or circumstances, Subsidy on Plant & Machinery received by an enterprise shall be recoverable from it under the provision of OPDR Act as arrears of land revenue, unless refunded within a period of one month from the date of an order issued to this effect by the concerned GM, RIC/ DIC or Director of Industries, Odisha:

- (i) Where an enterprise in the opinion of any of the State Level Committees has availed of the subsidy on Reefer Vehicle by misrepresentation of facts, fraud or by furnishing false & misleading information or by suppressing facts / material or is disbursed in excess of the amount actually admissible for whatsoever reason.
- (ii) Where the Subsidy on Reefer Vehicle amount becomes recoverable in terms of the stipulation contained in the Agreement in Appendix-A or the beneficiary unit violate any other condition of Agreement / Guidelines or Government Rules.

**16. Miscellaneous:**

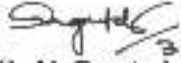
**16.1** Application for condonation of delay in implementation of projects due to force majeure (like natural calamities) only shall be dealt on case to

case basis. The General Manager, RIC / DIC shall examine such case and forward the application made by the entrepreneur with justification to the Director of Industries, Odisha, who shall examine and recommend the same to MSME Department for placement of the same to the Empowered Committee for consideration.

- 16.2** DIC / RIC/DI may inspect the enterprise individually / jointly if required.
- 16.3** Administration of CIS in the contingencies like change of ownership etc. within the period of this incentive shall be governed as per the terms & conditions stipulated in the Agreement.
- 16.4** The Enterprise shall furnish its audited financial statements and other periodical statements of each financial year to the DIC/ RIC / DI during the period of incentives.
- 16.5** Any change in facts or circumstances affecting the eligibility of the unit shall be intimated immediately to the DIC /RIC/ Directorate of Industries, Odisha by the unit.
- 17.** Where any doubt arises regarding implementation of these rules, the same shall be referred to Government of Odisha in the MSME Department whose decision shall be final and binding on all the parties.
- 18.** Time limit prescribed in this guideline is of working days from date of receipt by the concerned authority only.

This operational guideline has been concurred in by Finance Department vide their UOR No. 12-ES-II /Dated: 21.01.2017.

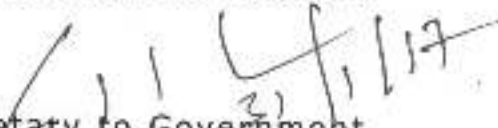
By Order of Governor

  
31.1.17  
(L.N.Gupta)

Principal Secretary to Government

Memo No. I-MSME(OFP-2016)-07/2017(Pt.) 601 /MSME Dated 31-01-2017

Copy forwarded to All Departments/ All Heads of Departments/ Director of Industries, Odisha / All PSUs/ All Revenue Divisional Commissioners/ All Collectors/ All RICs/ All DICs/ Head, State Portal Group, IT Centre, Secretariat, Bhubaneswar/ All Sections of MSME Department/ Guard File (5 copies) for information and necessary action.

  
21/1/17  
Additional Secretary to Government



**APPLICATION FOR AVAILING ASSISTANCE IN THE FORM OF CREDIT LINKED  
BACK ENDED SUBSIDY ON THE COST OF NEW REEFER VEHICLE / MOBILE  
PRE-COOLING VAN UNDER ODISHA FOOD PROCESSING POLICY, 2016**

**Application received after due date / incomplete in any respect shall be liable for rejection**

**(See Para 7.2 of OFPP-2016)**

**(Strike out whichever is not applicable)**

**From:**

M/s \_\_\_\_\_

At \_\_\_\_\_

PO \_\_\_\_\_

Sub-Division: \_\_\_\_\_

Dist. \_\_\_\_\_

Contact No(s): \_\_\_\_\_

Email Id: \_\_\_\_\_

**To**

The General Manager,  
Regional Industries Centre / District Industries Centre,  
\_\_\_\_\_

**Sub:** Application for assistance in the form of Credit Linked Back Ended Subsidy on the Cost of New Reefer Vehicle / Mobile Pre-Cooling Van under the provisions of Odisha Food Processing Policy- 2016.

Sir / Madam,

In accordance with the provisions laid down in Odisha Food Processing Policy- 2016, its operational guidelines notified by MSME Department, Government of Odisha, the application for sanction of Subsidy on the Cost of New Reefer Vehicle / Mobile Pre-Cooling Van @ 35% is submitted with following particulars:

1.	Category of the Unit : Micro / Small /Medium Enterprises	:	
2.	Address of Registered office	:	
3.	Type of organisation	:	
4.	Name of promoter(s)	:	

5.	Entrepreneur's Identification Number (EIN) & Date	:							
6.	Production Certificate Number & Date	:							
7.	Items of activity with installed capacity	:	<table border="1"> <thead> <tr> <th>Item</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	Item	Quantity				
Item	Quantity								
8.	Employment generated: i. Direct ii. Indirect Out of which : SC : ST : Women : Min. Community:	:							
9.	Name of the Financer, with IFSC & MICR No.	:							
10.	Amount of loan sanctioned with date	:							
11.	Term Loan A/c No.	:							
12.	Date of first fixed capital investment i.e. investment in Vehicle / Refrigeration Unit (specify the investment)	:							
13.	Date of starting production as per Production Certificate	:							
14.	Whether Production has commenced within three years from the 1st date of FCI, if no, whether project implementation delay has been condoned by Empowered Committee.	:							
15.	Details of cost of Reefer Vehicle / Pre-Cooling Van (Rs. in lakhs):								
	As per project cost approved by Financial Institution / DIC	Actual expenditure incurred	Remarks						
16.	Amount of CIS claimed (Rs)								
17.	Have applied for /availed CIS from any source, if so furnish the details.								

I, Sri S/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.

Place:

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

\_\_\_\_\_



## SELF-UNDERTAKING

(On non-judicial stamp paper of not less than Rs.10/-)

(Strike out whichever is not applicable)

From

M/s. \_\_\_\_\_

At/PO \_\_\_\_\_

Dist. \_\_\_\_\_

- i) I / We hereby undertake that claim for Credit Linked Back Ended Subsidy on Reefer Vehicle / Mobile Pre-Cooling Van under Odisha Food Processing Policy, 2016 is for Rs. \_\_\_\_\_ (in words).
- ii) I / We shall abide by the terms and conditions prescribed under the provisions of Odisha Food processing Policy, 2016 and its operational guidelines.
- iii) I / We shall repay/surrender the Capital Investment Subsidy or any part thereof with penal interest as decided by the authority;
- (a) If the information stated in the application & supporting documents is found to be false/ incorrect / misleading or misrepresented and there has been suppression of facts / materials or if found to have been disbursed in excess of the amount actually admissible for whatsoever reason.
- (b) If the enterprise goes out of production for a period exceeding six months at a time for any reasons other than labour troubles, want of electric power or for the reason which is beyond the control of entrepreneur / management during the period of incentives.
- iv) This enterprise has not applied / availed CIS in any manner under any other scheme of the State Govt. or the Central Govt. or any Financial Institution(s).

I / we shall furnish its audited financial statements and other periodical statements of each financial year to the RIC / DIC /Directorate of Industries, Odisha during the period of incentives.

Signature of the Proprietor / Managing Partner /  
Managing Director / Authorised Signatory of  
M/s-----

Date-

## CHECK LIST

Copies of documents to be attached with the application shall be self-attested by applicant

(Strike out whichever is not applicable)

1	Application Form in Annexure-A
2	Undertaking in Annexure-A(1)
3	Copy of Entrepreneurs' Identification Number (EIN)
4	Production Certificate issued by GM, RIC / DIC
5	Copy of agreement between applicant and producer / processor, if any.
6	Sanction letter of term loan
7	Appraisal report of bank / financial institution
8	Certificate of incorporation/registration of the organization, Memorandum and Articles of Association and Bye laws of the society / partnership deed etc. (if applicable).
9	Bio-data/background of the promoter/promoters of the organization.
10	Invoices of suppliers of Reefer Vehicles/ Mobile pre-cooling vans required for the project. The same should be self-attested by the promoter and verified by officials of DIC/ DIC not below the rank of Assistant Manager.
11	Copy of Registration Certificate issued by Regional Transport Authority duly certified by a Public Notary.
12	Photograph and video CD of the Reefer Vehicles/ Mobile pre-cooling vans from all directions clearly indicating the front and back number plate, and the Reefer Vehicles/ Mobile pre-cooling vans.

OFFICE OF THE GENERAL MANAGER, RIC / DIC, \_\_\_\_\_

Letter No. \_\_\_\_\_ / Date \_\_\_\_\_

**Acknowledgement**

\*\*\*

(To be issued by authorized officer / General Manager, RIC / DIC on the day of  
receipt)

(Strike out whichever is not applicable)

To

The \_\_\_\_\_  
\_\_\_\_\_ (Name of the applicant )

Sir / Madam,

Received the application for assistance for "Reefer Vehicle / Mobile Pre-  
Cooling Van" under the provisions of Odisha Food Processing Policy- 2016 &  
its operational guidelines along with documents mentioned below from

\_\_\_\_\_ on \_\_\_\_\_ (date) through post / person.

**List of documents**

- 1
- 2

Signature of authorized officer /  
General Manager, RIC/ DIC with seal & date

## OFFICE OF THE GENERAL MANAGER, RIC / DIC

No \_\_\_\_\_ / Dt. \_\_\_\_\_

(Strike out whichever is not applicable)

From

General Manager,  
RIC / DIC, \_\_\_\_\_

To

The Director of Industries, Odisha,  
Cuttack

Sub: Recommendation for assistance for Reefer Vehicle / Mobile Pre-Cooling Van under para 7.3 of Odisha Food Processing Policy-2016.

Sir,

In accordance with the provisions laid down in Odisha Food Processing Policy-2016 and its operational guidelines, I am to furnish herewith the application with copies of all relevant documents filed by \_\_\_\_\_

\_\_\_\_\_ (Applicant) At. \_\_\_\_\_ P.O.  
\_\_\_\_\_ Dist. \_\_\_\_\_ bearing Production Certificate No.  
\_\_\_\_\_ / Dated \_\_\_\_\_. The particulars of the unit are given below:

1	Name of the enterprise	
2	Date of receipt of application from the Applicant (applicant) for assistance for Reefer Vehicle / Refrigerated Van	
3	Status of the Unit (Working / Closed)	
4	Date of first fixed capital investment i.e. 1st date of investment in vehicle / refrigeration unit	
5	Date of commercial production as per Production Certificate	

The enterprise is eligible for assistance under Reefer Vehicle / Mobile Pre-Cooling Van under the provisions of OFPP-2016.

Encl. (One set of application with supporting documents)

Yours faithfully,

General Manager, RIC /DIC

\_\_\_\_\_

Memo No. \_\_\_\_\_ / dt. \_\_\_\_\_

Copy forwarded to \_\_\_\_\_ (applicant) for information and necessary action.

General Manager, RIC /DIC

\_\_\_\_\_

**ASSESSMENT OF SUBSIDY AMOUNT OF REEFER VEHICLE / MOBILE PRE-COOLING VAN**  
(See Para- 7.3 of OFPP-2016)

1. Name of promoter : \_\_\_\_\_
2. Correspondence address : \_\_\_\_\_
3. Permanent Address : \_\_\_\_\_

Sl. No.	Details of Machinery & Equipment	Quantity	Supplier	Bill / Invoice No. & Date	Basic cost + Taxes (in Rs.)	Status
1.	Cost of vehicle chassis including tax					
2.	Reefer unit					
3.	Assembling charges of refrigeration unit with vehicle					
	Total					

- Encl: 1. All invoices / Bills enclosed with due certification of verification on their body by an officer of RIC / DIC not below the rank of Asst. Manager  
2. Coloured Photographs of the vehicle

Certified that the Reefer Vehicle / Refrigerated Van was purchased on \_\_\_\_\_ . The unit is eligible for an assistance @35% (subject to a maximum of Rs.25.00 lakhs) of Rs. \_\_\_\_\_ .

General Manager,  
RIC /DIC,

\_\_\_\_\_

## SANCTION LETTER

(See Para 7.3 of OFPP-2016)

OFFICE OF THE DIRECTOR OF INDUSTRIES, ODISHA, CUTTACK.

Lt. No. /Dt

(Strike out whichever is not applicable)

To

\_\_\_\_\_

\_\_\_\_\_

Sub:- Sanction of Capital Investment Subsidy @ 35% of Credit Linked Back-ended Subsidy for Reefer Vehicle under Para-7.3 of Odisha Food Processing Policy, 2016.

Ref: Your application dated: \_\_\_\_\_ for availing subsidy as per para-7.3 of OFPP-2016

Dear Sir / Madam,

We are pleased to inform you that the State Directorate Level Committee under OFPP-2016 in its meeting held on \_\_\_\_\_ have approved Credit Linked Back Ended Subsidy of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) in favour of your unit @ 35% under the provisions of above Policy.

Basing on the documents furnished by you & recommended by concerned GM, RIC/DIC from time to time for the purpose of sanction of capital investment subsidy (CIS), the eligible cost of Plant & Machinery of the enterprise has been assessed as under:

In Rs. in lakhs

Eligible Cost of Reefer Vehicle	
Credit linked back-ended subsidy @ 35% (Maximum up to Rs.25.00 lakhs)	

The said sanction of subsidy is subject to the following conditions in addition to the conditions prescribed under the scheme.

The above sanctioned amount can be disbursed in full subject to availability of funds.

You shall also have to execute an agreement with concerned GM, RIC/ DIC and the agreement shall be on non-judicial stamp paper of not less than Rs.100/-, which shall be kept by the office of GM, RIC / DIC / Inspector General Registration, Cuttack.

The agreement should be executed by the proprietor, in the case of proprietary concern. In case of partnership, agreement should be



executed by all the partners; however, if any one of the partner hold a general power of attorney, he may execute the agreement on behalf of the remaining partners. In case of a company, you are requested to furnish a certified true copy of the resolution passed by the Board of Directors of your company for availing and utilizing the CIS sanctioned.

Erasures, if any should be properly, initialed No. blank should be left in the agreement and all the blanks should be filled in with proper initials. You shall also have to produce a Certificate on the working status of your unit from your financier duly countersigned by the concerned GM, RIC/ DIC.

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, RIC / DIC \_\_\_\_\_ for information and necessary action. He is requested to ensure that the unit complies with all pre-conditions and submits all necessary documents such as copies of valid statutory clearances/ licenses / approvals(if any) prior to release of CIS and intimate the same to the undersigned.

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

Memo No. \_\_\_\_\_ / Date: \_\_\_\_\_

Copy to Additional Secretary to Govt. MSME Department, Bhubaneswar for information and necessary action.

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

Memo No. \_\_\_\_\_ (2)/ Date: \_\_\_\_\_

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

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

FORMAT FOR ADVANCED MONEY RECEIPT

\*\*\*

(To be submitted by authorised signatory of enterprise in their letter head at the time of execution of agreement)

Received with thanks from \_\_\_\_\_ sum of Rs.  
(Rupees \_\_\_\_\_ ) only by cheque / draft No.  
\_\_\_\_\_ dated @ 35% Credit Linked Back Ended Subsidy for Reefer  
Vehicle as per the terms and conditions laid down in the agreement  
executed by us on \_\_\_\_\_ .

Authorised Signatory of M/s \_\_\_\_\_

Place : \_\_\_\_\_

OFFICE OF THE DIRECTOR OF INDUSTRIES, ODISHA, CUTTACK

No. \_\_\_\_\_ Dt \_\_\_\_\_  
(Strike out whichever is not applicable)

To  
The General Manager,  
RIC / DIC, \_\_\_\_\_

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 OFPP-2016 is rejected due to following reasons:

(Specify the reasons)

- 1.
- 2.
- 3.
- 4.

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

Memo No. \_\_\_\_\_ dated \_\_\_\_\_  
Copy to M/s \_\_\_\_\_ for information.

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

## AGREEMENT

(On Non-judicial stamp paper of not less than Rs.100/- and to be notarized)

This INDENTURE made on this day of \_\_\_\_\_, 20\_\_ between a private /

public limited company incorporated under companies Act, 1956, a cooperative society registered under the Orissa Cooperative Society Act 1962 and having its registered office at

---

OR

Carrying on business as a sole Proprietor / Partner / Director / Managing Director /Trustee / others in the firm with the name and style of M/s. \_\_\_\_\_ having its office at here in after called the entrepreneur (which expression shall unless it be repugnant to the context or meaning there of be deemed to include its successor or successors and assigns / the partners for the time being of the said firm and their assigns / his / their, executors, administrators and assigns) of the first part,

And

The General Manager, RIC /DIC\_\_\_\_\_ representing the Governor of Odisha, exercising the executive powers of the Government of the State of Odisha (here in after referred to as "the Governor" which expression shall unless it be repugnant to the context or meaning the thereof be deemed to include his successor of successors and assigns) of second part, as :-

- a) The Government of Odisha have framed a scheme as Capital Investment Subsidy under the provisions of Odisha Food Processing Policy, 2016 (OFPP-2016) for the enterprise / industrial units with a view to promote growth of industries standing therein that Government of Odisha will grant a subsidy to the Project Proponent who set up new industries in the districts of the State if the said parties satisfy the terms and conditions laid down under the Policy and its Rules & Guidelines which shall be deemed to be a part of this agreement.

- b) The Government of Odisha (hereinafter referred to as the Government has appointed the General Manager, RIC / DIC \_\_\_\_\_ to act as the Disbursing Agency of the said investment subsidy.
- c) The Entrepreneurs have set up an industries at on plot No. \_\_\_ Khata No. \_\_\_\_\_ measurement of area \_ Mouza \_\_\_\_\_ District standing in the name of and have satisfied other conditions of the capital investment subsidy scheme and have, therefore, become entitled to the benefits under the said Subsidy scheme.
- d) The entrepreneurs by their application dated the day of 20 applied to the Government for the grant of (Rupees @ 25 %/ 33% / 35% / 50% Subsidy amounting to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) and whereas

- i) Relying on the said application and subsequent representations made by the entrepreneurs, the Government have sanctioned 10% subsidy on Plant & Machinery of Rs. and the GM, RIC/DIC \_\_\_\_\_ has agreed to pay the same on behalf of the Government to the entrepreneur on their executing the necessary documents as hereinafter appearing and creating the fixed assets to the tune of Rs.
- ii) Now this INDENTURE witnesses and it is hereby agreed by and between the parties hereto as under :-

1. In consideration of the Government agreeing to give to the entrepreneurs under the said scheme, in such instalments the Government in its sole discretion think fit, an aggregate amount of and by way of the subsidy to the entrepreneurs creating the fixed assets of Rs. for the purpose of the said unit and the entrepreneurs do and each of them do hereby covenant with the Government as under:-
2. The DI, Odisha will be entitled in its sole discretion to make disbursement of the Subsidy or of any part thereof of either in one or more instalments to the party on it complying with the terms & conditions of the Subsidy scheme and of this agreement.
3. In the event of any of the State Level Committees ultimately deciding for any reasons whatsoever that the entrepreneurs are entitled to a

lesser amount of subsidy the excess amount of the Subsidy shall be repaid by the entrepreneurs to the DI, Odisha along with interest thereon @ 12 1/2% per annum or such other rate as the Government might decide from time to time from the date of payment of the said amount of Rs. or, any part thereof paid under this agreement till the repayment.

4. The entrepreneurs shall duly observe and perform the covenants and the conditions to be observed and performed by him / them under the said scheme.
5. The entrepreneurs shall not without prior approval of the State Level Committee change the location of the whole or any part of the enterprise or affect any substantial change in the said project within a period of 5 years from the commercial production of the unit.
6. The entrepreneurs shall promptly furnish all the information asked for to the RIC / DIC, / Director of Industries / Government and also furnish certified copies of its audited balance sheet and profit & loss amount within a period of 6 months from the end of the year and also such other periodicals statements in such form and by such dates as may be prescribed by the Government from time to time to the RIC/ DIC, / Director of Industries, Orissa / State Government.
7. The said sum of Rs. \_\_\_\_\_ or such part thereof as may have been till then paid by the Government to the entrepreneurs shall become forthwith repayable by the entrepreneurs to the Government in each and every of the following events namely :-
  - a) If the entrepreneurs goes out of production within 5 years from the date of start of production.
  - b) (i). If the entrepreneur(s) change(s) the location of whole or any part of the enterprise or effect any substantial construction or disposal of substantial part of their total fixed capital investment within a period of 5



years after going into commercial production.

(ii). If any information furnished by the entrepreneur (s) in his / their application for the subsidy or otherwise particularly regarding location, capital investment and production, capacity of the said unit prior to the sanctioning of the sum of Rs. \_\_\_\_\_ as the subsidy is found to be incorrect or false or misleading and there has been suppression of any material / facts.

- c) If a distress of execution shall be levied upon any property of the entrepreneurs or any part of the said factory or a receiver thereof is appointed.
- d) If the entrepreneurs shall commit a breach of any one of the covenants or provisions herein contained and on his / their part to be observed and performed.
- e) If the entrepreneurs close the said factory for a period exceeding 6 months at a time for reasons other than the labour troubles, want of electric power or raw material or shall cease to carry on business for any reason whatsoever within 5 years from the date of commercial production.
- f) If the entrepreneurs or any of them file a petition for being adjudicated as insolvent or are / is adjudicated as insolvent.
- g) If any petition for winding up the entrepreneurs company is presenting to any court or the entrepreneurs company passes any resolution for being wound up.
- h) If the entrepreneurs fail or neglect to forth with execute such further documents as may be required by the Government or to duly comply with any direction given to it by the Government or the RIC/ DIC. In each one of the aforesaid contingencies the entrepreneurs are to repay the whole amount mentioned above with interest thereon @ 12½% per annum or such rate as the Government might decide from time to time from the date of disbursement of the subsidy till the repayment.

8. Whenever any sum due and payable by the entrepreneur under these presents shall be in arrears the same shall be deemed to be public demand and may without prejudice to any other right and the remedies of the Government be recovered from the entrepreneurs as a public demand under the Orissa Public Demand Recovery Act, 1962.
9. The entrepreneurs shall permit any person or persons authorized by the Government in that behalf at any time and from time to time during the usual time or business to inspect and examine any part of the said factory and shall render to him / them such assistance as may be required for the Government and furnish to such person or person as aforesaid all such information relating to the said factory as may be required by such person or persons.
10. The entrepreneurs shall observe and perform all instruction and direction that may be issued from time to time by the Government or the DI, Odisha or RIC / DIC, \_\_\_\_\_ /DI, Odisha in relation to utilisation of the said sum of Rs. \_\_\_\_\_ and shall for 7 years hereinafter submit to the Government yearly periodical progress reports on the working of the said unit at the time and the form prescribed by Government or the Corporation.
11. The entrepreneurs shall -
  - a) Furnish further information asked for by the Government of Odisha or by the State Level Committee or by the RIC/ DIC, \_\_\_\_\_ /DI, Odisha from time to time.
  - b) Furnish to the RIC/ DIC/ DI(O) certified copies of the annual statement of accounts including the balance sheet and also periodical statements in such form and by such dates as may be prescribed by the Government or the RIC/ DIC, \_\_\_\_\_ from time to time.
  - c) Furnish true copies of documents as may be required by the Government or the RIC/ DIC/DI, Odisha.
12. In the event of any dispute or difference arising between the parties hereto in respect of or in relation to this agreement or any provision herein contained either during the subsistence of this agreement or thereafter the same shall be referred to the sole arbitration or a suitable person acceptable to the entrepreneurs as well as the Government and / or the RIC/ DIC, \_\_\_\_\_ /DI, Odisha or any other person nominated by Govt. and his decision thereof shall be final and

binding on the parties. Such arbitration shall be under the provision of the Arbitration Act, 1940 and shall be held in Cuttack.

13. The entrepreneurs agree that in respect of any matters arising under this agreement the courts at Cuttack along with have exclusive jurisdiction and that the entrepreneurs submit to the same will not object that the courts at Cuttack have no jurisdiction for any reason whatsoever.
14. In the event of any action arising under any of the clause herein above the entrepreneurs agree to pay to the GM, RIC / DIC the legal charges and such other costs as the GM, RIC / DIC may be required to incur in connection with the aforesaid action.
15. The entrepreneurs agree to bear and pay all the costs charged and the expenses incidental to the preparation and the execution of the agreement.

In Witness whereof of parties hereto have affixed their common seal of this writing the day and year first herein above written.

The common seal of:

Is there into affixed pursuant to the resolution of the Board of Directors of the company passed on the day of in the presence of who has / have put his/their signatures.

In token of his / their presence in the presence of

In the witness thereof the entrepreneurs have put their (Respective land here today \_\_\_\_\_ year

herein above written)

Signed and delivered by the \_\_\_\_\_

With name in the presence of Witness

1.

2.

Signature of Officer

Acting in the premises for on behalf of the Government of Orissa in the presence of

Witness

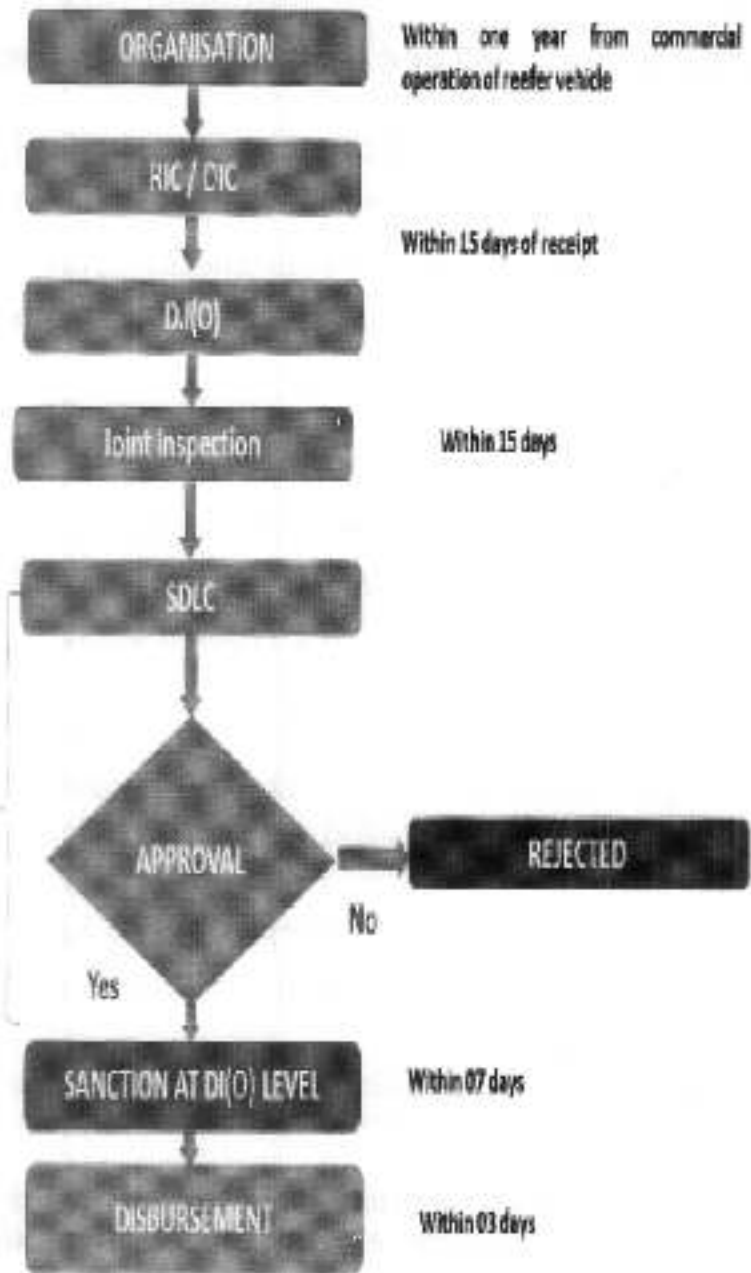
1.

2.

Signature of

FLOW CHART FOR REEFER VEHICLE  
UNDER  
OFPP-2016

Within 30 days



GOVERNMENT OF ODISHA  
MSME DEPARTMENT

\*\*\*\*

**NOTIFICATION**

No. I-MSME(OFPP-2016)-07/2017(Pt.) 608 /MSME, Bhubaneswar, the 31<sup>st</sup> January, 2017

Subject: OPERATIONAL GUIDELINES FOR ASSISTANCE FOR PROVIDING ASSISTANCE  
FOR CONDUCTING SEMINAR / WORKSHOP ON FOOD PROCESSING

(See Para 7.6 (i))

- 1. Short Title:** - Operational guidelines for assistance for conducting Seminar / Workshops relating to food processing sector under provisions of Para-7.6(i) of Odisha Food Processing Policy, 2016.
- 2. Extent:** - It shall extend to the whole of the State of Odisha.
- 3. Commencement:** - It shall come into force from 24.11.2016 i.e; the effective date of this policy and remain in force until applicability of IPR-2015.
- 4. Terms and Expressions:** - Terms and expressions used in this operational guideline, but not specifically defined here, shall have the same meaning as in Odisha Food Processing Policy, 2016.

**5. Policy Provisions:-**

"Organizing Seminar / Workshops : Assistance up to a ceiling of Rs.2.00 lakh per event organised by ITIs / IEDO / OUAT / APICOL / DEP&M / IIP / State Level Industry Associations (subject to prior approval of Government)."

**6. Eligibility :**

**6.1 Eligible Organisations:** State Level Industry Associations, Directorate of Export Promotion & Marketing, OUAT, Institute of Entrepreneurship Development, Odisha, ITIs, Indian Institute of Packaging, Kolkata.

**6.2 Other Conditions:** Applicants may apply for organizing Seminars/Workshops on Food Processing with required/necessary documents to



the Directorate of Industries normally 3 months in advance from the date of the event.

## **7. Procedure :**

**7.1** Eligible organization /institutions claiming assistance for conducting Seminar / Workshop relating to food processing sector shall submit application in the prescribed form appended to this operational guideline at Annexure 'A' along with copies of all relevant documents as mentioned in the Checklist at Annexure 'B'. Application shall be submitted to the Director of Industries, Odisha, Cuttack

**7.2** Copies of the documents as indicated in the checklist shall be self-certified by Authorized Signatory of the organization /institution.

**7.3** On receipt of application with copies of relevant documents, the acknowledgement as prescribed at Annexure- 'C' shall be issued to the applicant duly signed by the authorized officer on behalf of Director of Industries, Odisha on the day of the receipt.

**7.4** The application shall be examined and scrutinized by the DI(O), who shall determine the entitlement for assistance under the scheme. The process of examination, scrutiny, etc. shall be completed within 7 days of receipt of proposal.

**7.5** The Director of Industries (DI(O)) shall place the proposal before the State Directorate Level Committee (SLDC) for approval.

**7.6** In case of State Level Industry Associations, the proposal alongwith specific recommendation of SDLC shall be sent within 7 days to Govt. in MSME Department for approval.

## **8. Sanction of assistance:**

**8.1** The Director of Industries, Odisha shall issue sanction order based on the approval accorded by Govt. in MSME Department in Annexure-D within 15 days.

## **9. Disbursement of financial assistance under the scheme:-**

**9.1** The disbursement of sanctioned amount for conducting Seminars/Workshops relating to food processing sector or part thereof shall be made by the Director of Industries, Odisha subject to



availability of funds under the policy in the following manner:

**9.1.1** Release of first instalment: 50% of the grant will be released to the organization on submission of the following information / documents within 03 days:

- i) Confirmed date and venue of the event / programme.
- ii) Indication of sources of funding and item-wise estimated expenditure.
- iii) Surety Bond (notarised) on a non-judicial stamp paper of Rs.100/- or above in the prescribed format Appendix-A (except Govt. organizations).
- iv) A certificate/confirmation in the form of undertaking to be submitted by the organizers that no Utilization Certificate is pending in respect of previous grant(s) availed from the concerned State Mission Directorate of NMFP/ Directorate of Industries / Ministry of Food Processing Industries, GoI.
- v) An undertaking to the effect that the organization has not availed / applied for / will not avail grant/ subsidy from the State Govt. or Govt. of India for the same purpose / activity in the prescribed format (Appendix-B)

**9.1.2** Release of Second Installment: The remaining 50% grant will be released to the organization on receipt of complete post event details alongwith the following information/documents within 03 days:

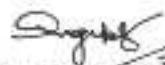
- i) Event report and proceedings of the event.
- ii) Copies/cutting of advertisements/publicity done.
- iii) List of participants.
- iv) List of resource persons with topics/presentations made by them.
- v) Suggestions/Queries of participants.
- vi) Details of sources of income and items of expenditure duly audited by a Chartered Accountant (C.A).
- vii) Outcome of the event / recommendations.
- viii) Follow up action taken / to be taken.
- ix) UC for the first instalment of the grant in form OGFR Annexure-VI.
- x) A certificate/confirmation from the organizers that no Utilization Certificate is pending in respect of previous grant(s) availed from the Directorate.

In case the 1st instalment is not released prior to the event, the grant-in-aid will be released in one lump-sum on successful completion of the event and

submission of the complete information/documents.

- 10. Rejection:-**In case of rejection of application at the level of Director of Industries, Odisha, the reasons of rejection shall be communicated to the applicant unit by the concerned authority as early as possible or within a maximum period of 15 days of receipt of application from the claimant unit at Directorate level in the format prescribed at Annexure 'F'.
- 11.** The receipt of claim filed by the organization and assistance provided under this scheme shall be monitored both electronically & manually at Directorate of Industries, Odisha level.
- 12. Recovery:-** The amount disbursed for conducting Seminar / Workshop relating to food processing sector or any part thereof shall be recoverable forthwith with penal interest as decided by the authority on following events.  
If the information furnished is found to be false/ incorrect / misleading or misrepresented and there has been suppression of facts / materials or disbursed in excess of the amount actually admissible for whatsoever reason.
- 13. Miscellaneous:** The Director of Industries, Odisha also reserves the right to utilise the event report for the benefit of the food processing sector in the State. Time limit prescribed in this guideline is of working days from date of receipt by the concerned authority only.  
This operational guideline has been concurred in by Finance Department vide their UOR No. 12-ES-II /Dated: 21.01.2017.

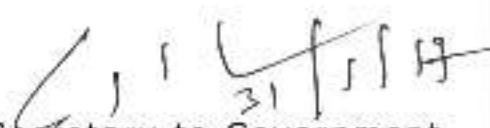
By order of Governor

  
(L.N.Gupta) 21.1.17

Principal Secretary to Government

Memo No. I-MSME(OFP-2016)-07/2017(Pt.) 609 /MSME Dated 31-01-2017

Copy forwarded to All Departments/ All Heads of Departments/ Director of Industries, Odisha / All PSUs/ All Revenue Divisional Commissioners/ All Collectors/ All RICs/ All DICs/ Head, State Portal Group, IT Centre, Secretariat, Bhubaneswar/ All Sections of MSME Department/ Guard File (5 copies) for information and necessary action.

  
Additional Secretary to Government

## Application Form

For Financial Assistance for organizing Seminars/ Workshops

1. Organiser/Promoter:  
Name & Address  
Telephone/fax/e-mail nos.  
(Please attach copies of  
Registration certificate,  
Memorandum and Articles of  
Association  
and Audited Annual Accounts for the last three years)
2. Main activities of the Organization
3. Name of the event, i.e.,  
Seminar/workshop/  
Exhibition/Fairs (Subject  
details of the event may be  
indicated)
4. Date(s) and period of the proposed event
5. Venue (preferential treatment  
will be given for holding the  
event in areas where SC/ST  
Population is predominant)
6. Objective of the event (with  
specific relevance to  
promotion of food processing  
industries)
7. No. of participants  
(Target group of the  
Participations may be  
indicated)  
From India  
From Abroad
8. Estimated expenditure  
with detailed break- up  
of expenditure
9. Whether the organization is prepared  
to contribute 50% of the estimated expenditure
10. Sources of funding: -
  - i. Financial assistance/Grant sought under OFPP-2016
  - ii. Grant sought to be received from

Other Government  
bodies/organizations  
Including private  
organizations etc

- iii. Organizers' own contribution
- iv. Income from registration/ participation fees
- v. Income from souvenir
- vi. Income from other sources (to be identified)

11. Details of Resources persons (Faculties/speakers)  
(Their names, address and topics to be addressed by them to be mentioned)

12. Experience of the  
Organiser/promoter (In case,  
they have organized similar event  
(s) earlier, their  
details along with the outcome may also be indicated)

13. An undertaking indicating details of grants received from  
Ministry of Food Processing Industries and/or any other  
Ministry /Department of the Central/State Government duly  
Affirmed and attested by Notary

14. Whether Utilisation Certificates in OGFR form Annexure-VI  
for earlier grants-in-aid received from MFPI/concerned State  
Government Department, duly countersigned by a Chartered  
Accountant have been furnished if so, a copy of the same may  
be enclosed. If not, the same may please be furnished along  
with this application.

15. Please indicate briefly the capabilities of the organization  
to conduct the event leading to logical  
conclusions/recommendations for the benefit of  
processed Food sector.

Date:

Signature of authorized signatory  
(Stamp)

## CHECK LIST

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

1.	Application Form
2.	Registration details of the Organisation/ Institution, if any
3.	Power of Attorney / Board Resolution / Society Resolution, as applicable, while signing as Authorized person (Govt. organisations are exempted)
4.	Certificate of Incorporation / Registration, Memorandum & Articles of Association / Bye-laws in case of organisation. (Govt. organizations are exempted)
5.	Documents as per para-10.1.1 of the operational guidelines
6.	Experience of the Organiser / Promoter
7.	Details of Resources persons (Faculties/speakers)
8.	Acceptance of Terms & Conditions in Appendix- C



Annexure –C (FOR OFFICE USE)  
OFFICE OF THE DIRECTOR OF INDUSTRIES, ODISHA  
Letter \_\_\_\_\_ / Date

Acknowledgement

(To be issued by authorized officer / General Manager, RIC / DIC on the day of receipt)  
(Strike out whichever is not applicable)

To

Sri \_\_\_\_\_  
M/s. \_\_\_\_\_

Received the application for assistance for "Seminar / Workshops relating to Food Processing Sector" under the provisions of Odisha Food Processing Policy-2016 and its operational guidelines along with documents mentioned below from \_\_\_\_\_ At/PO-----

--- Dist. on dt. through post / person.

List of documents

- 1
- 2

Signature of authorized officer of  
Directorate of Industries, Odisha  
with seal & date

OFFICE OF THE DIRECTOR OF INDUSTRIES, ODISHA, CUTTACK.  
SANCTION ORDER

No. \_\_\_\_\_ / Dated the \_\_\_\_\_ 20  
(Strike out whichever is not applicable)

To

\_\_\_\_\_  
\_\_\_\_\_

Sub:- Sanction assistance for organizing Seminar / Workshop on Food Processing under Para-7.6(i) of Odisha Food Processing Policy, 2016.

Ref: 1) Your application dated: \_\_\_\_\_ for availing reimbursement for \_\_\_\_\_ as per para-7.6(i) of OFPP-2016.

Sir,

Sanction is hereby accorded for an amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) towards reimbursement of expenses in favour of \_\_\_\_\_ with respect to Seminar / Workshop on Food Processing as per Para 7.6(i) of OFPP-2016.

The above sanctioned amount can be disbursed in full subject to availability of funds.

Yours faithfully,

Director of Industries, Odisha

Memo No. \_\_\_\_\_ / Date: \_\_\_\_\_

Copy to Additional Secretary to Govt. MSME Department, Bhubaneswar for information and necessary action.

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

Memo No. \_\_\_\_\_ (2)/ Date: \_\_\_\_\_

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

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

OFFICE OF THE DIRECTOR OF INDUSTRIES, ODISHA, CUTTACK

No. Dt.

(Strike out whichever is not applicable)

To

Sri \_\_\_\_\_

\_\_\_\_\_

This is to inform that the application for conducting Seminars / Workshops relating to food processing sectormade by \_\_\_\_\_ bearing Registration No. \_\_\_\_\_ / Dt. \_\_\_\_\_ on dt. \_\_\_\_\_ for the period \_\_\_\_\_ under OFPP-2016 is rejected due to following reasons.  
(Specify the reasons)

- 1.
- 2.
- 3.
- 4.

Signature of authorized officer of  
Directorate of Industries, Odisha  
with seal & date

SURETY BOND

KNOW ALL MEN BY THESE PRESENTS that we, M/s \_\_\_\_\_, a \_\_\_\_\_ (Type of organization) incorporated / registered under the \_\_\_\_\_ (Name of the Act) and having its registered office at \_\_\_\_\_ (hereinafter called the "Obligors") are held fully and firmly bound to the Governor of State \_\_\_\_\_ (hereinafter called the "Government") for the sum of Rs. \_\_\_\_\_

(Rupees \_\_\_\_\_ only) well and truly to be paid to the Government on demand and without a demur for which payment we firmly bind ourselves and our successors and assignees by these presents.

SIGNED on the \_\_\_\_\_ day of \_\_\_\_\_ in the year Two Thousand \_\_\_\_\_.

WHEREAS on the Obligors' request, the Government as per Sanction Order No. \_\_\_\_\_ Dated \_\_\_\_\_ (hereinafter referred to as the "Letter of Sanction") which forms an integral part of these presents, and a copy whereof is annexed hereto and marked as Annexure-I, agreed to make in favour of the Obligors grants-in-aids-in-aid of Rs. \_\_\_\_\_ (Rupees

\_\_\_\_\_ only) for the purpose of \_\_\_\_\_ (description of the project) at \_\_\_\_\_ out of which the sum of Rs. \_\_\_\_\_

(Rupees \_\_\_\_\_ only) have been paid to the Obligors (the receipt of which the Obligors do hereby admit and acknowledge) on condition of the Obligors executing a bond in the terms and manner contained hereinafter which the Obligors have agreed to do.

NOW the conditions of the above written obligation is such that if the Obligors duly fulfill and comply with all the conditions mentioned in the letter of sanction, the above written Bond or obligation shall be void and of no effect. But otherwise, it shall remain in full force and virtue. The Obligors will abide by the terms & conditions of the grants-in-aid by the target dates, if any specified therein.

THAT the Obligors shall not divert the grants-in-aids and entrust execution of the Scheme or work concerned to another institution(s) or organization(s).

THAT the Obligors shall abide by any other conditions specified in this agreement and in the event of their failing to comply with the conditions or committing breach of the bond, the Obligors individually and jointly will be liable to refund to the President of India / Governor of Odisha, the entire amount of the grants-in-aid with interest of 10% per annum thereon. If a part of the grants-in-aid is left unspent after the expiry of the period within which it is required to be spent, interest @10% per annum shall be charged upto the date of its refund to the Government, unless it is agreed to be carried over.

The Obligors agree and undertake to surrender / pay the Government the monetary value of all such pecuniary or other benefits which it may receive or derive / have received or derived through / upon unauthorized use of (such as

letting out the premises on adequate or less than adequate consideration or use of the premises for any purpose other than that for which the grants-in-aid was intended of the property) buildings created / acquired constructed largely from out of the grants-in-aid sanctioned by the State Government of \_\_\_\_\_, or the administrative Head of the Department concerned. As regards the monetary value aforementioned to be surrendered / paid to the Government, the decision of the Government will be final and binding on the Obligers.

AND THESE PRESENTS ALSO WITNESS THAT the decision of the Chief Secretary to the State Govt. of \_\_\_\_\_ on the question whether there has been breach or violation of any of the terms or conditions mentioned in the sanction letter shall be final and binding upon the Obligers and

IN WITNESS WHEREOF these presents have been executed as under on behalf of the Obligers the day herein above written in pursuance of the Resolution No. \_\_\_\_\_ Dated \_\_\_\_\_ passed by the governing body of the Obligers, a copy whereof is annexed hereto as Annexure-II and by \_\_\_\_\_ for and on behalf of the Governor of State \_\_\_\_\_ on the date appearing below:-

\_\_\_\_\_  
Signature of the AUTHORISED SIGNATORY

Signed for and on behalf of  
(Name of the Obliger in block letters)  
(Seal / Stamp of Organization)

1. Signature of witness 2. Signature of witness  
Name & Address                      Name & Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO BE FILLED UP BY THE DIRECTORATE OF INDUSTRIES, ODISHA  
(ACCEPTED)

For and on behalf of the Governor of State \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Dated: \_\_\_\_\_

Notary Seal & Signature

SELF-UNDERTAKING

(on non-judicial stamp paper of not less than Rs.10/-)

(Strike out whichever is not applicable)

I..... S/o ..... Resident of

..... director /proprietor of M/s .....

..... do here by solemnly affirms and state as follows:

(a) That the organization has not obtained/applied for grant from any other Ministry/Department of Central Govt. /GOI organization/agencies and State Govt. for the same purpose or, activity. If yes, the details thereof.

(b) The details of grant received are as follows :.

i. ....

ii. ....

iii. ....

Deponent



**TERMS & CONDITIONS**  
(Strikeout whichever is not applicable)

File No. \_\_\_\_\_

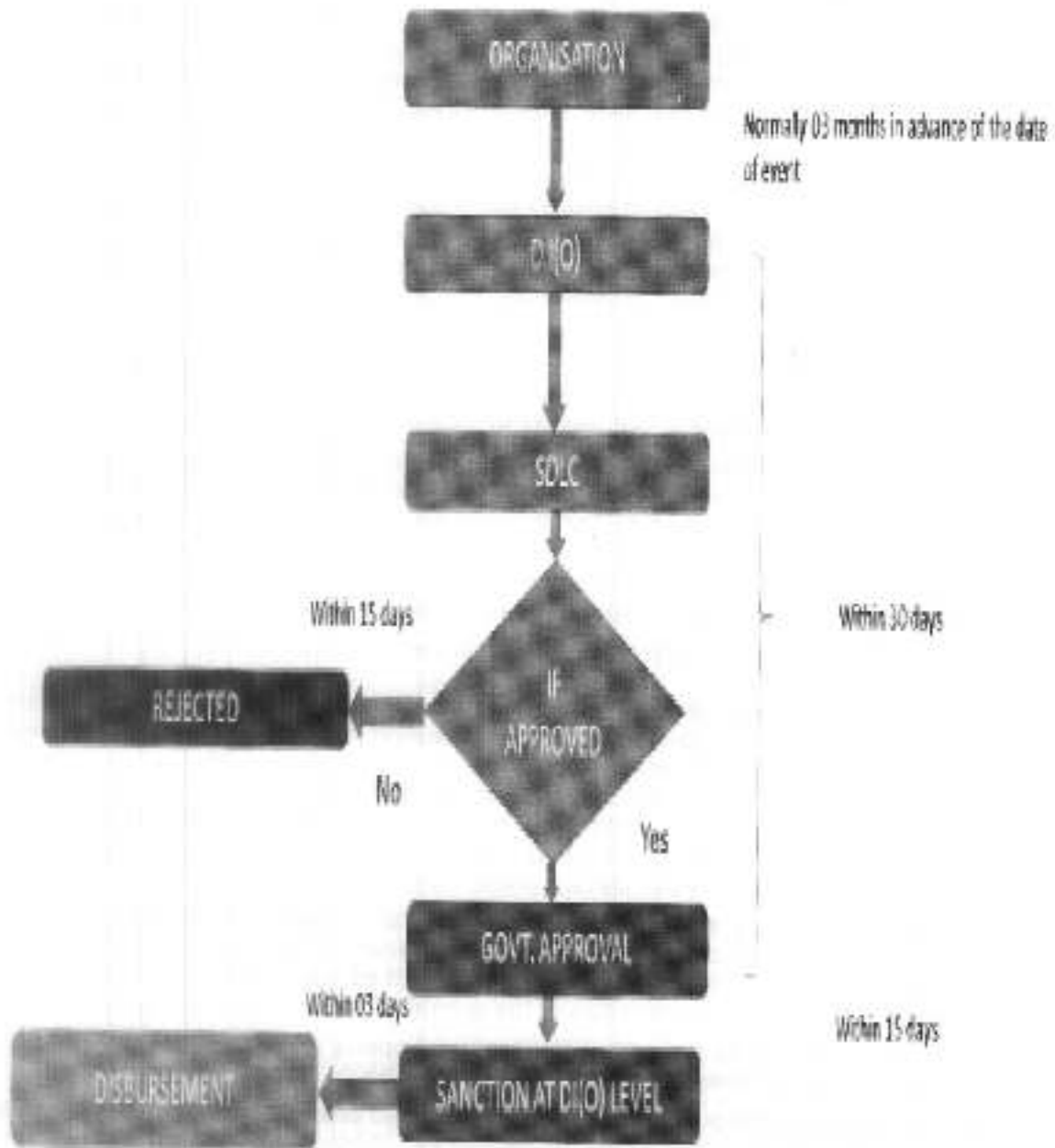
Date: \_\_\_\_\_

1. The grant-in-aid shall be utilized exclusively for the purpose(s) for which it is sanctioned and utilization certificate is to be submitted as per OGFR Annexure- VI. (Copy Enclosed).
2. A detailed account of expenditure incurred out of the Grant-in-Aid shall be maintained and got audited by Chartered Accountant or other recognized body of auditors. The audited statements of accounts together with separate certificates in the prescribed pro-forma for recurring expenditure shall be furnished to Directorate of Industries, Odisha immediately after utilization of funds.
3. The assets, permanent or semi-permanent, acquired wholly or substantially out of this grant-in-aid shall not without prior concurrence of the Directorate of Industries, Odisha be disposed off or encumbered or utilized for purpose other than those for which this grant has been sanctioned. A register may also be maintained by the Centre in the prescribed form of such assets and got audited with other accounts and Utilization Certificates.
4. An achievement cum performance report along with a statistical summary or the targets achieved during the last year up to the end of current year and proposed targets of the project for which the grant-in-aid has been sanctioned shall be submitted to the Directorate of Industries, Odisha at the close of the year or at such earlier dates as required.
5. The accounts of all grantee Institutions or Organizations shall be open to inspection by the sanctioning authority and audit, both by the Comptroller and Auditor-General of India under the provision of CAG (DPC) Act 1971 and internal audit by the Principal Accounts Office of the Ministry of Food Processing Industries, Government of India, MSME Department, Government of Odisha, whenever the Institution or Organization is called upon to do so and a provision to this effect should invariably be incorporated in all orders sanctioning Grants-in-Aid.
6. Before the grant is released, the grantee should execute a bond with two witnesses to the Governor that:  
*He will abide by the conditions of the grant by the target dates, if any, specified therein*  
*That he will not divert the grants and entrust execution of the scheme or work concerned to another institution(s) or organization(s) and*  
*Shall abide by any other conditions specified in this agreement and in the event of his failing to comply with the conditions or committing breach of the bond, the grantee and the sureties individually and jointly will be liable to refund to the Governor of Odisha, the entire amount of the grant with interest at 10% per annum thereon or the sum specified under the bond.*
7. The grantee institutions / bodies shall be required to maintain subsidiary accounts of the Government grant and furnish to the Accounts Officer of Audited Statement of Accounts together with a copy of their constitution. These audited statement of accounts will also be required to be furnished after utilization of the grants-in-aid or whenever called for.
8. The know-how and all other aspects of intellectual property generated as result of the project will be owned wholly by Directorate of Industries, Odisha.
9. The machinery/equipment purchased out of grant-in-aid amount would be treated as National / State Property and the Directorate of Industries, Odisha would be able to utilize these machineries / equipment without payment of any charges.

We accept all the above terms & conditions.

Signature of Authorised Signatory  
of the applicant enterprise with seal & signature

FLOW CHART FOR  
SEMINAR / WORKSHOP UNDER  
OFPP-2015



GOVERNMENT OF ODISHA  
MSME DEPARTMENT

\*\*\*\*

**NOTIFICATION**

No. I-MSME(OFP-2016)-07/2017(Pt.) 6/2 /MSME, Bhubaneswar, the 31<sup>st</sup> January, 2017

Subject: OPERATIONAL GUIDELINES FOR ASSISTANCE FOR CONDUCTING STUDIES/ SURVEYS / FEASIBILITY REPORTS RELATING TO FOOD PROCESSING SECTOR UNDER OFPP-2016

(See Para 7.6(iv) of OFPP-2016)

1. **Short Title:** - Operational guidelines for assistance for conducting Studies/ Surveys / Feasibility reports relating to food processing sector under provisions of Para- 7.6 of Odisha Food Processing Policy, 2016.
2. **Extent:** - It shall extend to the whole of the State of Odisha.
3. **Commencement:** - It shall come into force from 24.11.2016 i.e; the effective date of this policy and remain in force until applicability of IPR-2015.
4. **Terms and Expressions:** -
  - (i) Terms and expressions used in this operational guideline, but not specifically defined here, shall have the same meaning as in Odisha Food Processing Policy, 2016.
5. **Policy Provisions:-**

“Conducting Studies / Surveys / Feasibility Report : Assistance up to 50% of the cost, subject to a maximum of Rs.4.00 lakh shall be provided. When the Govt. / Govt. Organisations commissions the study / survey, there will be no financial ceiling. Prior approval of the Government shall be obtained.”
6. **Eligibility:-**
  - 6.1. Eligible organisation:- Government/Autonomous /Statutory Bodies/ Academic Institutions/ Bodies, Cooperative Societies, Industry Associations are eligible to seek assistance for conducting studies/ surveys/feasibility reports. The studies/ surveys/ feasibility reports must benefit the food processing sector in the State.
7. **Other Conditions:-**
  - 7.1 Financial assistance will be limited for one study/survey per organisation/institution per annum.

8. **Time frame for filing application:-** Eligible organization / association/entrepreneurs shall file their application along with the required/necessary documents to the Director of Industries, Odisha normally three months in advance from the date of commencement of the activity.

9. **Procedure:-**

9.1 Eligible organization / Institutions claiming assistance for conducting studies/ surveys / feasibility reports relating to food processing sector shall submit application in the prescribed form appended to this operational guideline at Annexure 'A' along with copies of all relevant documents as mentioned in the Checklist at Annexure 'B'. Application shall be submitted to the Director of Industries, Odisha normally three months in advance.

9.2 Copies of the documents as indicated in the checklist shall be self-certified by Authorized Signatory of the organization / institution.

9.3 On receipt of application with copies of relevant documents, the acknowledgement as prescribed at Annexure- 'C' shall be issued to the applicant duly signed by the authorized officer on behalf of Directorate of Industries on the day of the receipt.

9.4 The application shall be examined and scrutinized by the Directorate.

9.5 The Director of Industries (DI(O)) shall place the proposal before the State Directorate Level Committee (SDLC) for approval within 15 days.

9.6 Upon approval of the SDLC, the proposal shall be sent to Govt. in MSME Department for approval within 15 days.

9.7 Upon receipt of approval of the Govt., the DI(O), may enter into Memorandum of Understanding (MoU) with the applicant as per the prescribed format (Annexure-D) within 15 days.

10. **Sanction of assistance:-**

The Director of Industries, Odisha shall issue sanction letter @ 50% of the cost subject to a limit of Rs.4.00 lakhs for the conduct of such Studies /Surveys/ Feasibility reports in pursuance to MoU as per format (Annexure- E) within 15 days.

**11. Disbursement of financial assistance under the scheme:-**

11.1 The disbursement of sanctioned amount for conducting studies/ surveys / feasibility reports relating to food processing sector or part thereof shall be made by the D.I(O) subject to availability of funds under the policy in the following manner:

i) 60% of approved assistance after submission of draft report along with executive summary to the DI(O) within 03 days.

ii) 40% of approved assistance after submission and acceptance of the final report (10 hard copies and 10 CDs) alongwith UC of 1st installment within 03 days.

12 **Rejection:-** In case of rejection of application, the reasons of rejection shall be communicated to the applicant unit by the DI(O) in the format prescribed at Annexure 'F'.

13. **Maintenance of Records:** The receipt / forwarding / sanction / rejection / disbursement of assistance on shall be monitored both electronically & manually at Directorate of Industries level.

14. **Recovery:-** The amount disbursed for conducting studies/ surveys / feasibility reports relating to food processing sector or any part thereof shall be recoverable forthwith with penal interest as decided by the authority on following events.

If the information furnished is found to be false/ incorrect / misleading or misrepresented and there has been suppression of facts / materials or disbursed in excess of the amount actually admissible for whatsoever reason.

**15. Miscellaneous:**

**15.1** The Director of Industries, Odisha also reserves the right to utilise the report for the benefit of the food processing sector in the State

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



16. Time limit prescribed in this guideline is of working days from date of receipt by the concerned authority only.

This operational guideline has been concurred in by Finance Department vide their UOR No. 12-ES-II /Dated: 21.01.2017.


By order of Governor

  
21.1.17  
(L.N.Gupta)

Principal Secretary to Government

Memo No. I-MSME(OFP-2016)-07/2017(Pt.) 613 /MSME Dated 31-01-2017

Copy forwarded to All Departments/ All Heads of Departments/ Director of Industries, Odisha / All PSUs/ All Revenue Divisional Commissioners/ All Collectors/ All RICs/ All DICs/ Head, State Portal Group, IT Centre, Secretariat, Bhubaneswar/ All Sections of MSME Department/ Guard File (5 copies) for information and necessary action.

  
25/1/17  
Additional Secretary to Government



APPLICATION FOR SUPPORT FOR CONDUCTING STUDIES/ SURVEYS / FEASIBILITY  
 REPORTS RELATING TO FOOD PROCESSING SECTOR UNDER OFPP-2016  
 (See Para 7.6(iv) of OFPP-2016)  
 (Strike out whichever is not applicable)

From :

At \_\_\_\_\_  
 PO \_\_\_\_\_  
 Sub-Division \_\_\_\_\_  
 Dist. \_\_\_\_\_  
 {Location of the Enterprise}

To

The Director of Industries, Odisha

Sub: Assistance for conducting studies/ surveys / feasibility reports relating to food processing sector under Odisha Food Processing Policy- 2016.

Sir,

In accordance with the provisions laid down in Odisha Food Processing Policy- 2016, its operational guidelines notified by MSME Department, Government of Odisha the claim for "Support for Conducting Studies/ Surveys / Feasibility Reports relating to Food Processing Sector" is submitted with following particulars.

1. Organisation/Institution:  
 Name & Address  
 Telephone/fax/e-mail nos.
  2. Main activities of the Organization/ Institution
  3. Objective of the study/survey / feasibility reports
  4. Duration of the study/Survey / feasibility reports
  5. Places to be covered during the study/survey
  6. Justification of the study/survey/ feasibility reports
  7. No. of person involved (with their profile, expertise, role)
  8. Total expenditure with detailed break- up of expenditure (like, cost of manpower/expert, travel cost, printing and stationery etc.)
  9. Sources of funding: -
  10. Experience of the Organisation/Institution (In case, they have conducted similar(s) studies/surveys earlier, their details along with the outcome may also be indicated)
  11. Whether Utilisation Certificates for earlier grants-in-aid received from concerned State Government Department, duly countersigned by a Chartered Accountant have been furnished if so, a copy of the same may be enclosed. If not, the same may please be furnished along with this application.
9. Please indicate briefly the logical conclusions/ recommendations for the benefit of

food processing sector.

I, Sri \_\_\_\_\_ s/d/o \_\_\_\_\_ at present \_\_\_\_\_ (designation) of  
(Name of the organisation/association) 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 Food Processing Policy-2016 and its operational  
guidelines.

I hereby undertake to furnish information, reports, periodical statements  
etc to the DIC /RIC/ Directorate of Industries, Odisha as and when required.  
Copies of relevant documents in support of information / facts furnished above  
are enclosed here with.

Enclosure:-

- 1.
- 2.

Date-

Signature of the Authorized Signatory  
in full and on behalf of M/s -----

Place-

## CHECK LIST

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

1.	Application Form
2.	Registration details of the Organisation/ Institution
3.	Power of Attorney / Board Resolution / Society Resolution, as applicable, while signing as Authorized person (Govt. organisations are exempted)
4.	Certificate of Incorporation / Registration, Memorandum & Articles of Association / Bye-laws in case of organisation. (Govt. organizations are exempted)
5.	Detailed list of experts to be involved in the study/survey/feasibility reports
6.	CA certified expense reports with Invoices/ receipts of the expenses (Govt. organizations are exempted)

Annexure —C (FOR OFFICE USE)  
OFFICE OF THE DIRECTOR OF INDUSTRIES, ODISHA

Letter \_\_\_\_\_ / Date

Acknowledgement

(To be issued by authorized officer / General Manager, RIC / DIC on the day of receipt)

(Strike out whichever is not applicable)

To

Sri \_\_\_\_\_

M/s. \_\_\_\_\_

Received the application for assistance for "Conducting Studies/ Surveys / Feasibility Reports relating to food processing sector" under the provisions of Odisha Food Processing Policy- 2016 and its operational guidelines along with documents mentioned below from \_\_\_\_\_ -----At/PO ---

--- Dist. on dt. through post / person.

List of documents

1

2

Signature of authorized officer of  
Directorate of Industries, Odisha  
with seal & date

Memorandum of Understanding for conducting Studies/ Surveys / Feasibility reports under para- 7.6(iv) of Odisha Food Processing Policy, 2016

\*\*\*

This Memorandum of Understanding (MoU) made on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ between M/s \_\_\_\_\_ having its registered office at \_\_\_\_\_ which expression shall unless it be repugnant to the context or meaning there of be deemed to include its successor or successors and assigns / the partners for the time being of the said firm and their assigns / his / their, executors, administrators and assigns of the first part hereinafter referred to applicant.

And

The Director of Industries, Odisha, Cuttack or, any officer authorized by Director of Industries under the administrative control of MSME Department, Government of Odisha, representing the Governor of Odisha, exercising the executive powers of the Government of the State of Odisha (here in after referred to as "the Governor" which expression shall unless it be repugnant to the context or meaning the thereof be deemed to include his successor of successors and assigns) of second part, as :-

- a) The Government of Odisha have framed a scheme as "Studies/ Surveys / Feasibility reports" under the provisions of Odisha Food Processing Policy-2016 with a view to promote growth of Industries standing therein that Government of Odisha will provide grant-in-aid to the parties who conduct Studies/ Surveys or, prepare Feasibility reports as per the terms and conditions laid down under the Policy and its Rules & Guidelines which shall be deemed to be a part of this MoU.
- b) The Government of Odisha (hereinafter referred to as the Government has appointed the Director of Industries (hereinafter referred to as the DI(O) to act as the Agent for the disbursement of the said investment subsidy.
- c) The 'Applicant' by their application dated the day of \_\_\_\_ 20\_\_ applied to the Government for the grant of (Rupees \_\_\_\_\_ @ \_\_\_\_\_ % for Studies/

Surveys / Feasibility reports amounting to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) and whereas :-

- i) Relying on the said application and subsequent representations made by the applicant, the Government have sanctioned \_\_\_\_\_ % for Studies/ Surveys / Feasibility reports amounting to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) and the DI(O) has agreed to pay the same on behalf of the Government to the Applicant on their executing the necessary documents.
- ii) Now this INDENTURE witnesses and it is hereby agreed by and between the parties hereto as under :-
  1. In consideration of the Government agreeing to give to the 'Applicant' under the said scheme, in such installments the Government in its sole discretion think fit, an aggregate amount of \_\_\_\_\_ and by way of the grant-in-aid to the applicant for the purpose of the Studies/ Surveys / Feasibility reports do and each of them do hereby covenant with the Government as under :-
  2. The DI(O) will be entitled in its sole discretion to make disbursement of the grant in aid or of any part thereof of either in one or more installments to the applicant on it complying with the terms & conditions.
  3. The applicant shall duly observe and perform the covenants and the conditions to be observed and performed by him / them under the said scheme.
  4. The said sum of Rs. \_\_\_\_\_ or such part thereof as may have been till then paid by the Government to the applicant shall become forthwith repayable by the applicant to the Government in each and every of the following events namely ;-
    - a. If the information furnished is found to be false/ incorrect / misleading or misrepresented and there has been suppression of facts / materials or disbursed in excess of the amount actually admissible for whatsoever reason after disbursement of incentive.



- b. If the applicant shall commit a breach of any one of the covenants or provisions herein contained and on his / their part to be observed and performed.
5. The Entrepreneur / Enterprise /Entrepreneur shall observe and perform all instruction and direction that may be issued from time to time by the Government or the DI(O) in relation to utilisation of the said sum of Rs. \_\_\_\_\_ and shall for submit to the Government the services as per following pattern:
- a. 60% of approved assistance amount after submission of draft report along with executive summary.
  - b. 40% of approved assistance amount after submission and acceptance of the final report (10 hard copies and 10 CDs) and UC of 1<sup>st</sup> installment by the Directorate of Industries, Odisha.
6. The applicant shall -
- a). Furnish further information asked for by the Government of Odisha or by the State Level Committee or by the DI(O) from time to time.
  - b). Interact with the Director of Industries, Odisha as on when required.
7. The Director of Industries, Odisha also reserves the right to utilise the report for the benefit of the food processing sector in the State.
8. In the event of any dispute or difference arising between the parties hereto in respect of or in relation to this agreement or any provision herein contained either during the subsistence of this agreement or thereafter the same shall be referred to the sole arbitration or a suitable person acceptable to the applicable as well as the Government and / or the DI(O) or any other person nominated by Govt. and his decision thereof shall be final and binding on the parties. Such arbitration shall be under the provision of the Arbitration Act, 1940 and shall be held in Cuttack.
9. The applicant agree that in respect of any matters arising under this agreement the courts at Cuttack along with have exclusive jurisdiction and that the applicant submit to the same will not object that the courts at Cuttack have no jurisdiction for any reason whatsoever.
10. In the event of any action arising under any of the clause herein above the applicant agree to pay to the DI(O) as agent of the Government legal charges and such other costs as the DI(O) may be required to incur in connection with the aforesaid action.

11. The applicant agrees to bear and pay all the costs charged and the expenses incidental to the preparation and the execution of the agreement.

In Witness whereof of parties hereto have affixed their common seal of this writing the day and year first herein above written.

Is there into affixed pursuant to the resolution of the Board of Directors of the company passed on the day of in the presence of who has / have put his/their signatures.

In token of his / their presence in the presence of

In the witness thereof the Entrepreneur / Enterprise have put their (Respective land here today \_\_\_\_\_ year herein above written)

Signed and delivered by the \_\_\_\_\_

With name in the presence of

Witness

- 1.
- 2.

Signature of applicant

Acting in the premises for on behalf of the Government of Odisha in the presence of

Witness

- 1.
- 2.

Signature of Director of Industries, Odisha/  
Authorised Signatory

OFFICE OF THE DIRECTOR OF INDUSTRIES, ODISHA, CUTTACK.  
SANCTION LETTER

No. \_\_\_\_\_ / Dated the \_\_\_\_\_ 20  
(Strike out whichever is not applicable)

To

M/s \_\_\_\_\_  
\_\_\_\_\_

Sub:- Sanction of assistance for reimbursement @ \_\_\_\_% towards 1st / 2nd installment of expenses towards Studies/ Surveys / Feasibility reports under Para-7.6(iv) of Odisha Food Processing Policy, 2016.

Ref: 1) Your application dated: \_\_\_\_\_ for availing reimbursement for \_\_\_\_\_ as per para-7.6(iv) of OFPP-2016.

2) Memorandum of Understanding (MoU) issued by this office bearing letter no. \_\_\_\_\_ Dt. \_\_\_\_\_

Sir,

Sanction is hereby accorded for an amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) towards reimbursement of expenses in favour of \_\_\_\_\_ with respect to Studies/ Surveys / Feasibility reports as per Para 7.6(iv) of OFPP-2016.

The above sanctioned amount can be disbursed in full subject to availability of funds.

You shall have to furnish advance stamped receipt in triplicate for the amount to be disbursed the following proforma on the letter head of the Organisation/ Association/Enterprise.

"Received with thanks from \_\_\_\_\_ sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only by cheque / draft No. \_\_\_\_\_ dated \_\_\_\_\_ on account of \_\_\_\_\_ % of eligible amount for reimbursement towards expenses made for participating in the study tour to \_\_\_\_\_ for the period from \_\_\_\_\_ to \_\_\_\_\_ as per para 7.6(iv) under OFPP-2016".

Yours faithfully,

Director of Industries, Odisha

Memo No. \_\_\_\_\_ (2)/ Date: \_\_\_\_\_

Copy to Additional Secretary to Govt., MSME Department, Odisha, Bhubaneswar for favour of kind information.

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

Memo No. \_\_\_\_\_ (2)/ Date: \_\_\_\_\_

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

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

## OFFICE OF THE DIRECTOR OF INDUSTRIES, ODISHA, CUTTACK

NO DT  
(Strike out whichever is not applicable)

To,

Sri \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir / Madam,

This is to inform that the application for conducting studies/ surveys / feasibility reports relating to food processing sector made by \_\_\_\_\_ bearing Registration No. \_\_\_\_\_ / Dt. \_\_\_\_\_ on dt. \_\_\_\_\_ for the period \_\_\_\_\_ under OFPP-2016 is rejected due to following reasons.

(Specify the reasons)

- 1.
- 2.
- 3.
- 4.

Signature of authorized officer of  
Directorate of Industries, Odisha  
with seal & date

FLOW CHART FOR  
STUDIES / SURVEYS/ FEASIBILITY REPORT/ DPRS UNDER OFPP-2016

