

Government of Odisha
MSME Department

NOTIFICATION

No. II-MSME-2/2017 628 /MSME, Bhubaneswar, the 31st January, 2017

Sub: Operational Guidelines for Award to Micro, Small & Medium Enterprises / Entrepreneurs under Odisha MSME Development Policy- 2016 (See Para 6.8 of Odisha MSME Development Policy-2016)

1. **Short Title:** "Operational Guidelines for Award to Micro, Small & Medium Enterprises / Entrepreneurs" under Odisha MSME Development Policy-2016.
2. **Extent:** It shall extend to the whole of the State of Odisha.
3. **Commencement:** It shall come into force with effect from 24th November, 2016 i.e. date of Notification of Odisha MSME Development Policy-2016.
4. **Policy Provisions:**
"In order to encourage competition and efficiency amongst MSM enterprises, annual State Awards shall be given to best MSM enterprises / entrepreneurs in recognition of their contribution in terms of achieving highest turnover, highest employment, adoption of environment friendly & innovative technology, registration of patent, etc. for each category of Micro, Small and Medium enterprise."
5. **Terms and Expressions:** Terms and expressions used in this operational guideline shall have the same meaning as in Odisha MSME Development Policy-2016.
6. **Eligibility:** A Micro, Small & Medium Enterprise shall be eligible if it fulfills the following criteria:
 - 6.1 it should possess valid Production Certificate / Entrepreneurs' Memorandum Part-II / PMT Registration and Udyog Aadhaar Memorandum & registered in MSME data bank,
 - 6.2 it is in continuous production activity for the last three years,
 - 6.3 it has paid taxes, revenue & dues of Govt, & other organizations,
 - 6.4 it has valid statutory clearances, Licenses, permissions, regulatory approvals etc.,

- 6.5 it has not defaulted to any Financial Institution, Bank, Government Agencies and the Loan Account shall be regular,
- 6.6 it has not been blacklisted by State / Union Govt., Govt. Agencies, Public Financing Institutions, Banks, Marketing promotion bodies or by any other local bodies and or not involved in any economic or other offences for which enquiry / legal action is pending,
- 6.7 it has not been awarded at National & State level for their achievement / contribution for development of MSME Sector earlier,
- 6.8 it is not included in the list of ineligible enterprises / activities enunciated in Annexure II of Odisha MSME Development Policy-2016.
- 6.9 Any other conditions / contingencies, deemed fit may be added to the Eligibility criteria by MSME Department as and when required.

7. Award Details:

- 7.1 The Award shall be provided annually to:
 - 7.1.1 Three general entrepreneurs rated best in each category of Micro & Small enterprise and one from Medium Enterprise category in the manufacturing sector.
 - 7.1.2 One each from SC, ST, Differently abled, Woman entrepreneur category (as defined in Para 5.1, 5.2 & 5.3 of Operational Guidelines for CIS under Odisha MSME Development Policy-2016) rated best each from Micro, Small & Medium Enterprises in manufacturing sector.
- 7.2 The award shall comprise of Cash prize (to be notified separately), Certificate & Plaque and shall be given during MSME Trade Fair / Entrepreneurs Week / any other occasion to be decided by Government.

8. Selection of Awardees:

- 8.1 Screening Committee under the Chairmanship of Director of Industries, Odisha as constituted below shall examine the applications for award as per eligibility at Para 6 as above.

1.	Director of Industries, Odisha.	Chairman
2.	Joint Commissioner, Commercial Taxes or Representative	Member
3.	Director, Export Promotion & Marketing	Member
4.	Director, MSME-DI, Cuttack	Member
5.	Representatives of two Industries Associations nominated by MSME Dept on bi-annual rotation basis	Member
6.	General Manager, RIC / DIC concerned	Member
7.	Additional Director of Industries / Joint Director of Industries	Member-Convenor

Chairman may invite any other officer / agency concerning the sector for which applications are under consideration. The Screening Committee shall recommend all eligible case to Selection Committee

- 8.2 The selection of Awardees form each category shall be made by a Committee constituted under the Chairmanship of Principal Secretary / Secretary to Govt, MSME Department with the following Members. The decision of the Selection Committee shall be final and binding.

1.	Principal Secretary / Secretary to Govt, MSME Department	Chairman
2.	Commissioner, Commercial Taxes or Representative	Member
3.	Director, Institutional Finance	Member
4.	Director, Export Promotion & Marketing	Member
5.	Director, MSME-DI, Cuttack	Member
	General Manager-cum-Convenor, S L B C	Member
6.	Representatives of two Industries Associations nominated by MSME Dept on bi-annual rotation basis	Member
7.	Director of Industries, Odisha.	Member- Convener

Chairman may invite any other officer / agency concerning the sector for which applications are under consideration.

9. **Procedure:**

- 9.1 An indicative advertisement inviting application from eligible MSMEs shall be published in the daily News Papers having wide circulation by Director of Industries, Odisha.
- 9.2 The criteria of eligibility dateline for making application and prescribed application format shall be hosted in the website of MSME Department and Director of Industries, Odisha.
- 9.3 Only fresh applications will be considered for the purpose. No backlog cases will be taken into account.
- 9.4 Micro, Small & Medium Enterprise / Entrepreneur considered itself eligible shall apply for the award in the prescribed format as at **Annexure – A**.
- 9.5 Application received after due date / incomplete in any respect shall be summarily rejected.
- 9.6 Applications shall be received of-line /on-line at respective RIC / DIC and General Manager, RIC / DIC shall issue acknowledgment to this effect to the applicant in the format prescribed as at **Annexure – B**. Acknowledgment shall be generated electronically in case of filing Application on-line.
- 9.7 RIC / DIC shall scrutinize & check the veracity of facts of filled in Application and documents in all respect, put counter signature and forward the same (category-wise) to the Director of Industries, Odisha through Special Messenger / online.

9.8 Directorate of Industries, Odisha shall consolidate the data of applications of each sector separately in tabular format and do necessary exercise for screening of applications and place the same before the Screening Committee as at Para 8.1 above.

9.9 The eligible cases shall be placed before Selection Committee as at Para 8.2 above for selection.

10. Basis of Evaluation & Selection:

10.1 Evaluation of each application shall be made on a matrix prescribed at **Annexure – C** and Marks would be awarded on the basis of documentary evidence. The evaluation of applications may be made on the basis of following criteria. The Selection Committee may add or delete any of the criteria.

- a) Ratio of investment ~ employment,
- b) Turnover performance during the previous three years,
- c) Use of innovative technology / modern technology,
- d) Adoption of environment friendly technology / Pollution control measures,
- e) Innovation in technology for new product or process development,
- f) Adoption of Quality control standards like ISO.
- g) Adoption of Safety measures and safety / accident record,
- h) Export growth during previous three years,
- i) Patent / trade mark Registration,
- i) CIBIL track record of the entrepreneur.

10.2 After evaluation, the applications shall be examined and ranked by the Committee. It may be the discretion of the Committee to prepare a shortlist of application and invite them for a power point presentation of their achievement or the enterprises may be visited by the Committee Members. The awardees from each sector (Micro, Small & Medium Enterprises and SC / ST / Differently abled / Women Enterprise shall be selected in the prescribed format as at **Annexure – D**.

10.3 The list of selected enterprises / entrepreneurs shall be notified & circulated by Director of Industries, Odisha with detail programme and venue of

celebration of Award Ceremony for distribution of Awards. Concerned entrepreneurs should be invited well in advance to receive the Award.

11. The expenditure will be met out of the annual budget provision for Exhibition and Publicity placed with Director of Industries, Odisha.
12. This has been concurred in by Finance Department and communicated vide their UOR No. 270/PSF dated 21-01-2017.

By Order of Governor


31.1.17
(L.N. Gupta)

Principal Secretary to Government

Memo No. 629 /MSME Date 31-01-2017

Copy forwarded to All Departments / All Heads of Departments / All Revenue Divisional Commissioners / All Collectors / All RICs / All DICs / Technical Director, NIC (managing MSME portal) / All sections of MSME Department / Guard File (5 copies) for information and necessary action.


Additional Secretary to Government

APPLICATION FOR AWARD TO MSME ENTREPRENEURS / ENTERPRISES

(See Para 9.4 of Operational Guidelines)

(Strike out whichever is not applicable)

Sector:

- | | |
|-------------------|--|
| Micro Enterprise | Scheduled Caste Enterprise |
| Small Enterprise | Scheduled Tribe Enterprise |
| Medium Enterprise | Women Enterprise |
| | Differently able Enterprises |
| | Technical (Degree / Diploma) Entrepreneur |

Affix one passport size photograph and attach two extra in a separate cover

To

The Director of Industries, Odisha, Cuttack.

(Through General Manager, Regional Industries Centre ____ / District Industries Centre, ____)

1	Name of the Entrepreneur (in capital letters)	:	
2	Address of Entrepreneur (in capital letters)	:	At : PO: PS: Dist. Pin : STD Code Tel. (O) : Tel.(Res.): Cell Phone / Mobile : Fax : E-mail :
3	Name & location of the Enterprise (in capital letters)	:	Name: At : PO : Dist.
4	Whether Proprietorship/ Partnership/Limited Liability Partnership / Private Limited / Public Limited / Cooperative society.	:	
5	Percentage of Share individually or jointly by Scheduled Caste / Scheduled Tribe / Differently able / Women Entrepreneur(s) / Technical (Degree / Diploma) Entrepreneur	:	
6	Items of manufacture / Service rendered as recorded in the Production Certificate / EM-II / PMT	:	
7	Date of birth of Entrepreneur		
	Date	Month	Y e a r Age in years
8	Educational / Professional Qualification (Enclose copies of certificates)		
9	Production Certificate / EM-II & date / PMT No. & date (Enclose copy of certificate) Number _____ Date _____ Activities _____		

10	Quantum of Production / Service activities for last 3 years.			
		Financial Year 20 -	Financial Year 20 -	Financial Year 20 -
	Item(s)			
	Quantity			
	Value (Rs.)			
11	Details of the investment employment, production & profit of the enterprise for last 3 years.			
		Financial Year 20 -	Financial Year 20 -	Financial Year 20 -
a)	Investment in plant & machinery (Rs. in lakh) (cumulative value) by end of Financial Year			
b)	No. of employees by end of Financial Year			
c)	Value of annual sales of products / Service (Rs. in lakh)			
d)	Total Tax paid			
e)	Net profit after taxes (Rs. in lakh)			
12	Use of Technology- Indigenous / imported – a brief note on Technology. A separate Sheet may be attached, if required			
13	Have you purchased Technical Know-how-Indigenous / imported with details of the source of purchase.			
14	Export of products / Services in last 3 years (Rs. in lakh) Have you exported product / Service directly / indirect? If yes, give details of exporters, year & country to which exported and value of exports with appropriate documentary proof during last three years?			
15	Innovation details, if any. (A separate Sheet may be attached, if required)			
16	Quality control standards Are you accredited with ISO certification- Hazard Analysis and Critical Control Points (HACCP)/ Good Manufacturing Practices (GMP)/ Food Products Order (FPO)/ Ag-Mark/ Spice-Mark/ BIS or equivalent certificate during last three years (Furnish details)			
17	Patent Registration details, if any. (A separate Sheet may be attached, if required)			
18	Cost of the project (Rs. in lakh) year wise in last 03 years			
a	Land	:		
b	Building	:		
c	Plant & machinery	:		
d	Other fixed assets if any of permanent nature	:		
e	Working capital	:		
19	Incentives availed if any (year wise with details) A separate Sheet may be attached, if required			
20	Finance availed, if any	:		
a)	Name of Bank with address	:		
b)	Term loan	:		
c)	Working capital	:		
21	Outstanding loan as on Dt. _____ (Enclose supporting documents from Bank	:		

22	Enclose copy of Audited balance sheet for last 3 years (For Medium Enterprise). (Micro & Small Enterprises may furnish self- certified Financial Statements in absence of Audited Balance sheet)	:	
23	Furnish Self- Certificate on non-judicial stamp paper on qualifying the eligible criteria prescribed under the Scheme for Award	:	
24	Brief on Previous track-record of the Entrepreneur	:	
25	Attach Photocopy of Certificate in support of Scheduled Caste / Scheduled Tribe / Differently abled).	:	

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.

I hereby undertake to abide by the terms and conditions prescribed under the provisions of Odisha MSME Development Policy-2016 & its Operational Guidelines as well as the decision of the Selection Committee.

I hereby undertake to refund the cash prize / surrender the plaque and certificate awarded to me and liable for prosecution under law, if the information stated above is found to be false/ incorrect / misleading or mis-represented and there has been suppression of facts / materials.

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

Date:

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

Place:

Annexure – B

(FOR OFFICE USE)

Acknowledgement

(See Para - 9.6 of Operational Guidelines)

(To be issued by authorized officer / General Manager, RIC / DIC)

(Strike out whichever is not applicable)

To

Sri _____

M/s. _____

Received the application for Award to MSME Enterprises / Entrepreneurs under the provisions of Odisha MSME Development Policy-2016 and its Operational Guidelines along with documents mentioned below from M/s _____ At _____ PO _____ Dist. _____ on dt. _____ through post / person / Online.

List of documents

- 1.
- 2.
- 3.

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

- ❖ In case of online filing of application for Award to MSME Enterprises / Entrepreneurs, the acknowledgement shall be generated electronically on receipt of complete application.

Annexure – B

(TO BE DISPATCHED TO THE APPLICANT)

Acknowledgement

(See Para - 9.6 of Operational Guidelines)

(To be issued by authorized officer / General Manager, RIC / DIC)

(Strike out whichever is not applicable)

To

Sri _____

M/s. _____

Received the application for Award to MSME Enterprises / Entrepreneurs under the provisions of Odisha MSME Development Policy-2016 and its Operational Guidelines along with documents mentioned below from M/s _____ At _____ PO _____ Dist. _____ on dt. _____ through post / person / Online.

List of documents

- 1.
- 2.
- 3.

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

- ❖ In case of online filing of application for Award to MSME Enterprises / Entrepreneurs, the acknowledgement shall be generated electronically on receipt of complete application.

EVALUATION MATRIX
(See Para - 10 of Operational Guidelines)
 (Strike out whichever is not applicable)

[Total Marks – 100]

Micro Enterprise / Small Enterprise / Medium Enterprise / Scheduled Caste / Scheduled
Tribe / Differently able / Women Enterprise / Women Entrepreneur

A. Name & address of the enterprise

B. Item of Production

Sl	Evaluation Criteria		Maximum marks	Marks Scored
1	Ratio in investment - employment		05	
	(i) Rs. 1.00 lakh : 0.5 - 01 employment	02 marks		
	(ii) Rs. 1.00 lakh : 01-02 employment	03 marks		
	(iii) Rs. 1.00 lakh : 02-03 employment	04 marks		
	(iv) Rs. 1.00 lakh : 04 and above employment	05 marks		
2	Performance during last three years,		20	
	(A) Investment in Land, Building, Plant & machineries, other fixed assets of permanent in nature	04 marks		
	(i) Rising – 4 marks			
	(ii) Stable – 2 marks			
	(B) Working Capital	04 marks		
	(i) Rising – 4 marks			
	(ii) Stable – 2 marks			
	(C) Employment	04 marks		
	i) Rising – 4 marks			
	ii) Stable – 2 marks			
	(D) Annual Sales of produce / service / Job work	04 marks		
	i) Rising – 4 marks			
	ii) Stable – 2 marks			
	(E) Net profit (After taxes)	04 marks		
	i) Rising – 4 marks			
	ii) Stable – 2 marks			
3	Export (Direct) / indirect		15	
	(i) Rising – 15 marks			
	(ii) Stable – 10 marks			
4	Use of Innovative Technology / modern technology / environment friendly technology / Pollution Control Measures		15	
	(i) Innovative Technology Adopted - 05 marks			
	(ii) New technology / modern Technology adopted – 05 marks			
	(iii) Pollution Control Measures installed- 05 marks			
5	Innovation		10	

	(i)	Innovation –	05 marks		
	(ii)	Innovation with Patent Registration-	10 marks		
6	Quality Control Standards			15	
	Obtaining quality certification like ISO, HACCP, GMP, FPO, Ag-mark, Spice-mark, BIS, or equivalent.				
	(i)	Single Quality Certificate-	05 marks		
	(ii)	Multiple Quality Certificates-	10 marks		
7	Safety measures			10	
8	Previous track record of the entrepreneurs			10	
	i)	Awarded at Block level –	05 marks		
	ii)	Awarded at District level-	10 marks		
	Total Score			100	

SELECTION BY THE COMMITTEE
(See Para – 10 of Operational Guidelines)
(Only Manufacturing Sector)

Sector	Name & address of applicant Selected	Score / Total	Position in order of Merit	Remarks
Micro Enterprise				
Small Enterprise				
Medium Enterprise				
Scheduled Caste Enterprise				
Scheduled Tribe Enterprise				
Differently able				
Women Enterprise				

Recommendation :-

Certified that the list of above entrepreneurs have been selected for the Award by the Selection Committee.

Sl	Name of the Chairman & Members	Designation	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

* * * * *