

**Government of Odisha
MSME Department

NOTIFICATION

No. II-MSME-2/2017 626 /MSME,Bhubaneswar, the 31st January, 2017

**Sub: Operational Guidelines for Reimbursement of Training Expenditure under Odisha MSME Development Policy- 2016
(See Para 6.7 of Odisha MSME Development Policy-2016)**

1. **Short Title:** "Operational Guidelines for Reimbursement of Training Expenditure" 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:** Reimbursement of Training Expenditure.
"Government will reimburse 50% of the cost of skill up-gradation and training of local manpower limited to Rs.3000/- per person for a maximum of 10 persons in Micro and 20 persons in Small and Medium Enterprises. Thrust will be given on skill development of women to enhance their employability and for that purpose an additional training cost of Rs.1000/- shall be reimbursed per woman. This support shall not be available to those employee trainees who are availing benefit under other skill development programmes of the Government. The Skill up-gradation training of local man power shall be supported in consultation with Skill Development & Technical Education Department / Odisha Skill Development Authority."
5. **Terms and Expressions:** Terms and expressions used in this Operational Guidelines, but not specifically defined here, shall have the same meaning as in Odisha MSME Development Policy-2016.
 - 5.1 Local Manpower: Manpower domiciled in the State of Odisha.
6. **Eligibility & Quantum of Assistance:**
 - 6.1 Micro, Small & Medium Enterprises as defined by the Government of India in MSMED Act-2006 amended from time to time and shall have been acknowledged with Udoyg Aadhaar Memorandum (UAM) from GoI &

Production Certificate (PC) from the RIC / DIC.

- 6.2 Enterprises / activities which are declared ineligible as in Annexure II of Appendices of Odisha MSME Development Policy, 2016 to avail incentives shall not be entitled to get reimbursement of training expenditure.
- 6.3 Reimbursement of Training expenditure claimed against the manpower imparted with skill up-gradation and **OR** trained should be domicile of the State of Odisha and regular employees on the payroll of MSME.
- 6.4 Reimbursement of 50% of the cost of skill up-gradation and training shall be for a maximum of 10 persons in Micro and 20 persons in Small and Medium Enterprises (either in a single batch or in multiple batches of small number of persons summing up to the maximum limit of 10 persons in Micro and 20 persons in Small and Medium Enterprises) during the operative period of this Policy.
- 6.5 The reimbursement of 50% of the cost of skill up-gradation and training shall be limited to Rs.3000/- per person and @ Rs.3000/- plus additional Rs.1000/- (total Rs.4000/-) per woman.
- 6.6 The Skill up-gradation and training should have been imparted in the Institute accredited by All India Council of Technical Education / Skill Development & Technical Education Department / Odisha Skill Development Authority. Directorate of Technical Education & Training, Odisha and Odisha Skill Development Authority shall share the list of such accredited / empaneled Institutions along with brief specific skill / training being imparted (District wise) to the respective RIC / DIC
- 6.7 Duration of skill up-gradation and training as per each course module.
- 6.8 This support shall not be available to those employee trainees who are availing or have availed benefit under other skill development programmes of the Government (Govt. of India & State Govt. of Odisha).
7. **Time Limit for filing Application for reimbursement of Training Expenditure:**
 - 7.1 Eligible Micro, Small & Medium Enterprise shall file its claim for 50% of the cost of skill up-gradation and training within 2nd quarter of a financial year against the expenditure made in the preceding financial year in the prescribed Application Form complete in all respect.
 - 7.2 Application received after the due date / incomplete in any respect shall be liable to be summarily rejected. There shall be no consideration for condonation of delay in filing application for reimbursement of training expenditure.
8. **District Level Committee (DLC):** The District Level Committee constituted

in each RIC / DIC as per para 10.1 of Operational Guidelines of CIS under Odisha MSMED Policy-2016 shall be competent to consider such Reimbursement of Training Expenditure.

9. Procedure:

- 9.1 Micro, Small & Medium Enterprise considered itself eligible shall submit application in the form prescribed at **Annexure – A** along with copies of relevant documents as mentioned in the Checklist at **Annexure – B** to the concerned General Manager, RIC / DIC. Copies of the documents as indicated in the checklist shall be self-certified in each page by Proprietor / Managing Partner / Managing Director / Authorized Signatory. The documents / relevant data which are already uploaded / furnished to RIC / DIC earlier shall not be uploaded / furnished once again unless there is any change including change in validity of the same. In case of online filing of Application for Reimbursement of Training Expenditure, there is no need to furnish the hard copy of documents unless asked for.
- 9.2 On receipt of complete application with relevant documents / data, the acknowledgement as prescribed at **Annexure – C** shall be dispatched to the applicant duly signed by the authorized officer / General Manager, RIC / DIC on the day of receipt. The General Manager RIC / DIC may authorize any of his sub-ordinate officers for the purpose. In case of online filing, the same shall be generated electronically.
- 9.3 RIC /DIC will check the veracity of facts / data filled in the application & documents, determine eligibility & quantum of assistance in each case within **next 7 days**.
- 9.4 Agenda Note on fulfillment of eligibility criteria, time limit, applicability, eligible quantum of assistance etc. shall be placed by the Convenor in District Level Committee to be held during the month.

10. SANCTION:

- 10.1 The DLC will consider proposals for Reimbursement of Training Expenditure in favour of the eligible enterprise on merit.
- 10.2 50% of the cost of skill up-gradation and training or Rs.3000/- per person and @ Rs.3000/- plus additional Rs.1000/- (total Rs.4000/-) per woman, whichever is less, for a maximum of 10 persons in Micro and 20 persons in Small and Medium Enterprises or the actual number of manpower imparted with skill up gradation / training whichever is lower shall be considered for sanction.
- 10.3 RIC / DIC shall communicate the details of sanction in the format prescribed at **Annexure – D** to the concerned MSMEs under intimation to Director of

Industries, Odisha / Director of Technical Education & Training, Odisha / Odisha Skill Development Authority within **07 days** of DLC meeting.

- 10.4 In case of rejection / any other decision taken by the DLC, the same will be communicated by RIC / DIC to the concerned enterprises under intimation to Director of Industries, Odisha / Director of Technical Education & Training, Odisha / Odisha Skill Development Authority in the format prescribed at **Annexure – E** within **07 days** of DLC meeting.

11. **DISBURSEMENT:**

- 11.1 MSME on receipt of sanction letter shall furnish the advance money receipt and Undertaking in the format prescribed at **Annexure – F** and copies of duly self- certified document (s), if any, asked for at RIC / DIC concerned within **next 07 days**.

- 11.2 On receipt, disbursement of sanctioned amount of assistance shall be made by RIC / DIC concerned to the Term loan Account of the Enterprise. In case of self-financed or where the term loan has been recovered, the disbursement shall be made to Bank A/c of Enterprise within **next 07 days** subject to availability of funds under the Scheme.

12. **Maintenance of Records:** The receipt, forwarding, sanction, rejection, disbursement of amount sanctioned for reimbursement of Training Expenditure shall be monitored both electronically & manually by RIC / DIC / Directorate of Industries.

13. **Recovery:** Reimbursement of Training Expenditure shall be recoverable under the provision of OPDR Act as arrears of land revenue on violation of Policy provisions, terms & conditions of Operational Guidelines & Undertaking and submission of false / incorrect / misleading or mis-represented information and suppression of facts / materials or payment of excess of the amount actually admissible for whatsoever reason.

14. **Miscellaneous:**

- 14.1 RIC /DIC / Directorate of Industries, Odisha may inspect the assisted MSME, if felt necessary.

- 14.1 RIC /DIC / Directorate of Industries, Odisha may inspect the assisted MSME, if felt necessary.
- 14.2 Any change in facts or circumstances affecting the eligibility of the Enterprise shall be intimated immediately to the RIC / DIC / Directorate of Industries, Odisha by the beneficiary enterprise.
- 14.3 Time limit prescribed in this guidelines are of working days only
- 14.4 This has been concurred in by Finance Department and communicated vide their UoR No. 270/PSF dated 21-01-2017.

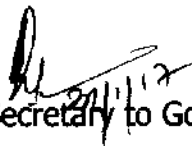
By Order of Governor


31.1.17
(L.N. Gupta)

Principal Secretary to Government

Memo No. 627 /**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.


21/1/17
Additional Secretary to Government

**APPLICATION FOR SANCTION FOR REIMBURSEMENT OF TRAINING EXPENDITURE
UNDER ODISHA MSME DEVELOPMENT POLICY-2016**

(See Para 9.1 of Operational Guidelines)

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 Address of the Enterprise / Address of Registered Office of the Enterprise)

To

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

Sub: Reimbursement of Training Expenditure under Odisha MSME Development Policy 2016.

Sir,

In accordance with the provisions laid down in Odisha MSME Development Policy 2016 and its operational guidelines, the claim for reimbursement of 50% of cost of Skill- up-gradation and training imparted to the local manpower of this enterprises during ----- (mention the Financial Year) is submitted herewith with following particulars.

1	Category of the Unit (Micro / Small / Medium Enterprises)	:				
2	Name and Address of the Enterprise with e-mail Id & Cell Phone Number	:				
3	Address of Registered office	:				
4	Type of organization (Proprietorship / Partnership / Limited Liability Partner / Co-operative / Private Limited / Public Limited)	:				
5	Name of Proprietor / Managing Partner / Managing Director / Authorized Signatory	:				
6	Production Certificate No & date	:				
7	Date of commencement of production	:				
8	Item(s) of manufacture / activity	:	Item (s)	Quantity	Value	
9	No of Persons (Local Manpower) undergone Skill up-gradation / Training during the Financial year against which claim is made	:	Persons	Trained		Total
				Earlier	Present	
			Men			
			Women			
10	Whether the manpower undergone Skill up-gradation / Training are domicile of Odisha	:				
11	Name & Address of the Institution (S) imparted training during the Financial year against which claim is made	:	(Furnish the List Institution (s) with list of local manpower undergone Skill up-gradation / Training)			
12	Total amount of Expenditure incurred (in Rs.)	:	(Furnish Statement -Institution wise & local manpower-wise undergone Skill up-gradation / Training)			

13	Details of assistance sanctioned / availed form State Govt. / Govt. of India / any other sources on same Skill up-gradation & training imparted in respect of same local manpower earlier. If so, furnish the details of sanction order No & date & amount availed.	:	
14	Present claim for reimbursement (in Rs)	:	
15	Validity of Consent to Operate / Authorization of State Pollution Control Board (Furnish Copy)	:	

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 and its Operational Guidelines.

I hereby certify that this enterprise has not applied / sanctioned / availed any amount of assistance under any other scheme of the State Govt. or the Central Govt. against which the present claim is made.

I hereby undertake to repay the assistance amount or any part thereof with penal interest as decided by the authority, if the information furnished is found to be false / incorrect / misleading or mis-represented and there has been suppression of facts / materials or disbursed in excess of the amount actually admissible for whatsoever reason.

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

- 1.
- 2.
- 3.

Date:

Signature of the Proprietor / Managing Partner/
Managing Director / Authorized Signatory in full and on behalf of

Place:

M/s. _____

CHECK LIST

(See Para 9.1 of Operational Guidelines)

Copies of documents to be attached with Application for reimbursement of Training Expenditure shall be self- certified in each page by Proprietor / Managing Partner / Managing Director / Authorized Signatory

There is no need to submit / upload the documents which have already been furnished / uploaded unless there is any change or change in validity.

(Strike out whichever is not applicable)

1	Production Certificate
2	Power of Attorney / Board Resolution / Society Resolution, as applicable, while signing as Partner / Managing Director / Authorized person.
3	Certificate of registration under Indian Partnership Act 1932 / Limited Liability Partnership Act 2009 / Societies Registration Act- 1860 / Certificate of incorporation (Memorandum of association & Article of Association) under Company Act-1956
4	List Institution (s) with list of local manpower undergone Skill up-gradation & Training during the period against which claim is made.
5	Statement-Institution wise & local manpower-wise details undergone Skill up-gradation & Training in Format B1
6	Extract of Pay roll to show the details of local manpower who has undergone Skill up-gradation & Training / Appointment Order / Document in support of employment of local manpower in the MSME who has undergone Skill up-gradation & Training.
7	Certificate of domicile of Odisha in the name of each manpower who has undergone Skill up-gradation & Training.
8	Documents in support of sanctioned / availed form State Govt. / GoI / any other sources on same Skill up-gradation & training imparted in respect of same local manpower earlier. If any.
9	Proof of cost of expenditure incurred for Skill up-gradation & Training against which claim is made (Copies of the bills / vouchers / receipt etc. with a statement in case of multiple bills).
10	Term Loan A/c, Bank A/c of Enterprise where Term loan is recovered or Self-Finance case, IFS Code of Bank concerned
11	Consent to Operate / Authorization of State Pollution Control Board
12	Undertaking on non-judicial Stamp Paper duly signed by the applicant (Annexure- F)

**Statement giving
Institution wise local manpower undergone Skill up-gradation & Training**

* * * * *

1. Financial Year: _____

2. Name of the MSME : _____

3. Details of manpower undergone skill upgradation & training

Sl	Name & Permanent Address	Pay Roll No / Appointment Letter No & dt.	His / Her Aadhaar No	Name of the Training Institution	Name of course / training	Period of course / training	Expenditure incurred	Self-signed His / Her Ticket Size Photographs
1	2	3	4	5	6	7	8	9

Enclose: Copies of required supporting documents with photograph of trainee worker.

- 1.
- 2.
- 3.

Date:

Signature of the Proprietor / Managing Partner/
Managing Director / Authorized Signatory in full and on behalf of

Place:

M/s. _____

Acknowledgement

(See Para - 9.2 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 Reimbursement of Training Expenditure under 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.

List of documents

- 1.
- 2.

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

- ❖ In case of online filing of application for Reimbursement of Training Expenditure, the acknowledgement shall be generated electronically on receipt of complete application.

Annexure- C
(TO BE DISPATCHED TO THE APPLICANT)

Acknowledgement

(See Para - 9.2 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 Reimbursement of Training Expenditure under 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.

List of documents

- 1.
- 2.

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

- ❖ In case of online filing of application for Reimbursement of Training Expenditure, the acknowledgement shall be generated electronically on receipt of complete application.

OFFICE OF THE GENERAL MANAGER, RIC/ DIC---
(See Para - 10.3 of Operational Guidelines)

SANCTION LETTER

No. _____ dt. _____
(Strike out whichever is not applicable)

The District Level Committee in its _____ meeting dated _____ has accorded sanction for Reimbursement of Training Expenditure for Rs. _____ (in words) Rupees _____ only in favour of M/s. _____ At _____ Po _____ Dist. _____ a Micro / Small / Medium Enterprise bearing Production Certificate Number _____ Date _____ under Odisha MSME Development Policy-2016 as 50% of expenditure of the cost of Skill up-gradation & Training of _____ no of local manpower (Men) and _____ no of local manpower (Women) . This sanction does not exceed the maximum limit of the reimbursement of Training Expenditure @ Rs.3000/- per person and @ Rs.4000/-(Rs.3000/- +Additional Rs.1000/-=Rs.4000/-) per Woman.

The details of Term Loan Account / Loan Account with IFS code etc are as below for e-payment.

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

Memo No. _____/dt. _____

Copy forwarded to the Director of Industries, Odisha for information.

General Manager, RIC/ DIC _____

Memo No. _____/Ind., dt. _____

Copy forwarded to A.F.A – cum Under Secretary to Govt, MSME Department for information.

General Manager, RIC/ DIC _____

Memo No. _____/Ind., dt. _____

Copy forwarded to Sri _____ M/s. _____

Proprietor / Managing Partner / Managing Director / Authorized Signatory At _____ PO _____ Dist. _____ for information. She / He is requested to furnish Advance Stamped Money Receipt in the format as below and Undertaking in the format prescribed at Annexure-F of in the Non-Judicial Stamp Paper of Rs.10/-

General Manager, RIC/ DIC _____

Advance Stamped Money Receipt

"Received with thanks from _____ sum of Rs. _____ (Rupees _____) only by Cheque / Draft No./ On-line mode _____ dated _____ on account of Reimbursement of Training Expenditure under the provisions of Odisha MSME Development Policy 2016, its Operational Guidelines & terms and conditions laid down in the Undertaking by me / us on Dt. _____".

Date:

Signature of the Proprietor / Managing Partner/
Managing Director / Authorized Signatory in full and on behalf of

Place:

M/s. _____

OFFICE OF THE GENERAL MANAGER, RIC / DIC----- .
(See Para - 10.4 of Operational Guidelines)

No. _____ dt. _____
(Strike out whichever is not applicable)

To

Sri _____

M/s. _____

At _____

PO _____

Sub-Division _____

Dist. _____

(Location of the Enterprise / Registered Office Address)

Sir,

This is to inform that your application for sanction for Reimbursement of Training Expenditure under Odisha MSME Development Policy-2016 and its Operational Guidelines filed on dt. _____ is rejected due to following reasons.

(Specify the reasons)

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

Signature of General Manager, RIC / DIC-----
with seal & date-----.

Memo Dt

Copy forwarded to Director of Industries, Odisha, Cuttack for information.

Signature of General Manager, RIC / DIC-----
with seal & date-----.

UNDERTAKING

(In non-judicial Stamp Paper of Rs.10/- duly signed by the applicant)
(Strike out whichever is not applicable)

- i) I / We shall abide by the terms and conditions prescribed under the provisions of Odisha MSME Development Policy 2016 and its Operational Guidelines.
- ii) I hereby certify that this enterprise has not applied / sanctioned / availed any amount of assistance under any other scheme of the State Govt. or the Central Govt. or any Financial Institution(s) / Support organization against which the present claim is made.
- iii) I / We shall repay the assistance availed as 'Reimbursement of Training Expenditure' or any part thereof with penal interest as decided by the authority, if the information furnished 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.
- iv) I / we shall furnish information, reports, statements etc to the RIC / DIC / D I, Odisha as and when asked for.

Date:

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

Place: