

**OPERATIONAL GUIDELINES  
FOR  
APPAREL POLICY 2016**



**HANDLOOMS, TEXTILES & HANDICRAFT DEPARTMENT  
GOVERNMENT OF ODISHA**

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## FOR APPAREL UNIT

### STEP-1

#### A) Entrepreneur Memorandum Registration :- (EM-I)

Up to Rs.10 Cr. – MSME website Govt. of Odisha to get Entrepreneur Memorandum No.-I (EM-I). Go to [www.odisha.gov.in](http://www.odisha.gov.in) Click on MSME Deptt. Then click on e-msmesewa.

#### B) Industrial Entrepreneur Memorandum Registration:- (IEM-A)

Above Rs.10 Cr. - Department of Industrial Policy & Promotion, Ministry of Commerce & Industries (GoI) “e-biz.gov.in” issuance of Certificate which contains IEM number.

### STEP-2

- Both EM-I / IEM investors shall fill up **Preliminary Project Evaluation & Land Allotment Application Form (PPELAAF)** prescribed by State Govt. under Odisha Industrial Facilitation Act 2004 with following enclosures. This application shall be made in e-biz.gov.in

#### Enclosures for Preliminary Assessment Application Form

1. Covering letter for submitting the PPELAAF Project
2. PAN Card of the Company
3. TIN / VAT number certificate, if available
4. MoA / Partnership Deed Attachment
5. Memorandum Articles of Association
6. Certificate of Incorporation / registration attachment
7. Net worth certified by a CA
8. Annual Reports of the Company (Balance sheet of last three years)
9. IEM acknowledgement (obtained earlier from MSME Deptt.) sl.no.2
10. Resolution and delegation of the Board to submit PPELAAF for the proposed project

**Industry related documents**

1. Manufacturing process flow attachment
2. Feasibility Report
3. Water conservation measures
4. Waste water treatment technology and management of solid / hazardous wastes copies, etc.

**STEP-3**

- Soon after information is uploaded for registration on PPELAAF, the same will be electronically transmitted to respective DIC (District Industries Centre) / IPICOL (Industrial Promotion & Investment Corporation of Odisha Ltd.) depending upon the investment (up to Rs.50 Cr. – DIC, Above Rs.50 Cr. – IPICOL)

**STEP-4**

- **Up to Rs.50 Cr.**

DIC shall send the details of project to SPINFED for preparing the Techno Financial Feasibility Appraisal. In case required, outsourcing agencies may be involved for the same by SPINFED. Soon after receipt of the same from SPINFED, DIC shall scrutinize the details and place the same before the District Level Single Window Clearance Authority (DLSWCA) chaired by Collector where respective Department representatives in Districts are the members.

- **Above Rs.50 Cr.**

IPICOL shall scrutinize the proposals and place the same before State Level Single Window Clearance Authority (SLSWCA) chaired by Chief Secretary for approval where respective Departments are the members.

- **Above Rs.1000 Cr.**

IPICOL shall scrutinize the proposals and place the same before High Level Clearance Authority chaired by Chief Minister.

**STEP-5**

- The decision of Single Window Clearance Authority shall be intimated to respective Departments and to the investors through e-biz portal.

**STEP-6**

- The investor shall apply to respective Departments like Water, Electricity, Pollution, Labour Contract License, Factory License, Site / Building plan etc. through e-biz portal. The respective Departments shall facilitate such clearance / execution / NOC for grounding of the project.

**STEP-7**

- After completion of project, the investor shall apply for EM-II (up to Rs.10 Cr.) on MSME website or IEM Part-B (above Rs.10 Cr.) on e-biz.gov.in (DIPP, Ministry of Commerce & Industries, GoI) for availing production certificate.

**STEP-8**

- EM-I / IEM (A) – Registration permits benefits under IPR such as land, stamp duty, entry tax etc. (pre-production activities)
- EM-II / IEM (B) – Registration permits benefits under IPR 2015 and Odisha Apparel Policy 2016 (post production benefits)

## FOR APPAREL PARK

- 1) The Principal Promoter of the Park / SPV shall submit the feasibility report (Preliminary Project Report) to SPINFED covering details like need of the project, Proposed Components, Nature of the industries, location and land details including land identification and availability of land with them along with list of information.
- 2) SPINFED will examine the techno financial feasibility aspect of the project and send to Handlooms, Textiles & Handicrafts Deptt. through Directorate of Textiles & Handlooms, Odisha. In case required, SPINFED may engage expertise agencies for the purpose. The same shall be forwarded to IDCO along with its report for necessary action at their end.
- 3) Basing on the report from Government in Handlooms, Textiles & Handicrafts Deptt., IDCO will place the proposal for the Park before the State Level Committee headed by Chief Secretary for getting in-principle approval.
- 4) In-principle approval of the same will be communicated to Principal Promoter / SPV who will submit the DPR to SPINFED for studying the techno financial feasibility aspect. The SPINFED will send the DPR along with its report to Handlooms, Textiles & Handicrafts Deptt. through Directorate of Textiles & Handlooms, Odisha, the same will be forwarded to IDCO for necessary action at their end.
- 5) **Project Land:-**
  - a) The SPV shall procure land from the private parties for the development of the project from its own sources. The purchase of private land through direct negotiations should be governed by the guidelines issued by Revenue & Disaster Management Department in conformity with the provisions of RFCTLAR&R Act, 2013 and the OLR Act, 1960.
  - b) In case the SPV desires to obtain land from IDCO, IDCO shall provide land from its land bank available under the Category 'A' and Category 'B' schedules notified by the Industries Department from time to time or any other land.

- c) IDCO shall enter into a Long Lease Agreement of 90 years, for land, if land is made available by IDCO to the SPV. The SPV shall be permitted to sub-lease the land on the same terms and conditions to individual industrial units as IDCO does for its own industrial estates.
- d) In case of development of industrial parks on private lands on a lease basis the lease period and the terms and conditions of lease shall be governed by the notifications issued by the Revenue and Disaster Management Department from time to time.
- e) For proposals to be submitted the SPV shall have a minimum area of 50 acres. For project which has 50% small and micro units, the minimum land area required shall be 25 acres.
- f) Cost of land, Pre-Operative Expenses, Working Capital and Contingencies shall not be eligible for funding under the State Government assistance.
- 6) Permissible Land use (sub-division of land) and Approval of Layout Plans:-**
- a) The permissible land use for development shall be as follows:

Land use	% of total area (≤ 250 acres)	% of total area (≥ 250 acres)
Industrial Plots	60	50
Open Space Reserve (OSR)	10	10
Roads, Utilities and Support Activities (Administrative / Business Centre and other activities linked to industrial development)	Up to 30	Up to 20
Mixed use development (Residential commercial, recreational, educational, medical and sports)		Up to 20 (Not applicable for land within the limit of Bhubaneswar Master Plan Region)

- b) The project SPVs shall prepare the detailed sub-division of land and Master Plan / Layout Plan in conformity with the
- i. Comprehensive Development Plans and Planning & Building Regulations of respective Development Authorities and the Rules notified by the Government from time to time, if such projects are located within the

jurisdiction of Development authorities and in conformity with the Master Plans and Planning & Building standard Regulations of respective Regional Improvement Trusts / special Planning authorities / Regional Improvement trust notified by the Government from time to time.

ii. Principles set in Odisha Town Planning and Improvement Trust Act, 1956, Rules, 1975 and Planning and Building Standard Regulations and Rules notified by Government from time to time, if the projects are located within jurisdiction of Special Planning Authorities / Regional Improvement Trusts.

c) If the projects are located beyond the jurisdiction of concerned Development authorities, Regional Improvement Trusts and special Planning authorities i.e. Panchayat areas, such plans shall provide appropriate buffer from hazardous industrial activities as notified by the Government from time to time.

d) The permissible FSI for the built up in the industrial parks shall be as applicable under the relevant Acts, Rules and Planning & Building Standard Regulation mentioned in 6(b) and 6(c)

e) For Special Economic Zones, the land use provisions shall be as applicable under the SEZ rules notify from time to time.

f) **Approval of Master Plan:** Director, Town Planning (DTP) shall be delegated with appropriate authority to accord technical sanction to the master plans prepared by the Special Purpose Vehicles (SPVs) in areas which are outside the purview of Development authorities, SPAs and RIT. Upon receipt of technical sanction from DTP, the local Panchayat will have the responsibility to accord final approval of the master plan. Necessary notification shall be issued by Housing & Urban Development and Panchayat Raj Departments in this regard

**7) Project Implementation:-**

a) The Project(s) would be implemented by Project specific SPVs. SPVs shall be formed under the Indian Companies Act 2013

b) The proposals shall be considered for approval only if the SPVs are incorporated as per the guidelines. In case of SPVs promoted by anchor



Investors / Units / Industry Associations, the SPV shall be given a time frame of 6 (six) months to bring in the new members.

8) **Project Approval Process:-** The in-principle approval shall be valid for a period of 6 (six) months from the date of approval. The SPV shall comply with the terms and conditions laid out by the SLC within the timeframe for final approval. The SLC at its discretion may extend the time frame based on the merits of the proposal on a case to case basis.

9) The Principal Promoter can approach for final approval after complying the terms and conditions

- a. Need for the project
- b. The demand for industrial land
- c. Key sectors – with their manufacturing product mix and the market to cater
- d. Proposed utility and common infrastructure to be created with the Detailed Master Plan
- e. Project cost with Means of Finance
- f. Business Plan with financial analysis
- g. Implementation Framework
- h. Operation & Management Framework
- i. Any other key information

The SLC may accord Final Approval to the project proposals on an as is basis or with suggestions / modifications.

10) **Role of the Special Purpose Vehicle (SPV) as the Project Implementing**

Agency would include;

- (i) The SPV would conceptualize, formulate, achieve financial closure, implement and manage the infrastructure.
- (ii) The SPV would procure land, cost of which shall not be built into project cost.
- (iii) After developing the infrastructure, SPV would allocate sites to industry for setting up units.

- (iv) SPV would also facilitate securing bank finance required for setting up units in Apparel Park.
  - (v) SPV would be responsible for maintaining the utilities and infrastructure created for Apparel Park by collecting service and user charges.
  - (vi) The SPV has to be so structured as to be self-sustaining with a positive revenue stream.
  - (vii) SPV would appoint contractors / consultants in a fair and transparent manner. In order to ensure timely completion of the project, SPV will obtain appropriate performance guarantee from consultants / contractors.
  - (viii) Obtaining statutory approvals / clearances including release of funds
  - (ix) Recruit / procure services of suitable professionals in order to ensure that the project is executed smoothly
  - (x) Implement various interventions as outlined and approved in DPR
  - (xi) Responsible for furnishing regular progress reports in prescribed formats
  - (xii) Marketing and promotion of the park to the prospective investors
- 11) After registration of the land in the name of SPV, the authorized signatory will apply to respective Authorities on behalf of the SPV for clearances from Pollution Control Board, Labour Contract License etc.
- 12) Soon after the completion of the project, the individual units inside the Park shall apply through PPELAAF for availing necessary facilities required for the industry to obtain the production certificate for availing concession and benefits under Odisha IPR- 2015 and Odisha Apparel Policy - 2016
- 13) **Development Time Frame**
- a) Apparel Park approved by the SLC shall be developed within a period of 3 (three) years.
  - b) All basic infrastructures on at least 75% of the area shall be completed within 3 years from the date of approval of the master plan by the appropriate authority.

c) If not complied within the timeframe, the SPV shall return the grant amount with applicable interest. The SLC may extend the development timeframe in case of any delays which cannot be attributed to the SPV.

**14) Cancellation / Withdrawal of the Project:-**

a) The State government shall cancel the project if the implementation of the project is not in compliance with the Operational guidelines or delay in implementation beyond the agreed timeframe or non-achievement of Financial Closure.

b) In the case of cancellation / withdrawal by the project SPV, the SPV shall return the land in "as is basis" and as per the terms and conditions of lease, if the land is provided from the land bank of IDCO. IDCO may put in place an appropriate mechanism for the development of such parks.

c) In case of cancellation / withdrawal from the project by the SPV, Government assistance provided shall be returned together with an interest of 12% from the date of first disbursement. The State Level Committee shall decide on the waiver of penal interest in specific cases which maybe beyond the control of the SPV.

**RELEASE OF INCENTIVES FOR APPAREL UNIT**

1. **Short Title:-** Operational guidelines for providing Incentive Subsidy for Apparel Units under Odisha Apparel Policy 2016.
2. **Definition:-** An apparel unit is defined as wearable or non wearable stitched fabrics of which at least two sides of the fabrics are stitched using sewing machinery. Further, any such ancillary set up in the unit (with the unit entity) in the form of plant & machineries which supports the apparel units both for backward and forward linkages is also considered as Apparel units like weaving, knitting technical textile, processing, printing, dyeing, embroidery, packaging etc.
3. **Extent:** - It shall extend to the whole of the State of Odisha.
4. **Commencement:** - It shall come into force from the "Effective Date" of Odisha Apparel Policy 2016 with effect from date 24.12.2016
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 Odisha Apparel Policy 2016.

**6. Policy Provisions:-**

For Apparel units where employment is minimum 200 workers at any given time in a year after commencement of commercial production.

A unit will receive an incentive of Rs 1500/- per worker per month on actual employment by the unit, on financial year basis. This facility will be available to a unit for a period of 36 months where minimum employment conditions are met.

90% workers (unskilled, semi skilled, skilled) must be domicile of Odisha.

**7. Eligibility:-** Industrial units satisfying definition and criteria prescribed in policy provisions for Incentive and fall under following category.

7.1. Defaulters of Banks / Financial Institutions / SIDBI / OSFC / IPICOL / Government and Government controlled agencies will be eligible for such

incentives only after they clear the dues. This shall be self certified by the unit.

7.2. The applicable incentive shall not be sanctioned & disbursed if the industrial unit is found closed/has gone out of production. It may be deferred and effected on satisfactory resumption of production.

7.3. The incentive shall be released based on enrollment of number of workers with Provident Fund Authority. The units shall also submit the monthly provident fund return acknowledgement copy to SPINFED for assessment of the periodical employment position.

**8. Time frame for filing application: -**

8.1. Eligible Industrial unit after commencement of production shall file application in the prescribed form for its period of claim within 6 (six) months from the end of each financial year.

8.2. Application in prescribed form received after the due date /incomplete in any respect shall be liable to be summarily rejected. However, if due to circumstances beyond its control, unit could not apply in prescribed time, then, it may apply with proper justification to the Secretary, HT&H Deptt. for condonation of the delay . In any case, no delay beyond one year will be considered.

**9. Procedure: -**

9.1. The benefits under Odisha Apparel Policy -2016 will be for 36 months(Thirty-six months) from the date of commencement of commercial production. However, looking into the recruitment of work force in a phased manner for achieving its full utilization of machineries and manpower, the unit may avail a moratorium period of maximum one year from the date of commencement of commercial production for such benefits.

9.2. The incentive under this policy is also applicable to the units defined at Sl. No.2 inside the Apparel Park.

9.3. Apparel unit satisfying the eligibility shall file application in the prescribed form appended to this operational guideline at Annexure 'A' separately for incentives along with copies of all relevant documents as mentioned in the Checklist at Annexure 'B' self attested by Proprietor/ Managing Partner/ Managing Director / Authorized Signatory before the Managing Director, SPINFED. Similarly, for subsequent years appropriate Application with documents pertaining to the year for which claim is made shall be submitted. The application with requisite documents shall be filed in triplicate.

9.4. On receipt of application, the acknowledgement as prescribed at Annexure 'C' shall be issued to the applicant duly signed by the Managing Director / authorized signatory on the day of receipt. The Managing Director, SPINFED may authorize any of his officers for the purpose.

9.5. After receipt of the application from the industrial unit, SPINFED will check the eligibility and veracity of facts concerning the claim and transmit one set of application with relevant documents indicating the date of production to the concerned authorities of EPF of the region within 7 days from the date of receipt of application and obtain the certificate of Employers contribution paid towards EPF for the period of claim in the format as at Annexure - D under intimation to the concerned unit.

9.6. If felt necessary / required, physical verification by committee consisting of Senior representatives of SPINFED, O/o the Directorate of Textiles, IPICOL / respective DIC shall be done at least once in 6 (six) months to ensure compliance to DPR commitments / quality parameters / employment, wages and salary which will render their eligibility for financial assistance under Odisha Apparel Policy 2016.

#### 10. Sanction:-

10.1 Sanction of eligible amount of incentive shall be accorded in the prescribed format as at Annexure- E, if found eligible and suitable within 20 working days by the Director of Textiles.

**11. Disbursement:**

11.1. Disbursement of sanctioned amount in full or part thereof shall be made by Director of Textile subject to availability of funds under the Scheme.

**12. Rejection:-**

12.1. In case of rejection of application, the reasons of rejection shall be communicated by SPINFED to the applicant unit as early as possible or within 25 working days of receipt of application from the claimant unit in the format prescribed at Annexure - 'F'.

**13. Miscellaneous:-**

13.1. SPINFED may inspect the apparel unit if felt necessary at any point of time with prior intimation to the units.

13.2. The Apparel Unit shall furnish its audited financial statements and other periodical statements of each financial year to the SPINFED / Director, Textiles, Odisha during the period of incentives.

13.3. The Apparel Unit that had availed incentive shall not shift location of the industry without prior approval of Director, Textiles.

13.4 Time limit prescribed in this guideline is of working days only.

**RELEASE OF INCENTIVES FOR APPAREL PARK**

1. **Short Title:** - Apparel guidelines for providing capital grant and interest free loan to Apparel Park to support quality infrastructure of Apparel Park under Odisha Apparel Policy 2016.
2. **Extent:-** It shall extend to whole of the State of Odisha
3. **Commencement:** - It shall come into force from their effective date of Odisha Apparel Policy 2016 w.e.f. dated 24.12.2016.
4. **Terms & Expression:** - Terms of expression used in this Apparel Guidelines but not specifically defined / explained here, shall have the same meaning as in Odisha Apparel Policy 2016.
5. **Policy provision:-**
  - (a) Capital grant of 20% of project cost of the park excluding cost of land, limited to maximum Rs.20 Cr. towards development of common infrastructure, common facilities and factory buildings if owned by SPV. (This incentive may be availed either from IPR-2015 or from this policy)
  - (b) Interest free loan up to 10% (subject to maximum limit of Rs.10 Cr.) of the project cost excluding cost of land. After a moratorium period of 2 years from date of disbursement of loan, SPV shall repay within five years @ minimum 20% per year with an option to pre-pay the loan.
6. **Eligibility:-** The assistance would be available to the SPVs promoted by the following participants who seek to, identify, conceptualize, finance, implement and manage Private Industrial Estates in the State:
  - (a) Manufacturing / Infrastructure companies
  - (b) Anchor Investors
  - (c) Industry associations having large number of regional and national memberships
  - (d) Group of enterprises
  - (e) Any other SPVs with track record of such development



7. **Time frame for filing application:** - Principal promoter of the proposed Park / SPVs can file their proposal duly completed to SPINFED for examining the techno financial feasibility aspects of the project. SPINFED shall send the same to IDCO through Director, Textiles with copy to Handlooms, Textiles & Handicrafts Deptt. Govt. of Odisha. IDCO will place the project for approval to the State Level Committee headed by Chief Secretary.

8. **A) release of Capital Grant:-**

i. First installment (10%) of the grant will be released to the SPV subject to SPV furnishing a bank guarantee of equal amount to the State Government with following conditions:-

- ✓ Certificate of Establishment of SPV
- ✓ Inclusion of one representative of Handlooms, Textiles & Handicrafts Deptt., Govt. of Odisha and Managing Director , SPINFED on the Board of Directors.
- ✓ Land in possession of the SPV
- ✓ Opening of escrow account in a nationalized bank
- ✓ Submission and acceptance of Detailed Project Report (DPR)
- ✓ Consent of financial institution / Bank for funding the project.
- ✓ Furnishing the Credentials of all stake holders of SPV.

ii. Second installment (15%) of the grant will be released to the SPV with following conditions:-

- ✓ Utilization Certificate for 1<sup>st</sup> installment.
- ✓ Details of equity contribution.
- ✓ Sanction letter for loan component, in case SPV is taking term loans.
- ✓ Award of contracts worth equivalent to at least 30% of the total project cost excluding the land cost.
- ✓ Availability of all statutory clearances necessary for commencement of the project, including water and electricity.
- ✓ The Bank guarantee given by the SPV will be returned upon sanction of second installment of grant.

- iii. Third installment of 25% of the grant shall be released after the utilization of the 2<sup>nd</sup> installment and after proportionate expenditure (i.e. 25% of the total SPV share from all sources) has been incurred by the SPV. Utilization Certificate (UC) of the 2<sup>nd</sup> installment shall be submitted by the SPV at the time of making claim for the 3<sup>rd</sup> installment.
- iv. Fourth installment of 25% of the grant shall be released after the utilization of the 3<sup>rd</sup> installment and after proportionate expenditure (i.e. 50% of the total SPV share from all sources) has been incurred by the SPV. Utilization Certificate (UC) of the 3<sup>rd</sup> installment shall be submitted by the SPV at the time of making claim for the 4<sup>th</sup> installment.
- v. Fifth installment of 25% of the grant shall be released after the successful completion of the project and after 50% of the units in Apparel Park starts their commercial production. Utilization Certificate (UC) of the 4<sup>th</sup> installment shall be submitted by the SPV at the time of making claim for the final installment.
- vi. All utilization certificates should be duly audited & certified by chartered accountant firms.
- vii. All interest earned on account of grant should be spent for the purpose for which the grant has been sanctioned, else it should be returned.

**B) Release of interest free loan:-**

- i. On application by SPV, 50% of interest free loan may be considered for release upon fulfillment of conditions for 1<sup>st</sup> installment of capital grant.
  - ii. On application by SPV, balance 50% of interest free loan may be considered for release upon fulfillment of conditions for 3<sup>rd</sup> installment of capital grant.
9. All the funds to be released by Director, Textiles, Odisha through online means subject to availability of funds.

**APPLICATION FOR  
SANCTION & DISBURSEMENT OF INCENTIVES UNDER ODISHA APPAREL POLICY 2016**  
(To be filed in triplicate by Apparel Enterprises).

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

(Strike  
out whichever is not applicable)

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

At/Po \_\_\_\_\_

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

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

(Location of the Apparel Unit)

To

The Managing Director,  
Orissa State Co-operative Spinning Mills Federation Ltd. (SPINFED),  
Bhubaneswar

Sub: Sanction & disbursement of Incentives under Odisha Apparel Policy 2016.

Sir,

In accordance with the provisions laid down in Odisha Apparel Policy 2016 and operational guidelines, the claim for Incentive of new apparel unit is submitted herewith for the period \_\_\_\_\_ with following particulars.

1	Address of Registered office	
2	Type of organization (Proprietorship / Partnership / Co-operative / Private Limited / Public Limited)	
3	Name of Proprietor / Managing Partner / Managing Director / Authorized Signatory	
4	EM-II/ IEM / L No. and date	
5	Name of the Financial Institution / Banks extended Term loan / Working capital loan (Specify the amount & date of sanction)	

Date of commencement of production							
Items of manufacture / activity		Item(s)		Quantity		Value	
8	Date of first fixed capital investment i.e. land / building / plant & machinery and balancing equipment						
9	Investment in Plant & machinery						
10	Employers' Registration No & Date of EPF authority						
11	Employment in Pay Roll (Total)						
Employees	Male	Female	Male (Domicile of Odisha)	Female (Domicile of Odisha)	Male (Non domicile)	Female (Non domicile)	Total
Unskilled							
Semiskilled							
Skilled							
Supervisory							
Managerial							
Total & percentage (%)							
12	Details of Employers contribution Paid towards EPF for the period of Dt.....to Dt.....			Male (In Rs. )			
				Female (In Rs. )			
				Male (Domicile of Odisha) (In Rs. )			
				Female (Domicile of Odisha) (In Rs. )			
				Male (Non domicile) (In Rs. )			
				Female (Non domicile) (In Rs. )			
				Total (In Rs. )			
13	Amount of Claim @ Rs 1500/- per person						
14	Bank Name & Account No						
15	IFSC code & MICR code of the bank						

s/o

at present

(designation) of M/S \_\_\_\_\_ (name of the Apparel unit) 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 Apparel Policy 2016 and its operational guidelines.

I hereby undertake to repay the incentive subsidy or any part thereof with penal interest as decided by the authority-

(i) If the information stated above 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.

(ii) If the Apparel unit 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.

I hereby certify that I / We/ the concerned promoter (S) have not defaulted to Banks / Development Financial Institutions / SIDBI / OSFC / IPICOL / Government and Government controlled agencies.

I furnish herewith a) Chartered Accountants audit status regarding claim and undertake to provide its audited financial statements and other periodical statements of each financial year to SPINFED / Directorate of Textile, Odisha during the period of incentives.

Copies of relevant documents in support of information / facts furnished above are self-attested and enclosed herewith.

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

Place-

Date-

Enclosure-

1.

2.

3.

# OPERATIONAL GUIDELINES FOR ODISHA APPAREL POLICY 2016

Annexure-B

## CHECK LIST

Copies of documents to be attached with the application shall be self-attested by Proprietor /

Managing Partner/Managing Director / Authorized Signatory

(Strike out whichever is not applicable)

1	Entrepreneurs Memorandum- II / IEM / Industrial License
2	Power of Attorney / Board Resolution / Society Resolution as applicable,, while signing as Partner / Managing Director / Authorized Signatory.
3	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
4	Document in support of date of first investment in fixed capital i.e land / building / plant & machinery and balancing equipment in respect of Original/ Expansion Modernization / Diversification
5	Approved DPR / Project Profile / Scheme -as the case may be
6	Certificate on Date of Commence of production
7	<b>Undertaking - Annexure- B1 ( In a separate sheet duly signed by the Proprietor/ Managing Partner / Managing Director / Authorized Signatory)</b>
8	<i>Consent to operate issued by OSPCB except for green category</i>
9	Documents in support of payment of Employers contribution towards EPF for the claim period
10	List of workers with full address and self certified domicile certificates.
11	Self certified copy of Aadhar card.
12	Pay Roll duly certified by the employer as proof of wage paid month wise online into individual workers' bank accounts
13	Copy of the online documents (Electronic Challan cum Return ECR) of EPFO reflecting amount deposited against the individual worker in the prescribed format of the EPFO.
14	Universal Account Number (UAN) which is the unique account number issued by EPFO to employees. This number Aadhar seeded and verified should be reflected.
15	Online bank receipt towards payment of monthly provident fund received at EPFO.
16	Undertaking that the wages under different categories as prescribed by Labour & Employment Department, Govt. of Odisha have been paid to the workers.

Date of commencement of production		Item(s)		Quantity	Value		
Items of manufacture / activity							
8	Date of first fixed capital investment i.e. land / building / plant & machinery and balancing equipment						
9	Investment in Plant & machinery						
10	Employers' Registration No & Date of EPF authority						
11	Employment in Pay Roll (Total)						
Employees	Male	Female	Male (Domicile of Odisha)	Female (Domicile of Odisha)	Male (Non domicile)	Female (Non domicile)	Total
Unskilled							
Semiskilled							
Skilled							
Supervisory							
Managerial							
Total & percentage (%)							
12	Details of Employers contribution Paid towards EPF for the period of Dt.....to Dt.....		Male (In Rs. )				
			Female (In Rs. )				
			Male (Domicile of Odisha) (In Rs. )				
			Female (Domicile of Odisha) (In Rs. )				
			Male (Non domicile) (In Rs. )				
			Female (Non domicile) (In Rs. )				
			Total (In Rs. )				
13	Amount of Claim @ Rs 1500/- per person						
14	Bank Name & Account No						
15	IFSC code & MICR code of the bank						

(designation) of M/S \_\_\_\_\_ (name of the Apparel unit) 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 Apparel Policy 2016 and its operational guidelines.

I hereby undertake to repay the incentive subsidy or any part thereof with penal interest as decided by the authority-

(i) If the information stated above 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.

(ii) If the Apparel unit 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.

I hereby certify that I / We/ the concerned promoter (S) have not defaulted to Banks / Development Financial Institutions / SIDBI / OSFC / IPICOL / Government and Government controlled agencies.

I furnish herewith a) Chartered Accountants audit status regarding claim and undertake to provide its audited financial statements and other periodical statements of each financial year to SPINFED / Directorate of Textile, Odisha during the period of incentives.

Copies of relevant documents in support of information / facts furnished above are self-attested and enclosed herewith.

Signature of Proprietor / Managing Partner/  
Managing Director / Authorized Signatory  
In full and on behalf of M/s-----

Place-

Date-

Enclosure-

1

2

3



**CHECK LIST**

Copies of documents to be attached with the application shall be self-attested by Proprietor /

Managing Partner/Managing Director / Authorized Signatory

(Strike out whichever is not applicable)

1	Entrepreneurs Memorandum- II / IEM / Industrial License
2	Power of Attorney / Board Resolution / Society Resolution as applicable,, while signing as Partner / Managing Director / Authorized Signatory.
3	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
4	Document in support of date of first investment in fixed capital i.e land / building / plant & machinery and balancing equipment in respect of Original/ Expansion Modernization / Diversification
5	Approved DPR / Project Profile / Scheme -as the case may be
6	Certificate on Date of Commence of production
7	Undertaking - Annexure- B1 ( In a separate sheet duly signed by the Proprietor/ Managing partner / Managing Director / Authorized Signatory)
8	Consent to operate issued by OSPCB except for green category
9	Documents in support of payment of Employers contribution towards EPF for the claim period
10	List of workers with full address and self certified domicile certificates.
11	Self certified copy of Aadhar card.
12	Pay Roll duly certified by the employer as proof of wage paid month wise online into individual workers' bank accounts
13	Copy of the online documents (Electronic Challan cum Return ECR) of EPFO reflecting amount deposited against the individual worker in the prescribed format of the EPFO. .
14	Universal Account Number (UAN) which is the unique account number issued by EPFO to employees. This number Aadhar seeded and verified should be reflected.
15	Online bank receipt towards payment of monthly provident fund received at EPFO.
16	Undertaking that the wages under different categories as prescribed by Labour & Employment Department, Govt. of Odisha have been paid to the workers.

**UNDERTAKING**

(Strike out whichever is not applicable)

i) I / We shall abide by the terms and conditions prescribed under the provisions of Odisha Apparel Policy -2016 and its operational guidelines

ii) I / We shall repay the incentive Cost amount 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 it found to have been disbursed in excess of the amount actually admissible for whatsoever reason.

(b) If the Apparel unit 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..

(iii) I / we the promoters (S) have not defaulted to Banks / Financial Institutions /SIDBI/OSFC/IPICOL/Government and Government controlled agencies.

I/ We shall furnish its audited financial statements and other periodical statements of each financial year to the SPINFED during the period of incentives.

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

Date.

Annexure-C

(FOR OFFICE USE)

Office of the Orissa State Co-operative Spinning Mills Federation Ltd.  
(SPINFED),

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

**Acknowledgement**

(To be issued by authorized officer / Managing Director, SPINFED on the day of receipt)  
(Strike out whichever is not applicable)

To

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

Received the application for sanction & disbursement of Incentive Subsidy under Odisha  
apparel Policy, 2016 along with documents mentioned below for the period \_\_\_\_\_ from M/s \_\_\_\_\_  
At/PO \_\_\_\_\_ Dist. \_\_\_\_\_ on dt. \_\_\_\_\_ through post / person.

List of documents

- 1.
- 2.
- 3.

Signature of authorized officer /  
Managing Director, SPINFED  
with seal & date \_\_\_\_\_

Annexure-C

(TO BE DISPATCHED TO THE APPLICANT)

Office of the Orissa State Co-operative Spinning  
Mills Federation Ltd. (SPINFED),

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

To

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

Received the application for sanction & disbursement of Incentive Subsidy under Odisha  
apparel Policy, 2016 along with documents mentioned below for the period \_\_\_\_\_ from M/s \_\_\_\_\_  
At/PO \_\_\_\_\_ Dist. \_\_\_\_\_ on dt. \_\_\_\_\_ through post / person.

List of documents

- 1.

Signature of authorized officer /  
Managing Director, SPINFED  
with seal & date \_\_\_\_\_