

Operational Guidelines for Mukhya Mantri Swawlamban Yojna,

2019

Following operational guidelines will be applicable for implementation of Mukhya Mantri Swawlamban Yojna 2019 notified vide No. Ind-A(F)2-1/2018/Loose dated 23rd February, 2019.

1. For claiming investment subsidy @ 25%/ 30% (only for women) under the scheme.

1.1 For manufacturing sector: Investment subsidy can be claimed on plant & machinery and technical Civil works(should not exceed 25% of total investment) by Himachali Bonafide Youth of the age 18 to 45 years (at the time of application) and up to a maximum investment ceiling of Rs. 40 Lakh in plant & machinery or equipments with total project cost not exceeding Rs. 60 Lakh.

1.2 For service sector / trade/shop (as defined in the scheme):

Investment in plant & machinery will include the cost of construction of building and all other durable physical assets basic for running of that particular service industry and excludes cost of land and consumable, disposable or any other item charged to revenue up to a maximum ceiling of Rs. 40 Lakh in plant & machinery (or equipment) with total project cost not exceeding Rs. 60 Lakh (including working capital).

1.3 The unit will submit application online on www.emerginghimachal.hp.gov.in alongwith copy of Aadhar Card, Bonafide Himachali certificate(s) and brief profile of the project to be undertaken including land details.

- 1.4 After the approval of project by District Level Committee the approval letter would be issued online by the Member Secretary of District Level Committee as per **Annexure 'A'**.
- 1.5 The enterprise would then apply for capital investment subsidy to the concerned General Manager, District Industries Centre after the loan is disbursed by the bank on **Annexure 'B'** attached with the guidelines along with physical inspection report by the bank, undertaking and certified engineers certificate as per **Annexure BI, BII and BIII** attached with these guidelines.
- 1.6 The concerned GM DIC would issue sanction order as per **Annexure 'C'** after the approval of Chairman, District Level Committee.
- 1.7 Final Physical verification of establishment and working status of units will be done by the District Industries Centre and annual report about the functioning of the units would be submitted to the Director of Industries by the DIC concerned for three years after COP as per **Annexure 'D'**
- 1.8 Plant & machinery for which payment has been made in cash would not be eligible for consideration of subsidy.

2. For claiming admissible interest subsidy and actual fee/expenses incurred on payment of guarantee fee of CGTMSE of Govt. of India.

- 2.1 Interest subsidy @ 5% for 3 years on loan up to Rs. 40 lakh sanctioned by financial institution as defined in the notification would be admissible to eligible industrial units. The State Government will

reimburse actual fee/expenses incurred on payment of guarantee fee of Credit Guarantee Fund Trust for Micro & Small enterprises (CGTMSE) of Government of India to provide collateral free loans under the Scheme. The reimbursement would be made on yearly basis by the concerned JDI/DDI/GM, DIC on the basis of the demand raised by the bank to be credited in the loan account of respective borrowers.

2.2 After the unit has filed Udyog Aadhar Memorandum and is also verified by the concerned Joint Director of Industries/ Dy. Director of Industries, General Manager, District Industries Centre/ Member Secretary, Single Window Clearance Agency certifying the date of commencement of commercial production, the unit would apply for grant of interest subsidy and reimbursement of credit guarantee fee on the format **Annexure 'E'** attached with the operational guidelines.

2.3 Interest subsidy would be calculated as follows:-

Firstly, interest charged on amount of total term loan for one year after sanction of loan would be calculated (upto max of Rs. 40 lakh of loan). In case term loan amount is less than Rs. 40 lakh, Interest charged on working capital for one year after sanction of loan (for the remaining amount of working capital as on the last day of one year after loan is sanctioned).

Illustration:-

- I. Date of sanction of loan- 01.04.2019
- II. Term loan availed (as per sanction order)- Rs. 30 lakh.

- III. Annual Interest on Rs. 30 lakh @---% on term loan from-
01.04.2019 to 31.03.2020= Rs. X
- IV. Working Capital availed as on 31.03.2020- Rs. 30 lakh.
- V. Remaining amount of working capital eligible for interest
subsidy= 40-30 (Maximum limit(II) above)= Rs. 10 lakh.
- VI. Annual Amount of interest @----on working capital amount of
Rs. 10 lakh as charged by the bank= Rs. Y

Eligible Interest Subsidy= Rs.X+ Rs.Y

Note:- II+IV should not exceed Rs. 60 lakh.

- 2.4 The verification/ recommendations of Joint Director of Industries/ Dy.
Director of Industries, General Manager, District Industries Centre/
Member Secretary, Single Window Clearance Agency concerned all
to be recorded on the application form 'E' and certificate of bank/
financial institutions as per **Annexure 'E-I'** are also to be submitted
along with the application form to the concerned Joint Director of
Industries/ Dy. Director of Industries, General Manager, District
Industries Centre after the unit comes into commercial production.
- 2.5 The Joint Director of Industries/ Dy. Director of Industries, General
Manager, District Industries Centre will be the sanctioning authority
for subsidy provided under the scheme.
- 2.6 Sanction order for release of interest subsidy and credit guarantee
fee would be issued by the concerned GM, DIC at **Annexure 'F'** of
the operational guidelines.
- 2.7 Physical verification of establishment and working status of units will

be done by the District Industries Centre and annual report about the functioning of the units would be submitted to the Director of Industries by the DIC concerned for three years after COP as per **Annuxure 'D'**.

Approval letter under Mukhya Mantri Swavlamban Yojna

Registration ID : _____ **Registration Date** _____

The District Level Committee (DLC) constituted under the Mukhya Mantri Swavlamban Yojna, 2019 vide No. Ind-A(F)2-1/2018/Loose dated 23rd February, 2019 of District _____ in its -----meeting held on -----has approved in principle the project proposal of Sh./M/s----- address-----phone/mobile number----- for the setting up of _____ (activity). The DLC approved parameters of the project are as under:

Details of Project Cost	Amount (Rs.)	Means of Finance	Amount (Rs.)
A)Capital Expenditure:-			
(i) Land		Own Contribution (min @10%)	
(ii) Building :			
a) Technical Civil Works			
b) Other Civil Works			
(iii) Machinery/Equipment		Term Loan	
(iv) Durable Physical Assets			
(v) Other Fixed Assets			
B) Working Capital			
		Working Capital	
		Others (Please Specify)	
Total:		Total	

The unit is also eligible for the following approvals/additional incentives under the Scheme:-

1. To apply for allotment of land (if available) in Industrial Areas/ Industrial Estates or Government land, as the case may be, to the concerned agencies.
2. To get the proposal appraised from the Financial institution for providing loan for setting up of the enterprise.

3. To apply for land related incentives as available under this scheme to the concerned agencies.
4. Interest Subsidy @5% for three years on loan upto Rs. 40 lakh sanctioned by a 'Financial institution'.
5. Reimbursement of CGTSME fee to the bank for repayment period of 5-7 years as decided by the bank.
6. The investment subsidy would be sanctioned after verification of UAM/ bills /vouchers of equipments and other such conditions as per MMSY, 2019.
7. The enterprise should commence commercial production within 6 months for service trade and shop activities and within one year for manufacturing enterprises.
8. The units would also be eligible for grant of incentives as specified under "Rules Regarding Grant of Incentives, Concessions and facilities to industrial Units in Himachal Pradesh, 2004 "as amended from time to time, but incentive will not be available for the same component twice.

Note: Plant and Machinery (including construction, physical durable assets for service/trade/shop enterprises) for which payment has been made in cash would not be eligible for subsidy.

General Manager
District Industries Centre

Endst No

Copy to the following for information and further necessary action :

- 1. The District coordinator,-----concerned bank**
- 2. The Branch manager-----bank,----- (address**
- 3. The Extension officer (Industries)-----block**
- 4. M/s/Sh-----concerned unit with a request to contact the concerned bank for further action in this matter**
- 5. Guard file**

Annexure-B

(THROUGH THE FINANCING BANK'S NODAL BRANCH)

**To
General Manager,
Distt. Industries Centre,**

**Sub: Subsidy claim form under Mukhya Mantri Swavlamban
Yojana (MMSY)**

Sir,

I/We.....Son / daughter / wife of.....
Proprietor/Authorized Signatory of M/s..... hereby inform that an
Manufacturing/Service/Trade/Shop project has been sanctioned and disbursed
in my/our favour under the MMSY Scheme by (Name
of the Financing Bank) Tehsil..... District _____, Himachal
Pradesh, as per details given below:-

Details of Project Cost	Amount (Rs.)	Means of Finance	Amount (Rs.)
A)Capital Expenditure:-			
(vi) Land		Own Contribution (min @10%)	
(vii) Building :			
c) Technical Civil Works			
d) Other Civil Works			
(viii) Machinery/Equipment		Term Loan	
(ix) Durable Physical Assets			
(x) Other Fixed Assets			
B) Working Capital		Working Capital	
		Others (Please Specify)	
Total:		Total	

**Seal and stamp of
the bank along with
date**

**(Signature of the
beneficiary)**

**Name & Address of
the Beneficiary.**

- The following documents are enclosed for your reference please:
1. Bank Sanction letter with term Loan Account Statement.
 2. Bills of the Machinery/Equipment/Constructions/Physical Durable Assets purchased through registered supplier having a valid GST number for which payment has been made through electronic mode only.
 3. Details of the Physical Inspection Report and bank's transient Account Number (along with IFSC) for Disbursement of subsidy. Annexure-B-I.
 4. Undertaking on the prescribed Performa as required under the scheme, Annexure-B-II.
 5. Certificate from Civil Engineers as per Annexure-B-III.

For office use only

Physical verification report of Extension Officer (Industries)/EI/IPO/ Manager concerned (to be decided by the Concerned GM, DIC)

It is verified that I visited the unit M/s _____ on _____(date) & Physically verified the following.

A) Details of Plant & Machinery/Physical durable assets at Site:-

Sr. No.	Items	Bill No. & Date	Amount

{Photocopy of Bills to be verified by inspecting officer with Stamp & Signature}

B) Details of Technical civil works/other civil works eligible for subsidy as certified by the certified/empanelled (with any Govt. agency)/any Govt. Engineer.

Sr. No.	Items	Bill No. & Date	Amount

Photocopy of Bills to be verified by inspecting officer with Stamp & Signature}

It is recommended that investment subsidy @ of 25%/30% (as the case may be) amounting to Rs. _____(Amount in Words) under MMSY on the basis of actual eligible investment may be sanctioned.

Signature and Stamp of
Inspecting officer

Annexure-B-I

Physical Inspection Report

This bank has financed a loan under Mukhya Mantri Swavlamban Yojna of M/s.....,Address..... Distt. HP for Rs...../- and% of Project cost of Rs..... /- has been given as margin money by the beneficiary. Total Project cost comes to Rs...../- The unit has been inspected and found in operation/working. Details of Equipment(s)/Plant & Machinery/Physical durable assets/Construction activity/Technical civil works is as under:

Sr. No	Items	Bill No. & Date	Mode of payment (Cheque/DD/RTGS/N EFT/other mode	(Cheque/DD/RTGS/ NEFT/other mode) Number
1.				
2.				
3.				
4.				
5.				

(Details of all the items claimed for subsidy should be entered above)

Hence it is recommended that a investment subsidy under MMSY may be issued in the name of Unit at the earliest in the Parking Account/ Bank Account of our Bank having A/c No..... IFSC Code..... Branch.....

(Seal & Stamp)
Branch Manager

(Seal & Stamp)
Inspecting officer

Performa for undertaking to be given by the beneficiary under Mukhya Mantri Swavlamban Yojna.

In compliance with the Department of Industries, H.P, Notification No. Ind.-A(F) 2-1/2018, Rule 5 (a) & 5(b) dated 23.02.2019, I/We_____ Proprietor/Authorized signatory of M/s----- (name & address of the unit) hereby declares that in the event of any objection (recorded and communicated in writing) by the Department of Industries with reference to capital subsidy under Mukhya Mantri Swavlamban Yojna, I will have no objection if the bank refunds the subsidy kept in TDR for 3 years to the Department of Industries, H.P. I further understand that the Investment subsidy released by the Department of Industries, H.P. in reference to my project will be kept in Term Deposit Receipt (TDR) by the bank and is subject to my unit financed under Mukhya Mantri Swavlamban Yojna remaining in commercial production for at least 3 years from the Date of commercial production. The subsidy may be released only after physical verification of the unit by the office of General Manager, DIC after completion of 03 years. Government land/Plot/Shop/Shed leased out to the unit such land would be immediately resumed by Government and penalty would be imposed on the premium (prevalent at the time of allotment) @ 12%penal interest from the date of leasing out till the payment is made. If State Government/Financial Institutions concerned is satisfied that the subside or grant to an industrial unit has been obtained by misrepresenting an essential fact, furnishing of false information or if the unit goes out the commercial production/operation within 3 years after commencement of Commercial Production the unit would be liable to refund the grant or subsidy after being given an opportunity of being heard failing which recovery would be made as arrears of Land Revenue.

(Name & Signature of the beneficiary)
Name & Address of the Beneficiary Unit with Seal/Stamp

Annexure-B-III

Engineers Certificate by the certified/empanelled (with any Govt. agency)/any Govt. Engineer

I hereby certify that M/s _____(Name & Full Address of unit) the estimated Technical Civil Works is amounting to Rs._____ and is not more than 25% of total investment that is Rs._____. The Non technical civil Works amounting to Rs._____ for the _____(Activity) as approved by the District Level Committee. The detail of investment is as under:-

Sr. No.	Item Description (cost of building only excluding land)	Amount (in Rs.)
1.	Technical Civil Works	
	1.	
	2.	
Total		
2.	Non Technical Civil Works	
	1.	
	2.	
Total		
Other cost		
Grand Total		

Name,Signature and Stamp

Annexure-C

No.-----

Office of the General Manager,

Distt. Industries Centre, -----,

Distt.-----, H.P.

Dated:

Office Order

Consequent upon the Notification No. Ind-A(F)-2-1/2018-Loose dated 23.02.2019 vide which the Mukhya Mantri Swavalamban Yojna-2019 was notified and in exercise of power vested in me sanction is hereby accorded for Rs...../-(.....in words) on account of investment subsidy under Mukhya Mantri Swawlamban Yojna (MMSY) in favour of M/s..... (details given below) payable through Branch Manager, Bank,..... (Branch), District H.P, having transient bank account No..... having IFSC Code No.....

Sr. No.	Name of applicant(s)	Name of the Project	Eligible cost of plant and Machinery					Investment Subsidy @25% or 30% of eligible Plant & Machinery	
			Manufacturing (Amount in Rs.)			Service/Trade/Shop (Amount in Rs.)			
			Plant & Machinery	Technical Civil Works	Total	Building/ Civil work	Physical durable assets & others eligible Equipments		Total
1.									

The expenditure thus involved will be debitable in Major Head 2851-Village and Small Industries 00-800-Other Expenditure 10- MUKHYA MANTRI SWAVLAMBAN YOJNA Soon (20-OTHCHG) for the current financial year.This has the approval of the Chairman, District Level Committee in its -----meeting held on------(date)

General Manager,
Distt. Industries Centre,
-----.

Endst. No.- as above-

Copy to the following for information and necessary action:-

1. The Accountant General (Audit) H.P. Shimla-171003.
2. The Distt. Treasury Office, Distt. -----.
3. Concerned Bank for information and the request to intimate this office regarding the receipt of the aforesaid amount along with the details of the TDR formed for the same.
4. Concerned Beneficiary as above.
5. The Accountant -cum- Cashier, DIC, -----.

6. Guard File copy.

General Manager, Distt. Industries Centre,

Final Physical Verification Report

It is verified that I _____ have visited M/s _____ (name and address) of unit on _____ and found that the unit is working since _____ (the date of commencement of commercial production) till the date of inspection i.e. _____ /not working since _____ till the date of inspection i.e. _____. The unit is working/not working satisfactorily and these are running/not running for the activities which were approved by the District Level Committee in its meeting held on _____.

General Manager, DIC _____
(His authorized representative
not below the rank of EI)

Note in case of representative the report has to be countersigned by the General Manager concerned compulsorily

Annexure-E

**APPLICATION FORM FOR INTEREST SUBVENTION & CREDIT GURANTEE
FEE UNDER MUKHYA MANTRI SWAVALAMBAN YOJANA-2019**

.....**BANK**.....

DISTT.

**CLAIM PERIODTO..... (From the date of
disbursement of first installment /next to one year), for subsequent claims
exact period to be mentioned**

1.	Name and address of the Unit			
2.	Date of approval by DLC			
3.	Name, address & IFSC of the Bank from which unit has taken loan.			
4.	Name of the activity for which loan sanctioned & disbursed (manufacturing/service /trade) _____			
5.	Amount of loan sanctioned (Sanction letter to be attached)	Term loan	Working capital	Total
6.	Amount of loan disbursed (disbursal letter from bank to be attached) with date(s) of disbursement.	Term loan	Working capital	Total
7.	Amount of CCL availed (Attach the account statement duly verified by the bank)	Rs.		

8.	Investment in eligible plant & machinery and Technical Civil Work (not more than 25% of the total invest for manufacturing Sector; no such limit for service sector)	(Rs. In Lakh)		
9.	Investment in building & physical durable assets.			
10.	Total amount of Credit Guarantee fee paid during the claim period from the first date of disbursement of loan by the bank 1. 1 st year Rs..... 2. 2 nd year Rs..... 3. 3 rd year Rs..... 4. 4 rd year Rs..... 5. 5 th year Rs..... 6. 6 th year Rs..... 7. 7 th year Rs..... (as per period specified by the bank)			
11.	Date of Commencement of Commercial Production as per verified UAM			
12.	Verified UAM No. & Date (Copy to be attached)			
13.	Rate of Interest Charged by bank on	Term Loan	Working Capital	
14.	Total amount of Interest paid during claim period from the first date of disbursement of loan by the bank bank.(Please Tick) 1. 1 st year Rs..... (Claimed/Not Claimed) 2. 2 nd year Rs..... (Claimed/Not Claimed)			

	3. 3 rd year Rs..... (Claimed/Not Claimed)			
15.	Loan amount outstanding as on date of submission of eligible claim	Rs----		
16.	Amount of eligible interest subvention @ 5% during the claim period. (Certificate from the bank on the prescribed format to be attached)			
17.	Amount of eligible Credit Guarantee fee	Rs.		

1. This claim has never been filed earlier and the unit has not claimed subsidy from Industries Department any other Govt. Institution or banks for similar purpose. I/We will keep this unit in production for same activity (as approved under MMSY Scheme) at least for a period of three years from the date of Commencement of Commercial production i.e. from_____
2. No payment as claimed has been made in cash. In case it is found that subsidy or grant has been obtained by misrepresenting an essential fact, furnishing of false information or if the unit goes out of commercial production / operation within 03 years after commencement of Commercial Production the unit would be liable to refund the grant or subsidy after being given an opportunity of being heard failing which recovery would be made as arrears of Land Revenue.
3. Certified that the information given above is true and correct to the best of my knowledge and belief and nothing has been concealed there in.
4. Certificate of bank/financial institution as per annexure-E(I) is attached.

Signature of Applicant & Stamp

Verification/Recommendations of JDI/GM/MS of DIC. SWCA

It is certified that

1. The unit of M/sis in production w.e.f.....for -----activity and has verified UAM No. isdated..... The application for Rs..... as interest subsidy for a period..... and Rs..... as Credit Guarantee fee for the period w.e.f..... to..... is recommended to be released.
2. That the total project cost does not exceed Rs. 60 lakh.
3. In case later on, it is found that the interest subsidy has been obtained by misinterpreting an essential fact, furnishing of false information or if the unit goes out of production/operation with 3 years after COP, the unit will be liable to refund the grant/ subsidy/credit guarantee fee after being given an opportunity of being heard failing which recovery would be made as arrears of Land Revenue.

**JDI/GM/MS
DIC/SWCA.**

Annexure-E-I

CERTIFICATE OF THE BANK/FINANCIAL INSTITUTION

Certified that.....(Name of address of the unit) has been sanctioned term loan amounting to Rs.and working capital amounting to Rs..... was disbursed on for undertaking (Name of the activity) under Mukhya Mantri Swavalamban Yojana-2019 on the recommendations of DLC held on The unit is/ is not will full defaulter and has repaid loan as per payment reschedule. The unit has paid the Principal (Amount in Rs.) and interest During To (Claim period) as per the following details:

SR No.	Date of disbursement of 1 st installment	Date of completion of one year	Total amount disbursed during the above mentioned claim period	Principal Paid Rs.	Interest Paid Rs.		Default payment (If any) Rs.	Period of default Rs.	Penal interest charged on default payments Rs.
					Term Loan	Working Capital			
1.									
2.									
3.									
4.									
5.									

It is also certified that the unit has paid Interest amounting to Rs..... (Which does not include the penal interest on defaulted or rescheduled investments) during the claim period as mentioned above and is also covered/not covered under CGTMSE scheme. Unit has also paid Rs..... as CGTMSE fee for year..... The eligible amount of the interest subvention @ 5% is Rs.....and amount of Credit guarantee fee paid by the unit is Rs..... may be deposited in the bank's account No..... having IFSC and same will be further deposited in loan account of the beneficiary immediately .

Date:

Signature of the Branch Manager with Seal of the Bank

Annexure-F

No.-----

Office of the General Manager,

Distt. Industries Centre, -----,

Distt.-----, H.P.

Dated:

Office Order

Consequent upon the Notification No. Ind-A(F)-2-1/2018- Loose dated 23.02.2019 vide which the Mukhya Mantri Swavalamban Yojna-2019 was notified and in exercise of power vested in me vide the above said notification, sanction is hereby accorded of Rs...../- (.....in words) on account of interest subsidy and of Rs...../- (.....in words) on account of credit guarantee fee under Mukhya Mantri Swawlamban Yojna (MMSY) in favour of Sh..... (detail given below) payable through Branch Manager, Bank,..... (Branch), District H.P, having transient bank account No..... having IFSC Code No..... The unit came into commercial production on (date.....)

Sr. No	Name of applicant(s)	Name of the Project	Eligible interest subsidy (Amount in Rs.)		Eligible Credit Guarantee (Amount in Rs.)		Subsidy (Amount in Rs.)	
			1. Financial Year	Amt.	1. Financial Year	Amt.	Interest	Credit Guarantee Fee
					
			2. Year of claim		2. Year of claim			
			1 st / 2 nd /3 rd		1 st /2 nd / 3 rd /4 th / 5 th / 6 th / 7 th			
1.			Total					

The expenditure thus involved will be debitible in Major Head 2851-Village and Small Industries 00-800-Other Expenditure 10- MUKHYA MANTRI SWAVLAMBAN YOJNA soon (20-OTHCHG) for the current financial year.

General Manager,
Distt. Industries Centre,
Phone:

Endst. No.- as above-

Copy to the following for information and necessary action:-

1. The Accountant General (Audit) H.P. Shimla-171003.
2. The Distt. Treasury Office, Distt. -----.
3. Concerned Bank for information and the request to intimate this office regarding the receipt of the aforesaid amount along with the details of the TDR formed for the same. (A copy of scheme is emailed for reference).
4. Concerned Beneficiary as above.
5. The Accountant -cum- Cashier, DIC, -----.

6. File copy.

General Manager, Distt. Industries Centre,

Sample preliminary project report

Proposed name and address of the enterprise:-----

Name and address of the proprietor, all partners, all directors-----

Proposed Activity-----

Details of Project Cost	Amount (Rs.)	Means of Finance	Amount (Rs.)
A)Capital Expenditure:-			
(xi) Land		Own Contribution (min @10%)	
(xii) Building :			
e) Technical Civil Works			
f) Other Civil Works			
(xiii) Machinery/Equipment		Term Loan	
(xiv) Durable Physical Assets			
(xv) Other Fixed Assets			
B) Working Capital		Working Capital	
		Others (Please Specify)	
Total:		Total	

Signature of applicant