

Documents to be furnished by beneficiary unit to FDDI/CLRI office for disbursal of IDLS grant ...

Sl.no.	Details
1	Certified Copy of the technical appraisal (Letter of appraisal, Application, Approved M/c List, copy of Invoices and SSI registration certificate as mentioned in the IDLS 1 (submit original for verification)
2	Certified copy of the financial appraisal/ Loan sanction letter/s and the corresponding appraisal memorandum/s
3	Copy of DIPP Sanction letter duly acknowledged by proprietor/all the partners/Directors
4	Project completion Report (as per format enclosed)
5	Latest NOC from pollution control board (in case of tanneries)
6	Photo and signature attestation of the proprietor/ all the partners / Directors from its current account banker duly stamped
7	Self attested Identity proof of the promoter/ all the partners/ Directors – PAN card, Voter ID, Driving License. Self attested Residential proof of the promoter / all the partners / Directors – Telephone bill, Electricity bill. Certificate from banker.
8	If the present claim is Add-on, then kindly furnish IDLS-III from the date of release of previous claim.
9	PAN Card of Industrial Unit/Directors/Partners/ Proprietors (Self attested)
10	Sales Tax Registration Certificate (Self attested)
11	Constitution of the unit in case of Company/partnership unit-List of Board of Directors/Partners and Article of Memorandum of Association/Company Registration Certificate/Partnership deed (Self attested)
12	Constitution of the unit in case of Co-operative society- registration certificate from the joint registrar of Co-operative Society/Article of Memorandum of Association/resolution of the General body of Registration of the unit (Self attested)
13	Up to date balance sheet for last 2 years duly certified by a registered Chartered Accountant (self attested)
14	Land and Building – In case of own land; Purchase Deed/ Gift Deed/any other document to establish the ownership. (Self attested)
15	Land and Building – In case of industrial land allotted by Government/ Government agency: Deed of agreement/ Allotment Letter/Premium Payment Receipt
16	Land and Building – In case of Leasehold Land from private owner: Lease Deed Agreement (Self attested)
17	State Electricity Board/Power Department power sanction letter(Self attested)
18	Power Bills and receipt for a period of last 2 years or the period may be decided by AW
19	Detailed Project report (DPR)/ Techno Economic Feasibility Report (TEFR)(self attested)
20	Certificate/Affidavit that the claim is not sub-judice

21	Whether all transactions in respect of P&M/ project have been made through A/c payee Cheque/Demand Draft/RTGS etc. No cash payment is to be included in the claim.
22	Further it is said that the PIU should furnish a list of Plant & Machinery found eligible for assistance as per the list approved by the Steering Committee and referencing accordingly for ease of scrutiny. A certificate/affidavit should be obtained from the unit that it has not availed any grant/assistance for Central Government, State Government or any other agency for the same purpose. Terms such as expansion, add-on cases, replacement, etc. are required to be defined properly.

Specimen certificate/affidavit (sl no 20,21 and 22) is available for download at :

http://www.fddiindia.com/services-new/idls_index.html

**IDLS
Project Completion Report**

1. Name and office address of the unit
2. Location Factory and Address/s as per detail in IDLS form 1
3. Product Manufacture
4. Date of commencement of commercial production
5. PIU registration sanctions order number and date.
6. Details of the approved items acquired with invoice number and date
7. Cost of individual approved machine machines
8. Date of Payment (in full) of each item as per list.
9. Amount of Subsidy Sanction

For 6, 7 and 8 an annexure may be enclosed furnishing the detail together

Yours faithfully,
(Authorised Signatory)
Stamp

CERTIFICATE FORMAT FOR SL. NO.20

(In the letterhead of the unit)

Date:

CERTIFICATE

This has reference to the Sanction Letter No.....
dt..... issued by the Dept of Industrial Policy & Promotion, Ministry
of Commerce & Industry, Govt of India under which, an amount of Rs.
..... has been sanctioned to our unit as Investment Grant under the
Integrated Development of Leather Sector (IDLS) Scheme under ILDP.

This is to certify that the aforementioned proposal of Modernisation/Technology
Upgradation/ Expansion of Production Capacities in our unit, is not fraught in any legal
issues and the claim of investment grant is not subjudice in any court of law.

Signature :

Name of the Authorised signatory :

Designation :

Company Seal :

CERTIFICATE FORMAT FOR SL. NO.21

(In the letterhead of the unit)

Date:

CERTIFICATE

This has reference to the Sanction Letter No.....
dt..... issued by the Dept of Industrial Policy & Promotion, Ministry
of Commerce & Industry, Govt of India under which, an amount of Rs.
..... has been sanctioned to our unit as Investment Grant under the
Integrated Development of Leather Sector (IDLS) Scheme under ILDP.

This is to certify that all the transactions in the aforementioned proposal of
Modernisation/Technology Upgradation/ Expansion of Production Capacities in our unit,
have been made through A/c payee Cheque/Demand Draft/RTGS etc. No cash payment
is to be included in the claim.

Signature :

Name of the Authorised signatory :

Designation :

Company Seal :

CERTIFICATE FORMAT FOR SL. NO.22

(In the letterhead of the unit)

Date:

CERTIFICATE

This has reference to the Sanction Letter No.....
dt..... issued by the Dept of Industrial Policy & Promotion, Ministry
of Commerce & Industry, Govt of India under which, an amount of Rs.
..... has been sanctioned to our unit as Investment Grant under the
Integrated Development of Leather Sector (IDLS) Scheme under ILDP.

This is to certify that our unit has not availed any grant/assistance from Central
Government/State Government or any other agency for the same purpose i.e., for the
machinery involved in the aforementioned Sanction Letter.

Signature :

Name of the Authorised signatory :

Designation :

Company Seal :
