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PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

**GOVERNMENT OF WEST BENGAL**

**Department of Micro and Small Scale Enterprises and Textiles**

Memo No. 319/MSET/O/C-III/15S-12/2005

Dated 18th June, 2007

**NOTIFICATION**

WHEREAS the Governor is of the opinion that it is necessary and expedient to extend incentives for promotion of micro and small scale enterprises in the State;

NOW, THEREFORE, the Governor is hereby pleased to approve and sanction a new Incentive Scheme for the micro and small scale enterprises of the State as under :-

**1. Short Title.**

The Scheme may be called The West Bengal Incentive Scheme 2007 for Micro and Small Scale Enterprises (hereinafter referred to as WBIS 2007 for MSEs).

**2. Commencement and Duration.**

Unless specifically mentioned against the respective items of incentives sanctioned under the WBIS 2007 for MSEs, it comes into effect on and from the 1<sup>st</sup> Day of April, 2007 in the whole of West Bengal and shall remain in force for a period of five years ending on 31<sup>st</sup> March 2012.

**3. Definitions.**

In the WBIS 2007 for MSEs, unless the context otherwise requires.

- (i) "State Government" means the Government of West Bengal
- (ii) "Central Government" means the Government of India
- (iii) "DIC" means the District Industries Centre, which also includes the Sub-DIC.
- (iv) "State Financial Institution" means the West Bengal Financial Corporation.
- (v) "Authorised Agent" means the District Industries Centre, which will be the authority to scrutinize, verify and recommend the cases to the District Level Committee constituted by the Department of Micro and Small Scale Enterprises and Textiles for the purpose.
- (vi) "Unit"/ "Enterprise" means any industrial project in the micro and small scale enterprise sectors including industrial cooperatives and industrial self help groups, which has filed Entrepreneurs Memorandum in (Parts-I & II) with the DIC.

- (vii) "Micro Unit / Enterprise" means a unit as defined by the Government of India from time to time.
- (viii) "Small Scale Unit / Enterprise" means a unit as defined by the Government of India from time to time.
- (ix) "New Unit" means an industrial unit/enterprise in micro and small scale sector having investment in fixed capital assets which is established and commissioned by the entrepreneur for the manufacture of goods/products, in West Bengal for the first time on or after the 1<sup>st</sup> April 2007 and has filed Entrepreneurs Memorandum (Parts-I and / or II).
- (x) "Existing Industrial Unit" means an industrial unit/enterprise in the micro and small scale enterprise sector having investment in fixed capital assets which exists in West Bengal and manufactured goods for such unit, immediately before it starts commercial production in its expanded portion on or after the 1<sup>st</sup> April 2007.
- (xi) "Approved Project" means the industrial project of a unit in manufacturing for which eligibility certificate has been issued under WBIS 2007 for MSEs.
- (xii) "Approved Location" means any Industrial complex set up in the public or private sector in the State approved by the State or Central Government.
- (xiii) "Approved Industrial Complex" means any industrial complex set up in the public or private sector in the State or Central Government.
- (xiv) "Eligible Unit/Enterprise" means a unit/enterprise in the micro and small scale sectors which has filed Entrepreneurs Memorandum (Parts-I and/or II) and eligibility certificate has been issued by the DIC.
- (xv) "Expansion of Existing Unit/Enterprise" means expansion for the same item(s) of production within its existing approved capacity or for expansion for enlarged approved capacity or for manufacture of a new item with an approved capacity.

#### **Explanation – I.**

Such projects should be covered by appropriate approval of any Directorate under the Department of Micro and Small Scale Enterprises and Textiles, Government of West Bengal or concerned DIC or Small Industries Service Institute, Government of India.

#### **Explanation –II**

In the case of expansion of an existing unit, the fixed capital investment made or to be made on approved project shall increase the total value of the fixed capital investment of the unit by not less than 25% of the net value of fixed assets as on 01.04.2007. However, in respect of the units which are set up after 01.04.2007, such date will be the date immediately prior to the date on which the unit goes for expansion, other conditions remaining the same.

- (xvi) "Expanded Portion" means the portion expanded with additional capacity on or after 01.04.2007 with the approval of the State Government for manufacture of goods in West Bengal either in the existing location or in a different area.
- (xvii) "Fixed Capital Investment" means investment made in plant and machinery in an approved project of the eligible unit/enterprise on or after the 1<sup>st</sup> April, 2006 subject to other conditions laid down in paragraph 6 of the WBIS 2007 for MSEs.

#### **Explanation -I**

The "fixed capital investment" shall be calculated as follows:-

- (a) Plant and Machinery: It shall be calculated as follows:-

The cost of plant and machinery as erected at the approved location, including the cost of productive equipment such as jigs, moulds, etc and but excluding the cost of any second hand plant and machinery purchased and installed under hire purchase of agreement.

In case of plant and machinery taken on lease, the leasing fee/ charge shall be taken into account, for determining the fixed capital investment even if the rights and title to the goods do not pass on the lessee.

Plant and Machinery will include computer (Hardware only) where such computers are used exclusively for the purpose of manufacturing. In case of IT and Electronic Project, plant and machinery includes hardware.

**Explanation-II**

Advances paid to suppliers of plant and machinery for the approved project of the eligible unit or after 1<sup>st</sup> April 2006 may be taken into account in calculating the total fixed capital investment.

**Explanation-III**

In calculating the actual price of plant and machinery procured through West Bengal Small Industries Development Corporation Ltd. or National Small Industries Corporation Ltd, the interests, etc on the agreed instalments shall be excluded but the basic price including sales tax/VAT, excise duty and other taxes, etc shall be included for this purpose.

- (xviii) "Year" means, unless otherwise specially mentioned / stated and not repugnant to the context, the financial year commencing from the 1<sup>st</sup> April and ending on 31<sup>st</sup> March following.
- (xix) "Factory" means any premises including the precincts thereof :
- Wherein ten or more workers are working or were working in any part of which a manufacturing process is being carried out with the aid of power or is ordinarily so carried on, Or
  - Wherein twenty or more workers are working or were working on any of the preceding twelve months and in any of which a manufacturing process is being carried on without the aid of power or is ordinarily so carried on but does not include a mine, subject to the operation of the Mines Act, 1952 (35 of 1952) or a railways running shed.
  - "Factory Worker" means a person employed, directly or through any agency, whether for wages or not, in any manufacturing process for cleaning any part of the machinery or equipment or premises used for manufacturing process or in any other kind of work incidental to or connected with the manufacturing process on the subject of manufacturing process.
- (xx) "Special Economic Zone" would mean an area notified by the Government of India.

**4. Applicability of WBIS 2007 for MSEs.**

- 4.1 The WBIS 2007 for MSEs shall be applicable to all micro and small scale enterprises in the manufacturing sectors to be set up and also expansion projects of existing units/enterprises on or after 1<sup>st</sup> April 2007. The units may be in the private sector, cooperative sector, joint sector as also companies/undertakings owned and managed by the State Government and the Industrial SHGs.

**5. Non-applicability of WBIS 2007 for MSEs.**

- 5.1 The WBIS 2007 for MSEs shall not be applicable to those industrial projects/enterprises that have been registered for and have been sanctioned incentives under any previous scheme. These will continue to be governed by the provisions of the registration and sanctions already issued under the respective Schemes.

Provided that for projects which have been registered and for which eligibility certificate has been issued in terms of the West Bengal Incentive Scheme 2004 but no disbursement of incentive has been made and it has commenced commercial production after 01.04.2007, the unit concerned may opt for coming under WBIS 2007 for MSEs if the project otherwise fulfils the terms and conditions under the Scheme.

Provided further that for the project which had been registered and for which eligibility certificates had been issued in terms of West Bengal Incentive Scheme 2000 but no disbursement of any of the benefits under that Scheme had been made and it has commenced commercial production after 01.04.2007, the unit may opt for coming under WBIS 2007 for MSEs, if the project otherwise fulfils the terms and conditions under the Scheme.

**6. Eligibility criteria for incentives under WBIS 2007 for MSEs.**

- 6.1 Any industrial unit/enterprise in the micro and small scale shall be eligible for incentives under this scheme subject to the fulfillment of the conditions specified below:-
- The unit (manufacturing) in the micro sector and small scale sector shall file Entrepreneurs Memorandum (Parts I and/or II).
  - The project is covered by a detailed feasibility report/ project prepared for the purpose.
  - Eligibility Certificate shall be issued by the General Manager of District Industries Centre.
  - The project has been approved and sanctioned by the Central Financial Institution or the Commercial Banks or the State Financial Institutions, as the case may be. In the case of projects with arrangement of finance from own resources, issue of eligibility certificate shall be considered provided the DIC is satisfied about the arrangement of such finance.

(v) Industrial cooperatives, undertakings, assisted by KVIC or WBKVIB as well as the undertakings set up under different self-employment schemes receiving benefits in respect of any of the items specified under this Scheme shall also be eligible to get the benefit of other items only under this scheme.

6.2 (i) For the benefit of subsidy for conversion to piped gas and for gas charges, an existing unit shall be required to obtain a certificate of expenditure approved by the Greater Calcutta Gas Supply Corporation Ltd.

(ii) For the benefit of subsidy for installation of plant facilities for use of piped gas and for gas charges, a new unit expansion project of an existing unit shall be required to obtain a certificate of expenditure approved by the Greater Calcutta Gas Supply Corporation Ltd.

6.3 The Unit will make applications in prescribed forms to the General Manager of District Industries Centre on commencement of commercial production, praying for release of incentives under the Scheme and for registering the unit with DIC under WBIS 2007 for MSES.

## 7. Classification of developed areas and backward areas.

7.1 For the purpose of determination of types and quantum of incentive available under this scheme for the approved projects, according to their locations, the State shall be classified into the following groups:-

**Group-A Area :** Kolkata Municipal corporation (KMDA Area)

**Group-B Area :** North 24 Parganas (excluding the area under the jurisdiction of Kolkata Municipal Corporation and the Sundarban area), South 24 Parganas (excluding the area under the jurisdiction of Kolkata Municipal Corporation and the Sundarban area), Howrah, Hooghly, Burdwan, Nadia and Purba Medinipur districts.

**Group-C Area :** Murshidabad, Birbhum, Malda, Jalpaiguri and Darjeeling districts.

**Group-D Area :** Purulia, Bankura, Paschim Medinipur, Uttar Dinajpur, Dakshin Dinajpur, Cooch Behar and Sundarban Areas of South and North 24 Parganas districts.

7.2 No incentive will be granted to any unit/ enterprise set up in the area under Group A except to the extent provided in this Scheme.

## 8. State Capital Investment Subsidy

8.1 An eligible micro unit/enterprise in the manufacturing sector, located in Group-B area and set up on or after 1<sup>st</sup> April 2007 will be entitled to State Capital Investment subsidy @ 25% of the Fixed Capital Investment.

8.2 An eligible micro unit/enterprise in the manufacturing sector, located in Group-C area and set up on or after 1<sup>st</sup> April 2007 will be entitled to State Capital Investment subsidy @ 30% of the Fixed Capital Investment.

8.3 An eligible micro unit/enterprise in the manufacturing sector, located in Group-D area and set up on or after 1<sup>st</sup> April 2007 will be entitled to State Capital Investment subsidy @ 35% of the Fixed Capital Investment.

8.4 An eligible small scale unit/enterprise in the manufacturing sector located in Group-B area and set up on or after 1<sup>st</sup> April 2007 will be entitled to State Capital Investment subsidy @ 15% of the Fixed Capital Investment.

8.5 An eligible small scale unit/enterprise in the manufacturing sector, located in Group-C area and set up on or after 1<sup>st</sup> April 2007 will be entitled to State Capital Investment subsidy @ 17% of the Fixed Capital Investment.

8.6 An eligible small scale unit/enterprise in the manufacturing sector, located in Group-D area and set up on or after 1<sup>st</sup> April 2007 will be entitled to State Capital Investment subsidy @ 20% of the Fixed Capital Investment.

## 9. Interest Subsidy

9.1 An eligible micro unit/enterprise for its approved project will be entitled to interest subsidy to the extent of 30% of the annual interest liability on the term loan borrowed from a Commercial Bank/Financial Institution, for implementation of the approved project depending on the location of the unit/enterprise as follows :-

- |                   |   |           |
|-------------------|---|-----------|
| i) Group B area   | - | 6 years   |
| ii) Group C area  | - | 8 years   |
| iii) Group D area | - | 10 years. |

9.2 An eligible small scale unit/enterprise for its approved project will be entitled to interest subsidy to the extent of 25% of the annual interest liability on the term loan borrowed from a Commercial Bank / Financial Institutions, for implementation of the approved project depending on the location of the unit/enterprise as follows :-

- i) Group B area - 6 years
- ii) Group C area - 8 years
- iii) Group D area - 10 years.

9.3 The interest subsidy will be payable annually subject to submission of a statement / certificate by the lending Bank/Financial Institution to substantiate that the unit has paid the due interest to the institutions on the due dates. It is provided further that the interest paid on term loan as above for purchasing any second hand plant & machinery under hire purchase agreement shall not be taken into consideration for determining the eligible amount of interest subsidy.

#### **10. Waiver of Electricity Duty and Subsidy on Electricity Charges**

10.1 An eligible micro unit/enterprise for its approved project will be entitled to waiver of electricity duty on the electricity consumed for the production / operation activity for a period of 5 years from the date of commercial production/ operation.

10.2 An eligible small scale unit/enterprise for its approved project will be entitled to waiver of electricity duty on the electricity consumed for the production / operation activity for a period of 5 years from the date of commercial production/ operation

10.3 An eligible micro or small scale unit/enterprise will be entitled to reimbursement of electricity charges @30% of such charges paid by it for a period of 5 years from the date of commencement of production/operation.

#### **11. Incentive for generation of employment.**

11.1 An eligible micro unit/enterprise for its approved project will be entitled to reimbursement of 80% expenditure incurred by it for paying its contribution towards Employees State Insurance (ESI) and Employees Provident Fund (EPF) depending on the location of the unit as follows :

- i) Group B area - 6 years
- ii) Group C area - 8 years
- iii) Group D area - 10 years

Provided that the said unit/enterprise has recruited at least 30% of its employees from amongst the persons registered with the Employment Exchange of the State and that the Employment Exchange registration cards (original or attested photocopies) are produced at the time of claiming the incentive. The 'employee' will have the same meaning as defined under Employees Provident Fund and Miscellaneous Provisions Act 1952 and Employees State Insurance Act, 1948.

11.2 An eligible small scale unit/enterprise for its approved project will be entitled to reimbursement of 75% expenditure incurred by it for paying its contribution towards Employees State Insurance (ESI) and Employees Provident Fund (EPF) depending on the location of the unit as follows:-

- i) Group B area - 6 years
- ii) Group C area - 8 years
- iii) Group D area - 10 years

Provided that the said unit/enterprise has recruited at least 40% of its employees from amongst the persons registered with the Employment Exchanges of the State and that the Employment Exchange registration cards (original or attested photocopies) are produced at the time of claiming the incentive. The 'employee' will have the same meaning as defined under Employees Provident Fund and Miscellaneous Provisions Act 1952 and Employees State Insurance Act, 1948

#### **12 Refund of Stamp Duty and Registration Fee**

12.1 An eligible unit/enterprise irrespective of its location will be entitled to refund of stamp duty and registration fee paid by it for the purpose of registration of documents within the State relating to purchase /acquisition of land and buildings for setting up of the approved project at the following rates :-

- 1. Micro Enterprise - 75%
- 2. Small Scale Enterprise - 50%

- 12.2 Industrial Complex and Centres set up with infrastructural facilities will be entitled to refund of 60 % of stamp duty and registration fees paid by it for the first sale in relation to such complex and centre. The infrastructure facility must include the following items :- (i) Roads (ii) Water Supply (iii) Power (iv) Provision of solid waste disposal (v) Common Effluent Treatment Plant (vi) Drainage facility.

### 13. Subsidy for conversion for use of piped gas

- 13.1 An existing or new micro or small scale unit/enterprise, irrespective of its location, undertaking conversion for use of piped gas for manufacture/operation on or after 1<sup>st</sup> April 2007 will be eligible for subsidy equal to 80% of its investment for necessary conversion of furnace, etc. subject to a limit of Rs.10.0 lakh.
- 13.2 An existing or new micro or small scale unit/enterprise will be entitled to 25% of gas charges for gas used for a period of 6 years from the date of commercial supply of gas for commercial manufacture/operation of the unit.

### 14. Subsidy for quality improvement

- 14.1 An eligible micro or small scale unit/enterprise sector shall be reimbursed expenditure incurred for modernization of unit, installation of Pollution Control Device and for obtaining ISI/BSI certification/ISO 9000 / ISO 14001 from approved Institutions/Research Laboratories with or without expansion project at the following rates :-

- i) Micro unit / enterprise - 75% of expenditure incurred
- ii) Small scale unit/enterprise - 50% of expenditure incurred

The maximum amount of such reimbursement will be limited to Rs.5.0 lakh.

- 14.2 The modernization would mean addition to fixed capital investment with a view to increasing productivity of the unit/enterprise by (a) upgrading technology and/or process (b) energy saving (c) better material handling in the work place (d) recovery of scarce raw materials in accordance with the relevant schemes having prior approval of the agencies like the Directorates under Department of Micro and Small Scale Enterprises and Textiles, Government of West Bengal, West Bengal Small Industries Development Corporation Limited, National Small Industries Corporation Ltd and Small Industries Service Institute, Government of India.
- 14.3 For installation of pollution control device, the certificate from West Bengal Pollution Control Board shall have to be obtained and the ISI/ISO 9000/ ISO14001 certificate shall contain the name and address of the site/location certified, the scope of certification, certificate number, date of issue, period of validity/date of expiry, name, logo and number of the accreditation body/board.

### 15. Incentive for Patent Registration

- 15.1 A unit/enterprise which obtains patent for its products will get reimbursement of 50% of expenditure incurred for obtaining the patent, subject to a maximum of Rs. 7.5 lakh.

### 16. Additional incentive for micro and small scale unit/enterprise owned by women or SC / ST entrepreneurs/ Self Help Group.

- 16.1 An eligible micro and small scale unit/enterprise owned by women or SC/ST entrepreneurs/Self Help Group will be entitled to 10% additional incentives irrespective of their location, in respect of the incentive packages mentioned at paragraphs 8,9,10,3,11,12,13 and 14 of this Scheme.

### 17. Additional incentive for certain sectors.

- 17.1 A new eligible unit/enterprise in micro and small scale sector in the area of Information Technology (Software/Hardware), Electronics, Agro and Food Processing Industries, HPL Downstream Projects, Bio-technology, Jute Diversified Products, Agricultural implements, Hosiery, Handicrafts and Leather Goods Manufacturing located in Group 'A' shall be eligible to the same incentives as are normally admissible to a new unit in Group 'B' Area.

### Explanation-A

Agro and Food Processing Industries will include the manufacturing activities in micro and small scale sectors as detailed in **Annexure-I**. In case of any doubt or clarification about any item of manufacture, the matter may be referred to the Director of Food Processing Industries and Horticulture, whose decision will be final.

**Explanation-B**

In the Scheme, Information and Technology cover only software and hardware. The DICs may decide whether the project relates to computer hardware or computer software on the basis of technology assessment and project report and also taking into consideration under which NIC code number, EM Acknowledgment has been obtained. Clarification, if required in the matter, may be taken from the West Bengal Electronics Industries Development Corporation Limited.

**Explanation-C**

The DIC may examine the activities of a biotechnology unit/enterprise with reference to EM acknowledgement of the Article bearing NIC code number relating to biotechnology. Clarification with regard to biotechnology may be obtained from the Department of Science and Technology, Government of West Bengal or the West Bengal State Biotechnology Council, if it is so required.

**Explanation -D**

A project will be specified as Haldia Petrochemicals Ltd downstream only on the basis of a certificate issued to this effect by Haldia Petrochemicals Ltd. based on long term supply contract or MOU.

**Explanation-E**

Agriculture implements will mean the item detailed in **Annexure-II**. In case of any doubt, clarification with regard to the identification of agricultural implements may be taken from the Director of Agriculture, West Bengal.

**Explanation-F**

Diversified jute product will mean the items as detailed in **Annexure-III**. Clarification in this regard, if required, may be obtained from the Managing Director, Jute Manufactures Development Council.

**18. Incentive for approved expansion project of an existing unit.**

- 18.1 An existing micro or small scale unit/enterprise for its approved expansion project will be entitled to all the incentives under this Scheme subject to fulfillment of the conditions prescribed for the respective item for a new unit.

**19. Incentives for leather units both in the tanning and manufacturing sectors on relocation to Calcutta Leather Complex accompanied by modernization.**

- 19.1 An existing micro or small scale leather unit/enterprise, both in the tanning and manufacturing sector, which relocates to Calcutta Leather Complex, will be entitled to fixed capital investment subsidy if the relocation is accompanied by modernization. The quantum of subsidy will be 25% of fresh investment in plant and machinery.

**Explanation-I**

The existing micro or small scale leather unit/enterprise, both in the tanning and manufacturing sector, means those units/ enterprises which are/were functioning in Topsia, Tangra, Tiljala and Pagladanga areas of Kolkata and covered under W.P.No. 3727 of 1985 of Hon'ble Supreme Court of India.

20. The WBIS 2007 for MSEs will not be applicable to micro and small scale units/enterprises located in the Special Economic Zones set up in West Bengal except Phase-I Standard Designed Factory and Common Facility Building of Manikanchan SEZ.

21. No claim under WBIS 2007 for MSEs will be entertained if it is found that the concerned micro or small scale unit/enterprise has defaulted in the matter of payment of Sales Tax under the West Bengal Sales Tax Act, 1994, the Central Sales Tax Act 1956, the West Bengal Value Added Tax Act.

**22. Power to amend and/or relax**

Notwithstanding anything contained in any of the provisions of WBIS 2007 for MSEs, the State Government may at any time-

- (i) make any amendment to this Scheme or repeal it, but the commitments already made for an approved project shall not be affected by such amendments or repeal;
- (ii) make any relaxation in applying the provisions of this Scheme but shall be made on merits of the approved project in each case, as the State Government may consider necessary and appropriate.
- (iii) may issue instructions and guidelines to facilitate implementation, to remove anomalies and to clarify the interpretations of the provisions of this Scheme.

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**23. Repeal and Saving.**

- 23.1 The relevant provisions of the West Bengal Incentive Scheme, 2004 in respect of the incentives for the units in small scale industries sector shall stand repealed.
- 23.2 The benefits extended to the units/enterprises under any of the previous Incentive Schemes shall continue to be governed under the respective Schemes. The procedure of processing the cases for payment of incentives under the said Incentive Schemes shall be guided by the procedures laid down in Paragraph 6 of this Scheme. This is so necessary because under the Micro, Small & Medium Enterprises Development Act, 2006, there is no provision for registration of such industrial units.
- 23.3 In the event of West Bengal Sales Tax Act, 1994 and the West Bengal Value Added Tax Act being replaced by any other Act, the provisions of the Scheme will apply mutatis and mutandis even after the new Act come into force.

This scheme is issued with the concurrence of the Finance Department vide their U.O.No 287 Group-C dated.14.05.2007.

*By Order of the Governor*

*G. D. GAUTAMA*

*Principal Secretary to the Government of West Bengal*



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**ANNEXURE-I**

**Agro and Food Processing Industry/Enterprise will include the manufacturing activities in micro and small scale sectors as below:-**

- (a) Any processed product from fruits and vegetables including dehydrated fermented, canned, bottled, pouched, frozen fruits and vegetables, candy products.
- (b) Synthetic beverages, Ready-to-serve beverages, Beer, Vinegar, Mustard Sauce (Kasundi).
- (c) Spices powder, spices paste, spices oil and oleoresin
- (d) Biscuits, Bread, Confectionary, Ready-to-eat food, Lozenges, Chocolate, Candy
- (e) Snack food, Chanachur, Bhujia, Papad, Bari, Dhoka, Noodles, Cornflake.
- (f) Milk in pouch, Paneer, Yogurt, Sweetmeat, Icecream, Ethnic food from milk and cereal.
- (g) Canned, frozen and dehydrated fish and fish meat
- (h) Frozen and canned meat and meat products
- (i) Cereal processing and cereal-based products including Rice milling and rice products, Dal milling and products, Wheat milling and products, Iodized salt, Mineral water, Edible oil extraction, Soyabean processing including solvent extraction of essential oils or perfume bases from flowers.

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**ANNEXURE-II****List of Agriculture Implements**

1. Tractor of different Horse Power :
  - a) Cultivator
  - b) Disc Harrow
  - c) Disc Plough
  - d) Ridger
  - e) Scrapper
2. Power Tiller
3. Pedal Thresher of different types
4. Paddy Weedier
5. H.C.Sprayer
6. Knapsack Sprayer
7. Hand Rotary Duster
8. Hand Weel Doe
9. Hand Seed Drill
10. Groundnut De-corticator
11. Sprinkler
12. Power Paddy Thresher
13. Food Sprayer.

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**ANNEXURE-III****List of Jute Diversified Products**

1. Jute Carpets
2. Jute Luggage Bags other than normal Hessian Bags
3. Wall Hanging
4. Soft Luggage
5. Marketing Bags
6. Carpet Packing
7. Blended Fabrics
8. Union Fabrics
9. Laminated Jute Bags
10. Soil Saver
11. Poly Jute
12. Dyed Hessian
13. Cheek Fine
14. Jute Blended Poly Propylene Woven sacks
15. Jute Felt
16. Jute Matting
17. Jute sacks
18. Any other jute diversified products.

## ANNEXURE-IV

**Format for application for issue a Certificate showing the Sales  
Tax/VAT paid by the unit/enterprise during the year**

From ..... (Name of Unit/Enterprise)

..... (Address)

To : The Commissioner, Commercial Tax, West Bengal  
14, Beliaghata Road, Kolkata-700015.

Sir,

I am to request you to issue a Certificate to the General Manager/Officer In charge, District Industries Centre/ Sub-DIC under the West Bengal Incentives Scheme, 2007 for Micro and Small Scale Enterprises.

1. Name of the Unit and Address : .....
2. Name of the goods manufactured in West Bengal in his own unit. : .....
3. Sales Tax/VAT paid or goods at serial No.2 under the West Bengal Sales Tax Act, 1994/ West Bengal Value Added Tax Act for the year.
  - a) Tax paid on sales by it in respect of goods manufactured by the unit in West Bengal for the year : Rs .....(in figure)  
Rupees ..... (in words)
  - b) Central Sales Tax paid by it on sales in the course of inter State trade or commerce made from within West Bengal for the year : Rs.....(in figure)  
Rupees ..... (in words)
4. Name and Address of the dealer : .....
5. Name of the Bank with its branch name and bank account number through which the payment was made : .....
6. Registration Certificate Number of the dealer under WBST Act, 1994/WBV AT Act /CST Act,1956. ....
7. Code number of Entrepreneurs Memorandum/ Registration Certificate No. given by DIC .....
8. Eligibility Certificate Number of the dealer issued by DIC, .....

I duly verify that all the facts and figures furnished above are correct.

Signature with date and status

(Proprietor/Partner/Karta of /HUF/Managing Director/Director/Principal Officer)

Strike out whichever is not applicable

**Operational Procedures of West Bengal Incentive Scheme, 2007 for Micro and Small Scale Enterprises.**

1. An industrial/ enterprise in micro and small scale sector claiming to be eligible for incentives available under the West Bengal Incentive Scheme 2007 for Micro and Small Scale Enterprises shall submit an application to the General Manager/Officer in Charge of District Industries Centre/ Sub DIC for registration of the unit/enterprise in Form No. I annexed hereto. Any application submitted for registration under WBIS 2007 for MSEs for registration of any project shall be treated to be valid if submitted within the period of operation of the Scheme.
2. An industrial/enterprise in micro and small scale sectors applying for registration under WBIS 2007 for MSEs must file Entrepreneurs Memorandum (Parts-I and/or II) to be eligible to file such application for registration.
3. On receipt of application for registration of any project the DIC/Sub-DIC shall make, as expeditiously as possible scrutiny of /enquiry into the particulars furnished by the applicant/unit/enterprise and on being satisfied register the applicant unit/enterprise with a number and issue a certificate for registration.
4. The DIC/Sub DIC shall maintain a separate register mentioning the group to which the district belongs and also enter therein all relevant details in respect of the project, necessary to carry out the purposes of the said Scheme.
5. After registering the unit/enterprise, the General manger/Officer In charge of District industries Centre/ Sub DIC will issue Eligibility Certificate in favour of the said unit / enterprise. A copy of the Eligibility Certificate may be tabled, along with the relevant papers on the eligibility of the unit/enterprise under WBIS 2007 for MSEs before the District Level Committee for endorsement
6. A copy of the Eligibility Certificate may also be endorsed to the Director, Cottage and Small Scale Industries, West Bengal.
7. An eligible unit/enterprise, after receipt of the 'Eligibility Certificate' from the DIC/Sub DIC may apply for the incentives for which it may be entitled under the WBIS 2007 for MSEs in the following forms:-
  - (i) In Form II for State Capital Investment Subsidy.
  - (ii) In Form III for Interest Subsidy
  - (iii) In Form IV for Subsidy on Electricity Charges and in Form IVA for Waiver of Electricity Duty
  - (iv) In Form V for Employment Generation Subsidy
  - (v) In Form VI for Refund of Stamp Duty and Registration Fee
  - (vi) In Form VII for Subsidy for sanction for use of Piped gas
  - (vii) In Form VIII for Capital Investment Subsidy for relocating leather units.
  - (viii) In Form IX for Subsidy for Quality Improvement
  - (ix) In Form X for Incentive for Patent Registration
8. All existing Micro and Small Scale Enterprises, which were permanently registered with DIC/Sub-DIC, will be eligible for incentives under this scheme if the unit files Entrepreneurs Memorandum in Part-II.

**Form -I**

**Application of a Micro and Small Unit/ Enterprise for Eligibility Certificate under the West Bengal Incentive Scheme-2007 for Micro & Small Scale Enterprises**

**( To be submitted in Triplicate to the General Manager, District Industries Centre)**

1. (a) Name of the Applicant Unit : .....

.....

(b) Local Office Address .....

.....

.....

.....

.....

.....

Telephone No.

Fax No.

E-mail Address

(c) Address of the Registered .....

Office .....

.....

.....

(d) Name and Designation .....

of the contact person .....

.....

.....

Telephone No.

Fax No.

E-mail Address

.....

2. Whether the Project (against which the Application for Incentive Registration and issue of Eligibility Certificate is being made) is for

(please tick any)

(a) Establishment of a new unit

(b) Expansion project in the existing unit

(c) Expansion project in a new location

3. (a) Constitution

Private Ltd./Public Ltd./

(tick whichever is applicable)

Co-operative/Partnership/SHG/others

(b) Date of establishment/incorporation/

--	--	--	--	--	--	--	--

## 4. Location/address of the unit

## (A) Location of the Project against which Registration is sought.

Name of Location .....

.....

Police Station .....

Municipality/Block .....

.....

Post Office .....

District .....

Telephone No. ....

Fax No. ....

## (B) Location of other units (if any) in West Bengal

Location ..... District .....

Location ..... District .....

Location ..... District .....

Location ..... District .....

## 5. Project Cost.

## 5.1. New Scheme

(Rs. in lakh)			
Estimated cost		As approved by Banks / Financial Institutions Plant & Machinery	Investment already made on or after 01.04.2006
Engineering fees			
Preliminary and pre operative expenses			
Margin Money for working capital			
Total			

## 5.1.1. Means of Finance

(Rs. in lakh)		
Share Capital: Promoters/Financial Institutions/Public		
Term Loan: Financial Institutions/Banks		
Unsecured Loans		
Other (if any)		
Total		

## 5.2. Expansion Scheme

(Rs. in lakh)			
	Estimated cost	As approved by Banks/ Financial Institutions	Investment already made on or after 01.04.2006
Plant & Machinery			
Miscellaneous fixed assets			
Engineering fees			
Preliminary and pre operative expenses			
Margin Money for working capital			
Total			

## 5.2.1. Means of Finance

(Rs. in lakh)		
Share Capital: Promoters/Financial Institutions/Banks		
Term Loan: Financial Institutions/Banks		
Unsecured Loans		
Other (if any)		
Total		

6. Name of proposed item : Item of Annual Capacity  
(for which registration manufacture  
is sought)
- 6.1. In case of expansion by : Item of Annual Capacity  
manufacturing an manufacture  
existing item
- 6.2. In case of expansion by : Item of Existing Annual Capacity  
manufacturing an manufacture capacity  
existing item Total capacity –
7. Factory Registration No :
8. Power requirement (KVA)
9. Employment potential in : Managerial Factory Workers Other Workers  
the project
10. Whether the location conforms to WBPCB norms :
11. Category under which the project falls  Green  Orange  
(please tick)  Red  Special
12. Estimated daily requirement of water  
and source of supply



13. Specific incentives claimed for sanction under the West Bengal Incentive Scheme, 2004 (please tick) :

- |   |                          |
|---|--------------------------|
| (i) Capital Investment Subsidy                    | <input type="checkbox"/> |
| (ii) Interest Subsidy                             | <input type="checkbox"/> |
| (iii) Employment Generation Subsidy               | <input type="checkbox"/> |
| (iv) Waiver of Electricity Duty                   | <input type="checkbox"/> |
| (v) Refund of Stamp Duty and<br>Registration Fees | <input type="checkbox"/> |
| (vi) Other (if any)                               | <input type="checkbox"/> |

14. Whether the applicant was accorded Registration Certificate and Eligibility Certificate by the District Industries Centre (please tick) :

1971	<input type="checkbox"/>	/1978	<input type="checkbox"/>	/1983	<input type="checkbox"/>	/1989	<input type="checkbox"/>
/1993	<input type="checkbox"/>	/1999	<input type="checkbox"/>	/2000	<input type="checkbox"/>	/2004	<input type="checkbox"/>

If so,

- |   |   |
|---|---|
| (a) Date of filing EMC (Part : I and/or II)   | : |
| (b) DIC Registration Certificate Number & Date:                                       |   |
| (c) Eligibility Certificate Number & Date   | : |
| (d) Whether any incentive(s) has (have) been<br>obtained under the above Certificates | : |
| (e) Present status of the project(s) mentioned<br>under 16                            | : |

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**Declaration**

CERTIFIED that the statements made by us in the application are true to the best of my knowledge and belief.

We also undertake that the provisions of the Coastal Regulation Zone (CRZ), 1991 shall not be violated by implementation of the project(s) under this application.

Place :

Signature of the applicant

Date :

Name and status of the signatory

Seal of the Enterprise

Documents to be enclosed with the Application :

- (a) A copy of the Memorandum of Association and Articles of Association, authenticated by the Registrar of Companies (wherever applicable)
- (b) A statement on the names and addresses of the Directors/Partners/Owners of the Company /Members of Co-operative or Self-Help Group.
- (c) A Project Report, wherever necessary, including pollution control measures envisaged.
- (d) Photocopy of sanction letter from Financial Institutions/Banks sanctioning loan and other financial assistance, if any.
- (e) Copy of audited balance sheet for last 2 years (in case expansion project).
- (f) A list of plant and machinery required for the project, with value.
- (g) Existing manufacturing sector activities in West Bengal stating items, annual approved capacity, annual installed capacity, annual production during last 3 (three) years (in quality and value in Rs/lakh).

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For office use

File No	District	Date of receipt	Date of Application	Date of Issue

---

Sl. No.

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**FORM OF ELIGIBILITY CERTIFICATE**

To

.....  
 .....  
 .....

Having perused and examined your application and other connected papers, received under file no. .... on .....

your unit is found to be eligible to receive the following subsidy under the West Bengal Incentive Scheme 2007 for Micro & Small Scale Enterprises :-

Nature of Subsidy	Amount (Rs. in '000)
Capital Investment Subsidy	
Interest Subsidy	
Employment Generation Subsidy	
Waiver of Electricity Duty	
Refund of Stamp Duty and Registration Fee	
Others (Please specify)	
<b>TOTAL</b>	

Rupees in Words \_\_\_\_\_

Place :

General Manager/Officer In Charge

Date :

District Industries Centre/Sub DIC

Office Seal.

.....

**FORM-II****Application for Grant of State Capital Investment Subsidy under the WBIS 2007 for MSEs.**

To

The General Manager/Officer-In-Charge

District Industries Centre/Sub-DIC

Sir,

I ..... son of .....  
 Proprietor/Partner/Chairman/Managing Director/Director/Authorised Signatory, on behalf of the unit/enterprise known  
 as ..... hereby apply for grant of:-

- (i) State Capital Investment Subsidy of Rs..... under the existing terms and conditions of  
 WBIS 2007 for MSEs.

The necessary particulars are furnished below:-

- 1) No and date of Entrepreneurship Memorandum .....  
 (Parts I / II) filed with DIC/Sub DIC. ....
- 2) No and date of Registration Certificate issued  
 by DIC/Sub DIC under WBIS 2007 for MSEs. ....
- 3) No and date of Eligibility Certificate issued  
 by DIC/SubDIC. ....
- 4) Project Cost (Please attach statement showing the details).

Total Fixed Capital Investment	Approved Cost	Actuals
(i) Plant and Machinery		
(ii) Land.		
(iii) Building.		
TOTAL		

- 5) Means of finance

	Approved Cost	Actuals
(i) Equity Share Capital		
(ii) Preference Share Capital		
(iii) Term loans		
(iv) Unsecured loans		
(v) Internal cash accruals		
(vi) Others, if any		
TOTAL		

- 6) Details of fixed capital investment made under the following items:-

- (a) Plant & Machinery(new/existing)
- (i) Direct purchase
- (ii) On lease.

- 
- 7) Amount of State Capital Investment  
Subsidy claimed in terms of the provisions  
Of the Scheme.
- 8) a) Expected date of Commercial production  
of the unit /enterprise
- b) Date of commercial production/  
operation of the unit/enterprise.
- c) Expected/actual employment generated.

I./We hereby agree that I/We shall forthwith repay the amount disbursed to me/us under the scheme if the amount of State Capital Investment subsidy are found to have been disbursed in excess of the amount actually admissible for whatsoever reason.

Further, I/we shall also be liable to pay interest at such rate as may be prescribed on such amount and such other charges/expenses which may be payable by us.

Date-

Signature of the applicant

Place-

Name and Status of the Signature

---

Seal of the Unit/Enterprise

Documents to be enclosed:-

- 1) A copy of the Techno-Economic Feasibility Report.
- 2) A copy of loan sanction letter issued by the Financial Institution/Bank.
- 3) Auditor's/ Chartered Accountant's Certificate for utilization of fund.
- 4) A certificate from a Chartered Accountant as per Annexure – A.
- 5) A certificate in respect of fixed assets as per Annexure – B.
- 6) Copies of Entrepreneurs Memorandum (Parts I / II).
- 7) Copies of Registration Certificate under WBIS 2007 for MSEs issued by DIC/ Sub DIC.
- 8) Copies of Eligibility Certificate issued by DIC/Sub DIC.

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**Annexure – A****Certificate to be issued by a Chartered Accountant.**

I/We hereby certify from the examination of the accounts and other relevant records of the applicant M/S. ....that I/We have found the statements made and particulars furnished by the applicant in Form No : II annexed hereto to be correct according to the books and records maintained by the applicant in the ordinary course of business subject to the following remarks.

Signature of the Chartered Accountant

Name of the Firm

Registration No.

Date-

Place-

Seal of the Chartered Accountant.

**Annexure – B****Certificate to be given by the Unit/Enterprise**

Schedule of fixed assets created on ..... by M/s. ....  
 ..... in respect of its..... project at  
 ....., West Bengal.

Sl No.	Description of the Fixed Assets (item-wise)	Quantity	Date of Order	Name of Contractor / supplier with address	State whether the assets has been transferred to the new project/ substantial expansion from any other unit of the company	Date of creation / erection	Bill No & Date	Paid up value of the assets created / erected	Bill value of the assets created / erected

Break-up of costs included in the value of assets.

Basis (CIF / FOB) value	Customs / Excise Duty	Freight, Insurance and Handling charges	Sales Tax	Erection Cost	Others, if any (specify)

Certified that the assets enlisted in the schedule of fixed assets are erected in position at site as on .....

Signature (With seal) of Managing Director/Director/Secretary of the Unit/ Enterprise.

1. We hereby certify that we have checked the above statement of fixed assets with the books of accounts, the invoices and other records maintained by M/s. .... as produced towards and the information and explanations given and found the same to be true and in accordance therewith.
2. We also certify that M/s. .... have acquired and installed the abovementioned assets during the period from ..... to ..... in respect of the ..... project at .....
3. We further certify that the value of aforesaid items of fixed assets has been taken, to the extent paid for, upto ..... /from ..... to ..... and no certificate is raised against in the books of the company.

Signature with Seal of Statutory Auditors.

**FORM – III****Application for Interest Subsidy under West Bengal Incentive Scheme 2007  
for Micro and Small Scale Enterprises**

To  
The General Manager/Officer In Charge,  
District Industries Centre/Sub DIC  
....., West Bengal.

Sir,  
I,..... son  
of ....., Proprietor/Partner / Managing Director/  
Chairman/Authorised Signatory on behalf of the unit/enterprise known as .....hereby  
apply for grant of Interest Subsidy of Rs.....(Rupees .....),  
only as admissible in terms of the provisions of the West Bengal Incentive Scheme 2007 for Micro and Small Scale  
Enterprises.

The necessary particulars are furnished below:-

- i) No and date of Registered Certificate under  
WBIS 2007 for MSEs issued by DIC/ Sub DIC
- ii) No and date of Eligibility Certificate issued  
by DIC/Sub DIC.
- iii) Date of commencement of commercial production.
- iv) Loans disbursed by bank(s)/financial institutions.
  - (a) Term Loan : Amount- \_\_\_\_\_ Date- \_\_\_\_\_
- v) Name(s) and Address(es) of the banks/financial  
institution(s)/ sanctioning/disbursing the loan.
- v) Payment of interest made to bank/FI
  - (a)
  - (b)
 Amount paid \_\_\_\_\_ on \_\_\_\_\_

I/We hereby agree that I/We shall forthwith repay the amount disbursed to me/us under the scheme, if the amount of Interest Subsidy are found to be disbursed in excess of the amount actually admissible whatsoever the reason.

Further, I/We shall not be liable to pay interest at such rate as may be prescribed on such amount and such other charges/expenses which may be payable to us.

Date :

Name of the applicant

Place:

Name and status of the signatory

Seal of the applicant unit/enterprise

A certificate from bank/financial institution is to be furnished in the format as per Annexure – A.



**Annexure – A**

**Certificate to be issued by Bank/Financial Institution**

It is certified that M/s.....  
 enjoying manufacture of ..... of capacity  
 ..... located at .....  
 from..... (FI/Bank) is maintaining a  
 satisfactory account and paying interest on due dates. The annual interest paid by  
 M/s.....  
 to..... is as follows :-

Type of Assistance	Period	Amount of Interest Paid
--------------------	--------	-------------------------

Term Loan		
-----------	--	--

Total		
-------	--	--

Date	Signature
------	-----------

Seal	Address
------	---------

**FORM – IV****Application for Subsidy of Electricity Charges under the West Bengal Incentive Scheme 2007  
for Micro & Small Scale Enterprises**

To

The General Manager/Officer In Charge

District Industries Centre/Sub DIC

....., West Bengal.

Sir,

..... Proprietor/Partner/Managing Director/ Chairman/  
 Authorised Signatory on behalf of the unit enterprise known as .....hereby apply for 'Waiver of electricity  
 .....Duty' in terms of the provision of the West Bengal  
 Incentive Scheme 2007 for Micro and Small Scale Enterprises.

The necessary particulars are given below :

- i) Name of the applicant unit/enterprise
- ii) Office address  
 Tel no:  
 Fax no:  
 e-mail:
- iii) Factory address  
 Tel no:  
 Fax no:  
 e-mail:
- iv) Nos and date of filing of E.M.(Parts :I / II)
- vi) No and date of Registration Certificate  
 issued by DIC/Sub DIC
- vii) Manufacturing/service item of the approved project.
- viii) Commencement of commercial production.
- ix) Name of the Agency from which electrical supply is taken. .
- x) Period for which waiver of Electricity Duty is claimed.
- xi) Present status of the unit.

Signature of the Applicant.  
 Name and status of the signatory

Date -

Place -

Documents to be enclosed:

- i) Copy of Registration Certification under WBIS 2007 for MSEs issued by DIC/Sub DIC.
- ii) Copies of Entrepreneurs Memorandum (Parts I / II)
- iii) Copy of document regarding supply of electricity to the unit/enterprise.
- iv) Copy of last Electricity Bill.

**Form No. IV A****Application for Waiver of Electricity Duty under the West Bengal Incentive Scheme  
2007 for Micro & Small Scale Enterprises**

To  
The Director,  
Directorate of Electricity, West Bengal

Sir,

..... Proprietor/Partner/Managing Director/Director/Chairman/  
Authorised Signatory on behalf of the Industrial Unit known as ..... hereby  
appeal for 'Waiver of Electricity Duty' in terms of the provision of the West Bengal Incentive Scheme 2007 for Micro and  
Small Scale Enterprises.

**The necessary particulars are given below :**

- i) Name of the applicant unit :
- ii) Office address :  
Tel no.  
Fax no.  
e-mail :
- iii) Factory address :  
Tel no.  
Fax no.  
e-mail.
- iv) No. and date of Registration Certificate issued :  
by General Manager, District Industries Centre
- v) No. and date of Eligibility Certificate General :  
Manager, District Industries Centre
- vi) Manufacturing item of the approved project :
- vii) Commencement of commercial production :  
(to be certified by the General Manager,  
District Industries Centre)
- viii) Name of the Agency from which electrical :  
supply is taken
- ix) Period for which Waiver of Electricity Duty :  
is claimed
- x) If the electric meter is maintained in the :  
name of the applicant unit or, if the meter  
is in the name of different consumers
  - a) If so, name and address of the consumers :
  - b) The circumstances as to why it could not :  
be made in the name of the applicant unit

- xi) If any part of consumption of electricity is made for residential purpose. If so, details of such cases during the period for which claim is made. :
- xii) If there was any closure of the unit during the period of claim. If so, details thereof :
- xiii) Present status of the Unit :

The particulars furnished herebefore are according to our books of accounts and records are true to the best of my knowledge and belief.

**Signature of the Applicant**

Date -

Place -

**Name and status of the signatory**

\_\_\_\_\_  
Seal of the applicant unit

**Documents to be enclosed :**

- i) Copy of Registration Certificate issued by General Manager, District Industries Centre :
- ii) Copy of Eligibility Certificate issued by General Manger, District Industries Centre :
- iii) Copy of documents regarding supply of electricity to the unit
- iv) Copy of last Electricity Bill (to be submitted as and when received ) :

**Form No. V****Application for Grant of Employment Generation Subsidy under the West Bengal Incentive Scheme 2007 for Micro & Small Scale Enterprises.**

To  
 The General Manger/Officer in Charge  
 District Industries Centre/ Sub DIC  
 .....,West Bengal

Sir,

I,..... son/daughter/wife  
 of.....Proprietor/Partner/Director/  
 Managing Director/Chairman/Authorized Signatory on behalf of the unit/enterprise known as  
 .....hereby apply for grant of Employment Generation Subsidy of  
 Rs.....(Rupees.....) only as  
 admissible under the provisions of the West Bengal Incentive Scheme 2007 for Micro and Small Scale Enterprises.

The necessary particulars are furnished below:-

- i) Name of the applicant unit/enterprise
- ii) Nos and dates of filling of E.M. (Parts I / II) with DIC/Sub DIC
- iii) No and date of registration under WBIS 2007 for MSEs
- iv) No and date of eligibility certificate under WBIS 2007 for MSEs
- v) Date of commercial production/operation of the unit/enterprise
- vi) Employment created in the project
 

Category	General	Women	SC	ST
Managerial				
Factory Workers				
Other Workers				
<b>Total</b>				
- vii) Details of Code No allotted to the employer by :-
  - a) Regional Provident Fund Commissioner
  - b) Director, Employees State Insurance
- viii) Contribution made by the employer to :-
  - a) Employees State Insurance (ESI)
  - b) Employees Provident Fund (EPF)

Month	ESI	EPF
April		
May		
June		
July		
August		
September		
October		
November		
December		
January		
February		
March		
<b>Total</b>		

- 
- viii) Percentage of employees recruited through  
Employment Exchange of the State

The particulars furnished hereinbefore are according to our books of accounts and records are true to the best of my knowledge and belief. A certificate to this effect from the Regional Provident Fund Commissioner and/or Director, ESI is enclosed.

Signature of the applicant

Date :

Place :

Name and Status of the Signatory

Documents to be enclosed:

1. Copies of documents regarding contributions made to ESI/EPF
2. A statement showing the names of workers, their age, date of appointment, nature of appointment and nature of work, employment exchange card number and attested copies of employment exchange card.
3. Certificate from the Regional Provident Fund Commissioner/Director, ESI as per Annexure-I

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**Annexure-A****Certificate to be issued by the Regional Provident Fund Commissioner/Director, ESI (as the case may be)**

Certified that M/s. \_\_\_\_\_ having its Registered/Head Office/  
Local Office at \_\_\_\_\_ have contributed an amount of  
Rs \_\_\_\_\_ (Rupees \_\_\_\_\_  
\_\_\_\_\_ ) only on account  
of \_\_\_\_\_

Signature

Seal

Date

Place

**Form No. VI****Application for Refund of Stamp Duty and Registration Fee under the  
West Bengal Incentive Scheme 2007 for Micro and Small Scale Enterprises**

To  
The General Manger/Officer in Charge  
District Industries Centre/ Sub DIC  
.....,West Bengal

Sir,

I,.....son/daughter,wife of.....Proprietor/  
Partner/Director/Managing Director/Chairman/Authorized Signatory on behalf of the unit/enterprise known as  
.....hereby apply for Refund of Stamp Duty and issued under the said  
Scheme.

The necessary particulars furnished below :-

- i) Name of the applicant unit/enterprise
- ii) Nos and dates of filling of E.M. (Parts I / II)  
filled with DIC/Sub DIC
- iii) No and date of registration under WBIS 2007  
for MSEs issued by DIC/Sub DIC
- iv) No and date of eligibility certificate issued  
by DIC/Sub DIC
- v) Location of land and/building identified
  - a) Name of location
  - b) Municipality/Block
  - c) Post Office
  - d) District
- vi) Registration Office
  - a) Name
  - b) Address
  - c) Telephone no
  - d) FAX No.
- vii) Schedule of fund :
 

	Area	Mouza	J.L.No.
	Dag No.	Khatian No.	
- viii) Description of building :
- ix) Stamp Duty paid :
- x) Registration fee paid :

The particulars furnished hereinbefore are according to our books of accounts and records are true to the best of my knowledge and belief.

Date :

Signature of the applicant

Place :

Name and Status of the Signatory

Seal of the applicant unit/enterprise

Documents to be enclosed

1. Scheduled of the land
2. Sketch map of the land/building
3. Documents showing payment of Stamp Duty and Registration Fee



**Annexure - A**

**Certificate to be issued by General Manager/Officer in Charge, District Industries Centre/Sub DIC**

This is to certify that M/s.....having their office address.....have been issued a registration certificate under WBIS 2007 for MSEs and eligibility certificate for incentives under the said Scheme by this DIC/Sub DIC. The unit/enterprise has also filed Entrepreneurs Memorandum (Part I and/or II) with this DIC/Sub DIC. The unit/enterprise has taken necessary steps for setting up the project at the aforesaid location and are now found, in terms of paragraph ..... of WBIS 2007 for MSEs to be eligible for.....% refund of Stamp Duty and Registration Fee paid at the time of registration of the documents in respect of the land and building, as described below, for setting up of the approved project.

Description of land

Date

General Manager/Officer in Charge  
District Industries Centre/Sub-DIC

Seal of office

**Form No.VII****Application for subsidy against conversion of furnace for use of piped gas under the West Bengal Incentive Scheme 2007 for Micro and Small Scale Enterprises**

To  
 The General Manager/Officer in Charge  
 District Industries Centre/Sub-DIC  
 \_\_\_\_\_, West Bengal

Sir,

I, \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_  
 \_\_\_\_\_ Proprietor/Partner/Managing Director/Director/Chairman /Authorised Signatory  
 on behalf of the unit/enterprise known as \_\_\_\_\_ hereby apply for  
 grant of subsidy for conversion of furnace for use of piped gas as admissible in terms of provisions of the West Bengal  
 Incentive Scheme 2007 for Micro and Small Scale Enterprises.

The necessary particulars are furnished below:

- 1) Name of unit/enterprise
- 2) Address
  - Office Telephone
  - Factory Telephone
- 3) Name of the proprietor/partner
- 4) Type of unit/enterprise (micro/small)
- 5) Purpose (please tick) (a) Conversion of furnace  
(b) Installation of plant facilities
- 6) Nos. and dates of Entrepreneurs Memorandum (Parts I / II) filed with DIC/Sub-DIC
- 7) No. and date of registration certificate under WBIS 2007  
for MSEs issued by DIC/Sub-DIC
- 8) No. and date of eligibility certificate under WBIS 2007  
for MSEs issued by DIC/Sub-DIC
- 9) Date of commissioning of plant with town gas for commercial operation
- 10) Registration details with Greater Calcutta Gas Supply Corporation Ltd.
- 11) Details of claim
 

i) Towards gas connection/restoration cost	Rs.
ii) Towards utilization of gas for the system	Rs.
iii) Paid to supplier/manufacturer/contractor towards utilisation of gas	Rs.
iv) Payment made towards gas bill	Rs.
 TOTAL	 Rs.

12) Details of previous clam, if any

Period:

From:

To:

Date

Place

Signature of the applicant

Name and status of the signatory

Seal of the unit/enterprise

Documents to be enclosed:

- a) Copies of E.M.
- b) Copy of registration certificate under WBIS 2007 for MSEs
- c) Copy of eligibility certificate issued by DIC/Sub-DIC
- d) Copy of registration certificate with Greater Calcutta Gas Supply Corporation Ltd.
- e) Original documents on proof of expenditure incurred to install gas line and to undertake allied conversion work
- f) Photocopy of gas bills against which the subsidy is claimed
- g) Any other document, if necessary

**Form No.VIII****Application for assistance to leather units/enterprises on relocation to Calcutta Leather Complex with modernization under West Bengal Incentive Scheme 2007 for Micro and Small Scale Enterprises**

To  
 The General Manager/Officer in Charge  
 District Industries Centre/Sub-DIC  
 \_\_\_\_\_, West Bengal

Sir,

I, \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_  
 \_\_\_\_\_ Proprietor/Partner/Managing Director/Director/Chairman/Authorised  
 Signatory on behalf of the unit/enterprise known as \_\_\_\_\_ and which  
 has relocated to Calcutta Leather Complex and have started commercial production/operation w.e.f. \_\_\_\_\_,  
 hereby apply for Capital Investment Subsidy as admissible in terms of provisions of the West Bengal Incentive Scheme  
 2007 for Micro and Small Scale Enterprises. The unit/enterprise has invested a sum of Rs. \_\_\_\_\_  
 (Rupees \_\_\_\_\_) only for modernization of the unit on relocation to Calcutta  
 Leather Complex and the details are given hereunder:-

Sl. No.	Name and specification	Quantity	Unit Cost(as per quotation/supply proforma invoice)	Source of supply	Total Cost

The details of modernization scheme with anticipated benefits.

- a)
- b)
- c)
- d)

The particulars furnished hereinbefore are according to our books of accounts and records are true to the best of my knowledge and belief.

Date  
 Place

Signature of the applicant  
 Name and status of the signatory

Seal of the unit/enterprise

Documents to be enclosed:

- (i) Appraisal Memorandum
- (ii) Letter of sanction
- (iii) Papers on the machines procured for modernization

**Form No. IX**  
**Application for subsidy for Quality Improvement**

To  
The General Manager/Officer in Charge  
District Industries Centre/Sub-DIC  
\_\_\_\_\_, West Bengal

Sir,

I, \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_  
\_\_\_\_\_ Proprietor/Partner/Managing Director/Director/Chairman /Authorized Signatory  
on behalf of the unit/enterprise known as \_\_\_\_\_ hereby apply for  
grant of subsidy for quality improvement as admissible in terms of the provisions of the West Bengal Incentive Scheme  
2007 for Micro and Small Scale Enterprises. The unit/enterprise has invested a sum of Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_) for procuring ISI/BSI/ISO 9000/ISO 14001  
Certification

The necessary particulars are given below:

- 1) Name of unit/enterprise
- 2) Address  
Office Telephone  
Factory Telephone
- 3) Name of the proprietor/partner
- 4) Type of unit/enterprise (micro/small)
- 5) Nos. and dates of Entrepreneurs Memorandum (Parts I / II) filed with DIC/Sub-DIC
- 6) No. and date of registration certificate under WBIS 2007  
for MSEs issued by DIC/Sub-DIC
- 7) No. and date of eligibility certificate under WBIS 2007  
for MSEs issued by DIC/Sub-DIC
- 8) Details of claim
  - i) For obtaining ISI Certificate : Rs.
  - ii) For obtaining BSI Certificate : Rs.
  - iii) For obtaining ISO 9000 Certificate : Rs
  - iv) For obtaining ISO14001 Certificate : Rs

Date  
Place

Signature of the applicant  
Name and status of the signatory

Seal of the unit/enterprise

Documents to be attached:

- 1.3 a) Copies of E.M.
- b) Copy of registration certificate under WBIS 2007 for MSEs
- c) Copy of eligibility certificate issued by DIC/Sub-DIC
- d) Copies of ISI/BSI/ISO9000/ISO14001 Certificate
- e) Copy of payment made for obtaining ISI/BSI/ISO9000/ISO14001 Certificate

**FORM NO. : X****Application for Incentive for Patent Registration**

To  
 The General Manager/Officer in Charge  
 District Industries Centre/Sub-DIC  
 \_\_\_\_\_, West Bengal

I, \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_  
 \_\_\_\_\_ Proprietor/Partner /Managing Director /Director/Chairman /Authorized Signatory  
 on behalf of the unit/enterprise known as \_\_\_\_\_ hereby apply for  
 grant of incentive for Patent Registration as admissible in terms of the provisions of WBIS 2007 for MSEs. The unit/  
 enterprise has spent an amount of Rs.....(Rupees \_\_\_\_\_  
 \_\_\_\_\_) only for Patent Registration with the appropriate Authority.

The necessary particulars are given below:-

- 1) Name of unit/enterprise
- 2) Address  
     Office Telephone  
     Factory Telephone
- 3) Name of the proprietor/partner
- 4) Type of unit/enterprise (micro/small)
- 5) Nos. and dates of Entrepreneurs Memorandum (Parts I / II) filed with DIC/Sub-DIC
- 6) No. and date of registration certificate under WBIS 2007  
     for MSEs issued by DIC/Sub-DIC
- 7) No. and date of eligibility certificate under WBIS 2007  
     for MSEs issued by DIC/Sub-DIC
- 8) Patent Registration No.

Date  
 Place

Signature of the applicant  
 Name and status of the signatory

Documents to be attached:

- a) Copies of E.M.
- b) Copy of registration certificate under WBIS 2007 for MSEs
- c) Copy of eligibility certificate issued by DIC/Sub-DIC
- d) Copy of document on fees paid for patient registration
- e) Copy of Patent Registration Certificate