

Government of India
Ministry of Micro, Small & Medium Enterprises (MSME)
O/o the Development Commissioner (MSME)
Statistics & Databank Division

I Floor, E-wing, AGCR Building,
IP Estate, New Delhi-110 002

APPLICATION FORM FOR FINANCIAL ASSISTANCE
(Guidelines under the Scheme is given at page 3)

Name of the Scheme: Scheme for Capacity Building, Strengthening of Database and Advocacy by Industry/Enterprise Associations and for holding Seminars/Symposia/Workshops by the Micro & Small Enterprises Associations

1. Name & Address of the Association

.....
.....

District.....State.....

PIN.....Telephone with STD Code.....

E mail.....

2. Name, Designation & Contact no. of the Contact Person

.....

Phone No. with STD Code/Mobile No.....

3. Application is for *(Please tick your option(s) in the box provided)*

i. Secretarial and Advisory Extension Services

ii. Seminar/Symposium/Workshop

iii. Both

4. Status of the Association *(Please tick your option(s) in the box provided)*

i. National Level

ii. State Level

iii. District/Regional/Local Level

5. Number of years since the Association is in operation.....

6. Registration No.....

7. List of Documents to be attached:

- i. Registration certificate
- ii. List of Office Bearers with tenure
- iii. List of Members (Industries/Enterprises/Entrepreneurs) of the Association
- iv. Activities undertaken by the association for the last three years
- v. Audited accounts of the association for the last three years
- vi. Details of proposal (Date and venue and topic of the seminar to be clearly mentioned, if applicable)
- vii. Item wise estimated expenditure for secretarial and advisory extension services in Annexure I (*Format of Annexure I is enclosed*)
- viii. Item wise estimated expenditure for Seminar/Symposium/Workshop in Annexure II (*Format of Annexure II is enclosed*)
- ix. Pre-receipt in original (*amount & date to be left blank*)
(*Format of the pre-receipt is given at Annexure III*)
- x. Expected deliverables as a result of availing benefits under the Scheme.

8. Undertaking*

I hereby declare that the information furnished is true to the best of my knowledge and belief. The Association hereby undertakes to bear 50% of the total cost of the proposal for modernization of facilities from out of own resources/ 50 % of the cost of conduct of the Seminar/Symposium/Workshop being a National Association/ 25 % of the cost of conduct of the Seminar/Symposium/Workshop being a State/Regional/District Level Association.

** Strike off whichever is not applicable.*

Date:

(Signature & Name of Office Bearer with seal)

Eligibility Criteria & the Guidelines for Associations for Assistance under the Scheme

1. The proposals under the Scheme may be routed through corresponding Micro, Small & Medium Enterprises –Development Institutes (MSME DIs) formerly called SISIs. However an advance copy of the proposals complete in all respects and fulfill the eligibility criteria may be sent to the following address:

Director (S&D),
O/o the Development Commissioner (MSME),
I Floor, E-wing, AGCR Building,
IP Estate, New Delhi-110 002

2. Association should be a Micro & Small Enterprises/Industries Association. Members of the Association should be atleast 300 for a National Level Association for being eligible under the Scheme. The number of members for a State level and District Level Association is 200 and 100 respectively.

3. Assistance for modernization of facilities for secretarial and advisory extension services is available only once in 4 years for an eligible association. Financial support for holding Seminar/Symposium/Workshop is available for an eligible association once in a year.

4. Association should have completed atleast three years of activities at the time of applying under the Scheme. Also the association should registered atleast three years before seeking financial assistance under the scheme.

5. Government of India will bear only 50 % of the cost of modernization of facilities for secretarial and advisory extension services subject to a maximum of Rs. 5 lakhs depending upon the size and reach of the Association. On submission of the proposal for expenditure for both Phase I & Phase II and its approval by the competent authority, first installment of 50% of the government contribution of the Phase I will be released. Balance 50% will be released only after receipt of utilization certificate along with bills/payment receipts for the sanctioned amount of Phase I.

Similarly, 50% of the cost of conduct of the Seminar/Symposium/Workshop will be born by the government in case the Association is a National Level Association subject to a maximum of Rs. 2 Lakhs. For a State/Regional/District Level Association the Government of India contribution will be 75%, subject to a maximum of Rs.1 Lakh, towards conducting Seminar/Symposium/Workshop. Funds will be released in two installments. Second installment will be released only after the receipt of utilization certificate in the prescribed format along with bills/payment receipts of the total expenditure of conducting the Seminar/Symposium/Workshop. *(Format of the Utilization certificate is enclosed at Annexure IV. Report of the independent evaluator is to be submitted after the conduct of the seminar.*

6. Before releasing funds under the scheme, each of the beneficiary associations needs to sign an agreement with the Government of India. Format of the agreement is placed at Annexure V

7. Associations seeking financial assistance for modernization of facilities should equip itself for collection and maintenance of data from its members in the format given at Annexure VI. Such information may be shared with Government of India as and when required.

Annexure I

Proposed Expenditure under different heads for modernization of facilities for secretarial and advisory extension services

Phase I			
Sl.No	Expenditure under the head	Amount proposed in Rs	Maximum Allowable in Rs.
(a)	Computer and its peripherals including software	4,00,000
(b)	Furniture and Office Equipments, e.g. fax etc	1,50,000
(c)	Photocopier Machine and its Accessories	2,00,000
Phase II			
(d)	Consumables per annum	1,00,000
(e)	Training of the staff	50,000
(f)	Expenses on Travel etc	50,000
(g)	Contingent & other office expenses	50,000
Total		10,00,000

Proposed Expenditure under different heads for conducting Seminar/Symposium/Workshop

Sl.No.	Eligible Items	Amount proposed in Rs.	Maximum Allowable in Rs. for a National Level Association	Maximum Allowable in Rs. for a State/Regional / District Level Association
1	Venue Charges (i) Hiring/rent charges (ii) Audio visual equipment and other equipment charges (iii) Interior Decoration, including banners, etc. (iv) Food & beverage charges (v) Hotel charges (vi) Communication expenses	2,50,000	1,25,000
2	Transportation (i) Travel expenses (ii) Transport expenses & vehicle hire charges	80,000	40,000
3	Publicity/Advertisement/Catalogues, etc. (i) Advertisement/publicity expenses (ii) Catalogue printing charges	50,000	25,000
4	Resource Persons (i) Fee (ii) Travel & transport expenses (iii) Boarding & lodging charges	40,000	20,000
5	Independent Evaluator (i) Remuneration (ii) Other expenses on evaluation process, including preparation & printing of evaluation report	30,000	10,000

Annexure III

(On the Letter Head of the Association)

Pre-receipted Bill*

(for modernization of facilities for secretarial and advisory extension services)

Received with thanks a sum of
Rs.....(Rupees.....
.....only) from Ministry of MSME, Government of India as first installment of Phase
I towards financial assistance for modernization of facilities for secretarial and advisory
extension services by the Association under the 'Scheme for Capacity Building, Strengthening of
Database and Advocacy by Industry/Enterprise Associations and for holding
Seminars/Symposia/Workshops by the Micro & Small Enterprises Associations'.

Signature& Name of Office Bearer
With seal
With Revenue Stamp

(On the Letter Head of the Association)

Pre-receipted Bill*

(for conducting Seminar/Symposium/Workshop)

Received with thanks a sum of
Rs.....(Rupees.....
.....only) from Ministry of MSME, Government of India as first installment towards
financial assistance for holding seminar/symposium/Workshop by the Association under the
'Scheme for Capacity Building, Strengthening of Database and Advocacy by Industry/Enterprise
Associations and for holding Seminars/Symposia/Workshops by the Micro & Small Enterprises
Associations'.

Signature& Name of Office Bearer
With seal
With Revenue Stamp

FORMAT OF UTILISATION CERTIFICATE[§]

Sl.No.	Sanction order No.	Amount
1	No..... dated..... of S&D Division, O/o DC MSME, New Delhi	Rs.....
	Total	Rs.....

Certified that Rs.....
(Rupees.....
.....only, in words) of
grants-in-aid sanctioned during the
yearin favour of financial
assistance for modernization of
facilities for secretarial and advisory
extension services/for holding
seminar/symposium/workshop under
the 'Scheme for Capacity Building,
Strengthening of Database and
Advocacy by the MSE
Industry/Enterprise Associations and

for holding, seminar/symposium/workshop by the MSE Associations' of Ministry of Micro, Small & Medium Enterprises vide O/o DC MSME letter no. given in the margin and Rs.....(Rupees.....
.....only, in words) on account of unspent balance, a sum (including Associations contribution, 25%/50% as the case may be) of Rs
(Rupees..... only, in words)
has been utilized for the purpose mentioned above.

Certified that I am satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

1. Verified the bills and other documents in support of vouchers for the expenditure incurred
2. verified the entries appearing in the bank statement
3. verified the correctness of entries recorded in the books of account ofin respect of expenses incurred.

(Signature & Name with seal of the office bearer)

(Signature with seal of
Chartered Accountant)

(Banker's Attestation)

Place:

Date:

[§] Strike off whichever is not applicable

1. This Certificate should be issued by the Chartered Accountant of the Association and should also be signed by the office bearer of the Association
2. It should be counter signed by the bank and sent to this office.

AGREEMENT FOR UTILISATION OF FUNDS BY INDUSTRY ASSOCIATIONS UNDER THE SCHEME FOR “CAPACITY BUILDING, STRENGTHENING OF DATABASE AND ADVOCACY BY INDUSTRY/ENTERPRISE ASSOCIATION

AGREEMENT

THIS AGREEMENT is entered into on ____ (day) of ____ (month) ____ (year) between the President of India acting through Secretary, Ministry of Small Scale Industries and Agro & Rural Industries, Government of India, [the GOVERNMENT] having its principal place of business at Udyog Bhawan, New Delhi, and Micro and Small Enterprise (MSE) Association (“ASSOCIATION”) having its registered office located at (Full Address)

Through _____ (Name of Association’s President/Chairman/Secretary, etc.).

WHEREAS, the Government wishes to assist financially the ASSOCIATION for capacity building, strengthening of database and advocacy hereinafter referred to, and

AND WHEREAS, the ASSOCIATION is willing to perform this assignment,

NOW, THEREFORE, THE PARTIES hereby agree as follows:

1. Purpose: To strengthen the role and increase the efficiency of the associations of Micro and Small enterprises, it is proposed that financial assistance for the Secretarial and Advisory/Extension services to selected associations is to be provided up to a maximum of Rs. 5 lakh, depending upon the size and reach of the Association.

2. Financial Details: The Association will be eligible for reimbursement of 50% of the total expenditure incurred upto a maximum of Rs. 5 lakh or the amount sanctioned by the Government of India, whichever is less, towards following items:

Phase I

(a) Computer and its peripherals including software	Rs. 4,00,000/-
(b) Furniture and Office Equipments, e.g. Fax Machine, etc.	Rs. 1,50,000/-
(c) Photocopier Machines and its accessories	Rs. 2,00,000/-
Total of Phase I	Rs. 7,50,000/-

Phase II

(d) Consumables per annum	Rs. 1,00,000/-
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(e) Training of staff	Rs. 50,000/-
(f) Expenses on Travel etc.	Rs. 50,000/-
(g) Contingencies & other office expenses	Rs. 50,000/-
Total of Phase II	Rs. 2,50,000/-
Grand Total	Rs. 10,00,000/-

3. Payment Condition: The sanctioned amount will be released in two installments under each phase subject to the following:

Phase I

- (i) First installment of 50% of the sanctioned amount of the phase I - Upon approval of the proposal and subject to the signing of agreement.
- (ii) Balance 50% of the sanctioned amount of Phase I - On furnishing of the utilization certificate along with the original Bill(s) as may be prescribed and producing upon the Undertakings that the amount has been used for the purchase of the items mentioned at phase I only.

Phase II

- (iii) First installment of 50% of the sanctioned amount of the phase II - Upon approval of the proposal and subject to signing of the agreement.
- (iv) Balance 50% on the sanctioned amount of Phase II - On furnishing of the utilization certificate along with the original Bill(s) as may be prescribed and producing upon the Undertakings that the amount was used for the purpose of the items mentioned at phase II only.

4. Others:

- The beneficiary Association will be required to provide the regular manpower and office space at their own cost and also bear equivalent /matching contribution towards the cost of modernization of their facilities and equipment and training of their personnel.
- The funds sanctioned are to be spent within one year from the date of signing of this agreement.
- Association receiving financial assistance under the Scheme will not be eligible to receive financial assistance again under the Scheme for the next three years.

- For short listing of the eligible Associations for the financial assistance, the decision of the Committee set up will be final.

5. Insurance:

- The Association will be responsible for taking out any appropriate insurance coverage at its own cost.

6. Dispute Resolution:

- Any dispute arising out of the Agreement, which can not be amicably settled between the parties, shall be referred for arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 to an arbitrator nominated by the Secretary, Department of Legal Affairs, M/o Law & Justice, Government of India. Provisions of the Arbitration and Conciliation Act, 1996, as amended from time to time, shall be applicable. Courts in Delhi shall have jurisdiction in the matter.

7. Notice:

The address of the Parties for all communication is:

Government	Association
Shri, Director (S&D), O/o DC (SSI), R. No. 107, First Floor, E-Wing AGCR Building, I.P. Estate, New Delhi. Telefax: 011-2370 2347	

All notices with the aforesaid address sent by pre-paid registered-post or speed post or sent by fax with confirmation of its delivery or e-mail shall be deemed to have been served and received by the addressee within the time they should have been delivered/received at the addressee's end.

Any change of address will not be valid unless acknowledged by the other party.

IN WITNESS WHEREOF, the representative of the Parties to this Agreement being duly authorized have hereunto set their hands and have executed those present this _____ day of March, 2008.

For and on behalf of the President of India (THE GOVERNMENT) Signed by _____ Designation _____ In presence of _____	FOR THE ASSOCIATION Signed by _____ Designation _____ In presence of _____
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FORMAT OF THE QUESTIONNAIRE IN WHICH BENEFICIARY MSE ASSOCIATIONS NEED TO COLLECT INFORMATION UNDER THE SCHEME OF CAPACITY BUILDING

Name of the Association

Address of the Association

Format to collect particulars of the member enterprises/industries

1. Serial No. (to be assigned by the association) 2. Name of the Enterprise/ Industry

3. Address of the Enterprise/Industry 4. PIN Code:

5. Registration/Entrepreneurs Memorandum No. 6. Year of registration 7. Sector Code (Rural-1, Urban-2) 8. State Code (Menu driven)

9. District Code (Menu driven) 10. Type of Unit (Micro-1, Small-2, Medium-3) 11. Is enterprise ancillary? (Yes-1, No-2)

12. Major Activity (Sector of Industry) of the Enterprise/ Industry (Menu driven) 13. Products manufactured/services rendered (Menu driven)

14. Is the unit a Woman Enterprise? (Yes-1, No-2) 15. Type of Organization (Proprietary or HUF-1, Partnership-2, Pvt. Company-3, Pub. Ltd. Company-4 Cooperatives-5, Others-6) 16. Is unit maintaining accounts? (Yes-1, No-2)

17. Market (Local-1, Inter State-2, Export-3). Please quote in descending order of importance 18. If exporting, countries to which exporting (US-1, UK-2, EU-3, South East Asia-4, Australia-5, China-6, others-7)

19. Gross Output for the year 2006-07 (In Rs.) 20. If an exporting unit, approximate % share of exports out of the gross output given at item 19

21. Employment during 2006-07

Half yearly data of the member enterprises/industries

1. Year 2. Reference period (April to September- 1, October to March-2) 3. Whether the unit is working? (Yes-1, No-2)

4. If the code is '1' in item 3, duration of operation (in months) during the reference period 5. If code is '2' in item 3, year when unit was closed

6. Gross Output for the reference period (In Rs.) 7. If an exporting unit, approximate % share of exports out of the gross output given at item 6

8. Employment during reference period

9. Whether Enterprise has taken Loan ? (Scheduled Commercial bank-1, Other institutional-2, Non institutional/Private lender-3) Please quote in descending order of importance

10. Outstanding Loan, if any, in Rs. 11. Whether there is term loan overdue for more than one year from institutional sources ? (Yes-1, No-2)

Annexure VI

(continued from previous page)

FORMAT OF THE DATABASE IN WHICH INFORMATION ON MEMBER ENTERPRISES NEEDS TO BE MAINTAINED IN COMPUTER BY BENEFICIARY MSE ASSOCIATIONS

Item	Description	Field Name	Field length
1	Serial Number	SL_NO	Character (5)
2	Name of the Enterprise/ Industry	NAME	Character (100)
3	Address of the Enterprise/Industry	ADR1 ADR2	Character (120) Character (120)
4	PIN Code	PIN	Character (6)
5	Registration/Entrepreneurs Memorandum No.	REGN_NO	Character (12)
6	Year of registration	REGN_YR	Character (4)
7	Sector Code (Rural-1, Urban-2)	SECTOR	Character (1)
8	State Code (Menu driven)	ST_CODE	Character (2)
9	District Code (Menu driven)	DIST_CODE	Character (2)
10	Type of Unit (Micro-1, Small-2, Medium-3)	UNIT_TYPE	Character (1)
11	Is enterprise ancillary? (Yes-1, No-2)	ANCI_UNIT	Character (1)
12	Major Activity (Sector of Industry) of the Enterprise/ Industry (Menu driven)	MAJOR_ACT	Character (120)
13	Products manufactured/services rendered (Menu driven)	PROD	Character (120)
14	Is the unit a Woman Enterprise? (Yes-1, No-2)	WOMEN_ENT	Character (1)
15	Type of Organization (Proprietary or HUF-1, Partnership-2, Pvt. Company-3, Pub. Ltd. Company-4 Cooperatives-5, Others-6)	ORG_TYPE	Character (1)
16	Is the unit maintaining accounts? (Yes-1, No-2)	ACC_EXIST	Character (1)
17	Market (Local-1, Inter State-2, Export-3). Please quote in descending order of importance	MARKET	Character (1)
18	If exporting, countries to which exporting (US-1, UK-2, EU-3, South East Asia-4, Australia-5, China-6, others-7)	EXPO_CNTRY	Character (1)
19	Gross Output for the year 2006-07 (In Rs.)	GOP_200607	Number (10)
20	If an exporting unit, approximate % share of exports out of the gross output given at item 19	EXPO_SHARE_200607	Number (2)
21	Employment during 2006-07	EMP_200607	Number (3)
HALF YEARLY DATA			
1	Year	YEAR	Character (4)
2	Reference period (April to September- 1, October to March-2)	HALF_YR	Character (1)
3	Whether the unit is working? (Yes-1, No-2)	WORKING	Character (1)
4	If the code is '1' in item 3, duration of operation (in months) during the reference period	OPER_DUR_MM	Character (1)
5	If code is '2' in item 3, year when unit was closed	YEAR_CLOSED	Character (4)
6	Gross Output for the reference period (In Rs.)	GOP	Number (10)
7	If an exporting unit, approximate % share of exports out of the gross output given at item 6	EXPO_SHARE	Number (2)
8	Employment during reference period	EMP	Number (3)
9	Whether Enterprise has taken Loan ? (Scheduled Commercial bank-1, Other institutional-2, Non institutional/Private lender-3) Please quote in descending order of importance	LOAN	Character (3)
10	Outstanding Loan, if any, in Rs.	LOAN_OUTST	Number (10)
11	Whether there is term loan overdue for more than one year from institutional sources? (Yes-1, No-2)	OVER_DUE	Character (1)

