Government of Odisha
Handlooms, Textiles & Handicrafts Department

No.1.Tex-01/18  850  /H,T&H, Bhubaneswar dated the 25/02/2019

From
Shri Jogendra Kumar Nayak, OSS
Under Secretary to Government.

To
The Heads of State Portal,
Odisha Secretariat, BBSR.

Sub:- Publication of Operational Guidelines for Odisha Apparel Policy-2016 in this Deptt. website.

Sir,

In inviting a reference to the subject cited above, I am directed to enclose herewith the soft copy of the material named as OGP_1 for uploading the Operational Guidelines for Odisha Apparel Policy-2016 in the Govt. website/portal of HT&H Department (http://handloom.odisha.gov.in/).

Yours faithfully,

Under Secretary to Government.
OPERATIONAL GUIDELINES
FOR
APPAREL POLICY 2016

HANDLOOMS, TEXTILES & HANDICRAFT DEPARTMENT
GOVERNMENT OF ODISHA
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PROCEDURE FOR SETTING UP OF APPAREL UNIT

STEP-1 - Register for:

A) Entrepreneur Identification Number (EIN):
For investment in Plant & Machinery up to Rs.10 Cr. - Register through MSME website Govt. of Odisha to get Entrepreneur Identification Number (EIN). Go to www.odisha.gov.in Click on MSME Department. Then click on e-msmesewa.

B) Industrial Entrepreneur Memorandum Registration:- (IEM-A)
For investment in Plant & Machinery above Rs.10 Cr. - Register through “e-biz.gov.in” of Department of Industrial Policy & Promotion, Ministry of Commerce & Industries (Government of India) for issuance of Certificate which contains IEM number.

STEP-2

- Both EIN / IEM investors shall fill up Preliminary Project Evaluation & Land Allotment Application Form (PPELAAIF) prescribed by State Govt. under Odisha Industrial Facilitation Act 2004. The application shall be made in e-biz.gov.in. The checklist for Project Evaluation and Assessment of Land (PEAL) is available under e.biz.

STEP-3

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

STEP-4

- Up to Rs.50 Cr.
DIC shall scrutinize the details in consultation with SPINFED (Odisha State Cooperative Spinning Mills Federation Ltd.) and place the same before the District Level Single Window Clearance Authority (DLSWCA) chaired by Collector where Managing Director, SPINFED or his authorized representative shall be a member along with respective Department representatives in Districts.

Handlooms, Textiles & Handicraft Department, Government of Odisha
• **Above Rs.50 Cr.**

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

• **Above Rs.1000 Cr.**

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

**STEP-5**

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

**STEP-6**

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

**STEP-7**

• After completion of project, the investor shall apply for Production Certificate (for investment in plant & machineries up to Rs.10 Cr.) on MSME website or IEM Part-B (for investment in plant & machineries above Rs.10 Cr.) on e-biz.gov.in (DIPP, Ministry of Commerce & Industries, GoI).

**STEP-3**

• EIN / IEM (A) – Registration permits benefits under IPR-2015 such as land, stamp duty, entry tax etc. (pre-production activities)

• Production Certificate (MSME, Govt. of Odisha) / Udyog Adhaar Memorandum (UAM) (Ministry of MSME, Govt. of India) / IEM (B) (Department of Industrial Policy and Promotion, Govt. of India) – Such Registration permits benefits under IPR 2015 and Odisha Apparel Policy 2016 (post production benefits).
PROCEDURE FOR SETTING UP OF APPAREL PARK

1) The Principal Promoter of the Park / SPV shall submit the feasibility report (Preliminary Project Report) to SPINFED covering details like need of the project, Proposed Components, Nature of the industries, location and land details including land identification and availability of land with them along with list of information.

2) SPINFED will examine the Preliminary Project Report for techno financial feasibility and send to Handlooms, Textiles & Handicrafts Department, Odisha through Directorate of Textiles & Handlooms, Odisha. In case required, SPINFED may engage agencies/consultants with expertise for the purpose.

3) On receipt of the proposal from Handlooms, Textiles & Handicrafts Deptt., IDCO will place the proposal for the Park before the State Level Committee headed by Chief Secretary for getting in-principle approval.

4) In-principle approval of the same will be communicated to Principal Promoter / SPV who will submit the DPR to SPINFED. The SPINFED will send the DPR along with its report to Handlooms, Textiles & Handicrafts Deptt. through Directorate of Textiles & Handlooms, Odisha, the same will be forwarded to IDCO for necessary action at their end.

5) Project Land:-

a) The SPV shall procure land from the private parties for the development of the project from its own sources. The purchase of private land through direct negotiations should be governed by the guidelines issued by Revenue & Disaster Management Department in conformity with the provisions of RFCLAR&R Act, 2013 and the OLR Act, 1960.

b) In case the SPV desires to obtain land from IDCO, IDCO may provide land from its land bank or any other land.

c) IDCO shall enter into a Long Lease Agreement of 90 years, for land, if land is made available by IDCO to the SPV. The SPV shall be permitted to sub-lease the land on the same terms and conditions to individual units as IDCO does for its own industrial estates.
d) In case of development of Apparel Park on private lands on a lease basis, the lease period and the terms and conditions of lease shall be governed by the guidelines or notifications issued by the Revenue and Disaster Management Department from time to time.

e) For proposals to be submitted, the SPV shall have a minimum area of 50 acres. For project which has 50% small and micro units, the minimum land area required shall be 25 acres.

f) Cost of land, Pre-Operative Expenses, Working Capital and Contingencies shall not be eligible for funding under the State Government assistance.

6) Permissible Land use (sub-division of land) and Approval of Layout Plans:-

a) The permissible land use for development shall be as follows:

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

b) The project SPVs shall prepare the detailed sub-division of land and Master Plan/Layout Plan in conformity with the

i. Comprehensive Development Plans and Planning & Building Regulations of respective Development Authorities and the Rules notified by the Government from time to time, if such projects are located within the jurisdiction of Development authorities and in conformity with the Master Plans and Planning & Building standard Regulations of respective Regional Improvement Trusts / special Planning authorities / Regional Improvement trust notified by the Government from time to time.
ii. Principles set in Odisha Town Planning and Improvement Trust Act, 1956, Rules, 1975 and Planning and Building Standard Regulations and Rules notified by Government from time to time, if the projects are located within jurisdiction of Special Planning Authorities / Regional Improvement Trusts.

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

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

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

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

7) Project Implementation:-

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

b) The proposals shall be considered for approval only if the SPVs are incorporated as per the guidelines. In case of SPVs promoted by anchor Investors / Units / Industry Associations, the SPV shall be given a time frame of 6 (six) months to bring in the new members.

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

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

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

10) Role of the Special Purpose Vehicle (SPV) as the Project Implementing Agency would include:
   (i) The SPV would conceptualize, formulate, achieve financial closure, implement and manage the infrastructure.
   (ii) The SPV would procure land, cost of which shall not be built into project cost.
   (iii) After developing the infrastructure, SPV would allocate sites to industry for setting up units.
   (iv) SPV would also facilitate securing bank finance required for setting up units in Apparel Park.
   (v) SPV would be responsible for maintaining the utilities and infrastructure created for Apparel Park by collecting service and user charges.
   (vi) The SPV has to be so structured as to be self-sustaining with a positive revenue stream.
(vii) SPV would appoint contractors / consultants in a fair and transparent manner. In order to ensure timely completion of the project, SPV will obtain appropriate performance guarantee from consultants / contractors.

(viii) Obtaining statutory approvals / clearances including release of funds.

(ix) Recruit / procure services of suitable professionals in order to ensure that the project is executed smoothly.

(x) Implement various interventions as outlined and approved in DPR.

(xi) Responsible for furnishing regular progress reports in prescribed formats.

(xii) Marketing and promotion of the park to the prospective investors.

11) After registration of the land in the name of SPV, the authorized signatory will apply to respective Authorities on behalf of the SPV for clearances from Pollution Control Board, Labour Contract License etc.

12) Soon after the completion of the project, the individual units inside the Park shall apply through PPELAAF for availing necessary facilities required for the industry to obtain the production certificate for availing concession and benefits under Odisha IPR- 2015 and Odisha Apparel Policy - 2016

13) Development Time Frame

   a) Apparel Park approved by the SLC shall be developed within a period of 3 (three) years.

   b) All basic infrastructures on at least 75% of the area shall be completed within 3 years from the date of approval of the master plan by the appropriate authority.

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

14) Cancellation / Withdrawal of the Project:

   a) The State government shall cancel the project if the implementation of the project is not in compliance with the Operational guidelines or delay in implementation beyond the agreed timeframe or non-achievement of Financial Closure.
b) In the case of cancellation / withdrawal by the project SPV, the following modalities regarding land apply:

i) Land purchased from private individuals through direct negotiation:
   The land directly purchased by the SPV from individuals may be acquired by IDCO under the provisions of RFCLAR&R Act’ 2013 (Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation & Resettlement Act, 2013) for being included in Land Bank.

ii) Land taken from IDCO Land Bank:
   The SPV/Promoter shall return the land in “as is basis” and as per the terms and conditions of the lease of IDCO.

   The premium paid by the SPV/Promoter for the area allotted out of land bank by IDCO shall be refunded, fully or partly, after forfeiting appropriate cost. In no case, the refund amount should be more than the premium amount paid by the promoter. The cost of development or infrastructure, if any, constructed by the SPV/Promoter during the period of possession, may be considered to be refunded on a case to case basis by the SLC. Further, being the nodal agency for Land Bank, IDCO shall refund the amount so decided.

iii) Private land on lease basis:
   The land taken on lease basis of the project shall be governed by the terms and the conditions of the lease deed executed between the SPV/Promoter and the individual concerned as well as general policy decision of Revenue & Disaster Management Department, Govt. of Odisha.

c) In case of cancellation / withdrawal from the project by the SPV, Government assistance provided shall be returned together with an interest of 18% from the date of first disbursement. The State Level Committee shall decide on the waiver of penal interest in specific cases which maybe beyond the control of the SPV.
RELEASE OF INCENTIVES FOR APPAREL UNIT

1. Short Title:- Operational guidelines for providing incentives for Apparel Units under Odisha Apparel Policy- 2016.

2. Definition:- An apparel unit is defined as wearable or non-wearable stitched fabrics of which at least two sides of the fabrics are stitched using sewing machinery and includes plant & machineries which support the apparel units (within the unit entity) both for backward and forward linkages like weaving, knitting, technical textile, processing, printing, dyeing, embroidery, packaging etc.

3. Extent:- It shall extend to the State of Odisha.

4. Commencement:- It shall come into force from the "Effective Date" of Odisha Apparel Policy 2016 i.e. 29th November, 2016.

5. Terms and Expressions:- Terms and expressions used in this operational guidelines, but not specifically defined/explained here, shall have the same meaning as in Odisha Apparel Policy 2016.

6. Policy Provisions:-

<table>
<thead>
<tr>
<th>Apparel Units</th>
<th>For Apparel units where employment is minimum 200 workers at any given time in a year after commencement of commercial production.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A unit will receive an incentive of Rs 1500/- per worker per month on actual employment by the unit, on financial year basis. This facility will be available to a unit for a period of 36 months where minimum employment conditions are met.</td>
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<tr>
<td></td>
<td>90% workers (unskilled, semi skilled, skilled) must be domicile of Odisha</td>
</tr>
</tbody>
</table>

7. Eligibility:- Apparel units satisfying definition and criteria prescribed in Policy provisions for incentives shall be eligible as follows:

7.1. This policy is applicable only to new units inside the State whose date of commencement of production falls on or after effective date of this policy.
7.2. Defaulters of Banks/Financial Institutions/SIDBI / OSFC / IPICOL / Government and Government controlled agencies will be eligible for such incentives only after they clear the dues. This shall be self certified by the unit.

7.3. The applicable incentive shall not be sanctioned & disbursed if the unit is found closed/has gone out of production. It may be deferred and effected on satisfactory resumption of production provided unit complies with the timelines given in para - 9.2.

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

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

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

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

9. **Procedure:**

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

9.2. The apparel unit may avail maximum moratorium upto 12 months for achieving employment level. The period within which incentive can be claimed will begin from the date of commencement of production and will cease on the date of completion of 48 months from then. However, incentive will be given only for 36 months within that
period. If the unit fails to achieve minimum monthly employment level during the
operative period, the unit will not be eligible to avail incentive for that particular
month.

9.3. The incentive will be released to the unit subject to satisfying criteria and norms of
EPF Authority i.e. deposit of the employer and employee share along with
administrative charges etc. for workers directly recruited by the industrial unit.

9.4. The incentive under this policy is also applicable to all ancillary units related to
production of apparel inside an Apparel Park.

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

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

9.7. After receipt of the application from the apparel unit, SPINFED will check the
eligibility and veracity of facts concerning the claim and

i) One set of application with relevant documents of the unit indicating the date of
production will be submitted to the concerned authorities of EPF of the region
within 7 days from the date of receipt of application and obtain the certificate for
number of Employers and employees contribution paid towards EPF for the
period of claim month wise in the format as at Annexure – D.

ii) Similarly one set of application with relevant documents of the unit will be
submitted to the concerned District Labour Officer for necessary physical
verification of the strength of the workforce in different category. The District Labour Officer will verify the strength of the workforce in different category and other appropriate conditions under various Labour Laws and after due compliance will forward the same to SPINFED.

9.8. If required, physical verification by committee consisting of representatives of SPINFED, Directorate of Textiles and respective DIC shall be done as and when required to ensure compliance to DPR commitments / quality parameters / employment, wages etc. under Odisha Apparel Policy 2016.

10. Approval: Approval of eligible amount of incentive shall be accorded by the Director of Textiles in the prescribed format as at Annexure- E.

11. Sanction & Disbursement: Sanction and Disbursement of approved amount in full or part thereof shall be made by Director of Textile subject to availability of funds.

12. Return/ Rejection: In case of return/ rejection of application, the reasons thereof shall be communicated by SPINFED to the applicant unit within 60 working days from the date of receipt of application, in the format prescribed at Annexure- ‘F’.

13. Recovery: The apparel unit shall repay incentive amount with penal interest @ 18% per annum if the information stated in the application and supporting documents is found to be false/ incorrect / misleading/ mis-represented and/or there has been suppression of facts / materials.
RELEASE OF INCENTIVES FOR APPAREL PARK

1. Short Title: - Operational guidelines to provide capital grant and release of interest free loan to Apparel Park to support quality infrastructure under Odisha Apparel Policy 2016.

2. Extent: - It shall extend to the State of Odisha.

3. Commencement: - It shall come into force from the "Effective Date" of Odisha Apparel Policy 2016 i.e. 29th November, 2016.

4. Terms & Expression: - Terms of expression used in this Operational Guidelines but not specifically defined / explained here, shall have the same meaning as in Odisha Apparel Policy 2016.

5. Policy provision:-

| Apparel Park | (a) Capital grant of 20% of project cost of the park excluding cost of land, limited to maximum Rs.20 Cr. towards development of common infrastructure, common facilities and factory buildings if owned by SPV. (This incentive may be availed either from IPR-2015 or from this policy)  
(b) Interest free loan up to 10% (subject to maximum limit of Rs.10 Cr.) of the project cost excluding cost of land. After a moratorium period of 2 years from date of disbursement of loan, SPV shall repay within five years @ minimum 20% per year with an option to pre-pay the loan. |

6. Eligibility:-- The assistance would be available to the SPVs promoted by the following participants who seek to identify, conceptualize, finance, implement and manage Private Industrial Estates in the State:  
(a) Manufacturing / Infrastructure companies  
(b) Anchor Investors  
(c) Industry associations having large number of regional and national memberships.  
(d) Group of enterprises
7. Time frame for filing application: - Principal promoter of the proposed Park / SPVs can file their proposal duly completed to SPINFED for examining the techno financial feasibility aspects of the project. SPINFED shall send the same to IDCO through Director, Textiles with copy to Handlooms, Textiles & Handicrafts Deptt. Govt. of Odisha. IDCO will place the project for approval to the State Level Committee headed by Chief Secretary.

8. A) Release of Capital Grant:-

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

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

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

✓ Utilization Certificate for 1st installment.
✓ Details of equity contribution.
✓ Sanction letter for loan component, in case SPV is taking term loans.
✓ Award of contracts worth equivalent to at least 30% of the total project cost excluding the land cost.
✓ Availability of all statutory clearances necessary for commencement of the project, including water and electricity.
✓ The Bank guarantee given by the SPV will be returned upon sanction of second installment of grant.
iii. Third installment of 25% of the grant shall be released after the utilization of the 2nd installment and after proportionate expenditure (i.e. 25% of the total SPV share from all sources) has been incurred by the SPV. Utilization Certificate (UC) of the 2nd installment shall be submitted by the SPV at the time of making claim for the 3rd installment.

iv. Fourth installment of 25% of the grant shall be released after the utilization of the 3rd installment and after proportionate expenditure (i.e. 50% of the total SPV share from all sources) has been incurred by the SPV. Utilization Certificate (UC) of the 3rd installment shall be submitted by the SPV at the time of making claim for the 4th installment.

v. Fifth installment of 25% of the grant shall be released after the successful completion of the project and after 50% of the units in Apparel Park starts their commercial production. Utilization Certificate (UC) of the 4th installment shall be submitted by the SPV at the time of making claim for the final installment.

vi. All utilization certificates should be duly audited & certified by chartered accountant firms.

vii. All interest earned on account of grant should be spent for the purpose for which the grant has been sanctioned, else it should be returned.

B) Release of interest free loan:-

i. On application by SPV, 50% of interest free loan may be considered for release upon fulfillment of conditions for 1st installment of capital grant.

ii. On application by SPV, balance 50% of interest free loan maybe considered for release upon fulfillment of conditions for 3rd installment of capital grant.

9. All funds shall be released by Director, Textiles, Odisha online subject to availability of funds.
1. **Disputes:** Disputes relating to operation of any provision under this policy shall be referred to the Director of Textiles, Odisha for settlement. If further required, the same may be referred to Administrative Department whose decision shall be final and binding.

2. **Jurisdiction:** All disputes relating to the above provisions is subject to Jurisdiction of Odisha High Court.

3. The views of Finance Deptt., Industries Deptt., MSME Deptt., H&UD Deptt., Labour & ESI Deptt. and R&DM Deptt. on this have been obtained.

4. The consent of Regional PF Commissioner, Odisha have been obtained vide their letter No.OR/PF/CC-II/Mics./2963/2015/ dtd.22.02.2017.

5. This has been approved by Hon’ble Chief Minister, Odisha.
APPLICATION FOR
INCENTIVES UNDER ODISHA APPAREL POLICY 2016
(To be filled in triplicate by Apparel Enterprises/Ancillary Units within Apparel Park).

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

(Strike out whichever is not applicable)

M/s. ________________________________

Full Unit Address ________________________________

Pin code ________________________________

District ________________________________

email ________________________________ phone ________________________________

Date____________

To

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


Sir,

In accordance with the provisions laid down in Odisha Apparel Policy 2016 and Operational Guidelines, the claim for incentive to new apparel unit is submitted herewith for the period mm/yyyy to mm/yyyy with following particulars:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Address of Registered office</td>
</tr>
<tr>
<td>2</td>
<td>Type of organization (Proprietorship / Partnership / Co-operative / Private Limited / Public Limited)</td>
</tr>
<tr>
<td>3</td>
<td>Name of Proprietor / Managing Partner / Managing Director / Authorized Signatory</td>
</tr>
<tr>
<td>4</td>
<td>Production Certificate / IEM No. and Date</td>
</tr>
<tr>
<td>5</td>
<td>Name of the Financial Institution / Banks extended Term loan / Working capital loan (Specify the amount &amp; date of sanction)</td>
</tr>
<tr>
<td>Employees</td>
<td>Male</td>
</tr>
<tr>
<td>-----------</td>
<td>------</td>
</tr>
<tr>
<td>Unskilled</td>
<td></td>
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<tr>
<td>Semiskilled</td>
<td></td>
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<tr>
<td>Skilled</td>
<td></td>
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<tr>
<td>(a) Sub total &amp; % of total employed</td>
<td></td>
</tr>
<tr>
<td>Supervisory</td>
<td></td>
</tr>
<tr>
<td>Managerial</td>
<td></td>
</tr>
<tr>
<td>(b) Sub total &amp; % of Total employed</td>
<td></td>
</tr>
<tr>
<td>(c) Grand Total (a+b)</td>
<td></td>
</tr>
</tbody>
</table>

11 Total PF amount (employer & employees share) paid in Rs.

12 Amount of Claim @ Rs 1500/- per person | No. of Workers | Total Amount

13 Bank Name with branch & Account No. (Certified by the Bank)

14 IFSC code & MICR code of the bank

I, Sri ___________________________ s/o ___________________________ at present ___________________________ (designation) of M/S ___________________________ (name of the Apparel unit) certify that the information furnished as above is true and correct to the best of my knowledge and belief.

I hereby undertake to abide by the terms and conditions prescribed under the provisions of Odisha Apparel Policy 2016 and its Operational Guidelines.
I hereby undertake to repay the incentive subsidy or any part thereof with penal interest as decided by the authority-

(i) if the information stated above is found to be false/incorrect/misleading or mis-represented and there has been suppression of facts/materials or if found to have been disbursed in excess of the amount actually admissible for whatsoever reason...

(ii) if the Apparel unit goes out of production for a period exceeding six months at a time for any reasons other than force majeure during the period of incentives...

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

I furnish herewith Incentive claim duly certified by Chartered Accountant.

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

Signature of Proprietor / Managing Partner / Managing Director / Authorized Signatory

In full and on behalf of M/s---------------------

Place-

Date-

Enclosure-

1.

2.

3.
CHECK LIST

(APPLICATION FOR INCENTIVES UNDER ODISHA APPAREL POLICY 2016)

Copies of documents to be attached with the application shall be self-attested by Proprietor / Managing Partner / Managing Director / Authorized Signatory

(Strike out whichever is not applicable)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Production Certificate / IEM</td>
</tr>
<tr>
<td>2</td>
<td>Power of Attorney / Board Resolution / Society Resolution as applicable, while signing as Partner / Managing Director / Authorized Signatory.</td>
</tr>
<tr>
<td>3</td>
<td>Certificate of Registration and Certificate of Incorporation (Memorandum of Association &amp; Article of Association) under Indian Companies Act-1956</td>
</tr>
<tr>
<td>4</td>
<td>Approved DPR</td>
</tr>
<tr>
<td>5</td>
<td>Certificate on Date of Commencement of production</td>
</tr>
<tr>
<td>6</td>
<td>Consent to operate issued by OSPCB except for green category</td>
</tr>
<tr>
<td>7</td>
<td>List of workers with Aadhar Card Number and their full address duly certified by the Unit as domicile of Odisha.</td>
</tr>
<tr>
<td>8</td>
<td>Copy of Pay Roll duly certified by the employer as proof of wage paid month wise online into individual workers' bank accounts.</td>
</tr>
<tr>
<td>9</td>
<td>Copy of the online documents (Electronic Challan cum Return ECR) of EPFO reflecting amount deposited against the individual worker in the prescribed format of the EPFO.</td>
</tr>
<tr>
<td>10</td>
<td>Universal Account Number (UAN) which is the unique account number issued by EPFO to employees. This number Aadhar seeded and verified should be submitted.</td>
</tr>
<tr>
<td>11</td>
<td>Online bank receipt towards payment of monthly provident fund received at EPFO.</td>
</tr>
<tr>
<td>12</td>
<td>Undertaking that minimum wages under different categories as prescribed by Labour &amp; Employment Department, Govt. of Odisha have been paid to the workers.</td>
</tr>
</tbody>
</table>
Annexure-C

(FOR OFFICE USE)

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

Letter No:__________ / Date:__________

Acknowledgement

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

To

Sri __________________________
M/s. __________________________

Received the application for incentive under Odisha Apparel Policy, 2016 along with documents mentioned below for the period ______ from M/s ________ At/PO ________
Dist. __________ on Dt. __________ through post / person.

List of documents

1. __________________________

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

Annexure-C

(TO BE DISPATCHED TO THE APPLICANT)

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

Letter No:__________ / Date:__________

To

Sri __________________________
M/s. __________________________

Received the application for incentive under Odisha Apparel Policy, 2016 along with documents mentioned below for the period ______ from M/s ________ At/PO ________
Dist. __________ on Dt. __________ through post / person.

List of documents

1. __________________________

Signature of authorized officer /
Managing Director, SPINFED
with seal & date ________
CERTIFICATE TO BE FURNISHED BY THE EPF AUTHORITY.

Certified that M/s. ____________________________

At/PO ___________________ Dist. ____________ (Address of the Registered office of the unit)

has been registered with EPF authority bearing No ____________ Dt. ____________

Further it is certified that the above unit has already paid monthly PF contribution amount towards employee and employers share alongwith other administrative charges etc of members from _______ to _______ (month & year)

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Month Name</th>
<th>No of employees</th>
<th>Amount paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>January</td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td>February</td>
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<td></td>
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<tr>
<td>3</td>
<td>March</td>
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<td>4</td>
<td>April</td>
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<td>May</td>
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<td>6</td>
<td>June</td>
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<td>7</td>
<td>July</td>
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<td>8</td>
<td>August</td>
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<td>9</td>
<td>September</td>
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<tr>
<td>10</td>
<td>October</td>
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<td></td>
</tr>
<tr>
<td>11</td>
<td>November</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>December</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grand Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature & Seal of EPF Authority
Annexure – E

OFFICE OF THE DIRECTOR OF TEXTILE, ODISHA, BHUBANESWAR

APPROVAL ORDER

Office order No.__________ dt____________

Approval is hereby accorded for payment of incentive for apparel unit under Odisha Apparel Policy -2015 for the period mm/yy to mm/yy for Rs __________ (Rupees _______________ ) only in favour of M/s ___________________________ proprietor / Managing Partner / Managing Director / Authorized signatory Sri _______________ At/Po _______________ Dist. _______________ (Address of the Registered office of the unit) in accordance with the provisions laid down in Odisha Apparel Policy -2016 and its Operational Guidelines.

This approval is towards amount of assistance as prescribed in Odisha Apparel Policy 2016 as defined in Odisha Apparel Policy 2016 and the total amount approved so far does not exceed the limit(s) specified in the Odisha Apparel Policy 2016.

Director of Textile, Odisha

Memo No.______________ dt.______________

Copy forwarded to M/s ___________________________ proprietor / Managing Partner / Managing Director / Authorized signatory Sri _______________ At/PO _______________ Dist. _______________ for information.

Director of Textile, Odisha

Memo No.______________ dt.______________

Copy forwarded to the Handlooms Textiles & Handicrafts Dept., Govt. of Odisha / Managing Director, IPICOL / Managing Director, SPINFED for information and necessary action.

Director of Textile, Odisha
OFFICE OF THE ODISHA STATE COOPERATIVE SPINNING MILLS FEDERATION LTD

BHUBANESWAR

No. _________  Dt. ____________

The application for Incentive under Odisha Apparel Policy -2015 to Apparel Unit M/s _________  Address ________________________ bearing IEM / Production Certificate No. _________  Dt. ____________ on dt. ___________________ for the period mm/yy to mm/yy is returned due to incomplete compliances as specified below/ rejected due to following reasons.

1. 
2. 
3. 
4. 

Signature of Managing Director, SPINFED, Odisha

With seal & date ____________
For further details, please contact:

HANDLOOMS, TEXTILES & HANDICRAFTS DEPARTMENT
Sachivalaya Marg, Bhubaneswar – 751001
Tel: +91-674-2536995, 2322781
Fax: +91-674-2530224
e-mail: texsec.od@nic.in

DIRECTOR

ORISSA STATE COOPERATIVE SPINNING MILLS FEDERATION LTD. (SPINFED)
Hastatanta Bhawana, Unit – IX
Janapath, Bhubaneswar – 751022
Tel.: +91 – 674-2540432
e-mail: spinfeldodisha@gmail.com
Website: www.spinfeldodisha.org

INDUSTRIAL PROMOTION & INVESTMENT CORPORATION OF ODISHA LIMITED (IPICOL)
IPICOL House, Janapath, Bhubaneswar – 751022, Odisha
Tel.: +91 – 674 – 2542601-03/2542607-8
Fax: +91 – 674-2543766
e-mail: cmd@investodisha.org

GOVERNMENT OF ODISHA
Handlooms, Textiles & Handicrafts Department

Memo No. 3739/Bhubaneswar, dated 29-08-2017

Copy forwarded to All Departments/All Heads of Departments/ Director of Industries, Cuttack/ Director of Textiles & Handlooms, Odisha/ CMD, IPICOL/ CMD, IDCO/ M.D., SPINFED/ Regional Provident Fund Commissioner, Odisha, Bhubaneswar/ All PSUs/ All Collectors/ Head, State Portal Group, IT Centre, Secretariat, Bhubaneswar/ All Sections of HT&H Department/ Guard File (5 copies) for information and necessary action.

Addl. Secretary to Govt.