

INTEGRATED DEVELOPMENT OF LEATHER SECTOR (IDLS) Part I
Project Implementation Unit (PIU) – (FDDI, NOIDA)
CHECKLIST FOR TECHNICAL APPRAISAL
(To be filled by prospective beneficiary unit during submission of application at FDDI)

A. General Information

1. Name of the unit
2. (a) Place..... (b) FDDI registration no.
(for office use only)
(c) Cell number of the signing authority
3. Type of unit: Proprietorship/ Partnership/.Private limited
4. Date of Incorporation of the firm/ Company (*enclose relevant document*)
5. Whether the constitution of the firm/ name of the firm has been changed since the date of incorporation (e.g. change in partners/ conversion from proprietorship firm to Private Ltd. company,)?
Yes No
(*If yes enclose all relevant change documents*)

Enclosures

- 1.
- 2.
- 3.

6. Product line for which proposal is submitted under the IDLS scheme (Tick any one)

- Leather Footwear
- Footwear Component
- Leather Goods
- Leather garments
- Leather Saddlery Goods

(Category under footwear components are Finished outsole, Heel, Toe puff, Stiffeners, Insoles, Shoe Last, Leather welt, Cutting Dies, Accessories, Strips, edgings, Mignons) Tick as applicable. Attach documentary evidence.

7. Date of commencement of the production for which the proposal is submitted under the scheme :

8. Documents enclosed in support of point no (7)

9. Scale of operation SSI/ Non SSI
 10. Permanent SSI registration certificate enclosed Yes N/A
11. Ownership of factory premises Owned/ Leased
12. Registered Lease deed (for 5 years) enclosed Yes N/A
13. Existing Capacity before technological upgradation pairs/Pcs PA
14. Detail of existing machinery before modernization (enclose list) : Enclosed N/A

15. Upgradation program undertaken in this proposal From _____ to _____

16. Condition of proposed machines for modernization (***Tick whichever applicable***)

- New Indigenous
- New Imported
- 2nd Hand Indigenous
- 2nd Hand Imported
- 2nd hand imported reconditioned in India
- 2nd hand reconditioned imported

Note: *2nd hand imported/ and reconditioned imported machines are not allowed under 12th plan.*

17. Mode of finance :

Self Finance / Bank Finance (**Tick anyone**)

(A proposal under IDLS scheme shall be either Bank financed or self financed)

18. Whether the beneficiary unit already availed subsidy from other govt. Scheme for the proposed machines Yes/ No

B. Eligibility for Existing unit (Units completed 3 years of production during filing of application at FDDI)

19. Date of loan sanction on or after 01/01/2011 (for bank financed proposal enclose sanction letter) Yes/No

20. Loan sanctioned after 3years of production Yes/ No

21. All the machines proposed purchased from the above term loan Yes/ No
(A proposal under IDLS scheme shall be either Bank financed or self financed)

22. Whether the loan is utilized in some other govt. scheme for grant Yes/No/NA

23. Purchase orders after 3years of production and after 1/1/11? Yes / No

24. Audited balance Sheet attached of the immediate preceding 3 years of starting modernization programme (**For example if the first PO in a proposal is dated 10/10/2011, then balance sheet of financial year 2008-09, 2009-10 and 2010-11 have to be enclosed and the same detail have to be furnished in IDLS form 1**) Yes/ No

25. Auditors report of the above balance sheet (Form 3 CD) enclosed Yes/ No

26. Whether the last module has been fully implemented Yes/ No
(*Add on application can only be approved for assistance after successful implementation of the earlier module*)

27. Whether the grant of earlier applications disbursed and utilized? Yes/ No
(for add on applications only.)

(If yes please enclose Utilization certificate (GFR 19A) as per prescribed format available in our website. Add on applications will be accepted upon utilization of all approved grant)

28. Cumulative grant sanctioned till last module Rs.
(*for add on application only*)

29. Copy of the last sanction orders enclosed Yes N/A
(*for add on application only*)

30. Date of last sanction order
(*for add on application only*) *Application to be submitted after one year from the date of last sanction.*

31. Machines proposed in the module as per the IDLS scheme guideline Yes /No

32. Two Years Cash Profits in the preceding years of modernization Yes/ No

33. If the unit already given sanction of Rs. 50 lakhs, Yes/No

34. Change of constitution if any during the process of sanction/within 2 years of signing agreement with the bank. Yes N/A

C. Eligibility of New units (units have not completed 3 years in production during filing of application at FDDI-PIU)

35. Date of all purchase order after 1st January 2011? Yes/ No

36. Loan sanctioned after 1st January 2011 (for bank financed proposal) Yes No

37. Date of loan sanction (for bank financed proposal enclose sanction letter)

37. All the machines proposed purchased from the above term loan Yes /No

38. Whether the last module has been fully implemented Yes/ No
(*Add on application can only be approved for assistance After successful implementation of the last module*)

39. Whether the grant of earlier applications disbursed and utilized? Yes/ No
(for add on applications only.)

(If yes please enclose Utilization certificate (GFR 19A) as per prescribed format available in our website. Add on applications will be accepted upon utilization of all approved grant)

40. NOC from pollution board and fire department enclosed Yes /No

41. Factory premises is ready for m/c installation Yes/ No
(*if yes enclose chartered civil engineers certificate*)

42. Sales tax/VAT/ Excise registration copy enclosed Yes/ No
New units would be approved for assistance under the scheme only on submission of the copy of all the required registration, NOCs from all concerned Government Departments for setting up of the unit and when the factory building is ready for installation of plant and machinery.

Date:

Signature

Place:

Partner/Director/Proprietor

(Company seal)

Illustrative arrangement of documents

- Covering letter
- Company profile (detail mentioning the product manufactured, period of manufacturing, diversification if any, constitution, changes if any etc)
- IDLS form I
- SSI registration certificate (both old and new)
- Loan sanction letter (for bank financed proposal)
- Grant Utilization Certificate (GFR 19A) [For add on applications only]
- List of existing facility
- List of machine
- Purchase order
- Invoices/Proforma invoices
- Chartered engineers certificate (for 2nd hand imported m/c)
- Affidavit
- Partnership deed (old and new)/Memorandum of article including/Firm registration
- change in the constitution/ take over deed

- NOC/ST/VAT/Excise/Chartered civil engineers certificate (for new unit)
- Balance sheet, form 3 CD
- Undertaking (as per specimen)

Note: (i) This checklist has to be submitted by all the prospective beneficiary units along the application form and other relevant enclosures.

(ii) It is mandatory to fill up all points. Application received with incomplete checklist is liable for rejection.

(iii) For formats of enclosures/forms/Guidelines please visit our website:

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