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)

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 Shoe upper, Finished outsole, Heel, Toe
   puff, Stiffeners, Insoles, Shoe Last, Leather welt, Cutting Dies, Accessories, Strips,
   edgings, Mignons) Tick as applicable. Attaché 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  

Own       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

2nd hand imported/and reconditioned imported machines are only eligible in case of direct import and must have residual life of at least 10 years at the time of purchase. Enclose chartered engineers certificate.

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 (for bank financed proposal enclose sanction letter)
   Loan sanctioned after 3years of production  Yes    No

20. 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)*

21. Whether the loan is utilized in some other govt. scheme for grant  Yes/No/NA
23. Purchase orders after 3 years of production  Yes No

24. Audited balance Sheet attached of the immediate preceding 3 years of starting modernization programme  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  
   (Add on application can only be approved for assistance after successful implementation of the earlier module)
   Yes No

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

28. Copy of the last sanction order enclosed  Yes N/A  
   (for add on application only)

29. Date of last sanction order  
   (for add on application only)

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

31. Modernization after 3 years of operation  Yes No

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

33. If already availed 50 lakhs, PO date and loan sanction date is after 29.08.08  Yes N/A

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 purchase order after 29th August 2008  Yes No

36. Loan sanctioned after 29th August 2008 (for bank financed proposal)  Yes No

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

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

39. 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)

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)
• List of existing facility
• List of machine
• Purchase order
• Invoices/Proforma invoices
• Chartered engineers certificate (for 2nd hand 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
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 checklist of other enclosures please visit our website: 