



**NATIONAL  
JUTE BOARD**

**राष्ट्रीय पटसन बोर्ड  
NATIONAL JUTE BOARD**

भारत सरकार का एक सांविधिक निकाय, वस्त्र मंत्रालय  
A Statutory Body, Ministry of Textiles, Govt. of India

Ref. No.: NJB/CSAPM/2021-22/1<sup>st</sup> TC/ Minutes/14928

Date: 16<sup>th</sup> August' 2021

To,

The Director (TUFS) / Representative of the Office of the Textile Commissioner, H.O., Mumbai E-mail: pdc.otxc@gmail.com	The Director Indian Jute Industries' Research Association (IJIRA), Kolkata E-mail: director@ijira.org.in
The Chairman, Indian Jute Mills Association, Kolkata E-mail: ijma@ijma.org	The Chairman Jute Products Development & Export Promotion Council (JPDEPC), Kolkata E-mail: jute.jpdepc@hotmail.com
The Member Secretary, Jute Shippers Council, Kerala E-mail: shippers@bsnl.in	Sh. Anil Kariwala, Kariwala Industries J1-5, Block EP, Sector V, Saltlake Kolkata- 700 091 E-mail: anil@kariwala.com (nominated by the Secretary, NJB)

**Sub:** Minutes of the 1<sup>st</sup> Technical Committee (TC) Meeting of Capital Subsidy Scheme for Acquisition of Plants & Machinery (CSAPM) – reg.

Dear Sir/s,

The 1<sup>st</sup> Technical Committee (TC) Meeting of CSAPM was held on 10<sup>th</sup> August' 2021 under the Chairmanship of the Jute Commissioner through virtual mode. The approved minutes is enclosed for your kind reference.

This issues with the approval of the Competent Authority.

Thanking you,

Yours truly,

Dr. Mahadeb Datta  
Jt. Director (TT)

Encl: As above.

Copy to: The Jute Commissioner, O/o JC, Ministry of Textiles, Govt. of India

MINUTES OF THE 1<sup>ST</sup> MEETING OF THE TECHNICAL COMMITTEE (TC) UNDER  
THE CAPITAL SUBSIDY SCHEME ON ACQUISITION OF PLANTS & MACHINERY [CSAPM]  
-for JDP manufacturer

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Date and Time : 10<sup>th</sup> August, 2021, 02:00 P.M.

Attendees : Annexure A

The meeting was held under the Chairmanship of the Jute Commissioner. On behalf of NJB Dr. Mahadeb Datta, Jt. Director (TT) welcomed all the members. Thereafter the agenda items were taken up for discussion. The list of attendees is enclosed at *Annexure – A*.

Agenda 1: CSAPM - Operational Guideline

The operational guidelines of the Scheme as approved by NJB's Board was placed before the TC and after due deliberation the followings are further decided by the Committee.

- Sh. Sajan B. Nair, Member Secretary, Jute Shippers Council (JSC) submitted that, the JDP manufacturing units which are situated in the Southern states *viz.* A.P., Tamilnadu, Karnataka, Kerala of India may be allowed to submit their claims through JSC as Industry Association.
- As submitted by Sh. Neel Kankani, Chairman, Jute Products Development & Export Promotion Council (JPDEPC), the JDP manufacturing units situated in other states will submit their claims through JPDEPC as Industry Association.
- The Committee approved the above proposals and Jute mills having JDP manufacturing unit will submit their claim through Indian Jute Mills Association (IJMA) as advised by the Chairman.

During discussion on financial eligibility of vendor selection mentioned under “Guidelines for Vendor Selection (*para no. B,C,D,E*)”, the Committee advised that, keeping in mind the ongoing pandemic situation the clause may slightly be relaxed for the time being due to ongoing COVID situation and the investment and turn over may be considered as per the average of last 2 (two) years audited balance sheet before COVID breakout.

As suggested by Sh. S. Datta, AD (T), O/o JC, the *Para no. F* under “Guidelines for Vendor Selection” the machine to be enlisted subsequently under the Scheme must be in running condition in at least one JDP manufacturing unit in India. The Chairman also stated in this regard that such new machines which are sought for enlistment and to be enlisted under the Scheme will be placed in the subsequent TC for approval and for extending the benefits under the Scheme for that machine.

Regarding *Para no. b* under “Procedure of Vendor Selection”, the Committee nominates Indian Jute Industries' Research Association (IJIRA) for the task. The Committee approved the above proposal.



Sh. Anil Kariwala, the nominated Member from Industry proposed certain major modification in the Scheme guidelines. The Chairman stated that, since the guidelines have been approved by the NJB's Board, any major modification of the Scheme guidelines may not be appropriate at this stage. Further proposal on minor modification of Scheme guidelines by the members would be considered in the subsequent TC meeting as deemed fit.

The approved guidelines of the Scheme is enclosed at *Annexure-1*.

**Agenda 2: IJIRA's proposal on Creation of Database for eligible machinery, vendors enlistment and Price List**

- The proposal on Selection of Eligible Machinery (Phase –I) & Enlistment / Selection of vendors for manufacturing different types of JDPs (Phase –II) under the Scheme submitted by IJIRA at a cost of Rs.5.25 lakh+ GST has been duly approved by the Committee.
- The Chairman opined that, the budget of the proposal submitted by IJIRA for completion of the task for De-novo registration of vendor and preparation of maximum eligible basic price list (Phase- III) is found to be in higher side. However, the proposal has been approved by the Committee in-principle subject to further negotiation. A Committee may be formed for this purpose by NJB. IJIRA was directed to initiate the Phase – III activity.

**Agenda 3: Finalize the list of eligible Jute Diversified Products (JDPs) under CSAPM**

The list of eligible Jute Diversified Products (JDPs) under the Scheme which were identified by IJIRA in consultation of the various stake holders was placed before the Committee and after due deliberation the list has been duly approved by the Committee.

The approved list of JDPs under the Scheme is enclosed at *Annexure-2*.

**Agenda 4: Finalize the list of eligible machinery (core & non-core) under CSAPM**

The list of eligible machinery (core & non-core) under Scheme including vendors for such machines prepared by IJIRA in consultation of the various stake holders was placed before the Committee. After due deliberation the list has been approved by the Committee.

The approved list of machinery (core & non-core) with vendors under the Scheme is enclosed at *Annexure-3*.

**Agenda 5: Finalize the modus operandi of Vendor enlistment (for core machine manufacturer)**

3 (three) no. of formats for enlistment of machinery and indigenous/foreign manufacturers or authorized dealer / agents for the purpose of De-novo registration are prepared by IJIRA and placed before the Committee. The Committee has approved the formats.

The approved formats are enclosed at *Annexure-4*.

Agenda 6: Online LoI Format

An online Letter of Intent (LoI) format has been developed by NJB in line with the erstwhile ISAPM with slight modification and placed before the Committee. The Committee duly approved the format.

Dr. M. Datta, Jt. Dir (TT), NJB submitted that, since the De-novo registration of the vendor of core machinery is yet to be completed, the claim against the machines procured from any vendor which if found ineligible during De-novo registration, will be subsequently rejected. It was also suggested that, if any vendor does not qualify as eligible under the Scheme, the name of the vendor will be subsequently dropped from eligible list of vendor. The Committee duly approved the suggestions.

It was also informed to the industry members of the Committee to sensitize JDP manufacturing units for investment on the eligible JDP manufacturing machines as approved by the Committee and avail the benefits under the Scheme.

The Chairman further advised NJB to upload all the approved documents in the NJB online portal.

There being no other issues, the meeting ended with a vote of thanks to and from the Chair.

List of attendees

Following officials attended the meeting:

1	Shri Moloy Chandan Chakrabortty, IDAS - The Jute Commissioner & Chairman	O/o the Jute Commissioner
2	Dr. Mahadeb Datta, Jt. Director (TT)- Convenor	National Jute Board
3	Sh. T. Ayyappan, Deputy Director (Fin.)	National Jute Board
4	Sh. Soumyadipta Datta, Assistant Director (T)	O/o the Jute Commissioner
5	Representative from A-TUFS Division	Office of the Textile Commissioner
6	Dr. Anil Sharma, Director	IJIRA
7	Sh. Partha Sanyal, Scientist	IJIRA
8	Sh. Debasish Roy, Director General	IJMA
9	Sh. Neel Kankani, Chairman	JPDEPC
10	Sh. Sajan B. Nair, Member Secretary	Jute Shippers Council
11	Sh. Anil Kariwala, Nominated Member from Industry	Kariwala Industries
12	Shri Pallab Das, T.A.	National Jute Board



**OPERATIONAL GUIDELINES**

**: Capital Subsidy for Acquisition of Plants and Machinery (CSAPM) For Jute Diversified Products (JDPs):**

1. Any JDP manufacturing unit has to intimate NJB through an online Letter of Intent (LOI) in the prescribed format about their intention of upgradation and or modernization by acquiring and installing eligible plants and machinery for setting up of new unit / expansion of existing unit,
2. All the machinery procured under the Scheme should be linked to Bank Credit / Loans from a scheduled Bank. The extent of Bank Loan should be at least 10% of the total cost of machinery procured under the Scheme. No multiple finance for a project is allowed under this Scheme.
3. To submit the claim the following procedure shall be followed :
  - a. The purchase and installation of the machinery is to be completed within 9 (nine) months from the date of LoI, whereas the claims, both online and offline should be submitted after prior scrutiny through industry association to NJB within twelve (12) months from the date of submission of LoI respectively. Only in case of force majeure, an additional 6 months will be allowed subject to approval from the Technical Committee of CSAPM, NJB.
  - b. Force Majeure will include Act of God, Embargos, Unavoidable casualties, Acts of civil and military authorities, Government orders, Emergency conditions including weather conditions incompatible with safety of good quality workmanship etc., suspension of work / strike etc., Acute shortage of raw material, Delay in Customs clearance.
  - c. JDP Manufacturing unit to purchase machinery for modernization out of loan amount drawn only from any scheduled bank. Second hand Machinery will not be eligible for subsidy under the Scheme.
  - d. On completion of purchase and installation, JDP manufacturing unit need to submit online Claim application and then approach industry association in person with the claim application, appraisal memo by the bank from which loan has been sanctioned showing the viability of the project & documents supporting sanction & disbursement of loan.

The correspondences may be made referring online acknowledgement number.

- e. The authorized officials of industry will scrutinize the claim application cross-checking with a check-list and get them rectified, if necessary.
  - f. After scrutiny by industry association, the application has to be delivered by JDP manufacturing unit in person to NJB along with fees of Rs. 25,000/- (for Jute Mills having JDP units) or 2% of the claim amount subject to minimum fees of Rs.5,000/- and a maximum of Rs.50,000/- (for JDP manufacturer) towards IJIRA payable at Kolkata every Monday or the immediate next working day in case that Monday is a holiday for verification / vetting by IJIRA or any institute, if authorized.
  - g. The NJB authorized official shall scrutinize the application and provide a check-list of documents submitted.
  - h. The claim application to be forwarded to IJIRA or any institute, if authorized for Technical appraisal.
  - i. IJIRA or any institute, if authorized to prepare the Technical appraisal report and send it back to NJB within 7-10 working days.
  - j. After receipt of Technical Appraisal Report from IJIRA, Joint Inspection comprising members from NJB, O/o the JC and IJIRA to be conducted and capital subsidy to be disbursed subject to fulfillment of all conditions by the unit, as laid down in the guidelines.
  - k. The Core Machinery for manufacturing Jute Diversified Products to be purchased from the enlisted vendors as approved by the Technical Committee of CSAPM, NJB.
4. A Technical Committee, the composition of which is given below, will look into all aspects of the scheme including advising NJB on the modus operandi and on implementation of the scheme:
- (i) Jute Commissioner - in the Chair
  - (ii) Secretary, NJB – Convenor
  - (iii) Representative of O/o Textile Commissioner
  - (iv) Chairman, IJMA
  - (v) Director, IJIRA, Kolkata
  - (vi) Secretary, Jute Shipper's Council, Cherthala
  - (vii) Chairman JPDEPC /Representative of JDP Sector



(viii) Representative of JDP manufacturing units/Exporters,  
Name of Sl. No. (viii) to be recommended by Secretary, NJB.

5. Indicative Check List of claim under CSAPM
  - a. Letter of Intent
  - b. Highlight of project proposal
  - c. Claim Application form with photograph (*as per Annexure -A*)
  - d. Applicant ID proof
  - e. Company PAN Card
  - f. Company Management details
  - g. Existing list of Machinery installed in the unit
  - h. IJIRA membership certificate and fees of IJIRA
  - i. C.A. Certificate as per *Appendix-1* of the claim application form
  - j. C.A. certificate in respect of items with value of machinery installed as per *Appendix-2*
  - k. Installation/ Commissioning Certificates by the machine manufacturer/ authorized agent/supplier.
  - l. Machine invoice/s
  - m. Submission of GST return documents by the vendor (indigenous)
  - n. Delivery note / Challan with
    - i. Date of delivery
    - ii. Place of installation
  - o. Bank Sanction letter along with appraisal memo
    - i. Date of last disbursement from Bank
    - ii. Drawn & disbursement reconcile statement
    - iii. Loan Sanction Account No.
    - iv. Bank / Branch E-mail ID/ Contact Person/Phone no.
    - v. Hypothecation document of the Bank
  - p. Payment details/ Bank certified bank statement with date(s) of payment(s) / Summary of payment details
  - q. Money Receipts
  - r. Production Plan of the Unit indicating all the machinery
  - s. Latest Audited Balance Sheet along with Schedule to the Company ACT/ IT ACT.
6. The intending JDP manufacturing unit acquiring and installing core machinery for upgradation and / or modernization shall have to procure



such machinery / equipment from a vendor, enlisted in the list of vendors approved by the 'Technical Committee' from time to time.

7. Interested vendors will have to make application in following formats, as may be applicable and on behalf of NJB, the application will be evaluated by IJIRA or any other technical institution as directed by the Technical Committee :
  - (i) Format for Enlistment of Indian Machine Manufacturers
  - (ii) Format for Enlistment of Foreign Machine Manufacturers
  - (iii) Format for Enlistment for authorized distributors / selling agents of Indian / Foreign Manufacturers
8. Embossing/engraving of identification code (model no., manufacturing serial no. year of manufacturing, manufacturer's name, scheme etc.) on brass plate on each plant / machine for which subsidy has been claimed will be made other than the machine manufacturer's plate as fixed with the machines.
9. A team comprising members from National Jute Board, O/o Jute Commissioner, IJIRA or any other agency to be identified by the Technical Committee will inspect such acquisition and installation.
10. The claimant shall furnish an undertaking that they will not dispose any item of plant / machinery / equipment for which the incentive has been received within a period of 5 years from the date of receipt of the incentive, except with the prior approval of NJB.
11. A department wise board in the prescribed format displaying all the machines for which subsidy / incentive has been provided by NJB in the last 5 years, if any should be erected in the respective department.
12. Captive Power Generation Machines, transformers and generator are not considered for incentive under the scheme.
13. NJB will have the power, even after the disbursement of the subsidy to inspect, if the unit has received the plant / machinery / equipment against taking incentive & those are in operation and not disposed of within the stipulated period of the scheme.
14. The subsidy will be disbursed, on availability of fund for the purpose, on 'first receipt of valid application in *Annexure - A* first serve' basis.
15. The units are permitted to avail of benefits of State Government's Scheme, an addition to the benefit provided under this Scheme.

16. In case of merger of the entities or take-over of an entity by other, the new entity will be entitled to get the subsidy, if due, under the Scheme subject to the condition that the merger/ take-over is either permitted by the Registrar of the Companies or by an order of the Court and the new entity has taken over all the liabilities and assets of the merged/ taken over entity and the respective bank has also transferred the term loan of the earlier entity in the name of the existing entity which has taken over. In such cases, the new entity shall submit a request in the prescribed format (*as per annexure-B*) with all the supporting documents to NJB for changing the profile.
17. Maximum limit of assistance will be capped at Rs. 1.50 Cr. / unit during the entire tenure of the Scheme.

### **GUIDELINES FOR VENDOR SELECTION**

Vendors/ supplier of machinery to be selected for JDP manufacturing unit/ Jute Geo-Textile (JGT)/ Other Technical Textiles of Jute to be allowed as per decision of the Technical Committee to sanction the subsidy.

Three sets of application formats have been devised by NJB for registration as follows:

- (i) Format for Enlistment of Indian Machine Manufacturers (*Form -1*)
- (ii) Format for Enlistment of Foreign Manufacturers (*Form -2*)
- (iii) Format for Enlistment of authorized distributor / selling agents of India / Foreign Manufacturers (*Form -3*)

Specific financial & technical criteria including past performance for machinery manufacturers are prescribed as follows:

- A. At least three years' experience in related field.
- B. Investment in plant & machinery should not be less than Rs.1.00 Crore for major machinery as per last audited balance sheet of the unit.
- C. Investment in plant & machinery should not be less than Rs.20 lakhs for all other machinery as per last audited balance sheet of the unit.
- D. Average turnover of last three years related to manufacturing activities should not be less than Rs.1.5 crore in case of machinery listed at para B above as per last audited balance sheet of the unit.



- E. Average turnover of last three years related to manufacturing activities should not be less than Rs.20 lakh in case of machinery listed at para C above as per last audited balance sheet of the unit.
- F. Each machine that is to be enlisted is also to be commercially run in at least one JDP manufacturing unit in India and must also have a report from a technical institute such as IJIRA or any institute, if authorized confirming its performance.

The above criteria will be applied in general. However, for fresh inclusion and De-Novo registration of vendors, the above financial parameters will be reviewed by the TC and will be notified later.

### **PROCEDURE OF VENDOR SELECTION (for indigenous machine)**

#### **For Core Jute Machinery:**

- a) The machinery manufacturers would apply in an appropriate format showing their details of manufacturing capacity, business performance, financial background etc. The applicants are required to mention about the performance of the machines already supplied and working in any / some JDP manufacturing unit along with the clientele list in jute sector. They have also to deposit Rs.10,000/- as application fee in the name of IJIRA or any institute, if authorized, the technical institute engaged by NJB for assessment and inspection.
- b) Indian Jute Industries' Research Association (IJIRA), Department of Jute & Fibre Technology (DJFT), similar institution having mechanical and electrical engineering divisions shall be approached by NJB to assess infrastructural facilities, capability and capacity of the vendor / machinery manufactures.
- c) If the application is found prima facie eligible for enlistment as vendor of the approved machines, IJIRA or similar institution having mechanical and electrical engineering divisions will conduct spot physical inspection of manufacturing units to confirm their manufacturing capacity, verification of original records and other technical parameters mentioned in their applications.
- d) The recommendation of IJIRA or similar institutions will be placed before the Technical Committee which will consider enlistment of vendor.

For Non-Jute Processing Machinery used in JDP manufacturing units:

Since a number of renowned manufacturers / vendors are in the field in supplying non-jute processing plants / machines viz. material handling machines like Fork Lift, EOT Crane etc., testing equipments and are not jute processing specific, enlistment of the vendors for non-core jute machinery are not considered necessary under the scheme.



**Annexure- A**

**APPLICATION FORM**

**CAPITAL SUBSIDY SCHEME FOR ACQUISITION OF PLANTS AND  
MACHINERY SCHEME (CSAPM)**

Affix recent passport  
size  
photograph of  
applicant

To  
The Secretary  
National Jute Board

Sir,

I.....Son  
/Daughter of.....Proprietor/Partner/Director  
Managing Director/chairman/authorized Signatory on behalf of the JDP manufacturing unit known  
As.....hereby apply to grant of Incentive for Modernization of Jute Industry under Acquisition of  
Plants and Machinery Scheme as follows:

- (i) Cost of eligible machinery / equipment acquired and installed for modernization and / or up gradation  
(Rs.....as per details in appendix – 2)  
(Rupees .....only)
- (ii) Incentive under “Acquisition of Plants and Machinery Scheme”  
@ 30% of (i) above Rs.....  
(Rupees.....)

The necessary particulars are furnished below:

**A. Particulars of the applicant JDP manufacturing unit:**

- a) (i) Name of the JDP manufacturing unit:  
(ii)Address:

Telephone:

FAX :

E. Mail :

- (i) Constitution: Private Limited Company / Public Limited Company (Please tick the applicable) Co-operative  
/Partnership/ Sole Proprietorship.

**B. Details for upgradation and or modernization proposed to be undertaken in JDP manufacturing unit:**

- i) Name of plant / machinery acquired and installed for  
upgradation and /or modernization
- ii) If the plant / machinery is / are covered under the  
eligible items, the serial number of the item (s) in the  
list of eligible items
- iii) Name and Address of the Vendor supplying the  
eligible item(s) of plant / machinery
- iv) Date(s) of placing orders for procurement
- (v) Date of acquiring
- (vi) Date of completion of installation
- (vii) Place of installation (complete address)
- (viii) How the item of new machinery is / are acquired  
(Please tick the appropriate clause)  
I) Domestic Purchase  
II) Import
- (ix) Date on and from which the machinery acquired  
for upgradation and/ or Modernization put to

operation.

(additional sheets may be attached for details, if necessary)

(x) Source/s of Finance for acquiring and installation of the plant / machinery

(please tick the appropriate clause and provide details)

- (a) Bank.....
- (b) Financial institution.....
- (c) Others.....
- (d) Own sources.....

**C. If the source of funding is other than own sources provide the following information**

- (i) Name of the Bank / Financial or other Institution
- (ii) Name and address of the branch sanctioning/ disbursing the fund.
- (iii) Amount of fund sanctioned Rs.....
- (iv) Sanction letter details  
(Copy of the Sanction letter and the techno-financial appraisal of the Bank to be attached) Sanctioning Authority:  
No. & Date:  
Terms of Repayment:  
Terms of Sanction, if any:  
Cheque/ DD no. & Date:  
Vendor Name, Amount (Rs):  
Cheque /DD no. & Date:  
Amount (Rs.):
- (v) Details of fund drawn against the sanction
- (vi) Details of payment to the vendor

I/ We hereby declare that I / we have not availed of or shall avail of any assistance under Technology Upgradation Fund Scheme or any other scheme of the Ministry of Textiles, Government of India for the same plant / machinery for which incentive has been claimed hereinabove.

I / we hereby undertake to submit any further documents / information as may be required by the appropriate authorities.

I / we hereby undertake not to dispose of the machinery / equipments for which subsidy has been claimed within a period of 5 years from the date of receipt of incentive except with the prior approval of NJB.

I/ we hereby agree that in case it is found that the incentive has been availed of on the basis of any false information, we shall forthwith refund the incentive availed of to NJB along with interest to be charged, as per Scheme, from the date of disbursement to the date of refund.

I / we hereby further agree that I / we shall forthwith repay the amount disbursed to me / us under the scheme, if the amount of incentive is found to have been disbursed in excess of the amount actually admissible for whatsoever reason and shall 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.

Full Signature of the Applicant

Name and Designation of the Authorized Signatory

- Affix Recent Passport Size Photograph
- Address Proof (Personal)
- Copy of the PAN Card (Personal & Company)
- Full Name & address with full signature of witness
- Date & Place:
- Seal of the Company:
- Documents enclosed:

As per **Para no. 5** of the Operational Guidelines of the Scheme.

**N.B.:** All the submitted documents should be signed by the Director of the Company along with DIN in case of Company. Other units / mills may submit the proof of registration like registered partnership deed, Proprietorship registration etc.



**Appendix-1**

Certificate to be issued by a Chartered Accountant

I/We hereby confirm that I/we have examined the claim papers, books of account and the prescribed documents in respect of the claim of M/s..... and hereby certify that the statements made and particulars furnished in Form No. .... annexed here to be correct according the books of operation.

Neither I/we nor any of our partners is a Partner/Director or an employee of the above named entity or its associated concerns.

I fully understand that any submission made in this certificate if prove incorrect or false will render me/us liable to face any penal action or other consequences as may be in the law or otherwise warranted.

Signature & Stamp/seal of the Signatory-----

Name -----

Membership No. -----

Full Address -----

Name and address of the Institution where registered.

Sign &Stamp of CA

Date:

Place:

## Appendix-2

Certificate to be given by the JDP manufacturing unit.

Scheduled of fixed assets (machinery) create as on..... by M/s.....  
.....address : .....

### Break up of Costs Included in the value of Asset/ s:

Sl No	Description of the plant / machinery (item wise)	Quantity	Date of order	Name of the vendor with address	Date of installation / Erection	Bill No. & Date	Paid up value of the assets created erected Rs.	Bill value of the assets created Rs.

Basic Value (CIF/ FOB)	Customs / Excise Duty	Freight, Insurance and Handling Charges	GST	Erection / Installation Cost	Other, if any specify	Total

Certified that the assets enlisted in the schedule of fixed assets (machinery) are created in position at site as on .....and put into operation on .....

Full Signature (with seal) of  
Managing Director / Director / Secretary / Authorized Signatory of the  
Company

1. We hereby certify that we have checked the above statement of fixed assets (machinery) with the books of accounts, the invoices and other records maintained by M/s.....  
.....as produced, and the information and explanation given, and found the same to be true and in accordance therewith.
2. We also certify that M/s. ....have acquired and installed the above mentioned assets (machinery during the period from ..... to .....
3. We further certify that the value of aforesaid items of fixed assets (machinery) have the extent paid for up to .....from .....to.....  
..... and exhibited in the relevant books of the Company

Full Signature of the Chartered Accountant  
Name of the Firm  
Date & Place  
Registration no.  
(Seal of the Chartered Accountant)



**ANNEXURE -B**

**Merger/ Take-over of Management of the Entity**

	Old Management				New Management			
Name of the Entity								
CIN No.								
Details of Promoters	Name	PAN No.	DIN No.	Aadhar No.	Name	PAN No.	DIN No.	Aadhar No.
Loan Account No.								
Name of the Bank								
IFSC Code of the Bank								

**Encl.:** Copy of the all relevant papers/ documents.

**: Identified List of Jute Diversified Products (JDPs) under CSAPM:**

<b>Sl. No.</b>	<b>List Of Jute Diversified Product (JDP)</b>
1	Braided Jute Product
2	Jute Rope
3	Hand Spun Yarn
4	Jute based Chord Yarn
5	Product made by Hand Spun Jute Yarn
6	Jute based Carpets, Rugs & Matting (Floor Coverings)
7	Jute based Handloom Fabrics
8	Bleached, Dyed Jute based Yarn/Fabric and Fabric with various functional Finishes
9	Jute based Printed Fabric
10	Jute based Coated Fabric
11	Jute based Laminated Fabric
12	Embroidered Jute or Jute blended Fabric
13	Jute based Nonwovens for diversified applications
14	Jute based Stitched Blanket
15	Jute based Logs/Wattles or other sediments retention fibre rolls (SRFRs)
16	Nonwoven Jute Geotextile
17	Pre fabricated Vertical Jute drain (PFVJD)
18	Jute Agro Textile
19	Jute based Narrow Fabrics, Webbing
20	Jute Bags, Jute/Jute blended Lifestyle Products, Home Textiles and other Jute based Made-up
21	Jute based Soft Luggage and Briefcase
22	Laminated Jute Tea Bag
23	Jute based Slippers
24	Jute based Sanitary Napkin
25	Activated Carbon from Jute Stick
26	Briquettes from Jute Stick
27	Jute Pulp, Hand or Machine made Paper
28	Jute based Particle Board
29	Jute Composite



**List of Core Machinery and vendor for JDP Units**

Sl. No.	Category of JDP	Sl. No.	Machine/Sub Category	Manufacturer/Agent
1	Braided Jute Product	A	Braiding Machine	Susmatex Machinery
				Geesons Engineering Company
				Mahesh Twisto Tech Private Limited
2	Jute Rope	A	Rope Making Machine	Mahesh Twisto Tech Private Limited
3	Hand Spun Yarn	A	Motorized spinning system for hand feed jute	
4	Chord Yarn	A	Flat knit Brading Machine	Susmatex Machinery
5	Product made by Hand Spun Yarn	A		
6	Carpets, Rugs & Matting (Floor Coverings)	A	Carpet Loom	Drona Engineering Monarck Engineers
		B	Dobby/Jacquard for Carpet Loom	Dash Mesh Jacquard and Power loom Pvt Ltd
		C	Dye Vat for Yarn Colouring	Monarck Engineers
		D	Stitching Machine	C K Trading Company
				IIGM Private Limited
				Juki India Private Limited
				Juki Singapore Pte Limited
				PV Traders
				Shree Durga Trading Co.
				Sunny Sales
		E	Overedging Machine	
		F	Latex Backing Machine	Monarck Engineers
G	Latex Foam Applicator			
H	Carpet Dusting Machine	Roots Multi clean Limited		
I	Rug Cutting Machine			
J	Carpet Binding Machine			

Sl. No.	Category of JDP	Sl. No.	Machine/Sub Category	Manufacturer/Agent
7	Jute made Handloom Fabrics	A	Handloom	
8	Bleached, Dyed Yarn/Fabric and Fabric with various functional Finishes	A	Winch	
		B	Cabinet Dyeing	R K Tex Machines India Pvt. Ltd.
				Win Tech Engineering
				ALS Industries
				Raj Industries
		C	Hydro Extractor	Guruson International
				RK Tex Machines India Pvt. Ltd.
		D	Hot Air Dryer or Drying Chamber for Yarn	R. B. Electronics & Engineering Pvt. Ltd.
				ZEN Industrial Engineers
				Swastik Textile Engineers Pvt. Ltd.
				RK Tex Machines India Pvt. Ltd.
		E	Mini Yarn Spool Making Machine for package dyeing	P.S.B. Industries
		F	Jigger (Semi Automatic/ Automatic) for Fabric Scouring, Bleaching & Dyeing	R. B. Electronics & Engineering Pvt. Ltd.
				Indotex Manufacturers
				Bhatt Brothers
				ZEN Industrial Engineers
				Darshan Engineering
				Thakore Engineering Enterprises
				Trinity Tradex ( P ) Ltd
				B Tex Textile Machinery
Jackswell Machinery Pvt. Ltd.				
G	Hot Air Drying or Curing cum Polymerizer unit for Yarn & Fabric	Grafica Flextronica		
		Impress Apparel Machines Pvt. Ltd.		
		Omkar Engineering		
		Swastik Textile Engineers Pvt. Ltd.		
		Thakore Engineering Enterprises		



Sl. No.	Category of JDP	Sl. No.	Machine/Sub Category	Manufacturer/Agent
				R. B. Electronics & Engineering Pvt. Ltd.
		H	Drum Washer	Jackswell Machinery Pvt. Ltd. Thakkar Engg. Co. (P) Ltd Krishna Engineering Works B Tex Textile Machinery
		I	Singeing Machine	ZEN Industrial Engineers
		J	Shearing or Cropping	I & J Machinery
		K	Jumbo Jigger	Thakore Engineering Enterprises B Tex Textile Machinery
		L	Mercerizing Machine (Fabric or Yarn)	
		M	Padding Mangle	
		N	Package Dyeing Machine	
		O	Dye Vat for Yarn Colouring	Monarck Engineers ZEN Industrial Engineers
		P	HT & HP Dyeing Machine	Jackswell Machinery Pvt. Ltd. Thakore Engineering Enterprises Trinity Tradex ( P ) Ltd B Tex Textile Machinery
		Q	Multicylinder Drying Range	Jackswell Machinery Pvt. Ltd. Texfab Engineers Indias Pvt. Ltd. Thakore Engineering Enterprises ZEN Industrial Engineers Bhatt Brothers
		R	Stenter	Krishna Engineering Works Jackswell Machinery Pvt. Ltd. KEW Engg. & Mfg. Pvt. Ltd. Thakore Engineering Enterprises
		S	Curing Machine	Cheran Machines India Pvt. Ltd. Grafica Flextronica
		T	Calender Machine	Thakkar Engg. Co. (P) Ltd

Sl. No.	Category of JDP	Sl. No.	Machine/Sub Category	Manufacturer/Agent
				Thakore Engineering Enterprises
				Trinity Tradex ( P ) Ltd
				Jackswell Machinery Pvt. Ltd.
9	Printed Fabric/madeups	A	Screen Making Unit	Omkar Engineering Jain Silk Screen Centre
		B	Ordinary Flat Bed Printing Machine with or Without Table	Impress Apparel Machines Private Limited
				Grafica Flextronica
		C	Semi Automatic or Automatic Flat Bed Printing Machine	Impress Apparel Machines Private Limited
				Nilesh Enterprises
				Grafica Flextronica
		D	CAD or CAM system for print design with Plotter & Printer	Sunny Sales
				Astore Technologies
		E	Rotary Screen Printing Machine	Impress Apparel Machines Private Limited
				Nilesh Enterprises
				Grafica Flextronica
		F	Offset Printing Machine	Impress Apparel Machines Private Limited
				Grafica Flextronica
		G	Foil Printing Machine	Chola Industries
H	Hot Air Dryer & Fusing Machine	Impress Apparel Machines Pvt. Ltd.		
		Jain Silk Screen Centre		
		Omkar Engineering		
		Grafica Flextronica		
I	Hot Plate or Frame operated Curing Machine	Impress Apparel Machines Pvt. Ltd.		
		Grafica Flextronica		
J	Screen Exposing Machine	Grafica Flextronica		
K	Digital Printing Machine	Satyakrity		
L	Spray Printing	Impress Apparel Machines		



Sl. No.	Category of JDP	Sl. No.	Machine/Sub Category	Manufacturer/Agent
			Machine	Pvt. Ltd.
10	Coated Fabric	A	Coating Machine	JP Extrusiontech (Pvt) Limited
11	Laminated Fabric	A	Jute Lamination Plant	JP Extrusiontech (Pvt) Limited
12	Embroidered Jute or Jute blended Fabric	A	Embroidery and Sequins Machine	C K Trading Company
				Sunny Sales
				Zhejiang Friend Import and Export Co. Ltd
				Zhejiang Xinsheng sewing equipment company limited
		B	Industrial Sewing Machine including Embroidery & Decorative Stitching	Juki Singapore Pte Limited
				Ta King Industrial Co. Ltd.
C	CAD & CAM System for Embroidery		Astore Technologies	
13	Jute based Nonwovens	A	Nonwoven Plant	Dilo Group
				Andritz Group
		B	Hopper and Cards for Nonwoven line	Dilo Group
				Andritz Group
		C	Aerodynamic Web forming Machine	Dilo Group
				Andritz Group
		D	Cross Laper for felt web	Dilo Group
				Andritz Group
E	Lap Drafter/Drafting Unit	Dilo Group		
		Andritz Group		
F	Jute Needle Felt Machine	Dilo Group		
		Andritz Group		
G	Rolling Machine	Dilo Group		
		Andritz Group		
14	Stitched Blanket	A	Stitched Blanket Machine	A. H. Meyer
15	Logs/Wattles/SRFRs	A	Wattles Machine	A. H. Meyer
16	Jute Nonwoven Geotextile	A	Needle Punching Machine	Dilo Group
				Andritz Group
17	Pre-Fabricated Vertical	A	HS Industrial Sewing	C K Trading Company

Sl. No.	Category of JDP	Sl. No.	Machine/Sub Category	Manufacturer/Agent
	Jute Drain (PFVJD)		Machine	IIGM Private Limited
				Juki India Private Limited
				Juki Singapore Pte Limited
				PV Traders
				Shree Durga Trading Co.
				Sunny Sales
				Ta King Industrial Co. Ltd.
		B	Cutting Machine	Sunny Sales
				C K Trading Company
		IIGM Private Limited		
18	Jute Agro Textile	A	Braiding Machine	Geesons Engineering Company
		B	Hydraulic Moulding Machine for Root Trainers	Sun Hydro System
		C	Needle Loom	Susmatex Machinery
		D	Tape Binding Machine	C K Trading Company
19	Jute Based Tape Fabric/ Narrow Fabrics/ Webbing	A	Tape/Needle Loom	Susmatex Machinery
		B	Tape Cutting Machine	Sunny Sales
				Shree Durga Trading Co.
		C	Tape Binding Machine	C K Trading Company
20	Jute Bags, Jute/Jute blended Lifestyle Products, Home Textiles and other Jute based Madeups	A	Fabric unrolling Machine with Vacuum &/or Air Blowing Device	Thakkar Engg. Co. (P) Ltd
				Trinity Tradex ( P ) Ltd
				Thakore Engineering Enterprises
				New Bhagwati Vijay Engineering Works
		B	Semi Automatic Fabric Spreading Devices	Astore Technologies
		C	CAD or CAM system with plotter for Patterning or Grading & Designing	Sunny Sales
		D	Fabric Cutting Machine with or without Flat Bed Table	IIGM Private Limited
				Astore Technologies
				C K Trading Company
				Sunny Sales
				Shree Durga Trading Co.
				Ta King Industrial Co. Ltd.

Sl. No.	Category of JDP	Sl. No.	Machine/Sub Category	Manufacturer/Agent
		E	Industrial Sewing Machine including Embroidery & Decorative Stitching	Juki Singapore pte Ltd.
				Sunny Sales
				IIGM Pvt. Ltd.
		F	Button, Belt, Zipper, Snap Fastener, Hook Stitching & Fixing Machine	Juki Singapore pte Ltd.
				Sunny Sales
				IIGM Pvt. Ltd.
		G	Edge Cutting or Finishing & Sewing Machine	Juki Singapore pte Ltd.
				IIGM Pvt. Ltd.
		H	Eyelet or Button hole making Machine	C K Trading Company
				Sunny Sales
		I	Bag accessories Cutting & Fixing Equipment	
		J	Laser operated Colour spraying Machine	
K	Label Attaching or Bar Tracking Machine	Shree Raj International Private Limited		
		Juki Singapore Pte Ltd.		
		Madura Engineering		
		IIGM Pvt. Ltd.		
L	Rib Cutting, Side Cutting, Punching, Sealing & Riveting Machine	Sunny Sales		
21	Soft Luggage and Briefcase	A	Industrial Sewing Machine	Juki Singapore pte Ltd.
				IIGM Pvt. Ltd.
		B	Bamboo Stitching Machine	C K Trading Company
				Sunny Sales
C	Skiving Machine	C K Trading Company		
		Sunny Sales		
D	Button setting Machine	Sunny Sales		
22	Laminated Jute Tea Bag	A	Jute Lamination Plant	JP Extrusiontech (Pvt) Limited
		B	HS Industrial Sewing Machine	C K Trading Company
				IIGM Private Limited
				Juki India Private Limited
				Juki Singapore Pte Limited
PV Traders				



Sl. No.	Category of JDP	Sl. No.	Machine/Sub Category	Manufacturer/Agent
				Shree Durga Trading Co.
				Sunny Sales
				Ta King Industrial Co. Ltd.
		C	Zipper Fixing Machine	Sunny Sales
		D	Screen Printing	
23	Jute Slippers	A	Sole Splitting Machine	
		B	Buffing & Finishing Wheel	
24	Jute based Sanitary Napkin	A	Fibre Chopper	
		B	Hammer Mill or Pulverizer	
		C	Hollandar Beater	
		D	Bleaching Bath	
		E	Hydro Extractor	
		F	Drying Machine	
		G	Pulp Opener	
		H	Moulding Machine for Sanitary Napkin	
		I	UV Chamber	
25	Activated Carbon from Jute Stick	A		
26	Briquettes from Jute Stick	A		Essar Engineers
				Hydro Construction
				Ronak Engineering
27	Jute Pulp, Hand or Machine made Paper	A	Rotary Digester	
		B	Beater	
		C	Sheet forming vat	
		D	Screw Press	
		E	Flexographic & Rotogravier Machine for Jute based Handmade Paper Printing	Impress Apparel Machines Private Limited
		F	Cutting Machine	IIGM Private Limited
				Sunny Sales
				C K Trading Company
				Ta King Industrial Co. Ltd
		G	Calender Machine	
		H	Vibrating Screen	

Sl. No.	Category of JDP	Sl. No.	Machine/Sub Category	Manufacturer/Agent
		I	Vats	
		J	Drying Machine	Zen Industrial Engineers RK Tex Machines India Private Limited
		K	Hydraulic Press	
28	Particle Board	A	Hot Press	New Bhagwati Vijay Engineering Works
		B	Pre-Press	
		C	Glue Mixing	Sunny Sales
		D	Chip Dryer or Screener	
		E	Mat Forming with Conveyor	
		F	Rip Saw	
		G	D. D. Saw	
		H	Belt Sander	
		I	Glue Spreader	Sunny Sales
		J	Chemical Mixing Machine	
29	Jute Composite	A	Hydraulic Press (Hot & Cold system multiday light)	
		B	Hydraulic Press (Pre Press)	
		C	Horizontal Impregnator	
		D	Drying Chamber	
		E	Hydraulic Scissor Table	
		F	Trimming Machine	
		G	Sanding Machine	
		H	SS Plate	
		I	Caul Plate	
		J	Resin Plant	

**List of Non - Core Machinery for JDP Units**

Sl. No.	Category	Sl. No.	Machine	Manufacturer/Agent
1	Carpet/Rugs Packing	A	Rug Rolling & Warping Machine	Rosnet Corporation
				Vijay Enterprise
				Italindia Packplus Pvt Ltd
		B	Rug Scanner	SMMS Engineering Systems Pvt. Ltd
2	Material Marking, Packing & Handling	A	Fabric Measuring, Rolling & Folding Machine	New Bhagwati Vijay Engineering Works
				Rosnet Corporation
				Vijay Enterprise
				Italindia Packplus Pvt Ltd
		B	Pattern Maker & any type Marker Machine	A1 Global Apparels
		C	Spray type Stain or Water Spot Remover	
		D	Screen or Tencil Printing Machine	Shree Raj International Private Limited
				Great Eastern Idtech Private Limited
				Madura Engineering
				Brishaa Enterprise
		E	Baling Press	
		F	Motorized Stirrer for mixing Chemicals, Dyes, Pigments, Binder etc.	Impress Apparel Machines Private Limited
		G	Dust, Metal & Loose Fibre Remover	
		H	Taping & Gluing Machine	Sunny Sales
		I	Bag Branding, Labelling & Marking Machine	Madura Engineering
J	Ribboning or Binding Equipment	Great Eastern Idtech Private Limited		
K	Needle or Metal Detector Machine	Chemtronics Technologies India Pvt Ltd		
		SDB Engineering		
		Micro Impuro Seperators		



Sl. No.	Category	Sl. No.	Machine	Manufacturer/Agent
				Hasima (S) PTE LTD
3	Product Checking & Testing	A	Colour Fastness Tester for Wash, Light & Rubbing Fastness Test	Great Eastern Idtech Private Limited
				Madura Engineering
				Shree Raj International Private Limited
				R. B. Electronics & Engineering Pvt. Ltd.
		B	Computer aided Colour matching system with Computer & Software	Great Eastern Idtech Private Limited
				Shree Raj International Private Limited
				Madura Engineering
		C	Small Laboratory Dyeing Machine for checking of Shade matching	Brishaa Enterprise
				R. B. Electronics & Engineering Pvt. Ltd.
		D	pH Meter	Brishaa Enterprise
		E	Grey Scale for Colour Fastness Test	Brishaa Enterprise
				Great Eastern Idtech Private Limited
Madura Engineering				
Shree Raj International Private Limited				
F	Electronic Precision Balance	R. B. Electronics & Engineering Pvt. Ltd.		
		Brishaa Enterprise		
4	Pollution Control Equipment in Process House	A	Effluent Treatment Plant & Equipment including all types of water treatment facility	BCG Energy Chemical Private Limited
				ASTER Water Treatment Plant Supply
				Brishaa Enterprise
				SDB Engineering
				Chemtronics Technologies India Pvt Ltd
				Micro Impuro Separators
				S. M. Fluid Engineering Private Limited
		B	Water Softening Plant	Zeolite (India) Pvt. Ltd.
				Unilax Industries Private Limited
		C	Wet type Scrubbers	Airtas Environics
		D	Smoke or Air Filtering or Scrubbing Unit	

Sl. No.	Category	Sl. No.	Machine	Manufacturer/Agent	
		E	Boiler Chimney or Hot Air Suction Chimney		
		F	Noise Damping Equipment & Sound Level Meter		
5	Air Compressor	A	Air Compressor below 15 HP	Elgi Equipments Ltd.	
				Brishaa enterprise	
				Thakkar Engg. Co. (P) Ltd	
				Jackswell Machinery Pvt. Ltd.	
				Thakore Engineering Enterprises	
				Chemtronics Technologies India Pvt Ltd	
				Trinity Tradex ( P ) Ltd	
Jai Trading Co.					
6	Boiler	A	Boiler	Jackswell Machinery Pvt. Ltd.	
				Thermax Limited	
				Thakkar Engg. Co. (P) Ltd	
				Thakore Engineering Enterprises	
				Trinity Tradex ( P ) Ltd	
				Chema Boilers	
7	De-Humidifier	A	De-Humidifier	Bry-Air (Asia) Pvt. Ltd.	
				Micro Impuro Separators	
				SDB Engineering	
				Brishaa Enterprise	
				Chemtronics Technologies India Pvt Ltd	
				Kridovia Appliance LLP	
8	Material Handling	A	Material Lifting Hoist	Shree Raj International Private Limited	
				Great Eastern Idtech Private Limited	
				Toyota Material Handling India Pvt. Ltd.	
				JKL House	
				Madura Engineering	
				Brishaa enterprise	
			B	Folk Lift	Shree Raj International Private Limited
					Great Eastern Idtech Private Limited
					Toyota Material Handling India Pvt. Ltd.

Sl. No.	Category	Sl. No.	Machine	Manufacturer/Agent
				Madura Engineering
				Brishaa Enterprise
		C	EOT Crane	Shree Raj International Private Limited
				Great Eastern Idtech Private Limited
				JASO India Private Limited
				Madura Engineering
				Brishaa Enterprise
		D	Conveyor system	Shree Raj International Private Limited
				Great Eastern Idtech Private Limited
				Pragati Industries
				Madura Engineering
				Brishaa Enterprise
9	Dust Extractor & Blower	A	Dust Extractor & Blower	Elgi Equipments Ltd.
				Jai Trading Co.
10	Heat Exchanger	A	Heat Exchanger	Chola Industries

**N.B.:** List will be updated time to time as per the guideline of CSAPM and after due discussion in Technical Committee



**FORMAT FOR ENLISTMENT OF INDIAN MACHINE MANUFACTURER**

1. Name & Address of the Company:
  - a) Name :  
(ID proof to be given)
  - b) Full Address :  
(Address proof to be given)
  - c) Fax No. :
  - d) Phone No. :
  - e) E mail ID :
  - f) Website Address :
2. Year of Establishment :
3. Status of applicant firm :
  - a) Date of Incorporation :
  - b) Date of commencement of business:
  - c) Constitution firm :
    - i) Proprietorship / Partnership :  
(Attach a copy of Partnership Deed and Form-A or equivalent entry certificate From Registrar of Firms duly notarized)
    - ii) Public Limited / Private Limited :  
Industrial Co-operative (Attach Memorandum / Article of Association and copy of signed certificate of incorporation duly notarized)
  - d) Names, Addresses and telephone Nos. :  
of Proprietor / Partners / Directors  
having interest in the firm
  - e) If the firm is a subsidiary of an Indian/  
Foreign Company, give particulars of  
parent / holding Company

AFFIX PASSPORT SIZE RECENT PHOTOGRAPH OF THE APPLICANT.
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- f) If there are other subsidiary of the same parent Company in India, give full particulars :
- g) Income Tax Circle/ Ward/ District in which the applicant firm s assessed to Income Tax (Please indicate GIR/ PAN No.) :
- h) GST Registration No(s). :
4. Factory License from the State Govt. under the Factories Act (copy) :
5. Trade License and Validity (copy) :
6. Details of the Factory/ Go-down :
- a) Full Address :
- b) Phone No. :
- c) Fax No. :
- d) Attach copy of ownership documents or if on lease, attach copy of lease agreement valid for at-least three years duly notarized :
- e) Description of Factory/ Go-down giving: covered / uncovered area, departments and laboratories etc. :
7. Name & Address of the Chief Executive with Telephone / Fax No. :
8. Particulars of Machinery for which enlistment is sought for :
- ( Enclose catalogue, Price lists,CD containing videography of running machine of the Items covered)

Sl.No.	Name of The Machinery	Sl. No., Category & Sub Category as per CSAPM Machine List	Specifications with Model no.	Price of the Machine (excl. taxes)

9a. (i) Details of Installed Plants &Machinery: (Machine Shop)

Sl.No.	Name of Machinery	Specifications	Type of Process

9a. (ii) Details of Installed Plants & Machinery: Foundry

Sl.No.	Name of Machinery	Specifications	Type of Process

9a. (iii) Details of Installed Plants & Machinery: Foundry Heat Treatment & others

Sl.No.	Name of Machinery	Specifications	Type of Process

9b. Quality Control arrangements for :  
routine and acceptance tests

9c. Details of testing machinery and :  
Facilities

9d. Details of stocks as on date (descriptions)  
(i) Raw Materials :  
(ii) Finished Goods :

10. Outsourcing of processes and  
components / Spares  
(i) Name of Such Processes :  
(ii) Machinery required for such :  
processes  
(iii) Name & address of the parties by :  
whom the aforesaid job would be  
done

11. Details of main items of machinery manufactured for which registration is sought during last three (3) years ( Figures of each item to be given separately and a list showing names and address of the parties / clients to whom the machinery were supplied to be attached):



Name of the Machine:

(Give separate sheet for each machinery – as per format)

Detailed Specification of Machine	Year of Manufacturing	No. of Machine Manufactured (April-March)	Serial Number of Machine	No. of Clients purchase the machine

12 a. Amount of load/ established :  
(Attached last three month electricity bill)

State Electricity Board/ CESC  
(Applied / Registered Load)

b. Amount of electricity consumed :  
during last one year

13. Employer ESI No. :

14. Employer PF No. :

15. Details of personnel employed

a) Technical :  
b) Skilled :  
c) Managerial :

16. No. of Non-Supervisory Staff Employed

a) Technical :  
b) Non- Technical :

17. Annual turnover from machine sales  
during last 3 years (Net Sales Rs. In  
Lakhs)

April – March 2020 – 2021

April – March 2019 – 2020

April – March 2018 – 2019

18. Profit (+)/ Loss (-) during last 3 years  
(Rs in Lakhs)

April – March 2020 – 2021

April – March 2019 – 2020

April – March 2018 – 2019

19. Export turnover from machine sales  
during last 3 years (Rs in Lakhs)

April – March 2020 – 2021

April – March 2019 – 2020

April – March 2018 – 2019

20. Investment in plant & machinery  
as per last audited balance  
sheet of the unit
21. Name & Address of the Banker(s) :  
(Indicate Account No. With each Bank  
and submit Banker's report)
22. Copy of audited Balance sheet for last :  
three years
23. Research and Development activities :  
undertaken by the company, if any
24. Accreditation from DSIR / DST :
25. Tie-up with technical Institutes/ :  
Laboratories

I/ We, hereby declare that the above mentioned statement and information are correct to the best of my / our knowledge and belief.

Place: Signature of Authorized Signatory:

Date: Name:  
Designation:  
Full Office Address:

Full Residential Address:  
(Enclosed copy of Power of Attorney where applicable)

Name of the Witness:

Signature:

Residential Address:

P.S- Supporting Documents to be provided in respect of all information/ data furnished above.

FORM NO. 2

**FORMAT FOR ENLISTMENT OF FIRMS AS FOREIGN MANUFACTURER**  
**(To be filled by Foreign Manufacturer)**

1. Name of Applicant Firm :
2. Address/Telephone/Fax/E-mail/Website of :
  - a) Regd. Office :
  - b) Head Office :
  - c) Other Offices :
  - d) Works/Godown :
3. Status of applicant firm :
  - a) Date of Incorporation :
  - b) Constitution of the firm :
    - i) Proprietorship / Partnership :  
(Attach a copy of Partnership Deed and Form-A or equivalent entry certificate from Registrar of Firms duly notarized)
    - ii) Public Limited / Private Limited :  
(Attach Memorandum /Article of Association and copy of signed certificate of incorporation duly notarized)
  - c) Names, Addresses and Telephone :  
Nos. of Proprietor / Partners / Directors having interest in the firm
  - d) If the firm is a subsidiary of an Indian/ Foreign Company, give particulars of parent / holding Company? :
  - e) If there are other subsidiaries of the same parent Company in India, give full particulars :
  - f) If the Directors / Partners / Proprietor have financial interests or are represented on Board(s) of other companies give details :
4. Enclose a write-up about manufacturing works containing the following particulars (a to f) :
  - a) Address of manufacturing works / factory :
  - b) Brief description of works / factory :

AFFIX PASSPORT  
SIZE RECENT  
PHOTOGRAPH  
OF THE  
APPLICANT.



c) Details of Plant & Machinery Installed :

d) Machinery Manufactured :

Brief details of Machinery	Capacity / Rating	Installed Capacity	Brief usage

e) Turnover in equivalent US\$ :  
(Give year-wise, details for the last three years with supporting Balance sheet / Annual report)

f) Number of Supervising Staff :

5. Availability of After Sales Service facility in India :

a) If provided by manufacturer :

b) If provided by Agents :

(In this case : confirm if manufacturer provides guarantee / warranty of their products indicating the period of such guarantee / warranty)

6. Name & Address of the Bankers with Account nos. (Enclosed a sealed report from the Bankers certifying financial status of the Manufacturer) :

7. Machinery for which enlistment is sought for (Enclose Catalogue, Price lists & CD containing videography of running machine of the Items covered) :

Sl. No.	Name of the Machinery	Sl. No., Category & Sub Category as per CSAPM Machine List	Specification with model no.	Capacity	Country of Origin

8. Details in respect of Authorized Agents in India (If any of each Agent) :

a) Name / Address / Phone / Fax E-mail nos. :

- b) Indicate date of Agreement / Expiry :  
and attach copy of valid Agreement  
between Manufacturer and Agent,  
duly notarized.
- c) Territories and Products covered by :  
Agreements.
- d) Percentage of Agency commission :  
allowed to the Indian Agent / subsidiary.
- e) Approx. value of stocks held :
- 9. Details of past supplies (for last three years) made  
for the items for which registration has  
been sought, including those in India both
  - a) By Manufacturer :
  - b) Through the Indian Agent(s) :
- 10. Certificate from Embassy of :  
Manufacturing Country
- 11. Certification of Standard :  
(ISO or others)
- 12. Name & Designation of the Signatory :  
of this application  
(Enclose a copy of Power of Attorney,  
where applicable)

I/ We, hereby declare that the above mentioned statement and information are correct to the best of my / our knowledge and belief.

Place: Signature of Authorized Signatory(ies):  
(with Seal)

Date: Name:

Designation:

Full Office Address:

Full Residential Address:

(Enclosed copy of Power of Attorney where applicable)

Name of the Witness:

Signature:

Residential Address:

**P.S- 1.** Embassy Certificate to be submitted with application.

**2.** Supporting Documents to be provided in respect of all information/data furnished above.



FORM NO. 3

**FORMAT FOR ENLISTMENT OF INDIAN AGENTS OF INDIAN/FOREIGN  
MANUFACTURER**

**(To be filled by Indian Agents)**

1. Name of Applicant Firm :

2. Address/Telephone/Fax/E-mail/Website of :

a) Regd. Office :

b) Head Office :

c) Other Offices :

d) Works/Godown :

3. Status of applicant firm :

a) Date of Incorporation :

b) Constitution of the firm :

i) Proprietorship / Partnership :  
(Attach a copy of Partnership Deed and  
Form-A or equivalent entry certificate  
from Registrar of Firms, duly notarized)

ii) Public Limited / Private Limited :  
(Attach Memorandum /Article of  
Association and copy of signed  
certificate of incorporation, duly  
notarized)

c) Names, Addresses and Telephone :  
Nos. of Proprietor / Partners /  
Directors having interest in the firm

d) If the firm is a subsidiary of an Indian / :  
Foreign Company, give particulars of  
parent / holding Company?

AFFIX PASSPORT  
SIZE RECENT  
PHOTOGRAPH  
OF THE  
APPLICANT.

- e) If there are other subsidiaries of the :  
same parent Company in India,  
give full particulars
- f) If the Directors / Partners / Proprietor :  
have financial interests or are represented  
on Board(s) of other companies, give details
- g) Income Tax Circle/ Ward/ District in :  
which the applicant firm s assessed to  
Income Tax (Please indicate GIR/ PAN No.)
- h) GST Registration No(s). :

4. Machinery for which enlistment is sought for :  
(Enclose Brochure, Price lists&CD containing  
videography of running machine of the  
Items covered)

Sl. No.	Name of the Machine	Sl. No., Category & Sub Category as per CSAPM Machine List	Specification with model no.	Capacity	Country of Origin

5. Name and Address of the Indian / Foreign :  
Manufacturer
6. Particulars of Agency agreement with Foreign :  
Manufacturer (Attach copy of the Agency  
agreement, duly notarized)
- a) Date of Agreement :
- b) Agreement valid upto :
- c) Territorial Jurisdiction :

- d) Whether agreement covers all items for which enlistment is sought? :
- e) Percentage of Agency commission :
- f) Whether Agent has authority to commit and sign on behalf of Indian / Foreign Manufacturer :
- g) Whether payment of Agency commission in Indian Rupee is acceptable :
7. Give Names & Addresses of places where after sales service facilities available indicating extent / value of spare parts maintained and staff employed :
8. Details of past supplies (for the last three years) made for the items for which enlistment has been sought :
9. Annual turnover of Applicant for the last three years, duly supported by relevant Balance sheet :
10. Name & Address of the Bankers (Indicate Account No. with each Bank and submit Bankers report in original) :
11. Name & Designation of the Signatory of this application (Enclose a copy of Power of Attorney, where applicable) :

I/ We, hereby declare that the above mentioned statement and information are correct to the best of my / our knowledge and belief.

Place: Signature of Authorized Signatory(ies):  
(with Seal)

Date: Name:



Designation:

Full Office Address:

Full Residential Address:

(Enclosed copy of Power of Attorney where applicable)

Name of the Witness:

Signature:

Residential Address:

**P.S** - Supporting Documents to be provided in respect of all information/data furnished above.