



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/IJMA/ISAPM/2016-17

Date : 2nd May 2016

To
Shri Manish Poddar,
Chairman,
Indian Jute Mills Association,
6, Netaji Subhas Road,
Kolkata - 700 001.

Dear Sir,

Sub : Scrutiny of ISAPM claim application by IJMA & Decision of the 12th Board Meeting of NJB

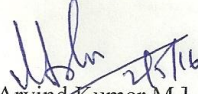
Ref : NJB's letter no. NJB/IJMA/ISAPM/2016-17 dated 18th April 2016

In continuation to the above cited letter, enclosed please find check-list for facilitating easy scrutiny of the applications. It may be noted that the flowchart on the revised guidelines are send to you in the past and also made available on the NJB website.

It is to mention that during the 12th Board Meeting of NJB held on 11th April 2016, the Chairperson advised to review ISAPM Scheme to incentivize mills which are proactive in diversification. It was also decided that the Scheme should ordinarily not be used for sacking production alone and needs to be linked to the production of diversified products. Accordingly, kindly circulate the same to the members / non-members of the association for availing the Scheme.

Thanking you,

Yours truly,


[Arvind Kumar M.]
Secretary

Encl : As above

Copy for kind information :

1. Shri A. Madhukumar Reddy, Joint Secretary [Jute], Govt. of India, Ministry of Textiles, New Delhi.
2. Dr. Subrata Gupta, Jute Commissioner, O/o the Jute Commissioner, Kolkata.
3. Dr. U.S. Sarma, Director, Indian Jute Industries' Research Association, Kolkata.

Check List of claim under ISAPM

Own Source

1. Letter of intent for purchase of machinery
2. Highlight of project proposal (in word format)
3. Claim Application form with photograph
4. Applicant ID proof
5. Company Management details
6. Existing list of M/Cs installed in the unit
7. IJIRA membership certificate and fees of IJIRA
8. Cess C.A. Certification (For last 3 Financial year)
9. C.A. Certificate as per Appendix-I of the claim application form
10. A C.A. certificate in respect of items or machinery installed as per Appendix-2
11. Excise Installation Certificates
12. Machines invoices from enlisted vendors for core machinery
13. Machines invoices from other vendors for non-core machinery
14. Delivery note/ Challan with
 - Date of delivery
 - Place of installation
15. Payment details/ Bank certified bank statement with
 - Date(s) of payment(s) / Summary of payment details
16. Money Receipt
17. Spin Plan / Production Plan of the Unit indicating all the machinery in the Spin Plan / Production Plan

Bank Finance

1. Letter of Expression of interest for purchase of machinery
2. Highlight of project proposal (in word format)
3. Claim Application form with photograph
4. Applicant ID proof
5. Company Management details
6. Existing list of M/Cs installed in the unit
7. IJIRA membership certificate and fees of IJIRA
8. Cess C.A. Certification (For last 3 Financial year)
9. C.A. Certificate as per Appendix-I of the claim application form
10. A C.A. certificate in respect of items or machinery installed as per Appendix-2
11. Excise Installation Certificates
12. Machines invoice from enlisted vendors for core machinery
13. Machines invoices from other vendors for non-core machinery
14. Delivery note/ Challan with
 - Date of delivery
 - Place of installation
15. Bank Sanction letter.
 - Date of sanction alongwith appraisal memo
 - Last Date of last disbursement from Bank
 - Drawn & disbursement reconcile statement
16. Payment details/ Bank certified bank statement with
 - Date(s) of payment(s) / Summary of payment details
17. Money Receipt
18. Spin Plan / Production Plan of the Unit indicating all the machinery in the Spin Plan / Production Plan
19. Hypothecation document of the Bank