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THE ADMINISTRATION OF
UNION TERRITORY OF LADAKH
INDUSTRIES & COMMERCE
DEPARTMENT
दूरभाष/tele:: 01982-259305

F.No. M/1112/2023-Office of BI (InC)

Subject: Procedural Guidelines to the Ladakh Sustainable Industrial Policy, 2022-27.

Reference: Approval of the Competent Authority on e-office vide F.No.M/1112/2023-Office of BI (Inc), dated- 19.09.2024.

ORDER NO: 77 I&C (UTL) of 2024
DATED: 25.09.2024

Sanction is accorded to the adoption of the Procedural Guidelines to the Ladakh Sustainable Industrial Policy, 2022-27, as per annexure appended to this order for its implementation with immediate effect.

By Order of the Lieutenant Governor.

(Sanjeev Khirwar), IAS
Principal Secretary,
Industries & Commerce
UT Ladakh

No.: Pr.Secy/UTL/I&C/2024-25/1022-1028 Dated- 25/09/2024

Copy to the:

1. All the Administrative Secretaries UT Ladakh.
2. Additional Director General of Police (ADGP) Ladakh.
3. Joint Secretary (JKL), MHA, New Delhi.
4. Technical Director, NIC, Ladakh for uploading on the UT website.
5. OSD to Lieutenant Governor, UT, of Ladakh for information of the Hon'ble Lieutenant Governor.
6. OSD to Advisor to Hon'ble Lieutenant Governor for kind information of the Advisor.
7. Office file.

25/09/2024

(Sumeera Shafi)
Under Secretary
Industries & Commerce
UT Ladakh



THE ADMINISTRATION OF UNION TERRITORY OF LADAKH

PROCEDURAL GUIDELINES FOR THE LADAKH SUSTAINABLE INDUSTRIAL POLICY 2022-2027

DEPARTMENT OF INDUSTRIES AND COMMERCE

UT LADAKH

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1. Registration of Units for Incentives

1.1 Any Entrepreneur/Firm/Company desirous of claiming incentives under the Ladakh Sustainable Industrial Policy 2022 – 27 shall have to get registered with the Department of Industries & Commerce, Ladakh.

1.2 The applicant shall have to apply for Registration to the Department along with the following documents:

i. MSME Registration Certificate: UDYAM
ii. Business Registration: Company registration certificates such asPartnership Deed/Certificate of Incorporation and resolution of Board of Directors in case of Companies/ Form-A in case of Firms registered with Registrar of Firms etc
iii. Land Papers(Revenue papers regarding ownership/rent deed duly registered by the Registering Authority/Lease Deed in case of Govt. land) and the land shall be free from all encumbrances
iv. Agriculture Land Conversion Certificate in case of Industrial unit exist/ setting up of Industrial unit on Agricultural Land
v. GSTIN Registration.
vi. PAN Card of Individual/ Company or Firm
vii. Aadhaar Card of the proprietor, partners or directors
viii. Proof of business address: Electricity Bill/Rent Agreement etc
ix. Contact details: Email Id and working phone number.
x. The land allotment in Industrial estate would be done as per the Land allotment policy and as consequence units be eligible for incentives. The other industrial units would be eligible for incentives as per clause 1.5 of Ladakh Sustainable Industrial Policy 2022-27

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2. Procedure for sanctioning/granting of incentives under the Ladakh Sustainable Industrial Policy 2022-27.

2.1.1 The District Industries Centre concerned shall approve the incentive cases up to **Rs. 10.00 Lac** in the District level Committee headed by General Manager, District Industries Centre concerned. The said Committee shall have following members:-

- Functional Manager/Project Manager.
- Industrial Promotion Officer.
- Accountant.

2.1.2 Incentive cases exceeding **Rs. 10.00 Lac up to Rs. 25 Lac** shall be approved by Directorate Level Committee headed by Director, Industries and Commerce, Ladakh. The composition of Directorate Level Committee shall have following members:-

- Joint Director, Directorate of I&C
- General Manager, DIC Concerned (Member Secretary)
- Accounts Officer, Directorate of I&C
- Any other member to be nominated by Director (I&C), if any of the above post is vacant.

2.1.3 10% of the cases approved by District level Committees shall be subject to audit, before disbursement of Incentive amount, by a Committee nominated by the Director, Industries & Commerce, Ladakh. This audit shall be applicable to all the incentives approved by the District level Committees under The Ladakh Sustainable Industrial Policy 2022-27.

2.1.4 All the transactions pertaining to purchase of Machineries/Equipment on which incentive is claimed shall have to be through the banking instruments.

3. Category wise procedure for sanction/ grant of various incentives:

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3.1 Subsidy towards the cost of preparing Detailed Project Report

3.1.1 Eligible industrial units(New units and Existing units undertaking substantial expansion) will be reimbursed **50% of expenditure** incurred towards the cost paid to consultant for preparation of Detailed Project Report (DPR) subject to a **maximum amount of Rs. 50,000(fifty thousand).** The subsidy will be applicable only for industrial units with a minimum project investment cost of Rs. 25 Lakhs.

3.1.2 The unit holder may get the DPR prepared from any "**approved consultant/agency**", Specialist Agencies, Central Agencies/Institutions

of repute and having expertise in relevant field or Research and Development Centre's and reputed consultant(s) in the relevant field.

3.1.3 Consultants that are approved by any State/UT or Central Government or empanelled by any financial institution for the purpose of preparation of project reports for setting up industrial unit which are covered under The Ladakh Sustainable Industrial Policy 2022-27 will be considered as the "Approved Consultant"

3.1.4 The documents required for availing subsidy on Detailed project Report are as under:

i. Common Application Form
ii. GST Bills/Invoices from the approved consultants
iii. Mode of payment certificate from bank, if any
iv. Certificate of Approval of the consultant from any State/UT or Central Government or Certificate of Empanelment from the Financial Institution or Document proving that the agency is a Specialized Research Centre or Institution having relevant expertise of State/UT or Central Government
v. Land papers (Revenue papers regarding ownership/rent deed duly registered by the Registering Authority/lease deed in case of Govt Land) and land shall be free from all encumbrances.
vi. Undertaking/Indemnity Bond on disbursement as per format duly registered before Judicial Magistrate/ Sub Registrar
vii. Any other documents as notified by the UT Administration from time to time

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3.1.5 The disbursement, however, shall be effective only after the commencement of production/operation by the unit, and the same has been acknowledged by the General Manager, DIC concerned.

3.1.6 After the approval by the District Level Committee, the concerned General Manager, shall issue sanction order within 7 days.

3.1.7 The General Manager shall disburse the incentive within a period of 7 days from the date of issuance of sanction order subject to the availability of funds.

3.2 Subsidy towards Stamp Duty and Registration Fee

3.2.1 Eligible industrial units(New Units only) will be **reimbursed 100% of amount paid towards Stamp Duty and Registration fee** charged on instrument of conveyance deed or lease deed. This reimbursement will be admissible only after date of commencement of commercial

production/operation. The subsidy will be applicable only to units that are allotted land in the Industrial Estates of UT Ladakh.

3.2.2 The documents required for availing subsidy on Stamp Duty & Registration Fees are as under:

i. Common Application Form
ii. Land Allotment Letter
iii. Lease Deed executed by Competent Authority
iv. Industry Registration Certificate: MSME
v. Government Receipt for Stamp Duty paid
vi. Undertaking/Indemnity Bond on disbursement as per format duly registered before Judicial Magistrate/ Sub Registrar

3.2.3 The disbursement, however, shall be effective only after the commencement of production/operation by the unit and the same has been acknowledged by the General Manager, DIC concerned.

3.2.4 The General Manager, DIC concerned shall place the cases before the District Level Committee or Directorate Level Committee as the case may be.

3.2.5 After the approval by the Directorate Level Committee/District Level Committee, the concerned General Manager, shall issue sanction order within 7 days.

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3.2.6 The General Manager shall disburse the incentive within a period of 7 days from the date of issuance of sanction order subject to the availability of funds.

3.3 Transport Subsidy

3.3.1 Eligible industrial units (New units and Existing units irrespective of substantial expansion) will be incentivized to compensate high cost of air-transportation of finished goods out of Ladakh. Air freight will be reimbursed **@ 50% of freight amount** for transportation of finished goods out of Ladakh to any final destination within the country, subject to a maximum amount of **Rs. 5 Lakhs per year** per unit for a **maximum period of five years**. The subsidy will be claimable on an annual basis. Units will be allowed to avail only one incentive out of the two subsidies-Transport Subsidy or Export Subsidy provided under The Ladakh Sustainable Industrial Policy 2022-27, however, for the

transport of such finish goods, which may have a perpetual cost disadvantage in markets out of ladakh due to factors such as perishability(by other modes of transport) may be provided the subsidy till such limitation exist.

3.3.2 Bills should be submitted by the end of the same year of the bill/invoice date. The time can be extended up to 3 months in exceptional cases with the prior approval of the Director, I&C, Ladakh. The unit holder shall submit documents as provided in sub-para: 3.3.6 below, for availing the incentive, to the General Manager, DIC concerned

3.3.3 The General Manager shall place the cases before the District Level Committee for approval.

3.3.4 After the approval by the District Level Committee, the concerned General Manager, shall issue sanction order within 7 days.

3.3.5 The General Manager shall disburse the incentive within a period of 7 days from the date of issuance of sanction order subject to the availability of funds.

3.3.6 Document Checklist:

i. Common Application Form
ii. GST Bills/Invoices: Airway Cargo bill originating in Leh/Kargil which should clearly specify therein the contents of the cargo, weight and value of the finished goods being transported
iii. Proof of Payment: Bank Statement
iv. On an annual basis, a Certificate from Chartered Accountant regarding expenditure made and statement of sales and production of all products should be submitted to the department
v. Undertaking/Indemnity Bond on disbursement as per format duly registered before Judicial Magistrate/ Sub Registrar

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3.4 **Assistance to encourage Green Energy**

3.4.1 Industrial units (New units and Existing units irrespective of substantial expansion) willing to install green and environmentally friendly technologies such as Solar/ Wind Generator/ Hybrid Solar Wind Systems of 10KW to 2000 KW capacity will be **reimbursed @ 50% of cost** on purchase and installation of green and environmentally friendly technology, subject to a **maximum amount of Rs. 25 Lakhs**. The subsidy will be applicable only for setting up green technology systems for industrial units with a minimum project investment cost of Rs. 25 Lakhs. Existing units will be allowed to avail the subsidy only in cases of replacement of DG Set for powering the industrial unit. The subsidy amount will be provided in three installments and shall be released after verification of

installation of green technology by joint team of concerned DIC and Power Development Department:

-@40% of subsidy amount shall be released after six months of installation and operation;

-@40% shall be released after one year of installation and operation;

-@20% shall be released after two years of installation and operation of the technology in the industrial unit.

3.4.2 After the green energy machinery & equipment are installed in the unit premises, the unit holder shall submit documents as provided in sub-para: 3.4.8 below, for availing the incentive on the devices/ equipment, to the General Manager, DIC concerned.

3.4.3 The General Manager, DIC concerned shall ensure that the unit holder has not already availed the said subsidy on the same equipment under the Capital Investment Subsidy or similar subsidy schemes of Central Government/ UT Administration.

3.4.4 On receipt of the application along with the documents, the General Manager, DIC concerned shall examine the case as per the checklist and forward the list of Machinery & Equipment to the concerned Power Development Department for certifying the installation and satisfactory commissioning of the installed equipment, if not issued earlier.

3.4.5 After issuance of certificate of satisfactory installation and commissioning of the green energy technology by Power Development Department, the General Manager, DIC concerned shall place the case before the District level Committee or Directorate Level Committee as the case may be for approval.

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3.4.6 After the approval by the Directorate Level Committee/District Level Committee, the concerned General Manager, shall issue sanction order within 7 days.

3.4.7 The General Manager, DIC concerned shall disburse the incentive within a period of 7 days from the date of issuance of sanction order subject to the availability of funds.

3.4.8 Document Checklist:

i. Common Application Form
ii. GST Bills/Invoices with particulars of Machinery & Equipment procured
iii. Chartered Accountant Certificate regarding total cost incurred on the said Machinery & Equipment
iv. Proof of payment: Bank Statement

v. Certificates of installation and operation at the three stages of disbursement by a joint team of concerned DIC (Field Officer/ IPO/ Project Manager) and Power Development Department (JE/AE)
vi. Consent & Certificate from Power Development Department (for existing units with details of replacement of DG Set)
vii. Undertaking/Indemnity Bond on disbursement as per format duly registered before Judicial Magistrate/ Sub Registrar

3.5 Assistance to encourage Waste-water recycling

3.5.1 Industrial units (New units and Existing units irrespective of substantial expansion) willing to develop infrastructure and facilities for wastewater recycling and waste management will be **reimbursed @ 50% of total expenditure** incurred towards the procurement of technology, machinery & equipment subject to **a maximum amount of Rs. 2 Lakhs**. The subsidy will not include expenditure on construction or civil works.

3.5.2 After the installation of machinery & equipment for wastewater recycling/zero discharge process/ solid waste management in the unit premises, the unit holder shall submit the application along with documents as provided in sub-para: 3.5.7 below for availing the incentive to the General Manager, DIC concerned.

3.5.3 On receipt of the application along with the documents as per the checklist, the General Manager, DIC concerned shall examine the case and forward the list of machinery & equipment to the Ladakh Pollution Control Committee for certifying the installation and satisfactory commissioning of the installed equipment, if not issued earlier.

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3.5.4 After issuance of certificate of satisfactory installation and commissioning of the machinery & equipment by Ladakh Pollution Control Committee, the General Manager, DIC concerned shall place the case before the District level Committee.

3.5.5 After the approval by the District Level Committee, the concerned General Manager, shall issue sanctioned order within 7 days.

3.5.6 The General Manager, DIC concerned shall disburse the incentive within a period of 7 days from the date of issuance of sanction order subject to the availability of funds.

3.5.7 Document Checklist:

i. Common Application Form

ii. GST Bills/Invoices with particulars of Machinery & Equipment procured
iii. Chartered Accountant Certificate regarding the total cost incurred for the said Machinery and Equipment
iv. Proof of payment: Bank Statement
v. Consent & Certificate of installation and commissioning from the Ladakh Pollution Control Committee
vi. Undertaking/Indemnity Bond on disbursement as per format duly registered before Judicial Magistrate/ Sub Registrar

3.6 Assistance to encourage Pollution Control

3.6.1 Industrial units (Only Existing units irrespective of substantial expansion) willing to install latest, online monitoring and/or high-quality Pollution Control Device (PCD) in the factories/unit, will **reimbursed @ 50% subsidy** on the cost of purchase of equipment, subject to **a maximum Rs. 20 Lakhs**. The subsidy shall be released only after a satisfactory commissioning report of the installed equipment from Ladakh Pollution Control Committee.

3.6.2 After installation of pollution control devices in the unit premises, the unit holder shall submit the application along with documents as provided in sub-para:3.6.9 below for availing the incentive on the devices/ equipment to the General Manager, DIC Concerned.

3.6.3 On receipt of the application along with the documents as per the checklist, the General Manager, DIC concerned shall examine the case and forward the list of machinery & equipment to the Ladakh Pollution Control Committee for certifying the installation and satisfactory commissioning of the installed equipment, if not issued earlier.

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3.6.4 After issuance of certificate of satisfactory installation and commissioning of the Pollution Control Device by Ladakh Pollution Control Committee, the General Manager, DIC concerned shall place the case before the District Level Committee or Directorate Level Committee as the case may be.

3.6.5 The General Manager, DIC concerned shall ensure that the unit holder has not availed the said subsidy previously on the same equipment under the Capital Investment Subsidy or similar subsidy schemes of Central Government/UT Administration.

3.6.6 After the approval by the Directorate Level Committee/District Level Committee, the concerned General Manager, shall issue sanction order within 7 days.

3.6.7 The General Manager, DIC concerned shall disburse the incentive within a period of 7 days from the date of issuance of sanction order subject to the availability of funds.

3.6.8 The subsidy will not include expenditure on construction or civil works for the same.

3.6.9 Document Checklist:

i. Common Application Form
ii. GST Bills/Invoices with particulars of Machinery & Equipment procured
iii. Chartered Accountant Certificate regarding the total cost incurred for the said Machinery and Equipment
iv. Proof of payment: Bank Statement
v. Consent & Certificate of installation and commissioning from the Ladakh Pollution Control Committee
vi. Undertaking/Indemnity Bond on disbursement as per format duly registered before Judicial Magistrate/ Sub Registrar

3.7 **Assistance for access to Competitiveness, Innovation and Quality Control**

3.7.1 As product quality has a significant role in national and international markets, promoting world class quality standards is one of the key objectives of The Ladakh Sustainable Industrial Policy 2022-27. Industrial units (New units and Existing units irrespective of substantial expansion) willing to install in-house testing facilities/equipment and obtaining quality certifications will be **reimbursed at 35% on cost** of such equipment or certification, subject to a **maximum amount of Rs. 5 Lakhs.** The incentive shall be sanctioned only after a unit desiring to avail the same, obtains a National/ International quality mark certificate on the lines of GMP, ISO, ISI, BIS, FPO, BEE, AGMARK, ECOMARK, ZED Rating, GHP etc. The subsidy is not applicable for machinery or equipment used directly in manufacturing process or rendering of services.

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3.7.2 The unit holder shall file the claim along with the documents as provided in sub-para: 3.7.6 below to the General Manager, DIC concerned.

3.7.3 The General Manager DIC concerned shall place the case before the District level Committee.

3.7.4 After the approval by the District Level Committee, the concerned General Manager, shall issue sanction order within 7 days.

3.7.5 The General Manager, DIC concerned shall disburse the incentive within a period of 7 days from the date of issuance of sanction order subject to the availability of funds.

3.7.6 Document Checklist:

i. Common Application Form
ii. GST Bills/ Invoices with particulars of Testing/ Certification done or Machinery & Equipment procured for testing/certification
iii. Proof of payment: Bank Statement
iv. Attested copy of the quality certification
v. In case of installing Testing, equipment unit holder will additionally have to provide a Satisfactory Commissioning Certificate by a joint team of concerned DIC (Field Officer/ IPO) and an expert from domain specific agency nominated by Director, Industries and Commerce, Ladakh
vi. Undertaking/Indemnity Bond on disbursement as per format duly registered before Judicial Magistrate/ Sub Registrar

3.8 **Support for Marketing and Common Facility Centers**

(financial assistance for participation in national and international fashion shows/trade fairs/ exhibitions)

3.8.1 Industrial units *(new units and all existing units irrespective of substantial expansion)* and registered Cooperatives, Farmer Producer Organizations in the Handicraft, Handloom, Agro & Food processing and Aromatic/Medicinal plants sectors participating in prestigious and recognized National and/or international fashion shows/ trade fairs/ Exhibitions, Buyers Seller Meet, etc. will be reimbursed:

a. 50% of the participation cost, subject to a maximum amount of **Rs. 2 Lakhs per enterprise for the 1st time**.

b. 50% of the participation cost, subject to a maximum amount of **Rs. 1 Lakh per enterprise for the 2nd time.**

c. 50% of the participation, subject to a maximum amount of **Rs. 50,000 per enterprise for the 3rd time.**

3.8.2 The subsidy will be admissible only for registration fee and space rental charges for the fairs or exhibitions etc.

3.8.3 Recognized fairs and exhibitions of national and international repute will be allowed under The Ladakh Sustainable Industrial Policy 2022-27, only Claim request must be submitted within one month of return to India and on completion of the activity in case of National Level. The

unit holder shall file the claim along with the documents as provided in sub-para: 3.8.7 below to the General Manager, DIC concerned.

3.8.4 The General Manager concerned shall place the case before the District level Committee.

3.8.5 After the approval by the District Level Committee, the concerned General Manager, shall issue sanction order within 7 days.

3.8.6 The General Manager, DIC concerned shall disburse the incentive within a period of 7 days from the date of issuance of sanction order subject to the availability of funds.

3.8.7 Document Checklist:

i. Common Application Form
ii. Confirmation Document of booking and allotment of stall or space
iii. Final Bill / Invoice and Receipt from the organizer
iv. In case of International exhibitions: Photocopy of passport indicating therein entries regarding departure from and arrival in India and also the country visited as per the dates of the said exhibition or fair etc
v. Participated units should furnish feedback report like business generated with value including confirmed orders obtained etc
vi. Proof of participation in the event
vii. Undertaking/Indemnity Bond on disbursement as per format duly registered before Judicial Magistrate/ Sub Registrar

3.9 Support for Marketing and Common Facility Centers (Reimbursement for using Common Facilitation Centres)

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3.9.1 Industrial units (new units and all existing units irrespective of substantial expansion) and registered cooperatives & Farmer Producer Organizations will be incentivized with **reimbursement at 50% of cost** incurred on utilizing any recognized Common Facility Centre (Research Center/Testing Lab facilities for R&D purposes/Packaging etc.), subject to a **maximum of Rs. One Lakh per unit per year** for a **maximum period of three years**. Industrial units and registered cooperatives & Farmer Producer Organizations from the Handicraft, Handloom, Agro& Food processing and Aromatic/Medicinal plant sectors will be allowed to avail this incentive.

3.9.2 Recognized Institutes of national repute, Specialist agencies and research & development centres registered under the state or central government will be allowed under this subsidy only.

3.9.3 The unit holder shall file the claim along with the documents as provided in sub-para: 3.9.7 below to the General Manager, DIC concerned. Claim request must be submitted within one month of completion of the activity.

3.9.4 The General Manager concerned shall place the case before the District level Committee.

3.9.5 After the approval by the District Level Committee, the concerned General Manager, shall issue sanction order within 7 days.

3.9.6 The General Manager, DIC concerned shall disburse the incentive within a period of 7 days from the date of issuance of sanction order subject to the availability of funds.

3.9.7 Document Checklist:

i. Common Application Form
ii. Final GST Bill/invoice and receipt from the agency/institute where facility was availed
iii. Proof of Payment: Bank Statement
iv. Details/ Report from the agency of facility availed by unit holder. Detailed report should include information such as the test results (if testing or R&D done)
v. Undertaking/Indemnity Bond on disbursement as per format duly registered before Judicial Magistrate/ Sub Registrar

3.10 Incentivizing Export Oriented Unit(EOUs)

3.10.1 Industrial units *(New units and Existing units irrespective of substantial expansion)* will be incentivized for export of finished goods from Ladakh to a final destination anywhere outside of India, by reimbursement **@ 60% of transportation cost** up-to the international port (air or sea) within the country**, subject to a maximum amount of Rs. 5 Lakh per year per unit for a maximum period of five years**. This incentive will be admissible only for units registered as export units. Units will be allowed to avail only one incentive out of the two subsidies-Transport Subsidy or Export Subsidy provided under The Ladakh Sustainable Industrial Policy 2022-27.

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3.10.2 Reimbursement of cost incurred for shipment of export samples to an overseas buyer (outside of India), subject to a maximum amount of Rs. 50,000 per enterprise per year for two years. This incentive will be admissible only for units registered as export units.

3.10.3 The unit holder shall file the claim on monthly basis or quarterly basis or along with the documents mentioned herein as checklist under sub-para: 3.10.8 below, to the General Manager, DIC concerned.

3.10.4 Bills should be submitted within a month of the bill date. The time can be extended up to 3 months in exceptional cases with the prior approval of the Director, I&C, Ladakh.

3.10.5 The General Manager concerned shall place the case before the District level Committee.

3.10.6 After the approval by the District Level Committee, the concerned General Manager, shall issue sanction order within 7 days.

3.10.7 The General Manager, DIC concerned shall disburse the incentive within a period of 7 days from the date of issuance of sanction order subject to the availability of funds.

3.10.8 Document Checklist:

i. Common Application Form
ii. GST Bills/Invoices: Cargo (by Air or Road) bill which should clearly specify therein the contents of the cargo, weight and value of the finished goods.
iii. Proof of Payments: Bank Statement
iv. Receipt of goods in landing area of the international port (air or sea) of final destination.
v. Importer Exporter Code (IEC) certification of the unit holder, as issued by DGFT
vi. Supply order/purchase order received from the client ordering the shipment.
vii. Tax invoice issued by the unit holder, in the name of the client ordering the shipment in case of the selling final products (not in case of samples)
viii. Undertaking/Indemnity Bond on disbursement as per format duly registered before Judicial Magistrate/ Sub Registrar

3.11 Incentives to Underprivileged sections of the society

3.11.1 The Administration of UT Ladakh acknowledges its role of uplifting underprivileged sections of societies (such as women, Specially-Abled persons & third gender person) by providing additional incentives over and above as provided to MSMEs:

a. Reimbursement @ 95% of consulting fee for preparation of DPR up to maximum amount of Rs. One Lakh.
b. 10% allotment of plots for the underprivileged sections in the Industrial Estates.

Applicability for these incentives will be limited to the following categories:

- Women Category: Single mothers and Widows
- Specially Abled Category: 40% physical disability of vision, hearing or locomotive skills
- All third gender person

3.11.2 The unit holder may get the DPR prepared from any "approved consultant/agency", Specialist Agencies, Central Agencies/Institutions of

repute and having expertise in relevant field or research and development centres and reputed consultant(s) in the relevant field.

3.11.3 Consultants that are approved by any State/UT or Central Government or empanelled by any financial institution for the purpose of preparation of project reports for setting up industrial unit which are covered under The Ladakh Sustainable Industrial Policy 2022-27 will be considered as the "Approved Consultant"

3.11.4 On receipt of the application along with the documents the General Manager, DIC concerned shall examine the case as per the checklist in the sub-para 3.11.8. for availing the incentive on the Detailed Project Report.

3.11.5 The General Manager concerned shall place the case before the District level Committee.

3.11.6 After the approval by the District Level Committee, the concerned General Manager, shall issue sanction order within 7 days.

3.11.7 The General Manager, DIC concerned shall disburse the incentive within a period of 7 days from the date of issuance of sanction order subject to the availability of funds.

3.11.9 Document Checklist:

i. Common Application Form
ii. GST Bills/Invoices from the approved consultants
iii. Proof of payment certificate from bank, if any
iv. Certificate of Approval of the consultant from any State/UT or Central Government or Certificate of Empanelment from the Financial Institution or Document proving that the agency is a Specialized Research Centre or Institution having relevant expertise of State/UT or Central Government.
v. Land papers (Revenue papers regarding ownership/rent deed duly registered by the Registering Authority/lease deed in case of Govt Land)
vi. Certificate from Tehsildar certifying that applicant being a Single Mother or Widow.
vii. Certificate from Health Department certifying specially-abled persons (with 40% disability of vision, hearing or locomotive skills) as per the Right of Persons with Disabilities Act, 2016(Amendment) or
viii. Certificate from Health Department certifying third gender person
ix. Undertaking/Indemnity Bond on disbursement as per format duly registered before Judicial Magistrate/ Sub Registrar
x. Any other documents as notified by the UT Administration from time to time

Annexure-"a"

COMMON APPLICATION FORM

1. Name and Address of the unit
   a. Registered Office:
   b. Factory Office:
   c. Location:
      i. Village /Town:
      ii. Block:
      iii. District:
      iv. Phone No:
2. PAN of the Unit:
3. GSTIN of the Unit:
4. Aadhaar Card of Proprietor/ Partners of Company:
5. Unit Category:
   (Micro/Small/Medium) or Large-Scale Unit
6. Investment made in Plant and Machinery or Equipment (in Rs. Lacs):
7. Unit Type (New/Existing/Existing Unit undertaking Substantial Expansion):
8. MSME Registration/ IEM No. and Date:
9. Line of Activity:
   Manufacturing or Service:
10. Constitution (Proprietor/Partnership/Company):
11. Name(s) of Proprietor/ Partners /Company:
12. Total Employment:(Male/Female/others):
13. Date of Production:

(As authenticated by concerned General Manager)

Declaration

I/We hereby declare that the Information given above and the statement and other documents enclosed are true and correct, to the best of my/our knowledge. If any information found incorrect at any stage shall be liable to the legal proceedings. I/we will refund the disbursed amount along with the interest as applicable to the department and I/we will be treated as debarred from availing incentive of any Schemes of the Central Govt./State/UT Administration.

Proprietor/ Partner /Director/
Authorized signatory

Annexure-"b"

Indemnity Bond for Claiming of Subsidy

Known by all men by these present that I,_____
_____S/o , D/o, W/o_____
_____R/o_____
_____
_____Authorized signatory of M/s_____
_____
firmly bind into the Govt. which expression shall unless excluded by or repugnant to the context included his successors and assigns in the sum of Rs._____ (in words_____) herein under referred to as to the said amount to be paid to the Government on demand for this payment to be well and truly made.

I have been paid an amount of Rs._____(in words _____
___) on the _____
_and I have obtained the requisite certificate/receipt from the concerned authorities for the payment of aforesaid amount, which has been attached with the claim.

I hereby undertake that all the documents and details contained are true and in future, if any claim is found to be false, I undertake to indemnify the Government in full for the loss that may be caused to the State Government as a result of such false claim.

I also bind myself and my heirs, executants, administrators, legal representative and assignees; we bind ourselves and the persons for the time being having control, over the assets and affairs.

Signed on _____day _____of, 20_____.

WITNESSES	EXECUTANT
WITNESSES: Signature: Name: S/o, D/o, W/o R/o	WITNESSES: Signature: Name: S/o, D/o, W/o R/o