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PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL
Department of Micro, Small and Medium Enterprises and Textiles
4 Abanindra Nath Tagore Sarani(7th Floor), Kolkata-700016

No. 1543/MSMET-18011(11)/1/2020

Kolkata, the 22nd July, 2020

NOTIFICATION

WHEREAS, the Governor is pleased to sanction the implementation of a new Incentive Scheme for Micro, Small and Medium Enterprises in west Bengal in the following manner with an eye to promoting growth and development of such enterprises in the State.

1. Short Title:

The Scheme may be called Banglashree for Micro, Small and Medium Enterprises (hereinafter referred as Banglashree for MSMEs)

2. Object:

The object of the Scheme is to extend fiscal incentives to encourage entrepreneurs to set up Micro, Small and Medium Enterprises with a view to focusing on balanced development of MSMEs across the State and creating a sustainable ecosystem in the MSME sector which can maximize the utilization of resource, generate new employment and widen the area of operation to make the State emerge as the MSME leader in the country.

3. Commencement and Duration:

Unless specifically mentioned against the respective items of incentives sanctioned under the Scheme, it comes into effect on and from the 1st day of April, 2020 in the whole of West Bengal and shall remain in force for a period of five years ending on 31st March 2025, if not withdrawn/ amended earlier by a Notification in the official Gazette to that effect.

4. Definitions:

In the Banglashree for MSMEs, unless the context otherwise requires

- (i) “Approved Location” means location mentioned in the approved project.
- (ii) “Approved Project” means the industrial project of an enterprise/ an expansion project in the manufacturing sector which should be approved before implementation of the project by any Directorate under the Deptt. of Micro, Small & Medium Enterprises and Textiles, Govt. of West Bengal or concerned DIC or Micro, Small & Medium Enterprises Development Institute (MSMEDI), Govt. of India or Food Processing Industries & Horticulture Deptt., Govt. of West Bengal or Commercial Banks/ Financial Institution (Central and State)/ Cooperative Banks/ scheduled banks approved by RBI/ RRBs financing the project.
- (iii) “Central Government” means the Government of India.
- (iv) “DIC” means the District Industries Centre, which also includes the Sub-DIC, Siliguri.
- (v) “Eligible Enterprise” means a micro, small or medium enterprise which has obtained Udyog Aadhaar Registration and subsequently been found eligible as per terms and conditions of Banglashree for MSMEs.
- (vi) “Existing Industrial Enterprise” means a micro, small or medium enterprise which has started production before 1st April, 2019 and obtained Udyog Aadhaar Registration.
- (vii) “New Industrial Enterprise” means a micro, small or medium enterprise in the manufacturing sector which has started commercial production on or after the 1st April, 2019 and obtained Udyog Aadhaar Registration.
- (viii) “Expansion of existing enterprise” means expansion for the same item(s) of production within its existing approved capacity or for expansion for enlarged approved capacity or for manufacture of a new item with an approved capacity.

Explanation 1:

In case of expansion of an existing enterprise, the fixed capital investment made or to be made on approved project shall increase the total value of the fixed capital investment of the enterprise by not less than 25% of the net value of fixed capital investment as on 31.03.2019, having complete set of existing plant & machinery in running condition. However, in respect of the enterprises which are set up on or after 01.04.2019, such date will be the date immediately prior to the date on which the enterprise goes for expansion other condition remaining the same. At least 15% additional employment has to be generated due to the expansion. Such enterprises will be eligible for subsidy under clause No.9, 10 (for separate term loan for expansion portion), 13, 16, 17, 18, 19.

- (ix) “Factory” means any premises including the precincts thereof:
 - a) Wherein ten or more workers are working or were working in any part of which a manufacturing process is being carried out with the aid of power or is ordinarily so carried on, Or
 - b) Wherein twenty or more workers are working or were working on any of the preceding twelve months and in any of which a manufacturing process is being carried on without the aid of power or is ordinarily so carried on but does not include a mine, subject to the operation of the Mines Act, 1952 (35 of 1952) or a railways running shed.
 - c) “Factory Worker” means a person employed, directly or through any agency, whether for wages or not, in any manufacturing process for cleaning any part of the machinery or equipment or premises used for manufacturing process or in any other kind of work incidental to or connected with the manufacturing process or the subject of the manufacturing process.

- (x) “Term Loan” means a loan secured from Bank or Financial Institution approving the project as per clause 4 (ii) for acquiring fixed capital assets in the form of land, building, plant and machinery, tools & implements, appliances etc.
- (xi) “Working Capital” means capital required for running any industrial enterprise and includes cash credit and / or any other short term loan actually utilized as working capital.
- (xii) “Fixed Capital Investment” means investment made in plant and machinery in an approved project of the eligible enterprise on or after 1st April, 2018 subject to other conditions laid down in Clause No.-7 of Banglashree for MSMEs.

Explanation – I

The “fixed capital investment” shall be calculated as follows:-

Plant and Machinery:

It shall be calculated as follows:-

The cost of plant and machinery as found installed at the approved location, excluding the cost of any second hand plant and machinery purchased and installed for the purpose of implementation of the project. The cost of the following items shall be excluded while calculating the investment made in Plant & Machinery:

- a. Equipments such as tools, jigs, dies, moulds and spare parts for maintenance and the cost of consumable stores.
- b. Installation of Plant and Machinery.
- c. Research and development equipments and pollution control equipments.
- d. Power generation set and extra transformer installed by the enterprise as per the regulations of the State Electricity Board.
- e. Bank charges and service charges paid to the National Small Industries Corporations or the State Small Industries Corporation.
- f. Procurement or installation of cables, wiring, bus bars, electrical control panels (not mounted on individual machines), oil circuit breakers or miniature circuit breakers which are necessarily to be used for providing electrical power to the Plant and Machinery or for safety measures.
- g. Gas producer plant.
- h. Transportation charges for indigenous machinery from the place of their manufacture to the site of the enterprise.
- i. Charges paid for technical knowhow for erection of Plant and Machinery.
- j. Such storage tanks which store raw materials and finished products only and are not linked with the manufacturing process
- k. Fire fighting equipments.

Explanation-II

Advances paid to suppliers of plant and machinery for the approved project of the eligible enterprise on or after 1st April 2018 will be taken into account in calculating the total fixed capital investment.

- xiii) “Micro Enterprise” in the manufacturing sector means an enterprise classified as such in MSMED Act, 2006.
- xiv) “Small enterprise” in the manufacturing sector means an enterprise classified as such in MSMED Act, 2006.
- xv) “Medium enterprise” in the manufacturing sector means an enterprise classified as such in MSMED Act, 2006.
- xvi) “State” means the state of West Bengal.
- xvii) “State Financial Institution” means the West Bengal Financial Corporation.
- xviii) “State Government” means the Government of West Bengal
- xix) “Enterprise” means any manufacturing project in the micro, small and medium sector including industrial cooperatives and industrial self- help groups, which has obtained Udyog Aadhaar Registration.

Explanation: If an enterprise has different plants in and outside the State and owned by same promoter with the same name and style, the enterprise will be treated as one enterprise and consolidated value of plant & machinery of all such plants will be taken into consideration for determination of the scale of the enterprise.

- xx) “Year” means, unless otherwise specifically mentioned / stated and not repugnant to the context, the financial year commencing from the 1st April and ending on 31st March following.

5. Applicability of Banglashree for MSMEs.

5.1 The **Banglashree** for MSMEs shall generally be applicable to all micro, small and medium enterprises in the manufacturing sector which have started production on or after 1st day of April 2019.

5.2 The enterprises may be in the private sector, cooperative sector and joint sector undertaking as also companies/ undertakings owned and managed by the State Government and the Industrial SHGs.

6. Non-applicability of Banglashree for MSMEs.

The **Banglashree** for MSMEs shall not be applicable to the enterprises;

- (i) That has commenced production on or after 01.04.2018 and before 01.04.2019.
- (ii) That has been registered and for which eligibility certificates have been issued / incentives have been sanctioned and/ or disbursed under the respective Incentive Scheme of the State. This will continue to be governed by the respective Incentive Scheme of the State.
- (iii) That has been registered and for which eligibility certificate have been issued in terms of the respective Incentive Scheme of the State but no sanction or disbursement of incentive has been made. The claim will be governed by the respective Incentive Scheme of the State.
- (iv) That has commenced production before 01.04.2019 and applied for incentive under the respective Incentive Scheme of the State within the stipulated date. The claim will be governed by the respective Incentive Scheme of the State.

7. Eligibility criteria for incentives under Banglashree for MSMEs

7.1 Any micro, small or medium enterprise in the manufacturing sector shall be eligible for incentives under Banglashree for the MSMEs excluding those mentioned in the negative list of industries at Annexure-IV subject to the fulfillment of the conditions specified below:

- i) A micro, small or medium enterprise shall commence its commercial production from 01.04.2019 to 31.03.2025. and shall submit its first incentive application to the General Manager, District Industries Centre/ Officer-In-Charge Sub-DIC, Siliguri within 12 (twelve) months from the date of commencement of commercial production or 12 months from the date of this notification, whichever is later.
- ii) Existing enterprises will be eligible for incentive for expansion of the project as per clause 20 of this scheme.

Explanation

A micro, small or medium enterprise which will commence its production on 31.03.2025 shall submit its first incentive application in prescribed form within 30.03.2026 to the General Manager, District Industries Centre/ Officer-In-Charge, Sub-DIC concerned.

- iii) The enterprise shall file Udyog Aadhar Registration.
- iv) The project will be covered by a detailed feasibility report / project prepared for the purpose and approved in terms of Sub-para 7.1 (v).
- v) A new project/Expansion project should be approved before its implementation by any Directorate under the Department of Micro, Small & Medium Enterprises and Textiles, Government of West Bengal or concerned DIC or Micro Small and Medium Enterprises Development Institute (MSME-DI), Government of India or Food Processing Industries and Horticulture Department, Govt. of West Bengal or Commercial Banks / Financial Institution (Central and State) / Co-Operative Banks/Scheduled Banks approved by RBI/ RRBs financing the project.

In case of projects with arrangement of finance from own resources, eligibility of the enterprise shall be considered by the General Manager, District Industries Centre/ Officer-In-Charge, Sub-DIC according to the declaration of the enterprise regarding source of finance supported by a certificate issued by a Chartered Accountant as per Annexure VI. provided the General Manager, District Industries Centre/ Officer-In-Charge, Sub-DIC is satisfied about the arrangement of such finance.

- vi) An eligible enterprise which has availed of incentive/ subsidy in respect of any of the items specified under any other Incentive/Subsidy Scheme of Govt. of India / State Govt. shall also be eligible to get the benefits of other items only under **Banglashree** for MSMEs subject to fulfillment of terms and conditions of the Scheme.
- vii) The enterprise will submit a 'self- declaration' affirming:
 - (a) That the enterprise has installed Modern/Hi-tech plant & machinery that conform to the standard productivity.
 - (b) That the enterprise will strictly observe requisite pollution control compliances.
 - (c) That the enterprise will conduct regular Energy Audit and ensure standard energy efficiency wherever applicable.
 - (d) That the enterprise will follow/maintain labour laws.
 - (e) That the enterprise will remain in production for at least five years from the date of commencement of commercial production.
 - (f) That the enterprise has not defaulted in payment of any government dues /dues of Financial Institutions.
 - (g) That the enterprise has not misrepresented or withheld any information and not suppressed any fact/ information related to the claim submitted.

- (h) That all documents like approved project report, bills/ vouchers of the plant and machinery etc. submitted by the enterprise with the claim are genuine.
- (i) That the terms and conditions of **Banglashree** for MSMEs are binding on the enterprise.
- (j) That the enterprise will not divert/ utilize the loan amount disbursed by the bank / financial institution for carrying out any activity/ project other than the implementation of the approved project.

7.2 The Enterprise will make application in prescribed Form (Form A) to the General Manger of District Industries Centre/ Officer-in-Charge Sub-DIC, Siliguri, after commencement of commercial production for grant of incentives under the Scheme.

8. Classification of developed areas and backward areas

For the purpose of determination of type and quantum of incentives available under this scheme for the approved projects, according to their locations, the State has been classified into the following zones:-

Zone-A : Kolkata Municipal Corporation Area, All municipal areas of North 24-Parganas, All municipal areas of South 24-Parganas, All municipal Corporation and municipal areas of Howrah.

Zone-B : Districts of Hooghly, North 24 Parganas (excluding municipal areas and Sundarban areas), South 24 Parganas (excluding municipal areas and Sundarban areas), Howrah (excluding corporation and municipal areas), Siliguri Municipal Corporation, Municipal Corporations / Municipal Areas of Paschim Medinipur, Purba Medinipur, Purba Bardhaman,,Paschim Bardhaman and Nadia.

Zone-C : Districts of Purba Bardhaman, Paschim Bardhaman (excluding municipal corporation/ municipal areas), Purba Medinipur (excluding municipal corporation/ municipal areas), Nadia (excluding municipal corporation/ municipal areas), Malda, Jalpaiguri, Murshidabad and Darjeeling (excluding Siliguri Municipal Corporation),Kalimpong, Alipurduar.

Zone-D : Districts of Birbhum, Purulia, Bankura, Paschim Medinipur (excluding municipal corporation/ municipal areas), Uttar Dinajpur, Dakshin Dinajpur, Sundarban Areas of South and North 24 Parganas and Jhargram .

Zone-E : Cooch Behar District.

9. State Capital Investment Subsidy

9.1 An eligible micro or small enterprise located in Zone C , D & E area will be entitled to State Capital Investment Subsidy for its approved project as follows :-

Micro Enterprise

Zone C – 25% of the Fixed Capital Investment

Zone D – 40% of the Fixed Capital Investment

Zone E – 60% of the Fixed Capital Investment

Small Enterprise

Zone C- 15% of the Fixed Capital Investment

Zone D - 30% of the Fixed Capital Investment

Zone E – 40% of the Fixed Capital Investment

9.2 An additional subsidy of 20% on State Capital Investment Subsidy normally admissible will be provided to all eligible micro and small enterprises wholly owned (100%) by women, SC/ST, and minority commenterprisey entrepreneurs.

Explanation: If a micro enterprise having fixed capital investment of Rs.2 lakh in Zone C area, its normally admissible capital investment subsidy is Rs. 50,000/- (25% of fixed capital investment). In this case, an eligible micro and small enterprise will be entitled for additional subsidy of Rs. 10,000/- (20% on Rs. 50,000/-) and total admissible capital investment subsidy will be Rs. 60000/-.

9.3 An eligible micro or small enterprise wholly owned by women, SC/ST, and minority commenterprisey entrepreneurs and set up in Zone – A and B area will be entitled to State Capital Investment Subsidy as follows:

Micro Enterprise :- 15% of the Fixed Capital Investment

Small Enterprise :- 10% of the Fixed Capital Investment

9.4 The subsidy normally admissible and additional subsidy taken together will not exceed Rs.50 Lakh for a Small Enterprise located in Zone C & D area and will not exceed Rs. 75 Lakh for a Small Enterprise located in Zone E area.

10. Interest Subsidy on Term Loan

10.1 An eligible micro, small or medium enterprise will be entitled to Interest Subsidy on annual interest liability on the Term Loan borrowed from a Commercial Bank/ Cooperative Bank/ Scheduled Banks approved by RBI/ RRBs/ Financial Institution (Central and State) for implementation of the approved project as follows .

Micro & Small Enterprise –

Zone A & B – 55% of interest liability for 5 years.

Zone C, D & E– 70% of interest liability for 5 years

Explanation:

The interest subsidy admissible for an eligible micro or small enterprise in Zone – A & B area will be calculated in the following manner :-

$$\frac{\text{Annual interest liability on Term Loan paid by the enterprise} \times 55}{100}$$

Medium Enterprise -

Zone – B, C, D & E: - The interest subsidy will be 25% of total Term Loan interest paid by the enterprise for 5 years subject to a ceiling of Rs. 175 lakh per year.

Explanation :

The Interest Subsidy admissible for an eligible medium enterprise will be calculated in the following manner :

$$\frac{\text{Annual interest liability on Term Loan paid by the enterprise} \times 25}{100}$$

10.2 The interest subsidy will be payable annually subject to submission of a statement / certificate (in annexure-II) by the lending Bank /Financial Institution to substantiate that the enterprise has paid the due interest to the institution on the due dates and has not defaulted in payment of interest at any time during the period .

11. Waiver of Electricity Duty

An eligible micro, small or medium enterprise for its approved project will be entitled to waiver of electricity duty (reimbursement of electricity Duty) on the electricity consumed for the manufacturing activity as follows:

Micro & Small Enterprise –

Zone A & B – 50% waiver of electricity duty on the electricity consumption for 5 years from the date of commencement of commercial production.

Zone C, D & E– 75% waiver of electricity duty on the electricity consumption for 5 years from the date of commencement of commercial production.

An eligible micro or small enterprise wholly owned by women, SC/ST and minority enterprise entrepreneurs will be entitled to 100% waiver of electricity duty on the electricity consumed for 5 years from the date of commencement of commercial production of its approved project irrespective of location subject to a maximum of Rs.10 Lakh/year.

Medium Enterprise -

Zone – B & C- 100% waiver of electricity duty on the electricity consumption for 5 years from the date of commencement of commercial production subject to a maximum of Rs.25.00 lakh per year.

Zone – D & E – 100% waiver of electricity duty on the electricity consumption for 5 years and 75% waiver from the 6th year upto 10th year from the date of commencement of commercial production subject to a maximum of Rs.50.00 lakh per year.

12. Power Subsidy

An eligible micro, small or medium enterprise for its approved project will be entitled to power subsidy on the electricity consumed for the manufacturing activity as follows :

Micro, Small and Medium Enterprise

Subsidy of Re.1.00 / Kwh for enterprises located in Zone – A & B area and Rs.1.50/ Kwh. for enterprises located in Zone – C, D & E area for five years from the date of commencement of commercial production.

The power subsidy will not exceed Rs.10 lakh per year for a micro enterprise, Rs.20 Lakh per year for a small enterprise and Rs.30 Lakh per year for a medium enterprise and will be payable annually.

13. Subsidy for Energy Efficiency:

13.1 An eligible micro or small enterprise for its approved project will be entitled to a reimbursement of 50% of the cost of energy audit undertaken by a certified agency. The reimbursement will be made after implementation of the recommendations.

13.2 An eligible micro or small enterprise for its approved project will be entitled to a reimbursement of 25% of the cost of installations for energy conservation as per energy audit subject to a maximum Rs.2 Lakh.

14. Subsidy on Stamp Duty and Registration Fee :

14.1 An eligible micro, small and medium enterprise will be entitled to a reimbursement of stamp duty and registration fee paid by it for the purpose of registration of documents as per clause 14.2 within the State at the following rates:-

Micro & Small Enterprise :

Zone – A	-	25%
Zone – B	-	50%
Zone – C	-	75%
Zone – D & E	-	100%

Medium Enterprise in Zone – B, C, D and E : 75%

14.2 The subsidy will be admissible for the purpose of:

- i. Purchase of land and/ or buildings for setting up of the approved project

And

- ii. Land/building/shed taken on Lease (minimum ten years) at any government /government approved Industrial Park/ Estate for setting up of the approved project.

14.3 The amount admissible will be calculated proportionately based on the percentage of land / buildings used for setting up of the enterprise for implementation of the approved project.

15. Subsidy for State Goods and Services Tax (SGST)

An eligible micro, small and medium enterprise for its approved project will be entitled to refund

Net SGST paid to the Government of West Bengal as follows:

Zone B, & C- Refund of 30% of Net SGST paid for eight years from the date of commencement of commercial production. Cumulative refund of SGST shall not exceed 75% of fixed capital investment.

Zone D & E- Refund of 50% of Net SGST paid for eight years from the date of commencement of commercial production. Cumulative refund of SGST shall not exceed 75% of fixed capital investment

16. Subsidy for Water conservation/Environment Compliance

An eligible micro or small enterprise for its approved project will be entitled to a reimbursement of 50% of expenditure incurred by it towards cost of captive Effluent Water Treatment Plant for wastewater recycling and/ or other pollution control devices subject to a maximum of Rs. 2 lakh.

17. Subsidy for Standard Quality Compliance:

An eligible micro or small enterprise shall be reimbursed 50% of the expenditure incurred subject to a maximum of Rs.5 Lakh for obtaining ISI / BIS certification / ISO 9000/ ISO 14000 / ISO 14001/ ISO 18000/ISO 22000/ HACCP certification from approved Institutions / Research Laboratories. Any new certificate not covered above may be honoured on case to case basis according to necessity and essentiality.

Explanation 1 : The certificate must have name & address of the certification agency, address of the site/location certified; scope of certification, certificate number, date of issue and period of validity (or date of expiry), Name and Logo & Number of the accreditation board (NABCD)

Explanation 2: An eligible micro or small enterprise has to furnish a Chartered Accountant certificate (in original) as per Annexure –V regarding details of expenditure incurred in acquiring ISI / BIS certification / ISO 9000/ ISO 14000 / ISO 14001/ ISO 18000/ISO 22000/HACCP certificate (excluding Hotel and Travel expenses & surveillance charges).

18. Work Force Welfare Assistance:

18.1 An eligible micro, small or medium enterprise for its approved project will be entitled to a reimbursement of 100% in first year and 75% in the remaining years of expenditure incurred by it for paying its contribution towards Employees State Insurance (ESI) and Employees Provident Fund (EPF) if at least 50% of the employees in the enterprise are recruited from amongst the persons registered with Employment Bank of the State. The period of assistance will be as follows:-

Zone – B - 5 years.

Zone – C - 7 years.

Zone – D & E - 9 years.

18.2 The reimbursement of expenditure specified in sub-para 18.1 above will be payable annually based on minimum statutory limit subject to the condition that the enterprise has paid its contribution towards ESI and EPF on due dates.

18.3 'Employee' will have the same meaning as defined under "Employees' Provident Fund Act, 1952" and "Employees' State Insurance Act, 1948"

19. Subsidy for Patent Registration:

An eligible micro, small or medium enterprise for its approved project will be entitled to a reimbursement of 50% of expenditure incurred by it for obtaining Patent Registration.

Subsidy for Patent Registration shall not exceed Rs.5 Lakh.

20. Incentive for approved expansion project of an existing enterprise:-

An existing eligible micro, small or medium scale enterprise for its approved expansion project will be entitled for incentives under clause nos. 9, 10 (for separate term loan against the expansion portion), 13, 16, 17, 18 and 19 subject to fulfillment of the conditions prescribed for the respective items.

21. Power to amend and/or relax

Notwithstanding anything contained in any of the provisions of **Banglashree** for MSMEs, the State Government may at any time-

- (i) modify, vary, alter, amend or withdraw any of the provisions made here in above in this Scheme and such modifications, variations, alterations, amendments and withdrawal shall be effective from the date specified in the order so made in this behalf.
- (ii) make any relaxation in applying the provisions of this Scheme but such relaxation shall be made on merits of the approved project in each case, as the State Government may consider necessary and appropriate.
- (iii) may issue instructions and guidelines to facilitate implementation, to remove anomalies and to clarify the interpretations of the provisions of this Scheme.

22. Grievance Redressal and Interpretation:

In case of any grievances against the decision of the GM Concerned, application to be made to the Director MSME. In case of any interpretation regarding the scheme, Director MSME shall consult the Department of MSME&T before taking any final decision.

23. Repeal and Saving.

- 23.1 The West Bengal Incentive Scheme, 2013 for Micro, Small and Medium Scale Enterprises shall stand repealed except in respect of para 6 and para 7.1 (i) of the present Scheme.
- 23.2 The benefits extended to the enterprise under any previous Incentive Scheme shall continue to be governed under the respective Scheme.
- 23.3 Micro, Small & Medium Enterprises which have started production on or after 01.04.2018 and before 01.04.2019 and obtained Udyog Aadhaar Registration and have not applied under WBIS 2013, will be allowed to apply within 6 months from the date of this notification. This will be governed by the West Bengal Incentive Scheme 2013 for MSMEs as modified upto 22.05.2015 except subsidy mentioned in Clause no. 15,16 &17 of the said Scheme.
- 23.4 If an enterprise falling under any of the three categories of enterprises as defined in the MSMED Act, 2006, graduates to a higher category or beyond the purview of the act from its original category shall only continue to avail of Non-Tax benefits of its original category for a period of three (3) years from the date of such graduation to the higher category or original eligible years which ends earlier.
- 23.5 In the event of GST Act 2017 being replaced by any other Act, the provision of the Scheme will apply mutatis mutandis even after the new Act comes into force.

The **Banglashree** for Micro, Small and Medium Enterprises is notified with the concurrence of the Finance Department, *vide*, U.O. No Group-C/2020-2021/0013 dated 14.07.2020 and with the approval of the State Cabinet in its 73rd meeting held on 15.07.2020.

By Order of the Governor,
Rajesh Pandey
Principal Secretary
to the Government of West Bengal

**OPERATIONAL PROCEDURES OF BANGLASHREE
FOR MICRO, SMALL AND MEDIUM ENTERPRISES**

1. A micro, small or medium enterprise claiming to be eligible for incentive under **Banglashree** for MSMEs shall duly apply through offline mode till the online portal is introduced and then only through online portal in prescribed form to the General Manager, District Industries Centre concerned/ O/C, Sub –DIC, Siliguri in Form-A except for Waiver of Electricity Duty for which it shall apply to the Director, Directorate of Electricity Duty in Form-C.
2. On receipt of application for incentive from an enterprise the General Manager, District Industries Centre shall make, as expeditiously as possible, scrutiny of/ enquiry into particulars furnished by the enterprise and cause physical inspection of the enterprise to ascertain the actual date of commencement of commercial production and Fixed Capital Investment made in Plant and Machinery by it and on being satisfied that the same is in order in terms of the provisions of the Scheme, the General Manager, District Industries Centre concerned (i) shall issue a Certificate in Form-B for date of commencement of commercial production and fixed capital investment in favour of the enterprise and (ii) shall also recommend the case to the Director, Directorate of Electricity Duty in Form-F when the enterprise expresses its intention to apply for Waiver of Electricity Duty to the Director, Directorate of Electricity Duty.

The General Manager, District Industries Centre concerned shall also approve admissible amount of incentive as early as possible and inform the applicant on quantum of admissible amount of incentive. If any application is found to be not eligible for incentives under the **Banglashree** for MSMEs, the General Manager, District Industries Centre will issue a letter of rejection to the applicant enterprise.

3. **Time frame for submission of first Application**

Sl. No.	Name of the scheme	DOCCP of MSME	Date of submission of first application
1	WBIS 2013 Modified Up to 22.5.2015	01.04.2018 To 31.03.2019	Within 6 months from the date of notification of Banglashree
2	Banglashree	01.04.2019 to 31.03.2020	Within 12 months from the date of notification of Banglashree
3	Banglashree	01.4.2020 to 31.03.2025	Within 12 months from the date of CCP or within 12 months from the date of notification of Banglashree whichever is later

4. (a) An eligible enterprise shall apply to the Commissioner of Commercial Taxes, West Bengal in Form-E at the close of each year requesting him to certify the total amount of SGST paid (excluding input credit) by it in respect of goods manufactured and sold during the year in respect of which the application has been made.
- (b) On receipt of the application, the Commissioner of Commercial Taxes, West Bengal, would verify the payments of SGST paid (excluding input credit) and other particulars as contained in the application and issue a certificate to the General Manager, District Industries Centre/Officer-in-Charge, Sub District Industries Centre concerned certifying the amount of SGST paid (excluding input credit) by the enterprise during the year under consideration along with production details .

- (c) The enterprise shall maintain the accounts in such a manner that at any time as may be necessary it can show clearly the amount of SGST paid (excluding input credit) in respect of sales made by it of the item(s) manufactured as per approved project to which it is entitled to refund of SGST paid (excluding input credit) under **Banglashree** for MSMEs.
5. The General Manager, District Industries Centres shall work out the admissibility of the enterprise for refund of SGST paid (excluding input credit) after receiving the certificates from the Commissioner of Commercial Taxes, West Bengal in the manner specified in 3 above.
6. The General Manager, District Industries Centre will place the requisition of funds to the Director, MSME, West Bengal, for approved amount of incentives.
- 7 (a) On receiving the allotment of funds for the purpose of disbursement of approved incentive to an enterprise, the General Manager, District Industries Centre shall require the enterprise concerned to submit a 'self-declaration' to the effect that the enterprise shall be liable to refund the entire amount of incentive and in case of failure to refund, the entire amount shall be recoverable under the Public Demands Recovery (PDR) Act if
- (i) the incentive has been claimed by misrepresentation as to an essential factor by furnishing false information,
- (ii) the enterprise shifts itself from zone-D & E area to anywhere in the State or from this State to outside the State,
- (iii) the enterprise discontinues production in respect of its approved project within 5 (five) years from the date of commencement of commercial production,
- (iv) the enterprise is sold out.
- (v) the loan amount disbursed by Bank/ Financial Institution for the approved project is found to be diverted/ utilized for some other activities/ projects

AND

If any amount of subsidy/ incentive is paid in excess of the entitlement of the enterprise detected afterwards, the enterprise will be liable to refund the same failing which the amount shall be recoverable under the PDR Act.

- (b) After satisfaction as to submission of 'self-declaration' as stated hereinabove the General Manager, District Industries Centre shall formally issue sanction order in favour of the enterprise with endorsement to the Drawing and Disbursing Officer of the District Industries Centre.
8. The Drawing and Disbursing Officer in the District Industries Centre shall in turn draw the amount of incentive sanctioned by the General Manager, District Industries Centre, obtain an advance stamped receipt for the amount to be disbursed and disburse the same to the enterprise concerned through its Bank/ Financial Institution under intimation to the enterprise.
9. The General Manager, District Industries Centre will maintain a separate register for the purpose of diarizing and recording all applications received under **Banglashree** for MSMEs.
10. The General Manager, District Industries Centre will also maintain a disbursement register for the purpose of keeping enterprise wise records of all disbursement made under **Banglashree** for MSMEs.

FORM-A**Application for incentives under the Banglashree for Micro, Small & Medium Enterprises****(To be submitted in duplicate)**

To

The General Manager/Officer-In-Charge Sub-DIC, Siliguri

District Industries Centre _____ /Sub-DIC _____

Sir,

I son of
 Proprietor / Partner / Chairman / Managing Director / Director / Authorized Signatory, on behalf of the enterprise
 known as hereby apply for
 grant of Subsidy on the items as indicated in column no. 13 under the existing terms and conditions of
Banglashree for MSMEs

1. (a) Name of the Applicant enterprise :
-
- (b) Local Office Address :
-
- Telephone No. :
- Fax No. :
- E-mail Address :
- (c) Address of the Registered :
- Office :
- Telephone No. :
- Fax No. :
- E-mail Address :
- (d) Name and Designation :
- of the contact person :
- Telephone No. :
- Fax No. :

2. Whether the Project (for which the Application for incentives is submitted) is for (please tick any)

(a) Establishment of a new enterprise :

(b) Establishment of an expansion enterprise :

3. (a) Constitution : Proprietorship/ Private Ltd./Public Ltd.
(tick whichever is applicable) Co-operative / Partnership
SHG / others

(b) Category of the entrepreneurs : Women/SC/ST/Minority Community/
(Please tick) Others

(c) Date of establishment/incorporation/ :
Registration of the Company/Co-operative

(d) Date of commencement of commercial :
Production

(e) Udyog Aadhaar Registration No. & Date :

4. Location/address of the enterprise

(A) Location of the Project for which incentive application is submitted.

Name of Location :

Police Station :

Municipality/Block :

Post Office :

District :

Telephone No. :

Fax No. :

(B) Location of other enterprises (if any) in West Bengal

Location : District :

Location : District :

Location : District :

5. Project Cost

5.1 New enterprise /Branch as second /third unit of the existing enterprise

(Rs. in lakh)			
	Estimated Cost	As approved by Banks / Financial Institutions	Investment made on or after 01.04.2018
Land			
Building			
Plant , Machinery etc.			
Miscellaneous fixed assets			
Engineering fees			
Preliminary and pre operative expenses			
Margin Money for working capital			
Total			

5.1.1 Means of Finance

(Rs. in lakh)		
	Proposed	Approved
Share Capital: Promoters/Financial Institutions/Public		
Term Loan: Financial Institutions/Banks		
Unsecured Loans		
Other (if any)		

5.2 Existing enterprise(s), if there be any.

	Investment made
Land	
Building	
Plant , Machinery etc.	
Miscellaneous fixed assets	
Engineering fees	
Preliminary and pre operative expenses	
Margin Money for working capital	
Total	

6. For new enterprise/ branch as second/ third unit of the existing enterprise
(for which incentive application is submitted)

(a) Item of manufacture :

(b) Annual capacity :

6.1 For existing enterprise(s) (if there be any):

(a) Item of manufacture :

(b) Annual capacity :

7. Factory Registration No :

8. Power requirement (KVA) :

(a) For new enterprise/branch as second/ third
enterprise of the existing enterprise :

(b) For existing enterprise(s), if there be any :

9. Employment generated in the project :

Managerial :

Factory Workers :

10. Whether the location conforms to

WBPCB norms :

11. Category under which the :

GREEN	ORANGE	RED	SPECIAL RED
-------	--------	-----	-------------

project falls (please tick)

12. Estimated daily requirement of water

and source of supply :

13. I. Specific item(s) for which incentive application is submitted :

Under the **Banglashree** for MSMEs (Please tick)

(i) State Capital Investment Subsidy : (Fill in column 15.I)

(ii) Interest Subsidy on Term Loan : (Fill in column 15.II)

(iii) Power Subsidy : (Fill in column 15.III)

(iv) Subsidy for Energy Efficiency : (Fill in column 15.IV)

(v) Subsidy on Stamp Duty and
Registration Fees : (Fill in column 15.V)

(vi) Subsidy for Environment Compliance : (Fill in column 15.VI)

(vii) Subsidy for Standard Quality Compliance : (Fill in column 15.VII)

(viii) Work Force Welfare Assistance : (Fill in column 15.VIII)

(ix) Subsidy for Patent Registration : (Fill in column 15.IX)

13. II. Whether the enterprise intends to apply

for Waiver of Electricity Duty

to the Director, Directorate of Electricity Duty(Yes / No)

14. I. Whether the enterprise was accorded :

Eligibility cum Registration Certificate
under any of the State Incentive
Schemes (please tick)

2004

2007

2013

-
-
- (a) Date of filing EM (Part : II) :
- (b) EM (Part-II) number & date :
- (c) Registration Certificate Number & Date :
- (d) UAM NO. and Date :
- (e) Whether any incentive(s) has (have) been obtained under the above Certificates :
14. II. Whether the enterprise has availed of any incentive / subsidy under any Incentive/Subsidy Scheme of Govt. of India/ State Govt. If so item and amount of incentive
15. Type of incentive claimed.
15. I. State Capital Investment Subsidy
- (a) Fixed capital investment made on plant & machinery :
- (b) Amount of State Capital Investment :
- Subsidy claimed @ ___ % of the above investment
- (c) Additional subsidy (wherever applicable) claimed :
15. II. Interest Subsidy on Term Loan
- (a) Amount of Term Loan . :
- (b) Name and Address of the bank/financial institution :
- (c) Date and amount sanctioned :
- (d) Date of first disbursement :
- (e) Amount of interest paid on term loan with period :
- (f) Rate of interest charged by Bank/ FI :
- (g) Amount of Subsidy claimed :
15. III. Power Subsidy
- (a) Name of the Agency from which electricity: supply is taken.
- (b) Period for which power subsidy is claimed:
- (c) Electricity consumed in Kwh :
- (d) Power subsidy claimed @ Rs. ___ / Kwh:
- (e) If any part of consumption of electricity energy is made for residential purpose, the details of consumption are to be given.
- (f) If any closure of commercial operation takes place during the period of

15. IV. Subsidy for Energy Efficiency :

(a) Details of expenditure incurred and subsidy claimed :

	<u>Expenditure incurred</u>	<u>Subsidy claimed</u>
(i) Cost of Energy Audit	Rs.	Rs.
(ii) Cost of installations for energy Conservation	Rs.	Rs.

(b) Name of the Certified Agency/Agencies :
that has/have undertaken Energy Audit
and installations for energy conservation

15. V. Subsidy on Stamp Duty and Registration Fees:

(a) Location of land and/ or building :

- i) Name of location :
- ii) Municipal Corporation/Municipality/Block :
- iii) Post Office :
- iv) District :

(b) Registration Office

- i) Name :
- ii) Address :
- iv) Telephone no :
- v) FAX No. :

(c) Schedule of Land :

Area	Mouza	J. L. No.
Dag No.		Khatian No.

(d) Description of building :

(e) Stamp Duty paid :

(f) Registration fee paid :

(g) Percentage of land/ building used for setting up of the enterprise :

(i) Subsidy claimed on :

i) Stamp Duty : Rs.

15. VI. Refund of SGST:

- (a) Name of the goods manufactured as per approved project and item wise production during the financial year.
- (b) Amount of Net SGST paid during the preceding year ending on 31st March in respect of good manufactured and sold in WB , as per approved project (after deducting input credit):
- (c) Registration certificate no. of the under GST act 2017:

15. VII. Subsidy for Water conservation / Environment Compliance

- a. Details of expenditure incurred and subsidy claimed

Expenditure incurred Subsidy claimed

- | | | | |
|-----|--|-----|-----|
| i) | Cost of Pollution Control Devices | Rs. | Rs. |
| ii) | Cost of effluent water treatment plant | Rs. | Rs. |

15. VIII. Subsidy for Standard Quality Compliance

- (a) Details of expenditure incurred and subsidy claimed :

Expenditure incurred Subsidy claimed

- | | | | |
|-------|-------------------------------------|-----|-----|
| (i) | For obtaining ISI/BIS Certificate | Rs. | Rs. |
| (ii) | For obtaining ISO 9000 Certificate | Rs. | Rs. |
| (iii) | For obtaining ISO 14000 Certificate | Rs. | Rs. |
| (iv) | For obtaining ISO 14001 Certificate | Rs. | Rs. |
| (v) | For obtaining ISO 18000 Certificate | Rs. | Rs. |
| (vi) | For obtaining ISO 22000 Certificate | Rs. | Rs. |
| (vii) | For obtaining HACCP Certificate | Rs. | Rs. |

15 .IX. Work Force Welfare Assistance

- (a) Employment generated in the project

Category	General	Women	SC	ST
Managerial				
Factory Workers				
Other Workers				

- (b) Details of Code No allotted to the employer by :
- i) Regional Provident Fund Commissioner
 - ii) Director, Employees State Insurance
- (c) Contribution made by the employer to :
- i) Employees State Insurance (ESI)
 - ii) Employees Provident Fund (EPF)

Month & Year	ESI	EPF
April		
May		
June		
July		
August		
September		
October		
November		
December		
January		
February		
March		
Total		

(d) 'Percentage of employees recruited from amongst the persons registered with Employment Bank of the State.

15. X. Subsidy for Patent Registration :

- (a) Patent Registration No : _____
- (b) Expenditure incurred and subsidy claimed
- i) Item : _____
 - ii) Expenditure incurred : _____

Declaration

CERTIFIED that the information given in the application and in the enclosed documents is true to the best of my/our knowledge and belief and nothing has been concealed therein.

I/We also well aware of the fact that if the information given by me/us is proved false / not true at any point of time, I/we will have to face punishment as per any provision of Law in force as well as the benefit availed of by me/us or the benefit accrued to me/us shall be summarily cancelled.

I/We hereby agree that I/we shall forthwith repay the amount disbursed to me/us under the Scheme if the amount of subsidy is found to have been disbursed in excess of the amount actually admissible for whatsoever reason.

I/We shall also be liable to pay interest at such rate as may be prescribed on such amount and such other charges/expenses as may be payable by me/us.

I/We also undertake that the provisions of the Coastal Regulation Zone (CRZ), 1991 shall not be violated by implementation of the project(s) under this application.

Place : Signature of the applicant

Date : Name and status of the signatory

Seal of the Enterprise

A. Documents to be enclosed with the Application :

1. A copy of the Memorandum of Association and Articles of Association authenticated by the Registrar of Companies / partnership deed (wherever applicable).
2. A statement on the name and address of the Directors / Partners / Owners of the enterprise / Members of Cooperative or Self Help Groups, as applicable.
3. Copy of approved project report.
4. A copy of loan sanctions letter and disbursement letter issued by financial institutions / banks.
5. A copy of audited balance sheet for last 2 years wherever applicable.
6. A list of plant and machinery with original value along with copies of the bills, money receipts.
7. Existing manufacturing activities in West Bengal stating items, annual approved capacity, annual production during last three years (in quantity and value in Rs. Lakh), if applicable.
8. Copy of the land deed (wherever applicable). In case of rented /leasehold land / buildings, copy of rent agreement and receipt /lease agreement.
9. Copy of mutation & conversion certificate of land/ building.
10. Copy of valid consent to operate certificate from the WBPCB.
11. Copies regarding SGST.
12. Copy of trade licence.

13. Copy of first electricity bill (wherever applicable)
14. Copy of acknowledgement of Udyog Aadhaar Registration
15. Copy of SC / ST certificate wherever applicable.
16. Copy of other statutory licenses/certificates, if necessary.
17. Self declaration as per para 7.1(vi) of the Scheme.

B. Additional documents to be enclosed:

1. State Capital Investment Subsidy
 - i) Self certification on fixed assets as per Annexure-I
2. Interest Subsidy on Term Loan
 - i) A certificate from Bank/FI as per Annexure-II
3. Power Subsidy
 - i) Copy of documents regarding supply of electricity to the unit.
 - ii) Copies of all Electricity Bills and corresponding money receipts for which the claim is made.
4. Subsidy for Energy Efficiency
 - i) Copies of relevant bills, money receipts for expenditure incurred towards cost of Energy Audit and installations for energy conservation
 - ii) Copy of Energy Audit Report/Recommendations of the Certified Agency related to the claim in question.
 - iii) Details of installations for energy conservation.
5. Subsidy on Stamp Duty and Registration Fees
 - i) Scheduled of the land
 - ii) Sketch map of the land/building purchased
 - iii) Documents showing payment of Stamp Duty and Registration Fee.
6. Refund of SGST
 - i) A receipted copy of the application submitted to the Commissioner, Commercial Tax , West Bengal on SGST.
7. Subsidy for Environment Compliance
 - i) Copies of relevant bills, money receipts for expenditure incurred towards cost of Pollution Control Devices
 - ii) Details of Pollution Control Device
8. Subsidy for Standard Quality Compliance
 - i) Copies of ISI/BIS/ISO9000/ISO14000/ISO 14001/ISO 18000/ISO 22000/HACCP Certificate.
 - ii) Copies of relevant bills, money receipts for expenditure incurred for obtaining ISI/BIS/ISO9000/ISO14000/ISO 14001/ISO 18000/ ISO 22000/HACCP Certificate.

-
9. Work Force Welfare Assistance
 - i) Copies of documents regarding contributions made to ESI/EPF
 - ii) A statement showing the names of workers, their age, date of appointment, nature of appointment and nature of work.
 - iii) Certificate from the Regional Provident Fund Commission as per Annexure – III.
 - iv) Certificate from the Director, ESI as per Annexure-III.
 - v) Documents showing the recruitment from Employment Bank of the State.

 10. Subsidy for Patent Registration .
 - i) Copy of documents on fees paid for Patent registration.
 - ii) Copy of Patent Registration Certificate.

Annexure –I
Certificate to be given by the Enterprise

Schedule of fixed assets created on by M/s.

..... in respect of its project at

....., West Bengal.

Sl. No.	Description of the Fixed Assets (item-wise)	Quantity	Date of Order	Name of Contractor / supplier with address	State whether the assets has been transferred to the new project from any other enterprise of the company	Date of creation / erection	Bill No. & Date	Paid up value of the assets created / erected	Bill value of the assets created / erected

Break-up of costs included in the value of assets.

Basis (CIF / FOB) value	Customs / Excise Duty	Freight, Insurance and Handling charges	Sales Tax	Erection Cost	Others, if any (specify)

Certified that the assets enlisted in the schedule of fixed assets are erected in position at site as on

Signature (With seal) of Proprietor/Partner(s)/Managing Director/Director/of the Enterprise.

Annexure – II**Certificate to be issued by Bank/Financial Institution**

It is certified that M/s..... engaged in manufacturing item of capacity has borrowed the following Term Loan from (Bank/ Financial Institution) for implementation of the above project. The enterprise is maintaining satisfactory accounts and paying interest on due dates and has not defaulted in payment of interest at any time during the following period. The annual interest paid by M/s. for the year against Term Loan of Rs..... (Rupees) only is as follows :-

Type of Assistance	Loan A/c. No.	Rate of interest	Amount of Interest Paid (Rs.)
--------------------	---------------	------------------	----------------------------------

Term Loan

Total

Date :

Signature

Office Seal :

Address

Annexure-III**Certificate to be issued by the Regional Provident Fund Commissioner/Director, ESI (as the case may be)**

Certified that M/s. having its Registered / Head Office / Local Office at has contributed an amount of Rs.(Rupees.....) only on account offor the year and that the enterprise has contributed the above amount on due date.

Signature**Seal**

Date :

Place :

ANNEXURE - IV**NEGATIVE LIST OF INDUSTRIES**

- 1. Sponge Iron Factory**
- 2. Bricks (Excluding Fly Ash bricks, Sand lime Bricks, Refractory Bricks)**
- 3. Any other industry notified by the State Govt. for inclusion in this list**

ANNEXURE - V

Certificate from Chartered Accountant in respect of Proof of Expenditure incurred for acquiring
ISO-9000/ISO-14001/ISO-18000/ISO-22000/HACCP Certificate (on a C.A. Letter head)

To Whom It May Concern

The documents & records of

M/S _____ with their Regd. Office at _____
_____ and factory located at _____
_____ and Udyog Aadhaar Registration No. _____ dt.
_____) in respect of expenditure incurred by them in

acquiring ISO-9000/ISO-14001/ISO 18000/ ISO22000/HACCP Certificate (or its equivalent) have been
verified; and it is certified that the said company have incurred a total expenditure of

Rs. _____ (Rupees _____

_____) towards; Application fee; Assessment/Audit fee; Annual fee/ Licence fee; Training; Calibration;
and Technical Consultancy etc.(excluding hotel & travel expenses & surveillance charges) in obtaining
ISI/BIS certificate/ ISO-9000/14000/ISO14001/ISO 18000/ ISO22000/HACCP Certificate from the
Certification Agency

Namely _____; as per the following details of payments;

Details of Payments (Name of Certification Agency/Orgn.) Amount paid (in Rupees)

*a) Application Fee paid to _____

*b) Assessment/Audit Fee paid to _____

*c) Annual Fee/ Licence Fee paid to _____

d) Calibrating charges paid to _____ -

e) Technical Consultancy charges paid to -----

f) Training expenses paid to _____

Total-----

Place-----

(Signature of the Chartered Accountant

With name CA stamp and CA

Membership No.)

Dated-----

*Payments at (a) (b) & (c) above should be supported by copies of receipts of payments made to the certification
agency duly attested. The payment receipts must indicates the purpose for which the payments have been made to
the certification agency.

Note: Payments made to the certification agency directly shall only be eligible for consideration of reimbursement.

ANNEXURE-VI**Certificate to be issued by Chartered Accountant on source of finance**

Arrangement of finance by M/Sin respect of its
project,.....West Bengal.

Project Cost (As per approved Project)

Item	As per approved Project (in Rs)	Actual investment (in Rs.)	Source of fund (in Rs.)
Fixed Capital Investment			i. ii iii Total
Working Capital Investment			i ii iii Total
Others(If any)			i ii iii Total
Total			

I/We hereby certify after examination that the above mentioned source of finance of M/S
 is correct.

Signature of the Chartered Accountant

Date

Name of the farm

Place

Membership No.

FORM-B

CERTIFICATE FOR DATE OF COMMENCEMENT OF COMMERCIAL PRODUCTION/EXPANSION AND FIXED CAPITAL INVESTMENT MADE IN PLANT & MACHINERY UNDER BANGLASHREE FOR MSMEs

No. _____ /

Date :

To

.....

.....

.....

With reference to your application in Form-A received onunder Banglashree for Micro, Small and Medium Enterprises, the date of commencement of commercial production/expansion and fixed capital investment made in plant & machinery/for expansion by the enterprise for the manufacturing item (s): are:

The date of commencement of commercial production/Expansion :

D	D	M	M	Y	Y	Y	Y

The Fixed Capital Investment made in Plant & Machinery: Rs. _____

The fixed Capital Investment made in Plant and Machinery for Expansion Rs.....

Place :

General Manager, DIC/ Officer In Charge, Sub-DIC.

Date

Office Seal

FORM - C**Application for Waiver of Electricity Duty under Banglashree for Micro, Small and Medium Enterprises**

To

The Director,

Directorate of Electricity Duty, West Bengal

Sir,

..... Proprietor / Partner / Managing Director /
 Director / Chairman / Authorised Signatory on behalf of the Industrial Enterprise known as
 hereby apply for 'Waiver of Electricity Duty' @ _____ % in
 terms of the provision of the Banglashree for Micro, Small and Medium Enterprises .

The necessary particulars are given below :

- i) Name of the applicant enterprise :
- ii) Office address :
- Tel no.
- Fax no.
- e-mail :
- iii) Factory address :
- Tel no.
- Fax no.
- e-mail.
- iv) Category of the entrepreneurs(Please tick) : Women / SC / ST/ Minority Community/Others
- v) Manufacturing item :
- vi) Commencement of production :
- (to be certified by the General Manager,
 District Industries Centre)
- vii) Name of the Agency from which electricity supply is taken:

viii) Period for which Waiver of Electricity Duty is claimed :

ix) If any part of consumption of electricity is :
made for residential purpose. If so, details
of such cases during the period for which
claim is made.

x) If there was any closure of the unit during :
the period of claim. If so, details thereof

xi) Present status of the enterprise :

The particulars furnished here before are according to our books of accounts and records are true to the best of my knowledge and belief.

Signature of the Applicant

Date :

Place :

Name and status of the signatory

Seal of the applicant unit

Documents to be enclosed :

- i) Copy of the certificate for the date of commencement of commercial production
- ii) Copy of Udyog Aadhaar Registration
- iii) Copy of documents regarding supply of electricity to the unit:
- iv) Copies of all relevant electricity bills':
- v) Any other documents, if necessary:
- vi) Copy of SC/ST Certificate (wherever applicable):.

FORM-D**Format for application for issuing a Certificate showing the SGST paid by the Enterprise during the year , for which the Certificate is being issued under the Banglashree for Micro, Small and Medium Enterprises**

From _____ (Name of the Enterprise)

_____ (Address)

To : The Commissioner, Commercial Taxes,
West Bengal.

[Add regional addresses where necessary]

Sir,

I am to request you to issue a certificate to the General Manager, DIC, _____ / Officer-in-Charge, Sub-DIC, Siliguri, certifying the particulars detailed herein below for grant of subsidy in terms of provision of **Banglashree** for MSMEs.

- (i) Name & address of the enterprise :
- (ii) Name of the goods manufactured in West Bengal in my own enterprise and itemwise production during the financial year ____ :
- (iii) SGST paid by the enterprise on Goods mentioned at Sl. No. (ii) above under the :
- (iv) Name and address of the Dealer
- (v) Name of the Bank Branch and Bank Account No. through which the payments were made
- (vi) Registration Certificate No. of the Dealer under GST Act ,2017 :
- (vii) Date of commencement of commercial production:

I duly certify that all the facts and figures furnished above are correct .

Date : _____ Signature of the applicant

Place : _____ Name and Status of the Signatory

Seal of the applicant unit

Documents to be attached:

- a) Copy of Udyog Aadhaar Registration
- b) Copy of the certificate for the date of commencement of commercial Production

FORM-E

Format for application for issuing a Certificate showing the SGST(excluding input credit) paid by the Enterprise during the year , for which the Certificate is being issued under Banglashree for Micro, Small and Medium Enterprises.

From _____ (Name of the Enterprise)

_____ (Address)

To : The Commissioner, Commercial Taxes,
West Bengal.

[Add regional addresses where necessary]

Sir,

I am to request you to issue a certificate to the General Manager, DIC,_____/, Officer-in-Charge, Sub-DIC, Siliguri, certifying the particulars detailed herein below for grant of Refund of SGST in terms of provision of Banglashree for MSMEs.

- i) Name & address of the enterprise :
 - ii) Name of the goods manufactured in West Bengal in my own enterprise and itemwise production during the financial year _____ :
 - iii) Tax paid by the enterprise on Goods mentioned at Sl. No. (ii) above under the GST Act 2017 :
- SGST paid (excluding input credits) by the enterprise in respect of: Rs. _____ (Rupees _____)Goods manufactured it and sold in West Bengal.
- iv) Name and address of the Dealer
 - v) Name of the Bank Branch and Bank Account No. through which the payments were made
 - vi) Registration Certificate No. of the Dealer under GST Act 2017 :
 - vii) Date of commencement of commercial production:

I duly certify that all the facts and figures furnished above are correct .

Date : _____ Signature of the applicant

Place : _____ Name and Status of the Signatory

Seal of the applicant unit

Documents to be attached :

- a) Copy of udyog Aadhaar Registration
- b) Copy of the certificate for the date of commencement of commercial production

FORM - F
Office Seal

NO.-----/

Date:

Recommendation for availing of Waiver of Electricity Duty under Banglashree for Micro, Small and Medium Enterprises.

To
The Director,
Directorate of Electricity Duty, West Bengal

Sub: Certificate for Commencement of Commercial Production and entitlement for Waiver of Electricity Duty under Banglashree for MSMEs.

Sir,

M/s _____ having Udyog Aadhaar Registration No. _____ dated _____ has commenced its commercial production as a *new enterprise on _____ and has been found to be entitled to Waiver of Electricity Duty on the electricity consumed for its manufacturing activity during the period from _____ to _____ under Banglashree for Micro, Small and Medium Enterprises.

Sl.No.	Item of manufacture	Annual capacity

Yours faithfully,

General Manager, DIC/
Officer In Charge, Sub-DIC Siliguri.

NO.-----/

Date:

Copy forwarded for information to:

1. The Director, MSME, WB
2. M/s _____