

NOTIFICATION

Dated: 24th December, 2020

No.-25/04/2020-4IB-I- In pursuance to the Haryana Micro, Small and Medium Enterprise (MSME) Policy, 2019 notified vide No. 25/03/2019-4IB_I dated 26th February 2019, the Governor of Haryana is pleased to notify 'Skill Development & Training for Potential and Existing Workers in MSMEs' scheme with the following provisions: -

1. Objective:

The objective of the scheme is to enhance capacity and skill of manpower employed in MSMEs, thereby improving the productivity of enterprises, by providing support for training and development of workers in MSMEs in the State of Haryana. This will help in skill upgradation of existing workforce and development of new skilled workers and technicians thereby increasing their employability.

The scheme will cover all existing MSMEs across the state of Haryana who have filed Haryana Udyam Memorandum (HUM) and Udyam Registration Certificate (URC).

2. Quantum of Assistance:

The scheme will provide assistance to existing MSMEs for imparting training to their workers through technical training providers and shop-floor trainings of workers in existing industries.

- The financial assistance will be provided as re-imbusement to the MSME against the training cost incurred on skill upgradation of existing unskilled workforce. The financial assistance would be limited to 50% of the training cost, upto a maximum Rs. 5,000/- per worker per training program
- Under this scheme, MSMEs can claim training cost incurred as per following categorization
 - Micro units: 8 workers in one financial year
 - Small units: 10 workers in one financial year
 - Medium units: 20 workers in one financial year

3. Commencement and Applicability:

The Scheme shall commence with effect from the date of notification of Haryana Micro, Small and Medium Enterprise (MSME) Policy, 2019 i.e. 26/02/2019 and shall remain in operation for a period of 5 years up-to 25/02/2024 or till the validity of Haryana Micro, Small and Medium Enterprise (MSME) Policy, 2019. The assistance shall be available on skill up-gradation trainings conducted during this period.

4. Eligibility Criteria

All the existing Micro, Small and Medium Units located anywhere in the State, who have filed Haryana Udhyam Memorandum (HUM) shall be eligible to apply under the Scheme. The eligible units must also comply with the following conditions:

- i. The scheme is applicable for all MSME industries/sectors in the state of Haryana.
- ii. The unit should not have been placed in the restrictive list as notified by the State Government from time to time.
- iii. The unit should be in commercial production.
- iv. The unit should be in regular production at the time of disbursement and the subsidy shall not be released to the closed unit.
- v. The worker undergoing training should be a resident of Haryana state.
- vi. The unit must have CLU/NOC, as applicable.
- vii. The worker should be 18 years or above at the time of training/certification.
- viii. In case training is to be conducted at a private training institute, the institute must be registered with skill development mission/scheme of Center/State Government.
- ix. In case where the training facility is an existing MSME/Industry, the training must be conducted with prior information to the local DIC/MDO, at-least one month in advance. The Joint Director/Deputy Director, DIC/ MDO have the right to monitor the training program should they decide to.

5. Procedure

All the eligible MSMEs are required to apply for reimbursement by submitting duly filled forms along with supporting documents on the website of the department within a period of **three months** from the date of training completion. The following documents shall be required to enclosed/uploaded with the application form:

- a. Application form (Annexure I)
- b. CA Certificate regarding expenditure incurred on training of workers (Annexure II)
- c. Declaration form (Annexure III)
- d. Self-attested copies of supporting documents to be enclosed/uploaded with the application:
 - Certificate of Incorporation/ Partnership deed
 - Board Resolution/Power of attorney
 - HUM and Udyam Registration Certificate (URC)
 - Change of Land Use (CLU)/ NOC from competent authority, as applicable.
 - Statement of Expenditure (Annexure IV) with expense vouchers/bills
 - Valid training certificate issued post-completion of the training program from recognized training provider
 - Attendance sheet supported by name & aadhar card number of candidates trained and training session photographs.
 - Bank Account details/ Copy of cancelled cheque and PAN card.

6. Training Centers & Partners:

The existing infrastructure available with the industry, Government/Private Educational Institutions and others will be utilized to set up the training classrooms and workshops. The scheme does not envisage construction of any new buildings for the purpose of implementation of this scheme.

Any Government institutions/private institutions/polytechnic institutions/training partners/ITIs under National Skill Development Corporation or Haryana Skill Development Mission are eligible for imparting training. Each training centre shall be equipped with necessary machinery, tools and teaching aids required to conduct the training effectively.

7. Competent Authority for Sanction:

The Director General, Micro, Small and Medium Enterprise (MSME), Haryana shall be competent authority for approval and sanction of these incentives.

8. Timelines for processing of applications (working days)

- A. Time limit for approval in case where no deficiency is found - 30 days.
- B. Time limit for approval in case where additional information is required

- 45 days.

C. Time limit for conveying the deficiencies, if any and removal thereof:

- i. Joint Director/Deputy Director, DIC/MDO shall convey the deficiencies to the applicant unit - 10 days
- ii. Time limit for removal of all deficiencies to the applicant unit - 15 days
- iii. Notice period to the applicant unit before rejection of application - 07 days

9. Appeal

Appeal against orders passed by the Competent Authority shall lie with the Administrative Secretary, Industries & Commerce, Haryana within a period of 30 days from the date of communication of orders appealed against and orders passed by the Administrative Secretary shall be final.

10. Power to condone the delay

The power to condone the delay in late submission of application by the applicant for availing the benefits under the scheme will be as under:

- I. The Director, Micro, Small and Medium Enterprise (MSME), Haryana shall be competent to condone the delay upto a period of 03 months after the prescribed time limit
- II. The Administrative Secretary, Industries & Commerce Department, Haryana shall be competent to condone the delay for a period more than 03 month but up to a period of 06 months after the prescribed limit

Provided that the competent authority is satisfied with the reasons of late submission of the application on the basis of the substantial evidence/documents/arguments presented by the applicant.

11. Penal Action

In case, it is found at any stage that the applicant has claimed the assistance on the basis of wrong facts, the applicant shall besides refunding assistance with compound rate of interest @ 12% per annum and facing legal action, will be debarred from grant of any incentives/assistance from the State Government.

The industry should be in operation for a period of three years from the date of disbursement of subsidy otherwise the entire amount of subsidy on pro

rata basis shall be recovered from the unit.

12. Interpretation of Rules

The Administrative Secretary, Industries & Commerce, Haryana shall be competent to make interpretation and removal of difficulties in provisions of this scheme.

Dated:

A.K. Singh, IAS
Principal Secretary to Government Haryana
Industries & Commerce Department

Government of Haryana

Annexure - I

Application form for Skill Development & Training for Potential/Existing Workers in MSMEs Scheme under Haryana Micro, Small and Medium Enterprise (MSME) Policy, 2019

Sr. No.	Particulars	Details
1	Name of the applicant (Authorized person of the unit)	
2	Name & Enterprise address of the unit with telephone no. and e-mail	
3	Registered Office address	
4	Type of Enterprise	
6	Udyam Registration Number (URN) & date	
7	Haryana Udyam Memorandum (HUM) No. & date	
8	Category of the unit (Micro/Small/Medium)	
9	Date of commencement of commercial production (As per first sale bill)	
10	Proof for Commencement of commercial production (Recent Sale Bill)	
11	Item of manufacture/processing	
12	Details of the employees on the roll of the Applicant's unit	
13	Total no. of employees (skilled/ semiskilled)	

Self-attested copies of documents to be attached with the application:

- a. Application form (Annexure I)
- b. CA Certificate regarding expenditure incurred on training of workers (Annexure II)
- c. Declaration form (Annexure III)
- d. Self-attested copies of supporting documents to be enclosed/uploaded with the application:
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 - Statement of Expenditure (Annexure IV) with expense vouchers/bills
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 - Attendance sheet supported by name and adhaar card number of candidates trained and training session photographs.
 - Bank Account details/ Copy of cancelled cheque and PAN card.

**Signature of Applicant
(Name of Signatory)
(Designation of
Signatory)
Rubber Stamp**

Certificate from Chartered Accountant regarding expenditure incurred on training of workers (on a CA letter head)

To whom it may concern

The records of M/s with their regd. office at and factory located at in respect of expenditure incurred on training of workers of the company has been verified.

The total investment incurred in plant and machinery by M/s Stands as Rs.....

It is certified that the expense incurred on the trainings as on date..... stands as Rs.....

Name & signature of the Chartered
Accountant with stamps & CA membership number

Dated:

Government of Haryana

Annexure-III

Declaration Form for Skill Development & Training for Potential/Existing Workers in MSMEs Scheme under Haryana Micro, Small and Medium Enterprise (MSME) Policy, 2019.
(On the letter Head of the Unit)

S. No.	Name of Worker	D.O.B. of Worker	Adhaar Card Number	Prior Formal technical training (Y/N)	Name, Address and Contact details of Training Facility	Name and details of certification	Period of Training	Date of Certification	Remarks
1	2	3	4	5	6	7	8	9	10

I,, hereby affirm and declare that the information given above and in the enclosed documents is true and correct to the best of my knowledge.

Date.....
Place.....

Name of Applicant.....
Designation of Applicant.....
Signature of Applicant.....
(With Seal)

