

HARYANA GOVERNMENT
INDUSTRIES & COMMERCE DEPARTMENT
DIRECTORATE OF MICRO, SMALL & MEDIUM ENTERPRISES

Notification

The 5th July, 2023

No. 12/03/2022-11B-II - In pursuance to the Haryana AatmaNirbhar Textile Policy 2022-25 notified in Gazette vide No. 12/03/2022-11B-II dated 19.12.2022, the Governor of Haryana is pleased to notify "Skill Training Scheme". The Scheme will consist of following provisions:

1. Background

Textile sector has significant importance for the state's economy as this is the largest employer within the MSME sector in the state after agriculture. With technological modernization, textile industries require not only skilled workforce, but also advanced training on emerging trends and technologies for skill upgradation of their workers. To implement the same, the State Government has introduced "Skill Training Scheme" which will aim at skill enhancement of workforce employed in textile MSMEs by creating common facility training and capacity building centres, thereby improving the productivity of the enterprises.

2. Objectives of the Scheme

- I. To address the trained workforce needs of textile MSMEs by providing financial support for setting up of common facility for training in textile and apparel sectors.
- II. To increase the employability through imparting of wide range of skill sets in various segments of textile sectors.

3. Quantum of Assistance

Subsidy @50% of the total project cost, subject to a maximum of INR 2 Crore in 'B' category blocks, INR 5 Crore in 'C' category blocks and INR 10 Crore in 'D' category blocks to Implementing Agency (IA) for setting up of Common facility for training in textile and apparel sectors. Cost of land and building not included in the total project cost.

4. Implementing Agency (IA)

The common facility training centre will be created/ executed by Implementing Agency (IA). The IA can be (i) Group of at least 5 textile

MSME in the form of Special Purpose Vehicle (SPV) (ii) Industry Associations/Skill Development Councils (iii) Central/State Government Department/Agencies/PSUs(iv) Self Help Groups (SHGs) (v) NGOs

5. Definitions

- I. Micro Enterprise: Investment in Plant and Machinery or Equipment does not exceed INR 1 Crore and turnover does not exceed INR 5 Crore as amended under the MSMED Act, 2006 or as amended by GoI from time to time.
- II. Small Enterprise: Investment in Plant and Machinery or Equipment does not exceed INR 10 Crore and turnover does not exceed INR 50 Crore as amended under the MSMED Act, 2006 or as amended by GoI from time to time.
- III. Medium Enterprise: Investment in Plant and Machinery or Equipment does not exceed INR 50 Crore and turnover does not exceed INR 250 Crore as amended under the MSMED Act, 2006 or as amended by GoI from time to time.
- IV. Textile Sector/Textile Enterprises: The term 'Textile sector/Textile enterprises' shall include all units which are engaged in various value chain activities of the industry such as Ginning & Pressing, Spinning, Recycled PSF manufacturing, Weaving, Tufting, Dyeing & Processing, Technical textiles (including non-woven), Knitting, Garment/Made-ups/Apparels, Machine Carpeting, Extruding, Machine Embroidery and any other activities/process like crimping, texturizing, twisting, winding, sizing etc. and Textile machine manufacturing.

6. Commencement and Applicability

The Scheme shall commence with effect from 19.12.2022 for setting up of common facility centre for training in textile and apparel sectors and shall remain in operation for a period of 3 years. The assistance shall be admissible for Common Facility Training Centre (CFTC) set up on or after 19.12.2022 and before 18.12.2025 under this scheme.

7. Eligibility Criteria

A group of Micro, Small and Medium existing and functional textile enterprises (as defined in Clause 3: Quantum of Assistance), which have filed Udhyam Registration Certificate (URC) and Haryana Udyam Memorandum (HUM) may apply. It is necessary to form a Special Purpose Vehicle (SPV) prior to setting up and running the proposed common facility training centre. The SPV constituted for the purpose of availing benefits under the scheme should be a Section 8 Company not for profit, under the

Companies Act, 2013. There will be no requirement to form SPV in case of other eligible implementing agencies.

The CFTC should be housed in Land/Building owned by the IA. The same can also be set up on leased premises or on premises of member unit. However, the lease should be duly registered with competent authority for not less than a period of 10 years. The common facility training centre can also be set up in the premises (separately allocated area for CFTC) of an IA member.

The IA may tie-up with technical institution like NIFT/TITS/any other relevant technical Government Institute, to set up and obtain recognition/affiliation for common facility training centre.

The SPV should have a character of inclusiveness wherein provision for enrolling new members to utilize the facility should be provided.

The total share of the beneficiaries should be as high as possible but not less than 50 per cent of the total project cost in case of SPV. A single member in the SPV will hold maximum 25 per cent in the equity capital (or equivalent capital contribution) of the SPV.

SPV should comprise of textile MSMEs (minimum as defined in 'Clause 3: Quantum of Assistance') as serving members. There is no ceiling on the maximum number of members.

8. How to apply

The beneficiaries of the common facility training centre shall submit the application (Annexure – I) along with Detailed Project Report (DPR) and Background Verification form (Annexure – II) online on the portal. Minimum beneficiaries, as defined in the scheme guidelines, will have to be identified before the application.

JD/DD of concerned DMC shall conduct the background verification of the proposed units and submit the report to Directorate of MSME within 7 days. Preliminary application along with background verification report, after scrutinizing at Directorate level will be put up to the SLSC-Textile for approval.

9. Project Approval

- I. State Level Steering Committee for Textile (SLSC-Textile): The project shall be sanctioned by the SLSC-Textile. The members of the committee shall be as under:

1.	Administrative Secretary, Industries & Commerce	Chairman
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2.	Director General, Industries & Commerce	Member
3.	Representative of Finance Department	Member
4.	Technical Expert from technical institutes like NIFT, Panchkula/ TITS, Bhiwani/ any other relevant technical Government Institute as nominated by SLSC-Textile	Member
5.	General Manager, SIDBI, Chandigarh	Member
6.	Director General, Directorate of MSME, Haryana	Member-Secretary

Note: The chairman of State Level Steering Committee for Textile can co-opt any other member at his discretion and the proposal shall be sanctioned by the Committee within 30 days from the date of completion of the documentation. The meeting shall be convened once in two months. Meeting can, however, be called at any other time at the discretion of the Chairman of the State Level Steering Committee for Textile. The review meeting shall be convened every month to monitor the progress of approved projects.

- II. The common facility training centre shall be functional within one year from the date of final approval, unless extended with the approval of Director General, MSME, Haryana.
- III. Any modifications in the machinery & equipment after sanction of the proposal will only be made after approval by the Administrative Secretary, Industries & Commerce.

10. Disbursement of Grant-in-Aid

The grant-in-aid will be released to SPV in two instalments as below:

- I. The first instalment of 50% of the total approved grant-in-aid will be released to the SPV in the designated bank account after incurring an expenditure of 50% of SPV Contribution/equity on eligible project cost and submission of following documents:
 - a. Chartered Accountant Certificate: Actual expenditure incurred on the project showing the means of finances and 50% utilization of SPV contribution/equity as per Annexure – III.
 - b. Certificate from Chartered Engineer (Mechanical) for machinery and equipments indicating components, cost, quantity, manufacturer/suppliers and comment on quality and status of implementation duly countersigned by SPV as per Annexure - IV.

- c. Change of Land Use (CLU)/NOC from competent authority, if applicable.
 - d. Copy of invoices/receipts from suppliers/vendors
 - e. Physical Site inspection report by inspection committee under the chairmanship of Additional Director, MSME.
 - f. Any other condition which may be specified from time-to-time.
- II. The second installment of remaining 50% of the approved grant under the scheme will be released after ensuring that 100% of the SPV's contribution and 100% utilization of first installment of grant released. The SPV shall submit the below mentioned documents along with the request for second installment:
- a. Chartered Accountant Certificate: Actual expenditure incurred on the project showing the means of finances and 100% utilization of SPV contribution/equity and first installment of grant-in-aid released as per Annexure – III.
 - b. Utilization Certificate: Duly certified by C.A. and countersigned by the SPV as per Annexure – V.
 - c. CA Certificate for actual expenditure on eligible components of the project duly certified by SPV indication utilization of 100% of SPV contribution/equity.
 - d. Statement of dedicated bank account
 - e. Certificate from Chartered Engineer (Mechanical) for machinery and equipments indicating components, cost, quantity, manufacturer/suppliers and comment on quality and status of implementation duly countersigned by SPV.
 - f. Copy of invoices/receipts from suppliers/vendors
 - g. Physical Site inspection report by inspection committee under the chairmanship of Additional Director, MSME.
 - h. Any other condition which may be specified from time-to-time.

11. Monitoring & Evaluation

The State Level Steering Committee for Textile (SLSC - Textile) will be the apex body for coordinating and overseeing the progress of the projects. SLSC-Textile will also facilitate the SPV members for obtaining State Government approvals from the other department. The project

implementation period shall be 1 year from the date of approval by SLSC-Textile. This period can be extended by the Director General, MSME keeping in view the justification of the delay.

The SPV will run the common facility training Centre for a minimum period of 5 years from the date of going into operation and a declaration in this regard shall be provided. The SPV shall insure all the machinery, fixtures and equipment of the facility for a minimum period of 5 years.

Books of Accounts of the expenses incurred for the purchase of fixed assets for the purpose of setting up of facility shall be maintained by the SPV. The accounts books shall be open for inspection by the statutory auditors/auditors of the State Government. SPV will submit a copy of audited balance sheet at the close of each financial year in the office of concerned JD/ DD, DMC before September.

List of candidates trained to be provided to the Directorate of MSME, after every 6 months.

12. Interpretation/ Clarification

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

13. Penal Action:

In case, it is found at any stage that the applicant has claimed the assistance on the basis of wrong facts and 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 incentive/assistance from the State Government. If the applicant fails to refund the subsidy amount with interest, then the amount shall be recovered as arrear of land revenue. The applicant shall be debarred from public procurement as a result of mismatch in facts and figures.

Dated, Chandigarh
the, 27th June, 2023

Anand Mohan Sharan, IAS
Additional Chief Secretary to Govt. Haryana,
Industries & Commerce Department

Application Form

I. Detailed summary of proposed facility at <Name of the District>

1.	Name of the SPV/IA	
2.	Location of facility	
3.	No. of members of SPV/IA	
4.	Name of the block in which facility is proposed and category of block i.e., B/C/D	
5.	Detail of land and building	
6.	Major problems	
7.	Key strategic interventions for proposed facility/ Training facilities proposed	
8.	Proposed project duration	
9.	Gross project fund requirements and likely sources of funds	
10.	Key indicators to reflect the outcome of the project	
11.	Expected number of candidates to be trained(Batch wise)	
12.	Type of training courses offered	
13.	Training Program Manual	

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

- i. Detailed Project Report
- ii. Background Verification Form
- iii. Copy of latest Udhyam Registration Certificate (URC) and Haryana Udhyam Memorandum (HUM) of each member of SPV
- iv. Copy of Certificate of Incorporation/Registered Partnership Deed with concerned DIC/ Co-operative Society Registration
- v. Land title documents i.e., sale deed or registered deed for a period of 10 years.
- vi. Change of Land Use (CLU)/ NOC permission for the said project for said land from competent Authority
- vii. Quotations from suppliers/vendors of proposed machinery and equipment.
- viii. Supporting documents related to Background Verification Form

II. List of Proposed SPV Members

To

The Director General
Directorate of MSME
Haryana

Sub: Submission of list of proposed SPV members for
' _____ training facility' in <District Name>

Sir,

Please find below the list of active members who have expressed keen interest in setting up of common facility training centre under Skill Training Scheme of Haryana AatmaNirbhar Textile Policy 2022-25 at _____, <District Name>. The members are fully aware and understand their responsibilities, willing to make financial contribution in the execution and sustainability of this facility.

S. No.	Unit Name	Authorized Person	Unit Address	URC No.	HUM No.	Investment in Plant & Machinery (INR Cr.)	Turnover (INR Cr.)	Email ID	Signature
1.									
2.									
3.									
4.									
5.									
6.									
7.									

Authorized Signatory

Date: _____

Background Verification Form

Sr. No.	Required Details	Remarks
1.	Legal Name of Entity	
2.	Udhyam Registration number	
3.	HUM number	
4.	Industrial License under IDR Act 1951 (if applicable)	
5.	Type of Business <ul style="list-style-type: none"> • Corporation • Individual • Sole Proprietorship • Joint Venture • Partnership • Limited Liability Partnership • Other 	
6.	Company Identification No. (CIN if any)	
7.	PAN No. of Promoter/Entity/Firm	
8.	TAN No. of Promoter/Entity/Firm	
9.	VAT or GST of Promoter/Entity/Firm	
10.	Shareholding pattern of the promoters in the entity/company/firm	
11.	Details of Board of Directors (if applicable)	
12.	Whether entity/firm is owned or controlled by a parent Company? Relationship with the parent company (Subsidiary/Division) <ul style="list-style-type: none"> • Legal name of the parent company • Full address of parent company • City/Town/Village • District • State • PIN code 	
13.	Financial Details <ul style="list-style-type: none"> • Authorized Capital of the Company • Paid up Capital of the Company • Turnover of the company for last three years • Net worth of the company for last three years • Profit of the company for last three years • Quality certificates received, if any • Awards and recognition received, if any 	
14.	Whether in the past two years prior to the date of this application, the Promoter(s) has been deemed to be in default on any contract, or been forcefully terminated from any contract of any Organization?	

Sr. No.	Required Details	Remarks
	If yes, provide details.	
15.	Whether in the past two years prior to the date of this application, the Promoter(s) has been blacklisted/ debarred by any central/state Government department/organization. Yes/No. If yes, provide details	
16.	Tax compliance Promoter(s) to confirm that it has paid all rents, royalties and all public demands such as income-tax, sales tax, GST and all other taxes and revenues payable to the Government of India or to the Government of Haryana or to any local authority and that at present there are no default in arrears of such rents, royalties, taxes and revenues due and outstanding and that no attachments or warrants have been served on us in respect of sales-tax, income-tax, GST, Govt. Revenues and other taxes.	
17.	Does Promoter(s) have any pending litigation with Haryana Government? (Government includes Departments, Boards, Corporations, Missions, Societies, Authorities, etc.) If yes, provide details.	

Mandatory Encl: Memorandum of Association and Articles of Association of the company; Bye Laws and certificates of registration (in case of registered firm)

That I hereby confirm and declare that information provided in this sheet is true and to the best of my knowledge.

Name of authorized person
(Competent to make above declaration)

(Affix the Official Seal of the SPV member)

Business Address of Firm:	Registered Address of the Firm:
	Company Website URL (if any)

Letter Head of CA

CA Certificate (with membership No. and Firm Registration No. of CA) in the following format

Date:

I. Project Cost

S. No.	Name of the Component/Item	Project Cost	Cost as appraised by the Bank	Actual Cost
	Total			

II. Means of Finance

S. No.	Name of the Component/Item	Project Cost	Cost as appraised by the Bank	Actual Cost
	Total			

Signature and Seal of C.A (Statutory Auditor in case of company)

CE Certificate (Mechanical) Format for Machinery & other Equipment

(Letter Head of the CE)

CE Certificate in the following format

Date: _____

Name of project:

Location with address:

Date of Visit by Chartered Engineer:

Project Progress:

S. No	Name of Component	Proposed Cost (Lakh Rs.)	Actual Cost (Lakh Rs.)	Supplier/ Manufacturer (Supported by Quotation)	Status
	Total				

Signature and Seal of C.E.

Counter signature of promoter/ authorized signatory of company with Seal

Utilization Certificate
(Letter Head of the CA)

Sr. No.	Letter No. & Date	Amount

Certified that Rs. _____ of 1st/ 2nd instalment of grant-in-aid sanctioned/released in favour of _____ under the Directorate of MEME, the same has been utilized for the purpose _____ for which it was sanctioned/released.

Certified that I have satisfied myself that conditions on which the grant-in-aid was sanctioned have been dully fulfilled/ are being fulfilled and that I have exercised the checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Signature (CA)_____

Designation_____

Date_____

Counter signature of promoter of company with Seal.