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HARYANA GOVERNMENT

INDUSTRIES & COMMERCE DEPARTMENT
DIRECTORATE OF MICRO, SMALL AND MEDIUM ENTERPRISES

Notification

The 16th November, 2026

No. 02/04/2026-1IB-II.— In pursuance to Haryana Progressive MSME & Export Promotion Policy 2026 notified in the Gazette vide No. 02/04/2026-1IB-II dated 29th July 2026, the Governor of Haryana is pleased to notify "**PADMA Export Parks Scheme**". The scheme will consist of the following provisions:

1. Objective

The scheme aims to promote export-oriented PADMA clusters by supporting the development of common infrastructure and specialised facilities for exporters, including testing and certification laboratories, research and development centres, product development centres, common production and processing facilities, and marketing centres. It also aims to enhance the quality, productivity and competitiveness of export MSMEs within PADMA clusters, reduce export-related costs and facilitate their integration into domestic and global markets.

2. Quantum of Assistance

Through this scheme, the State Government will provide an additional export booster incentive of Rs. 10.00 Crore to new and already approved PADMA parks with at least 70% exporting units, under the PADMA Cluster Infrastructure Development Scheme (PCIDS). This financial incentive is exclusively for developing common facilities for exporters, such as the Common Development Centre, Research & Development Centre, Testing & Certification Labs, Product Development Centre, Common Production/Processing Centre, Marketing Display/Selling Centre, etc.

Note: *Projects approved under the PCIDS scheme of PADMA Policy prior to notification of this policy shall also be considered under this scheme.*

3. Definitions

I. **Applicant:** It means the Implementing Agency (IA) whose PADMA park is approved under the PADMA Cluster Infrastructure Development Scheme of the PADMA Policy. IA can be any Individual, Legal Entity such as Proprietorship Firms, Partnership Firms, Limited Liability Partnership Firms, Public & Private Sector Companies, Corporations, Cooperatives, Self-Help Groups (SHGs), Trusts, Farmer Producer Organisation (FPO).

Note: *The legal constitution of the applicant shall be verified through Certificate of Incorporation/Registration. For a proprietorship firm, the legal constitution shall be verified through PAN, GST Registration Certificate and Udyam Registration Certificate.*

II. **Authorised Representative of the Applicant:** It means the Director, Promoter, Partner, Proprietor or any other person duly authorised by the applicant to act on its behalf through a valid Board Resolution, Power of Attorney or any other legally valid authorisation, as applicable.

III. **Chartered Accountant (CA):** It means a person who is a member of the Institute of Chartered Accountants (ICAI) and holds a valid certificate of practice, authorised to verify and certify the books of account(s) and financial records of the applicant.

IV. **Chartered Engineer (Civil):** It means a qualified Civil Engineer who is duly registered or recognised as a Chartered Engineer by the Institution of Engineers (India) [IEI] or any other competent statutory or professional body authorised to grant such recognition, and who is competent to certify civil engineering works, estimates, valuations, measurements, and other technical matters within the scope of his/her professional expertise.

V. **Chartered Engineer (Mechanical):** It means a qualified Mechanical Engineer who is duly registered or recognised as a Chartered Engineer by the Institution of Engineers (India) [IEI] or any other competent statutory or professional body authorised to grant such recognition, and who is competent to certify mechanical engineering works, estimates, valuations, measurements, and other technical matters within the scope of his/her professional expertise.

VI. **Date of Commencement of Commercial Production/ Operations (DoCP):** It means and refers to the date when the first sale bill/ invoice is issued to a customer by the applicant for common facilities, including an invoice issued in respect of trial production or trial sale or trial operations pertaining to eligible product. Sale bill/invoice pertaining to Trading activity or sales of scrap or any other ineligible item shall not be considered.

Note: *The first sale bill/invoice shall be verified by the District Excise & Taxation Commissioner (DETC) of the concerned district.*

VII. **Directorate:** It means the Directorate of Micro, Small and Medium Enterprises, Government of Haryana, which shall be the nodal department for the implementation of the scheme.

VIII. **Eligible Capital Expenditure (ECE):** The new investment in infrastructure/associated utilities (*excluding land*), related building, plant & machinery, equipment, power backup arrangements, hardware and software made by the applicant for development of common facilities for exporters within the premises of the project:

- during the policy period (and)
- before the commencement of commercial operations

shall be considered as Eligible Capital Expenditure (ECE).

Note:

- *For the purpose of facilitating cases where the investment has also been made prior to the date of notification of the policy, but the date of commencement of commercial production/operations falls under the policy period, the ECE made in a one-year period prior to the date of notification of the policy will also be considered as ECE.*
- *Transfer of plant, machinery and equipment from the same or different unit located anywhere else will not be considered towards the calculation of ECE.*
- *Taxes, duties, cess, levies and other statutory charges, including GST, customs duties, excise duty, stamp duty and registration charges, shall not be considered for the purposes of calculation of Eligible Capital Expenditure.*
- *Working capital, goodwill, preliminary and preoperative expenses, capitalised interest, and expenses incurred towards acquisition of technology or technical know-how, including consultancy charges, royalty, design and drawings, patents, licenses and other intellectual property rights, whether capitalised in the books of accounts or otherwise, shall not be considered while calculating Eligible Capital Expenditure.*

IX. **Existing Exporter:** means a manufacturing enterprise/unit that is already engaged in export activities and has at least 25% of its turnover from exports.

X. **Medium Enterprise:** Investment in Plant and Machinery or Equipment does not exceed Rs. 125 Crore and annual turnover does not exceed Rs. 500 Crore as amended under the MSMED Act, 2006 or as amended by the Government of India from time to time.

Note: *The category of enterprise shall be verified through the latest Udyam Registration Certificate issued by the Ministry of MSME, Government of India.*

XI. **Micro Enterprise:** Investment in Plant and Machinery or Equipment does not exceed Rs. 2.5 Crore and annual turnover does not exceed Rs. 10 Crore as amended under the MSMED Act, 2006 or as amended by the Government of India from time to time.

Note: *The category of enterprise shall be verified through the latest Udyam Registration Certificate issued by the Ministry of MSME, Government of India.*

XII. **New Exporters:** means the enterprises holding an Import Export Code (IEC) issued on or after the date of notification of the Haryana Progressive MSME and Export Promotion Policy 2026.

XIII. **PADMA Park:** It means the industrial park approved under the PADMA Cluster Infrastructure Development Scheme (PCIDS) of PADMA Policy.

XIV. **Policy:** It means the Haryana Progressive MSME & Export Promotion Policy 2026 notified by the Government of Haryana vide Notification No. 02/04/2026-1IB-II dated 29th July 2026, as amended, modified or supplemented from time to time.

XV. **Promoter(s):** It means director(s)/partner(s)/proprietor or other person(s) having ownership or controlling interest in the applicant, as applicable.

XVI. **Scheme:** It means PADMA Export Park Scheme under the Haryana Progressive MSME & Export Promotion Policy 2026, as amended from time to time.

XVII. **Small Enterprise:** Investment in Plant and Machinery or Equipment does not exceed Rs.25 Crore and annual turnover does not exceed Rs.100 Crore as amended under the MSMED Act, 2006 or as amended by the Government of India from time to time.

Note: *The category of enterprise shall be verified through the latest Udyam Registration Certificate issued by the Ministry of MSME, Government of India.*

4. Overall Capping of Incentives

The cumulative incentives received by the eligible MSME under the Haryana Progressive MSME & Export Promotion Policy 2026 together with any fiscal incentives, subsidies, reimbursements, grants, or financial assistance received under any Government of India scheme for the same project, shall be subject to a ceiling of 100% of Fixed Capital Investment (FCI).

5. Commencement and Applicability

The scheme shall commence with effect from the date of notification of Haryana Progressive MSME & Export Promotion Policy 2026, i.e., 29th July 2026 and shall remain in operation for a period of 5 years or till the validity of Haryana Progressive MSME & Export Promotion Policy 2026 or the date of any new policy/amendment introduced by the Government of Haryana, whichever is earlier.

6. Eligibility

I. The applicant whose PADMA park is approved under the PADMA Cluster Infrastructure Development scheme shall be eligible to apply for financial assistance under this scheme. The applicant can be any Individual, Legal entities such as Proprietorship Firms, Partnership Firms, Limited Liability Partnership (LLP) Firms, Public & Private Sector Companies, Corporations, Cooperatives, Self-Help Groups (SHGs), Trusts, Farmer Producer Organisation (FPO).

II. The proposal for the entire project should be duly appraised by the Bank/ Financial Institutions. The applicant needs to bring in a term loan from the Bank/Financial Institution for an amount not less than 20% of the total project cost. The appraisal report should contain the project components for which the grant is sought under the scheme.

III. The applicant's own contribution in the form of equity capital/quasi capital on the project should not be less than 20% of the total project cost.

IV. The amount of assistance shall be provided to PADMA Parks approved under the PCIDS scheme of PADMA policy only once (*including projects approved prior to notification of Haryana Progressive MSME & Export Promotion Policy 2026*).

V. 70% of the units inside the PADMA park should be exporting units.

VI. The common infrastructure facilities developed by the applicant shall be in compliance with the approved product/sector under the PADMA park. Such facilities shall be operated and maintained by the applicant itself and shall not be sold, transferred, leased or sub-leased to any third party.

VII. The applicant should not have obtained or applied for grant-in-aid for the same component/activity of the project from any other Ministry or Department of the Government of India or State Government or their agencies.

Units availing fiscal incentives under this scheme shall not be eligible to avail or claim incentives for the same component under any other scheme/policy issued by the Government of Haryana, and vice versa. However, where any subsequent policy issued by the Government of Haryana expressly permits an eligible unit to avail incentives under such policy in addition to incentives under the Haryana Progressive MSME & Export Promotion Policy 2026, such incentives may be availed, provided that incentives shall not be admissible under both policies for the same or substantially similar incentive head or benefit.

VIII. The applicant/promoter(s) of the applicant should not be categorised as a Wilful Defaulter as per RBI guidelines or should not be debarred from doing business /blacklisted from any of the Government Agency/ Department/ State or Central Government at the time of application.

IX. The applicant shall have to propose/procure new machinery for the project. Second hand/old/refurbished machinery shall not be considered for financial assistance under the scheme.

X. The applicant unit should not have been placed in the restrictive list as notified by the State government from time to time.

7. Documents Required for Online Application

The following documents, duly signed by the authorised representative of the applicant, shall be required to be uploaded on the portal for availing the financial assistance under the scheme:

I. Application form in the prescribed format (Annexure – I).

II. Detailed Project Report (DPR).

Note:

- *The DPR should cover a brief profile of the applicant and its promoter(s), project scope and location, project components (e.g. building, plant & machinery, etc.), implementation schedule, details of FCI/ECE, means of finance, year-wise 10-year projection of sales, exports, profit and loss statement, projected balance sheet, employment (including Haryana local employment – category-wise), incentive proposed, etc.*

III. Sanction letter of term loan and complete appraisal report from bank/ financial institutions for the entire project.

IV. Certificate of incorporation/ registration of the organisation, Memorandum and Articles of Association and Bye-laws of the society (As applicable).

V. Layout plan duly certified by any Architect (duly *empanelled with any Haryana Government Department/Agency*)/Competent Authority or an approved building plan in case of CLU.

VI. Consent to Establish (CTE) from Haryana State Pollution Control Board (HSPCB) for the project.

VII. CA certificate regarding the proposed Project Cost and Means of Finance (Annexure – III).

VIII. Chartered Engineer Certificate certifying the item-wise and cost-wise details of Civil works envisaged, duly certified by Chartered Engineer (Civil) (Annexure – V).

IX. Chartered Engineer Certificate certifying the item-wise and cost-wise details of Plant & Machinery envisaged, duly certified by Chartered Engineer (Mechanical) (Annexure – VI).

X. Change in Land Use (CLU)/ Industrial License/ NOC permission for the proposed land from the Competent Authority.

XI. Board Resolution/Special Power of Attorney for authorised signatory.

XII. A declaration of guarantee in prescribed format (Annexure – VII).

XIII. Geotagged photographs of the project site from various angles.

XIV. Udyam Registration Certificate (URC) and GST Registration Certificate.

8. Procedure

I. The applicants shall apply online on the Invest Haryana New Single Window portal (new portal) in the prescribed performa (Annexure–I) along with complete documents.

Until the new portal is made operational, applications under the scheme shall be accepted and processed in accordance with the existing prescribed procedure or through e-mail, as may be specified by the Directorate.

Upon the new portal becoming operational, all applications under the scheme shall thereafter be submitted and processed exclusively through the portal. No application submitted through any other mode shall then be considered.

II. Upon submission of the application, the Invest Haryana Single Window Portal shall, wherever system integration is available, automatically fetch relevant records from the concerned Government Departments and agencies, including land and stamp duty details from the Revenue Department, electricity connection details from UHBVN/DHBVN, Consent to Establish/Operate details from the Haryana State Pollution Control Board, GST details, and such other records as may be required for preliminary verification of the claim.

III. The Directorate or third-party verification agency appointed by the Directorate of MSME shall undertake preliminary scrutiny of the application based on the information furnished by the applicant, records fetched through system integration, the CA Certificate, undertakings, declarations and such other documents prescribed under the scheme.

Where any deficiency is noticed during preliminary scrutiny, the same shall be communicated to the applicant through the Portal within ten (10) working days from the date of submission of the complete application. To avoid delay in processing of applications, all deficiencies/queries shall be raised in one single instance. The applicant shall be allowed thirty (30) working days to remove such deficiencies. The period taken by the applicant to furnish clarifications or rectify deficiencies shall be excluded while computing the timelines prescribed under this scheme.

IV. In case the deficiencies are not rectified within the prescribed period, the claim shall be rejected by the Directorate, under intimation to the applicant through email. The applicant shall not be required to submit any document other than those specified in Annexure-I, unless such additional documents are considered necessary by the Directorate for establishing the genuineness of the claim. The applicant shall be provided only one opportunity to rectify the deficiencies, and thereafter, the Directorate shall take a final decision on the claim for acceptance or rejection.

V. After completion of all requisite information/documentation, the application shall be taken up for detailed scrutiny by the Directorate or by a third-party verification agency appointed by the Directorate of MSME. Such detailed scrutiny may include verification of documents and certificates furnished by the Chartered Accountant, Chartered Engineer (Civil), and Chartered Engineer (Mechanical); verification of the existence, installation, and utilisation of eligible assets; and such other examination or verification as may be considered necessary under the policy and the scheme.

Note:

- Expenditure incurred towards buildings, civil works and associated infrastructure shall be verified with reference to the applicable Schedule of Rates notified by the Central Public Works Department or Haryana Schedule of Rates or any other competent Government authority, wherever considered necessary. The Directorate may suitably restrict the Eligible Capital Expenditure where the claimed cost is found to be excessive or unreasonable.

- The project components specified in the Detailed Project Report (DPR) shall be consistent with those approved/appraised by the bank/financial institution.

VI. Upon completion of the detailed scrutiny, the case shall be placed before the State Level Steering Committee (SLSC) for further consideration and approval.

9. Approval, Sanctioning and Disbursal Authority

(i) **Approval/Sanctioning Authority:** The State Level Steering Committee (SLSC) under the chairmanship of the Administrative Secretary, Industries & Commerce Department, Haryana, shall conduct the preliminary evaluation and assessment and grant approval to the project. The other members of the committee shall be as under:

S. No.	Name & Designation of Officer	Position
1.	Administrative Secretary, Industries & Commerce Department	Chairman
2.	Director General, Industries & Commerce, Haryana	Member
3.	Managing Director, Haryana State Industrial & Infrastructure Development Corporation (HSIIDC)	Member
4.	Representative of Finance Department	Member
5.	Representative of State Level Banker's Committee (SLBC)	Member
6.	Representative of Applicant Lending Bank	Member
7.	Director General, Micro, Small & Medium Enterprises (MSME), Haryana	Member Secretary

Note: *Any other member in addition to the above can also be co-opted by the chairman, keeping in view the requirement(s) of the proposal. The meeting shall be convened every two months (at least 6 meetings per year). A meeting may, however, be called at any other time at the discretion of the committee Chairman.*

SLSC approval is meant only to build investor confidence in setting up their projects. SLSC approval will also facilitate proper estimation of adequate budgetary provisions for sanction and release of grant-in-aid under the scheme. However, such approval shall not constitute a final sanction or commitment of grant-in-aid by the Government. The Directorate will subsequently undertake detailed due diligence at the time of release of the grant-in-aid, as per the scheme provisions.

(ii) **Disbursal Authority:** The Director General, Directorate of MSME, Haryana, shall be competent to disburse the grant after compliance of requisite formalities.

10. Release of Grant-in-aid

The grant-in-aid will be released in two instalments of 50% each as per the schedule mentioned below. Approval, sanction, and disbursement of grant-in-aid shall be strictly subject to the availability of budgetary provisions.

10.1 Release of 1st instalment of grant-in-aid

The applicant shall have to apply online on the portal for the release of the 1st instalment of grant-in-aid, i.e., 50% of the total approved grant-in-aid, within a period of 06 months from the date of issuance of the approval letter.

The 1st instalment of grant-in-aid shall be released to the applicant only after ensuring that the applicant has incurred 50% of its own contribution/equity and 50% of the bank term loan towards the eligible project expenditure and adequate progress of work at site.

The applicant shall have to submit the below-mentioned documents duly certified by the authorised representative of the applicant on the portal along with the request for the release of 1st instalment of grant-in-aid:

(i) CA certificate for actual expenditure on infrastructure of the project, indicating utilisation of at least 50% of the term loan & 50% of the promoter's contribution/equity (Annexure – III).

(ii) Certificate from Chartered Engineer (Civil) for technical civil works indicating item-wise progress on approved components, cost, quantity and comment on quality and status of implementation (Annexure – V).

(iii) Certificate from Chartered Engineer (Mechanical) for plant and machinery indicating item-wise progress on approved components, cost, quantity and comment on quality and status of implementation (Annexure – VI).

(iv) Certificate from the lending bank/financial institution that has sanctioned and disbursed the term loan for the project and visited the site, certifying that 50% of the sanctioned term loan has been disbursed, along with its recommendation for release of the 1st instalment of grant-in-aid to the applicant (Annexure – IV).

(v) Surety Bond to be executed by the applicant on a Non-Judicial stamp paper of not less than Rs.100, duly notarised and signed by two independent witnesses along with Board resolution/certificate from Board of Directors/promoters of applicant unit (as applicable) authorising one of the directors/partners as authorised signatory of documents (Annexure – II).

(vi) All requisite documents mentioned in the approval letter.

(vii) Any other condition which may be specified from time to time.

After completion of all requisite information/documentation, the Directorate or the third-party verification agency appointed by the Directorate shall take up the application for detailed scrutiny. Upon completion of detailed scrutiny, the Director General, Directorate of MSME, Haryana, being the Competent Authority, will grant the final sanction of 50% of the total approved grant-in-aid to the applicant.

If the applicant fails to submit the request for release of the 1st instalment of grant-in-aid within six months from the date of issuance of the approval letter, the applicant shall then submit a proper justification for the delay along with application for release of grant-in-aid. The case, along with justification submitted by the applicant, shall be placed before the State Level Steering Committee (SLSC) for consideration and approval regarding extension or otherwise of the financial assistance under the Scheme.

10.2 Release of 2nd instalment of grant-in-aid

The applicant shall have to apply online on the portal for the release of the 2nd instalment of grant-in-aid, i.e., remaining 50% of total approved grant-in-aid, within a period of 10 months from the date of disbursement of the 1st instalment of grant-in-aid.

The 2nd instalment of grant-in-aid under the scheme will be released to the applicant on a reimbursement basis after completion of the project and start of commercial production (*utilisation certificate for 2nd instalment of grant-in-aid is not required*). At the time of submitting the application for release of the 2nd instalment of grant-in-aid, at least 70% of units established within the PADMA park shall have commenced commercial export operations.

The applicant shall have to submit the below-mentioned documents duly certified by the authorised representative of the applicant on the portal along with the request for the release of the 2nd instalment of grant-in-aid:

(i) Documentary evidence demonstrating commencement of commercial export operations by at least 70% of the units within the PADMA Park, such as export invoices, shipping bills, or proof of execution of the first export order

(ii) Copy of first sale bill/invoice issued by the common facility centre verified by DETC.

(iii) CA certificate for project completion and start of operations of the project, indicating utilisation of 100% of the 1st instalment of grant-in-aid, 100% of applicant's contribution/equity and 100% of term loan (Annexure – III).

(iv) Certificate from Chartered Engineer (Civil) for technical civil works indicating item-wise progress on approved components, cost, quantity and comment on quality and status of implementation (Annexure – V).

(v) Certificate from Chartered Engineer (Mechanical) for plant and machinery indicating item-wise progress on approved components, cost, quantity and comment on quality and status of implementation (Annexure – VI).

(viii) Certificate from the lending bank/financial institution that has sanctioned and disbursed the term loan for the project and visited the site, certifying that 100% of the sanctioned term loan has been disbursed, along with its recommendation for release of the 1st instalment of grant-in-aid to the applicant (Annexure – IV).

(vi) "Consent to Operate" (CTO) for the project from Haryana State Pollution Control Board (HSPCB).

(vii) Occupation Certificate in case of CLU.

(viii) All requisite documents mentioned in the approval letter.

(ix) Any other condition which may be specified from time to time.

After completion of all requisite information/documentation, the application shall be taken up for detailed scrutiny by the Directorate or by the third-party verification agency appointed by the Directorate. Upon completion of detailed scrutiny, the Director General, Directorate of MSME, Haryana, being the Competent Authority, will grant the final sanction of the remaining 50% of the total approved grant-in-aid to the applicant.

In case the applicant fails to submit the request for release of the 2nd instalment of grant-in-aid within a period of ten (10) months from the date of disbursement of the 1st instalment of grant-in-aid, the applicant shall then submit a proper justification for the delay along with the application for release of grant-in-aid. The case, along with justification submitted by the applicant, shall be placed before the State Level Steering Committee (SLSC) for consideration and approval regarding extension or otherwise of the financial assistance under the Scheme.

11. Circumstances where subsidy shall not be released

Subsidy shall not be released in the following circumstances:

(i) the applicant has failed to furnish required declarations, reconciliation or supporting documents;

(ii) the applicant has violated any condition prescribed under the Haryana Progressive MSME & Export Promotion Policy 2026, Approval Letter under the Scheme or

Provided that where only a part of the claim is disputed or requires further verification, the Competent Authority may withhold the disputed portion and process the undisputed admissible portion in accordance with the procedure prescribed under this Scheme.

12. Time Schedule for completion of project

The time schedule for completion and operationalisation of the project will be 24 months from the date of approval unless extended maximum up to 6 months by the State Level Steering Committee (SLSC) for reasons beyond the control of the applicant.

13. Interpretation/Clarification

(i) The decision of the SLSC shall be final and binding on all concerned parties on the interpretation of the provisions of these guidelines and the matters related/ incidental thereto.

(ii) The SLSC shall have the final say regarding the eligibility or otherwise of the proposals and the selection of proposals for grant-in-aid.

(iii) Any revision in the project after approval of the proposal will only be approved by the SLSC.

(iv) The Administrative Secretary, Industries & Commerce, Haryana, shall be competent to make interpretation/clarification, modification/simplification to the scheme guidelines as may be necessary and removal of any difficulties in the provision of this scheme.

14. Penal Action

(i) If at any stage it is found that grant-in-aid has been obtained on the basis of false information, misrepresentation, suppression of facts, misstatement, fraud, deceit or concealment of material facts, the applicant shall be liable to face action in terms of prevailing laws along with the refund of the entire amount of assistance along with compound interest at the rate of 12% per annum, or such other rate as may be prescribed by the Government from time to time. Such applicants shall also be debarred from availing incentives or assistance from the State Government and from public procurement for such period as may be decided by the competent authority.

(ii) Before facing action and initiating recovery, the applicant shall be given a reasonable opportunity of being heard.

15. Amendment, Modification and Withdrawal of Scheme

The Government reserves the right to withdraw, suspend, modify, amend or discontinue this Scheme, in whole or in part, at any time, without assigning any reason, subject to such terms and conditions as may be specified by the Government.

No approval or sanction of any incentive under this Scheme shall be construed as creating an irrevocable or vested right to receive or continue to receive such incentive. The Government reserves the right to suspend the disbursement of, cancel, modify or withdraw any incentive approved or sanctioned under the Scheme, in accordance with the provisions of the Policy, this Scheme or such directions as may be issued by the Government from time to time.

AMIT KUMAR AGRAWAL,
Commissioner & Secretary to Government Haryana,
Industries & Commerce Department.

Chandigarh:
The 11th November, 2026.

Annexure – I

APPLICATION FORM

S. No.	Particular	Details
1.	Name of the applicant entity/enterprise	
2.	Constitution of applicant entity/enterprise (*Proprietorship Firm/Partnership Firm/Limited Liability Partnership Firm/ Public & Private Sector Companies/Corporations/Cooperative Societies/ Self-Help Groups (SHGs)/Farmer Producer Organisations (FPO)*)	
3.	Registration/ identification number of applicant entity/enterprise, as applicable ▪ *For Company: CIN* ▪ *For LLP: LLPIN* ▪ *For Partnership Firm/Corporation/ Cooperative Society/SHG/NGO: Registration No.* ▪ *For Proprietorship: GSTIN/ Udyam Registration No./ any other Government-issued registration*	
4.	PAN of applicant entity/enterprise	
5.	Category of Unit (Micro/Small/Medium)	
6.	GSTIN, wherever available/applicable	
7.	Udyam Registration Number and date, as applicable	
8.	Name of authorised representative	
9.	Designation of authorised representative	
10.	Email ID of authorised representative	
11.	Mobile number of authorised representative	
12.	Registered office address	
13.	Item of manufacture/processing	
14.	Complete address of project site Address: Tehsil: District:	
15.	GIS/Google Coordinates	
16.	Date of Approval of PADMA Cluster	
17.	Product of the PADMA Cluster	
18.	Total number of units in the PADMA Cluster	
19.	Details of exporting units in the PADMA cluster (*Name, GST No., IEC Code, Product, Turnover from Exports, etc*)	
20.	Type of Common Facility Proposed	
21.	Details of Eligible Capital Expenditure on which assistance has been claimed: (a) Building (b) Plant & Machinery **Total**	
22.	Quantum of incentive admissible as per scheme guidelines	

Note: The applicant shall have to submit the application along with documents mentioned at clause No. 7 of the scheme guidelines.

Date:

Signature of Authorised Representative of applicant entity with seal

Annexure – II

SURETY BOND

(On Stamp Paper not less than Rs. 100/-)

KNOW ALL MEN BY THESE PRESENTS that we, M/s_____, a _____ (Type of organization) incorporated/registered under the _____ (Name of the Act) and having its registered office at _____ (hereinafter called the "Obligors'") are held fully and firmly bound to the Governor of Haryana (herein after called the "Government") for the sum of Rs._____(Rupees_____ only) well and truly to be paid to the Government on demand and without a demur for which payment we firmly bind ourselves and our successors and assignees by these presents.

SIGNED on the _____ day of _____ in the year Two Thousand _____.

WHEREAS on the Obligors' request, the State Government as per Sanction Order No._____ Dated _____ (herein after referred to as the "Letter of Sanction") which forms an integral part of these presents, and a copy whereof is annexed hereto and marked as Annexure-I, agreed to make in favor of the Obligors grants-in-aid of Rs. _____/- (Rupees _____only) for the purpose of _____ (description of the project) at _____ out of which the sum of Rs. _____ (Rupees_____ only) have been paid to the Obligors' (the receipt of which the Obligors' do hereby admit and acknowledge) on condition of the Obligors' executing a bond in the terms and manner contained hereinafter which the Obligors' have agreed to do.

NOW the conditions of the above written obligation is such that if the Obligors duly fulfill and comply with all the conditions mentioned in the letter of sanction, the above written Bond or obligation shall be void and of no effect. But otherwise, it shall remain in full force and virtue. The Obligors' will abide by the terms & conditions of the grants-in-aid by the target dates, if any specified therein.

THAT the Obligors' shall not divert the grants-in-aids and entrust execution of the Scheme or work concerned to another institution(s) or organization(s).

THAT the Obligors' shall abide by any other conditions specified in this agreement and in the event of their failing to comply with the conditions or committing breach of the bond, the Obligors' individually and jointly will be liable to refund to the Governor of Haryana, the entire amount of the grants-in-aid with interest of 12% per annum thereon. If a part of the grants-in-aid is left unspent after the expiry of the period within which it is required to be spent, interest @12% per annum shall be charged up to the date of its refund by the Haryana Government, unless it is agreed to be carried over.

The Obligors agree and undertake to surrender/pay the Haryana Government the monetary value of all such pecuniary or other benefits which it may receive or derive/have received or derived through/upon unauthorized use of (such as letting out the premises on adequate or less than adequate consideration or use of the premises for any purpose other than that for which the grants-in-aid was intended of the property) buildings created / acquired constructed largely from out of the grants-in-aid sanctioned by Directorate of MSME. As regards the monetary value aforementioned to be surrendered/ paid to the Haryana Government, the decision of the Haryana Government will be final and binding on the Obligors'.

AND THESE PRESENTS ALSO WITNESS THAT the decision of the Administrative Secretary, Industries & Commerce Department, Government of Haryana on the question whether there has been breach or violation of any of the terms or conditions mentioned in the sanction letter shall be final and binding upon the Obligors' and

IN WITNESS WHEREOF these presents have been executed as under on behalf of the Obligors'

Signature of the AUTHORISED SIGNATORY

Signed for and on behalf of

(Name of the Obligor in block letters)

(Seal / Stamp of Organization)

1. Signature of Witness

Name & Address

2. Signature of Witness

Name & Address

TO BE FILLED UP BY DIRECTORATE OF MSME (ACCEPTED)

For and on behalf of the Administrative Secretary, Industries & Commerce Department, Haryana

Name: _____
Designation: _____
Dated: _____

Notary Seal & Signature

(*Counter Signature of Authorised Representative of applicant entity with seal*)

Annexure – III

CHARTERED ACCOUNTANT (CA) CERTIFICATE

(with membership No. and Firm Registration No. of CA on the letterhead of CA)

(Only the relevant details shall be submitted at the time of application, while the complete certificate along with the prescribed Schedule shall be submitted at the respective stage of release of grant-in-aid)

TO WHOMSOEVER IT MAY CONCERN

I/We have examined the books of account, audited financial statements, fixed asset register, trial balance, general ledger, purchase register, statutory records, invoices, proof of payment, bank statements, GST records, sales records, capitalization records, depreciation schedule and such other books, records and documents of M/s _____ as considered necessary for the purpose of certifying the particulars relating to the application submitted under the **PADMA Export Parks Scheme** of **Haryana Progressive MSME & Export Promotion Policy 2026** by the enterprise/ unit.

1. The Date of Commencement of Commercial Production / Operations of the enterprise/unit is _____ (*if applicable*).

2. The actual expenditure incurred during the eligible investment period starting from _____ and up-till _____, and the means of the finance as prescribed under the scheme is summarized below and detailed in Schedule 1 to this certificate.

Project Cost

S. No.	Name of Component/Item	Proposed Project Cost (Rs. Lakh)	Actual Cost as on Date (Rs. Lakh)
1.	Land/Development Charges		
2.	Building/Civil works		
3.	Plant & Machinery		
4.	Miscellaneous Fixed Assets		
5.	Preliminary & Pre-Operative Expenses		
	Total		

Means of Finance

S. No.	Name of Component/Item	Proposed Project Cost (Rs. Lakh)	Actual Cost as on Date (Rs. Lakh)
1.	Promoter Contribution including quasi capital		
2.	Term Loan from Bank/FI		
3.	Grant-in-aid from Govt. of Haryana		
	Total		

3. At least 70% of the total units established within the PADMA Park have commenced commercial export operations as on the date of issuance of this certificate. The same has been verified based on supporting documentary evidence, including export invoices, shipping bills, and/or proof of execution of the first export order. (*if applicable*)

4. The aggregate amount certified in Schedule 1 reconciles with the amount certified in this certificate and with the corresponding balances reflected in the books of account of the applicant.

5. The expenditure certified herein has been verified from the books of account, audited financial statements, fixed asset register, invoices, proof of payment, bank statements and other supporting records maintained by the applicant. Such expenditure is supported by documentary evidence including tax invoices, payment records and accounting entries.

6. The expenditure certified herein has been actually incurred, fully paid (*except where specifically permitted under the Scheme*), capitalised wherever applicable, and recorded in the books of account of the applicant during the eligible investment period prescribed under the scheme.

7. The Fixed Capital Investment and Eligible Capital Expenditure have been computed strictly in accordance with the definitions, inclusions and exclusions prescribed under the scheme.

8. All eligible assets forming part of the claim have been capitalised, wherever applicable, in accordance with the applicable accounting standards and are reflected in the fixed asset register of the applicant.

9. The Eligible Capital Expenditure does not include expenditure specifically excluded under the Haryana Progressive MSME & Export Promotion Policy 2026 and this scheme, including working capital, goodwill, preliminary and pre-operative expenses, capitalised interest, consultancy charges, royalty, technical know-how, patents, licenses, design and drawings or other ineligible expenditure.

10. The Eligible Capital Expenditure certified herein have been determined after giving due effect to all applicable rebates, discounts, credit notes, recoverable or refundable taxes and duties, reimbursements, grants, subsidies and other similar adjustments.

11. The cost of the land has not been included in Eligible Capital Expenditure.

12. To the best of our knowledge and based on the records examined, no second-hand, transferred, leased, rented, relocated or previously used plant, machinery or equipment has been considered towards Eligible Capital Expenditure.

13. No asset or expenditure forming part of this claim has been considered more than once while computing the Eligible Capital Expenditure.

14. Where expenditure has been incurred in foreign currency, the amount certified has been converted into Indian Rupees based on the exchange rate adopted in the books of account of the applicant.

15. The applicant has disclosed all subsidies, grants, reimbursements, incentives and financial assistance received, sanctioned or applied for from the Government of India, Government of Haryana or any other Government agency in respect of the project.

16. The particulars contained in this certificate and the schedules attached hereto are true and correct to the best of our knowledge and belief based on the records examined. In case any information is subsequently found to be false, misleading, misrepresented, suppressed or based on concealment of material facts, we shall be liable for appropriate action under the prevailing laws.

Date: _____
Place: _____
Signature/Name of CA: _____
Membership No.: _____
Firm Registration No.: _____
UDIN: _____

Schedule 1: Asset-wise Statement of ECE (*to be signed on each page by CA*)

S. No.	Component	Invoice No.	Invoice date	Supplier Name	Amount Paid	Amount claimed

Note: *The CA shall initial and affix his/her seal on each page of Schedule 1 (Asset-wise Statement of ECE). The signature appearing on the final page of this certificate shall be deemed to authenticate the entire certificate, including all schedules and annexures forming an integral part thereof.*

Date: _____
Place: _____
Signature/Name of CA: _____
Membership No.: _____
Firm Registration No.: _____
UDIN: _____

Schedule 2: Grant Utilisation Certificate (*to be submitted at the time of 2nd instalment of grant-in-aid*)

Sr. No.	Letter No. & Date	Amount

Certified that Rs. _____ of 1st instalment of grant-in-aid sanctioned/released in favour of M/s _____under the scheme by the Directorate of MSME, Government of Haryana and 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 duly 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.

Date: _____
Place: _____
Signature/Name of CA: _____
Membership No.: _____
Firm Registration No.: _____
UDIN: _____

Annexure – IV

BANK CERTIFICATE

(*Recommendation of Bank/FI for release of 1st/2nd instalment of approved grant-in-aid on Bank Letterhead*)

1. Certified that this Bank has appraised the Project of M/s _____ _____ (*Name and address of company*) for Grant-in-aid as per guidelines of the State Government and also sanctioned term loan of Rs. _____ lakh.

2. It is further certified that we have released Rs. _____ lakh (50%/100% of sanctioned term loan) to M/s _____ (*Name and address of the company*).

3. The promoter has utilised ____% of promoter's contribution and ____% term loan of approved project cost as per approval letter No. _____ dated _____ on the implementation of project.

4. The term loan in the project is not sanctioned for one or a few components but for the entire project as appraised.

5. Activity and component(s) considered in the project for loan are new. No old plant, machinery, or components are recommended for consideration for grant-in-aid.

6. We have visited the site and inspected the Plant & Machinery and Building as mentioned in CE (Civil) and CE (Mechanical) Certificate.

7. It is hereby recommended that the Directorate of MSME, Government of Haryana, may consider release of _____ (1st/2nd) installment i.e., 50% of approved grant-in-aid in respect of the project.

(Signature of Bank Officer with Seal)

Name: _____
Name of Bank: _____
Address: _____
Phone/Mobile Number: _____
Email: _____
Date: _____

Annexure – V

CHARTERED ENGINEER (CIVIL) CERTIFICATE
(*on letterhead of Chartered Engineer*)

(Only the relevant details shall be submitted at the time of application, while the complete certificate along with the prescribed Schedule shall be submitted at the respective stage of release of grant-in-aid)

TO WHOMSOEVER IT MAY CONCERN

I, _____, an Independent Chartered Engineer (Civil), holding Registration No. _____, at the request of M/s _____ ("the applicant"), have inspected the project site at _____ and examined the buildings, utilities, other civil infrastructure, and such other documents as deemed necessary for certifying the technical particulars relating to the application submitted by the applicant under the scheme.

Based on my physical inspection, verification of technical records and information produced before me, I hereby certify as under:

Sr. No.	Name of Component/Asset	Proposed Area (Sqm)	Rate/Unit (Rs./Sqm)	Proposed Cost (Rs. Lakh)	Actual Cost (Rs. Lakh) (If applicable)
	Total				

1. The project has been established at the approved project location and is engaged in the approved manufacturing/ processing thrust sector for which incentives have been claimed.

2. I have physically verified the buildings, utilities, civil infrastructure and other fixed assets claimed under the application to the extent technically feasible.

3. The assets physically verified by me correspond substantially with the descriptions contained in the invoices, purchase documents, fixed asset records and other documents produced before me.

4. The assets verified are technically appropriate, necessary and capable of being used for the approved manufacturing or processing activities of the project.

5. To the best of my knowledge and based on physical inspection and records produced before me, the civil works certified herein appear to be new.

6. No asset which is visibly dismantled, abandoned, permanently non-functional or unrelated to the approved project has been considered by me for the purpose of this certificate.

7. The buildings, civil works and related utilities claimed under the application are complete to the extent necessary for the approved project and are capable of supporting commercial operations.

8. This certificate is restricted solely to technical verification of the existence, installation, identity and technical suitability of the assets. Verification of the value of investment, admissibility of expenditure, accounting treatment, reconciliation with books of account, payment of consideration, GST compliance or determination of eligible capital expenditure is outside the scope of this certificate and shall be certified separately by the CA.

9. I have exercised due professional care and diligence while conducting the physical inspection and issuing this certificate. The above certification is based on my inspection and the records produced before me and is true and correct to the best of my knowledge and belief. If any information is subsequently found to be false, misleading, misrepresented, suppressed, or based on concealment of material facts, we shall be liable for appropriate action under the prevailing laws.

10. I further certify that I have personally conducted the physical inspection of the project and have not relied solely upon photographs, representations or documents furnished by the applicant. Wherever physical verification of any concealed, embedded or otherwise inaccessible component was not technically feasible, the same has been verified

based on records, commissioning reports and other supporting documents produced before me, and such limitations have been duly considered while issuing this certificate.

11. Geo-tagged and date-stamped photographs of the buildings and other major civil infrastructure/assets physically verified during my inspection have been taken and are annexed to this certificate. To the best of my knowledge and belief, such photographs fairly represent the assets inspected by me and correspond to the project for which incentives have been claimed. The photographs have been appropriately cross-referenced, wherever practicable, with the asset-wise physical verification schedule forming part of this certificate.

Schedule 1: Component/Asset Wise Physical Verification (to be signed on each page by Independent Chartered Engineer (Civil))

Sr. No.	Name of Component/ Asset	Description	Invoice No.	Invoice Date	Amount Paid (INR)	Remarks
	Total					

Note:

a) The Chartered Engineer (Civil) shall annex geo-tagged and date-stamped photographs of buildings and project infrastructure physically verified during inspection. Each photograph shall, wherever practicable, be cross-referenced with the corresponding component in Schedule 1 to facilitate verification by the Competent Authority.

b) The Chartered Engineer (Civil) shall initial and affix his/her seal on each page of Schedule 1 (Component-wise Physical Verification) and every page of the annexed photographs. The signature appearing on the final page of this certificate shall be deemed to authenticate the entire certificate, including all schedules and annexures forming an integral part thereof.

Date: _____
Place: _____
Signature of Independent Chartered Engineer
Name: _____
Qualification: _____
Registration No.: _____
Membership No. (if applicable): _____
Seal

Annexure – VI

CHARTERED ENGINEER (MECHANICAL) CERTIFICATE

(*on letterhead of Chartered Engineer*)

(Only the relevant details shall be submitted at the time of application, while the complete certificate along with the prescribed Schedule shall be submitted at the respective stage of release of grant-in-aid)

TO WHOMSOEVER IT MAY CONCERN

I, _____, an Independent Chartered Engineer (Mechanical), holding Registration No. _____, at the request of M/s _____ ("the applicant"), have inspected the project site at _____ and examined the plant & machinery, equipment, utilities, technical specifications, commissioning records and such other documents as deemed necessary for certifying the technical particulars relating to the application submitted by the applicant under the scheme.

Based on my physical inspection, verification of technical records and information produced before me, I hereby certify as under:

Sr. No.	Name of Component/ Asset	Proposed Qty (Nos)	Proposed Capacity	Proposed Cost (Rs. Lakh)
	Total			

Sr. No.	Name of Component/ Asset	Actual Qty (Nos)	Actual Capacity	Actual Cost (Rs. Lakh)
	Total			

1. The project has been established at the approved project location and is engaged in the approved manufacturing or processing activities for which incentives have been claimed.
2. I have physically verified the plant and machinery, equipment, utilities and other fixed assets claimed under the application to the extent technically feasible.
3. The assets physically verified by me correspond substantially with the descriptions contained in the invoices, purchase documents, fixed asset records and other documents produced before me.
4. The assets verified are installed at the project location and form part of the approved project.
5. The assets verified are technically appropriate, necessary and capable of being used for the approved manufacturing or processing activities of the project.
6. The plant and machinery, equipment and associated utilities have been installed, commissioned and put to commercial use, wherever such commissioning is applicable.
7. To the best of my knowledge and based on physical inspection, asset condition and records produced before me, the plant, machinery and equipment certified herein appear to be new and unused and do not exhibit any visible indication of prior use.
8. No asset which is visibly dismantled, abandoned, permanently non-functional or unrelated to the approved project has been considered by me for the purpose of this certificate.
9. The utilities including electrical systems, transformers, DG sets, compressed air systems, water supply systems, HVAC systems, material handling systems and other engineering infrastructure, wherever applicable, are adequate and commensurate with the installed production or operational capacity.
10. Wherever technically feasible, the principal assets verified by me have been identified through equipment nameplates, serial numbers, capacity markings, manufacturer's identification, asset tags or other permanent identification particulars.
11. Based on the technical specifications, capacity, make, configuration and prevailing industry norms, the assets verified do not appear to be grossly inconsistent with the nature of the project or prima facie disproportionate to the investment claimed.

12. This certificate is restricted solely to technical verification of the existence, installation, commissioning, identity and technical suitability of the assets. Verification of the value of investment, admissibility of expenditure, accounting treatment, reconciliation with books of account, payment of consideration, GST compliance or determination of eligible capital expenditure is outside the scope of this certificate and shall be certified separately by the CA.
13. I have exercised due professional care and diligence while conducting the physical inspection and issuing this certificate. The above certification is based on my inspection and the records produced before me and is true and correct to the best of my knowledge and belief. If any information is subsequently found to be false, misleading, misrepresented, suppressed, or based on concealment of material facts, we shall be liable for appropriate action under the prevailing laws.
14. I further certify that I have personally conducted the physical inspection of the project and have not relied solely upon photographs, representations or documents furnished by the applicant. Wherever physical verification of any concealed, embedded or otherwise inaccessible component was not technically feasible, the same has been verified based on engineering records, commissioning reports and other supporting documents produced before me, and such limitations have been duly considered while issuing this certificate.
15. Geo-tagged and date-stamped photographs of the principal plant and machinery, equipment, utilities and other major project assets physically verified during my inspection have been taken and are annexed to this certificate. To the best of my knowledge and belief, such photographs fairly represent the assets inspected by me and correspond to the project for which incentives have been claimed. The photographs have been appropriately cross-referenced, wherever practicable, with the asset-wise physical verification schedule forming part of this certificate.

Schedule 1: Component/Asset Wise Physical Verification (to be signed on each page by Independent Chartered Engineer (Mechanical))

S. No.	Asset Category	Asset Description	Invoice No.	Installed and Commissioned (Yes/No)	Amount Paid (INR)	Asset Identification Particulars*	Photo Ref. No. (where applicable)	Remarks

**Asset Identification Particulars may include serial number, asset tag number, equipment number, machine identification plate or any other permanent identification mark, wherever available.*

Note:

a) The Independent Chartered Engineer (Mechanical) shall annex geo-tagged and date-stamped photographs of all major eligible assets and project infrastructure physically verified during inspection. Each photograph shall, wherever practicable, be cross-referenced with the corresponding asset in Schedule 1 to facilitate verification by the Competent Authority.

b) The Independent Chartered Engineer (Mechanical) shall initial and affix his/her seal on each page of Schedule 1 (Asset-wise Physical Verification) and every page of the annexed photographs. The signature appearing on the final page of this certificate shall be deemed to authenticate the entire certificate, including all schedules and annexures forming an integral part thereof.

Date: _____
Place: _____
Signature of Independent Chartered Engineer
Name: _____
Qualification: _____
Registration No.: _____
Membership No. (if applicable): _____
Seal

Annexure - VII

Undertaking/ Declaration (*to be submitted on non-judicial stamp paper of Rs. 100/- (Min) duly sworn before a Notary Public (duly affixed with Notarial Stamp; and with Notary Seal & Notary Registration Number) or First-Class Magistrate*)

I/We, _____, authorised signatory of M/s _____ having its eligible enterprise/unit at _____, do hereby solemnly affirm and declare as under:

1. That I/we am/are duly authorised to submit this application, annexures, certificates, schedules and supporting documents and that the information furnished therein is true, complete and correct to the best of my/our knowledge and belief.

2. That the actual expenditure, asset-wise investment details, invoices, proof of payment, books of accounts, fixed asset register and other supporting records submitted or relied upon are true, correct and relate to the project, and that the assets forming part thereof have been acquired, installed, commissioned and put to productive use, wherever applicable.

3. That the actual expenditure shall remain subject to verification and final recognition by the Competent Authority under the scheme, and no right to incentive shall arise merely upon submission of this application.

4. That all applicable statutory approvals, registrations and compliances required for establishment and operation of the project have been obtained and continue to remain valid, except to the extent specifically disclosed.

5. That no duplicate claim has been made or shall be made in respect of the same project, assets, expenditure under any other scheme or policy of the Government of Haryana, except where expressly permitted under the Haryana Progressive MSME & Export Promotion Policy 2026, and that all fiscal incentives, subsidies, grants, reimbursements or financial assistance received, sanctioned or applied for from the Government of India, Government of Haryana or any other Government agency have been fully disclosed.

6. That I/we authorize the Competent Authority or any agency authorized by it to inspect the project site, verify books of accounts, statutory records, fixed asset register, employment records and supporting documents, and to obtain or verify information from any other Government department or financial institution or agency, as may be considered necessary.

7. That I/we have carefully read and understood the provisions of the Haryana Progressive MSME & Export Promotion Policy 2026, the applicable Scheme, and all applicable terms and conditions governing the incentives claimed by the eligible enterprise/unit, and I/we undertake to comply with the same.

8. I/we understand and acknowledge that any fraud, forgery, fabrication or manipulation of records, submission of false or misleading information or certificates, concealment or suppression of material facts, submission of false declarations, or claiming incentives on the basis of fictitious or ineligible expenditure, assets or employees, may result in rejection of the application, withdrawal and recovery of incentives along with applicable interest, and may also attract action under the applicable laws, without prejudice to any other action that may be taken by the Competent Authority

9. That any material change affecting the eligibility of the project or the admissibility of the subsidy, including any change in investment, project category, ownership, constitution, GSTIN, project location, commencement or operation status, employment strength, merger, demerger, transfer of business, closure of the unit or any other matter having a bearing on eligibility under the policy or the scheme, shall be promptly intimated to the Competent Authority during the project period.

10. That I/we shall comply with all continuing obligations prescribed under the Haryana Progressive MSME & Export Promotion Policy 2026 and the applicable Scheme throughout the period during which any incentive is claimed or received, and this undertaking shall remain binding upon the eligible unit notwithstanding the release of any incentive.

Date:

Signature of Authorised Representative of applicant entity with seal

12959—C.S.—H.G.P., Pkl.