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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 "**Haryana MSE Common Facility Centre Scheme**" for Micro and Small Enterprises as per details given below:

1. Objective

The scheme aims to promote the collective growth, competitiveness, and sustainable development of Micro and Small Enterprises (MSEs) by facilitating the establishment of Common Facility Centres (CFCs) and other shared infrastructure through cluster-based approaches. The scheme seeks to enable MSEs to access modern technology, testing and quality infrastructure, common production and processing facilities, skill development and other shared services that may not be economically viable for individual enterprises. By promoting resource sharing and economies of scale, the scheme aims to reduce operational costs, enhance productivity and efficiency, facilitate technology upgradation and innovation, improve product quality and market access, strengthen the overall competitiveness of MSEs, and promote investment and employment generation in the State.

2. Quantum of Assistance

The State Government will provide financial assistance for setting up a Common Facility Centre (CFC) through a Special Purpose Vehicle (SPV) comprising eligible manufacturing/service Micro and Small Enterprises (MSEs), as per the following criteria:

Category of SPV	Minimum Number of MSEs in SPV	Government Assistance	Maximum Grant-in-Aid
Category – I	At least 10 manufacturing/ service MSEs	80% of eligible project cost	Rs. 5.00 Crore
Category – II	At least 15 manufacturing/ service MSEs	70% of eligible project cost	Rs. 10.00 Crore

Note:

- *The SPV shall comprise at least 10 eligible manufacturing/service MSEs to qualify under Category I and at least 15 eligible manufacturing/service MSEs to qualify under Category II.*
- *The financial assistance shall be subject to the maximum limit specified against the respective category.*
- *The balance project cost, including any amount exceeding the maximum permissible Government assistance, shall be borne by the SPV from its own contribution or other eligible sources, as permitted under the scheme.*
- *The Government assistance shall be released subject to fulfilment of the eligibility conditions, documentation requirements, and other terms and conditions prescribed under the scheme guidelines.*
- *The number of MSEs constituting the SPV shall be determined as on the date of application and should remain consistent throughout, unless otherwise specified under the scheme.*

3. Definitions

I. **Applicant:** It means the SPV registered as a Section 8 Company (Not-for-Profit) under the Companies Act, 2013 (*The members of the SPV should be micro or small enterprises and have valid Udyam registration and GST registration certificates*).

II. **Authorised Representative of the Applicant:** It means the Director, or any other person duly authorised by the applicant to act on its behalf through a valid Board Resolution 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. **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.

VII. **Eligible Expenditure/Investment:** The new investment in infrastructure/associated utilities (excluding land), building (including for storage, testing, office space, etc.), plant, machinery, equipment, power backup arrangements, waste management plants, air pollution control systems, hardware and software made by the applicant within the premises of the CFC once during the policy period shall be considered as eligible expenditure/investment.

Note:

- *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 expenditure.*
- *Working capital, goodwill, preliminary and preoperative expenses (excluding cost for preparation of DPR, project implementation charges, regulatory approval fees), capitalised interest, and expenses incurred towards acquisition of technology or technical know-how, including 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 expenditure.*

VIII. **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.*

IX. **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.

X. **Scheme:** It means Haryana MSE Common Facility Centre Scheme under the Haryana Progressive MSME & Export Promotion Policy 2026, as amended from time to time.

XI. **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. 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.

5. Eligibility

I. A Special Purpose Vehicle (SPV) formed by a group of functional micro and small enterprises (manufacturing or service) engaged in similar activities in an identified area, as defined in Clause 2, shall be the eligible applicant for financial assistance under the scheme.

II. The applicant (SPV) constituted for the purpose of availing benefits under the scheme should be a Section-8 (Not-for-Profit Company) under the Companies Act, 2013.

III. All the members of the applicant shall have valid Udyam Registration Number and GST Registration Number as on the date of submission of the application.

IV. The combined gross investment in plant & machinery of all the members of the applicant in their respective units should be at least 1.5 times the amount of grant-in-aid sought for the CFC under the scheme.

V. The applicant (SPV) can be formed of micro and small enterprises from adjoining district(s) also. Micro and small enterprises located in a 50-60 km vicinity/ geographical area can form the applicant (SPV).

VI. At least 50% of the MSEs constituting the applicant shall be in operation for a minimum period of at least four (04) years preceding the date of submission of the application. The applicant shall submit documentary evidence, such as balance sheets, income tax returns, GST returns, bank statements, or any other relevant documents, along with the application to establish the operational status and period of operation of such MSEs.

VII. Traders shall not be eligible to apply for or obtain the incentive under the scheme.

VIII. The CFC may be established on land owned by the applicant or on premises leased in the name of the applicant. In case of leased premises, the land/building shall not be owned by any member of the applicant or any of their family members. The lease deed shall be irrevocable and valid for a minimum period of 10 years from the date of application.

IX. Service enterprises may also set up AI Lab/ IT Lab/ Emerging Tech/Testing Lab/Common Kitchen/Common Laundry Facility/ or any similar facility addressing the common requirements of participating enterprises, as a Common Facility Centre (CFC) under the scheme.

X. An MSE which is already a member of an existing SPV shall be permitted to become a member of only one other SPV under the Scheme. An MSE shall not be permitted to be a member of more than two SPVs under the Scheme, whether existing or newly constituted.

XI. **Upgradation of Existing Common Facility Centres (CFCs):** Existing CFCs established under State Mini Cluster Development Scheme of HEEP 2020 and EPP 2015 and successfully operational for at least three (3) years, may upgrade their infrastructure and technology under this scheme. Upgradation shall be permitted only once during the policy period.

(a) Upgradation may include modernisation of machinery and equipment, adoption of advanced technology, improvement of common infrastructure, testing and quality-control facilities, and other facilities required to enhance the efficiency and competitiveness of the cluster.

(b) The applicant may upgrade the existing CFC at the same location or at a different location within the same district. In case of leased premises, the applicant shall submit a fresh registered lease deed having a minimum validity of 10 years from the date of application for upgradation.

(c) The applicant may induct new eligible micro and small enterprises, subject to approval by the competent authority and compliance with the conditions prescribed under the scheme guidelines.

(d) A CFC shall be deemed successfully operational if, during the preceding three (3) financial years, it has:

i. generated cumulative revenue/turnover from the operations of the CFC equivalent to at least 50% of the total Government grant received for establishment of the CFC. For CFCs undertaking Research & Development (R&D) and new product development-oriented activities such as tool/die/mould making, 3D printing, designing facility, and Sampling facility, the cumulative revenue/turnover threshold shall be 25% of the total Government grant received for establishment of the CFC.

ii. earned an operating profit in at least two (2) of the preceding three (3) financial years and maintained positive net worth;

iii. complied with all statutory filings and remained free of defaults to any financial institution or government authority.

The applicant shall submit audited balance sheets, income tax returns, GST returns, and a Chartered Accountant-certified statement of revenue growth and enhancement in member productivity as documentary evidence.

XII. The members of the applicant should not be categorised as Wilful Defaulters 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.

6. Hard Interventions

Hard Interventions under the programme will consist of creation of tangible "assets" as Common Facility Centres (CFCs) like Common Production/ Processing Centre (for balancing/correcting/improving production line that cannot be undertaken by individual units), Design Centres, Testing Facilities, Training Centre, R&D Centre, Marketing Display/Selling Centre, Common Logistics Centre, Common Packaging and Labelling Centre, Common Cold Storage Centre, Common Printing/Packaging Design Centre, Common Digital Marketing/E-commerce Centre, Common Raw Material Bank/Sales Depot, Incubation Centre, or any other specialised common service facilities required by the cluster, etc.

I. The eligible expenditure shall comprise the cost of new construction for building (*excluding land*), cost of machinery and equipment and preliminary and pre-operative expenses. Where the applicant proposes to construct a new building on its owned or leased premises to establish the CFC, the cost of such building shall also be eligible, subject to a maximum of 30% of the total project cost. Preliminary and pre-operative expenses shall be limited to expenses incurred for preparation of the DPR, implementation of the project, regulatory approval fees, etc.

II. The applicant may arrange its own contribution through a loan from Bank/Financial Institution (FI).

III. The Common Facility Centre (CFC) shall be established by the applicant either on land owned by the applicant or on premises taken on lease in the name of the applicant. Where the premises are leased, the registered lease deed shall be for a period of not less than 10 years. Where the land or building is owned by the applicant, its cost may be included in the total project cost for the purpose of determining the project size but shall not be treated as eligible expenditure for grant-in-aid.

IV. In case of circumstances beyond the control of the applicant, necessitating a change in the location of the CFC, the applicant may shift the CFC to an alternative nearby location, under intimation to the Directorate of MSME, Haryana.

V. It is necessary to form a Special Purpose Vehicle (SPV) (hereinafter "the applicant") prior to setting up and running the proposed CFC. The applicant shall consist of members who fall within the definition of micro and small enterprises and shall have an inclusive character, with provision for enrolling new members to enable prospective entrepreneurs in the cluster to utilise the facility.

VI. The applicant shall constitute an Executive Monitoring Committee (EMC) to monitor activities relating to the operationalisation and running of the CFC, comprising a representative from a relevant local technical institute of the concerned district, and a minimum of three (3) representatives of the applicant, including members of its Board of Directors.

VII. The applicant shall comprise micro and small cluster units as serving members, subject to the minimum number prescribed in Clause 2 (*Quantum of Assistance*), with no ceiling on the maximum number of members.

VIII. The contribution of the members of the applicant shall be as high as possible, but not less than 20% of the total project cost in the case of Category-I and not less than 30% in the case of Category-II, with the State Government's contribution treated as gap funding; all participating units shall be independent of one another in terms of their financial stakes and management, and a single member shall not hold more than 10% of the equity capital (*or equivalent capital contribution*) of the applicant.

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

X. The CFC may be utilised by the members of the applicant as well as by the other units in the cluster.

XI. The CFC should be operationalised within 18 months from the date of final approval, unless extended with the approval of DG, MSME, Haryana.

XII. Escalation in the cost of the project above the approved amount, due to any reason, will be borne by the applicant.

XIII. User charges for services of CFC shall be close to prevailing market prices, as decided by the Executive Monitoring Committee (EMC). The members of the applicant may be given reasonable preference in user charges and capacity utilisation.

7. Documents Required for Online Application

The following documents, as per the scheme, are required to be uploaded online on the portal:

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

II. Certificate of Incorporation of the applicant.

III. List of members of the applicant as per Annexure – II.

IV. Certificate of incorporation/registration of organisation/partnership deed of each member of the applicant along with copy of Udyam Registration Certificate and GST Registration Certificate.

V. Copy of balance sheet, profit & loss statement, GST returns for the immediately preceding financial year of each member of the applicant.

VI. In case of existing CFCs established under the State Mini Cluster Development Scheme of HEEP 2020 and EPP 2015, the applicant shall have to submit the audited books of account/financial statements for the preceding three financial years.

VII. Background Verification Form of each member of the applicant in the prescribed format.

VIII. Geo-tagged photographs of each member unit and existing CFC.

8. Procedure

I. The applicant (SPV) shall apply online on the Invest Haryana New Single Window portal (new portal) in the prescribed performa (Annexure – I) along with required documents. Until the new portal is made operational, the 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.

Once the new portal becomes operational, all applications under the scheme shall thereafter be submitted and processed exclusively through the portal.

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, as may be required for preliminary verification of the application.

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, undertakings, declarations and such other documents prescribed under the scheme.

IV. 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 delays in processing applications, all deficiencies/queries shall be raised in a single instance. The applicant shall be allowed thirty (30) working days to remove such deficiencies.

V. In case the deficiencies are not rectified within the prescribed period, the claim shall be rejected by the Directorate, under intimation 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.

VI. 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 applicant and such other examination or verification as may be considered necessary under the policy and the scheme.

VII. Upon completion of detailed scrutiny, the application along with other documents will be put up to the Director General, Directorate of MSME, Haryana for approval to prepare the Detailed Project Report (DPR).

VIII. The DPR for the project shall be prepared either (a) by an agency empanelled by the Directorate of MSME, Haryana for cluster projects on recommendation of applicant and approval of the Director General, MSME; or (b) by a consultancy agency appointed by applicant, with prior approval of Director General, MSME in case of non-empanelment. The cost of preparation of DPR and implementation support shall be considered as per the admissible provisions of the scheme.

a. The applicant shall submit the CA certificate, CE (Mechanical) and CE (Civil), whichever is applicable, at the time of DPR submission.

b. The DPR shall be appraised by SIDBI or any other commercial bank at the cost of the applicant.

IX. Upon evaluation of DPR by the Director General, Directorate of MSME, the case shall be placed before the State Level Steering Committee (SLSC) for consideration and approval.

9. Approval, Sanction 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 evaluation 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)/SIDBI	Member

S. No.	Name & Designation of Officer	Position
6.	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. Project Implementation

I. Procurement of Plant & Machinery and Construction of Building for CFC:

(a) The applicant shall procure Plant & Machinery for the Common Facility Centre (CFC) directly from the Original Equipment Manufacturer (OEM), its authorised dealer, or other authorised channels.

(b) If the applicant proposes to construct a new building for the CFC, it shall undertake the construction directly through a contractor empanelled with any Haryana Government Department or Agency.

(c) To enable verification of the reasonableness and genuineness of costs, the applicant shall furnish, along with the Detailed Project Report (DPR):

i. the last three sales invoices or bills for the same or identical plant, machinery, or equipment; and

ii. in the case of building construction, cost estimates or quotations from eligible contractors or agencies, wherever applicable.

(d) The benchmarked cost, determined on the basis of these documents, shall be considered for arriving at the eligible expenditure.

(e) The cost norms for technical civil works shall be as per the applicable schedule of rates notified by the Central Public Works Department (CPWD), HSIIDC, PWD, or any other equivalent Government Department.

(f) Where the actual procurement or construction cost exceeds the benchmarked cost, the lower of the actual cost incurred, and the benchmarked cost shall be considered for determining the eligible expenditure and grant-in-aid.

II. Empanelled Consultancy Agencies:

(a) The Directorate of MSME has empanelled professional consultancy agencies for cluster projects under the State Mini Cluster Development Scheme. Such empanelled agencies shall be eligible to provide overall project management support, including project conceptualisation, preparation of the Detailed Project Report (DPR), and implementation support under this scheme.

(b) The applicant may engage an empanelled agency for the aforesaid services, upon its recommendation and with the prior approval of the Director General, MSME.

(c) The project management charges payable to the consultancy agency shall not exceed 3.5% of the total project cost. These charges shall include the cost of DPR preparation and project implementation support, and shall be treated as part of the overall eligible expenditure, subject to the ceiling prescribed under the scheme.

III. Engagement of Other Consultancy Agencies

(a) Where no consultancy agency has been appointed or empanelled by the Directorate for the cluster project, or where the mandate of the appointed agency has been completed or discontinued, the applicant may

propose to engage another professional consultancy agency to provide complete project management support, including preparation of the DPR and implementation support. Such engagement shall be subject to the prior approval of the Directorate of MSME, Haryana, and the project management charges shall remain subject to the ceiling prescribed under the scheme.

IV. Treatment of Project Management Charges

(a) The project management charges payable to the consultancy agency engaged by the applicant or the State Government shall form part of the preliminary and pre-operative component of the eligible project expenditure and shall be adjusted against the grant-in-aid.

(b) The charges shall be paid to the consultancy agency directly by the Directorate, by deduction from the grant-in-aid of the applicant.

(c) The project management charges to be paid to the consultancy agency for completing each milestone, i.e., 1.5% of the project cost on approval of DPR by the SLSC, 1% of the project cost after the release of 1st instalment of grant-in-aid to applicant and 1% of the project cost after the release of 2nd instalment of grant-in-aid to applicant.

V. The State Level Steering Committee (SLSC) will be the apex body for coordinating and overseeing the progress of the projects.

VI. The applicant will run the Common Facility Centre (CFC) for a period of at least 5 years from the date of commencement of operations.

VII. The applicant shall, at its own cost, insure and keep insured all the plant, machinery, fixtures and equipment of the CFC for a minimum period of 5 years.

VIII. The applicant shall maintain proper records of all expenditure incurred towards the purchase of fixed assets and other eligible project components for setting up the CFC. Such records shall be kept open for inspection and audit by the statutory auditor/auditors of the State Government.

11. 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.

11.1 Release of 1st installment 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 six (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 mobilised and incurred 100% of its own contribution/equity towards the eligible project expenditure (*including expenditure incurred and/or committed against valid purchase orders for plant and machinery*) and adequate progress of work at site. The expenditure/commitment towards machinery shall be supported by valid purchase orders, invoices and other relevant documents, as prescribed by the Directorate.

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. Bank guarantee for an amount equivalent to 1st instalment of grant-in-aid in favour of the Director General, Directorate of MSME, Haryana. The bank guarantee should be valid for 2 years.

II. CA Certificate for actual expenditure on infrastructure of the project, indicating utilisation of 100% of applicant Contribution/equity.

III. Land title documents, i.e., sale deed/registered lease deed in the name of applicant for a period of ten (10) years.

IV. Certificate from Chartered Engineer (Civil) for technical civil works indicating item-wise progress on approved components, cost, quantity and status of implementation (*if applicable*).

V. Certificate from Chartered Engineer (Mechanical) for plant & machinery indicating item-wise progress on approved components, cost, quantity and status of implementation.

VI. 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 (as applicable) authorising one of the directors/partners as authorised signatory of documents.

VII. Change of Land Use (CLU)/NOC, whichever is applicable.

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

IX. All other conditions mentioned in the approval letter.

X. 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 the 1st instalment of grant-in-aid, i.e., 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 (06) months from the date of issuance of the approval letter, 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 the justification submitted by the applicant, shall be placed before the State Level Steering Committee (SLSC) for consideration and approval regarding continuation or otherwise of the financial assistance under the scheme.

11.2 Release of 2nd installment 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 ten (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 after utilisation of 100% of the 1st instalment of grant-in-aid, and after ensuring 100% of civil work (if applicable) and delivery of approved machinery/equipment at the CFC. 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. Bank guarantee for an amount equivalent to 2nd instalment of grant-in-aid in favour of the Director General, Directorate of MSME, Haryana. The bank guarantee should be valid for 2 years.

II. CA Certificate for actual expenditure on infrastructure of the project indicating utilisation of 100% of 1st instalment of grant-in-aid released.

III. Certificate from Chartered Engineer (Civil) for technical civil works indicating item-wise progress on approved components, cost, quantity and status of implementation (*if applicable*).

IV. Certificate from Chartered Engineer (Mechanical) for plant & machinery indicating item-wise progress on approved components, cost, quantity and status of implementation.

V. All other conditions mentioned in the approval letter.

VI. 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 2nd instalment of grant-in-aid, i.e., the remaining 50% of the total approved grant-in-aid, to the applicant.

If the applicant fails to submit the request for release of the 2nd instalment of grant-in-aid within 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 the 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.

The applicant shall submit a utilisation certificate for the 2nd instalment of grant-in-aid, along with an actual expenditure certificate duly signed by the CA, within 3 months of the release of the said instalment of grant-in-aid.

Release of grant-in-aid in a single instalment in special cases

Notwithstanding the above provisions, where the approved project involves procurement and installation of a single machine/equipment or a limited number of machines/equipment, and the project can be substantially completed without undertaking phased civil works or other significant project components, the entire approved grant-in-aid may be released in a single instalment, subject to the following conditions:

I. The applicant shall submit an online request for release of the complete grant-in-aid on the portal along with the justification within a period of eight (08) months from the date of issuance of the approval letter, along with all requisite documents as prescribed under the scheme guidelines.

II. The applicant should have mobilised and incurred 100% of its own contribution/equity towards the eligible project expenditure and shall have placed valid purchase order(s) for the approved machinery/equipment.

III. The machinery/equipment shall be delivered at the CFC before the release of the grant-in-aid.

IV. Bank guarantee for an amount equivalent to complete approved grant-in-aid, in favour of the Director General, Directorate of MSME, Haryana. The bank guarantee should be valid for 2 years.

V. CA Certificate certifying the actual eligible expenditure incurred towards the project and utilisation of 100% of the applicant contribution/equity.

VI. Certificate from Chartered Engineer (Civil) for technical civil works indicating item-wise progress on approved components, cost, quantity and status of implementation (if applicable).

VII. Certificate from Chartered Engineer (Mechanical) for plant & machinery indicating item-wise progress on approved components, cost, quantity and status of implementation.

VIII. Land title documents, i.e., sale deed/registered lease deed in the name of applicant for a period of ten (10) years.

IX. 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 (as applicable) authorising one of the directors/partners as authorised signatory of documents.

X. Change of Land Use (CLU)/NOC, whichever is applicable.

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

XII. All other conditions mentioned in the approval letter.

XIII. 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, as the Competent Authority, will grant final sanction of the complete grant-in-aid to the applicant.

The applicant shall submit a Utilisation Certificate and actual expenditure certificate duly signed by the Chartered Accountant within three (3) months from the date of release of the grant-in-aid.

This provision shall be applicable only where the Directorate is satisfied that the applicant is capable of implementing the project substantially through a single procurement/implementation cycle and that release of the entire grant-in-aid in a single instalment is justified, considering the nature and implementation structure of the project.

12. Time Schedule

The time schedule for completion and operationalisation of the project will be 24 months from the date of approval unless extended by a maximum of 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 modification to 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. 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 Cluster/existing CFC	
2.	Name of the applicant (SPV)	
3.	Company Identification No.	
4.	Shareholding pattern of members of applicant [*No single unit should hold more than 10 per cent in the equity capital (or equivalent capital contribution) of the applicant*]	
5.	Location of Cluster/existing CFC	
6.	Nature of activity and products/ services of the cluster/ existing CFC	
7.	Number and size of units in cluster: (a) Micro (b) Small	
8.	(a) Main issues of the cluster & the methodology used to perceive the need for CFC in the cluster (b) Main reasons to upgrade the existing CFC	
9.	Process Flow Chart of the activities, clearly indicating activities at CFC & unit level.	
10.	Proposed facilities/ upgradation/ modernisation in the CFC and their justification	
11.	Whether proposed machinery for CFC is advanced (at present) and adequate to fulfil the existing & near future needs of the cluster?	
12.	Project Cost and Means of Finance	
13.	Extent of competition	
14.	Key Indicators to reflect the outcome of the project	
15.	Does the cluster have a minimum critical mass? Number of firms' structure (micro/small across the value chain) ▪ Presence of support firms & service providers ▪ Estimated turnover of broad groups in cluster ▪ Level of employment (No. of men & women) and likely income levels ▪ Contribution of cluster to expert ▪ Growth trends in the recent past (*Turnover, Employment, investments, exports etc*.) ▪ Special features of the cluster in terms of seasonal, mainstay activities/dependence, if any	
16.	Location of the cluster & its geographical contours. Within a city/village/linkage with nearby has a specific rural/urban mandate (attach a geographical map if available)	
17.	Linkage of the proposed cluster with other clusters or sectors, if any	
18.	Social and Environmental conditions ▪ Summary profile of typical owners/ Managers and workers and their economic status ▪ Average yearly earnings (Men/Women) of Workers/Units Owners ▪ Drudgery in activity, if any ▪ Pollution-related issues in the cluster	

S. No.	Particular	Details
19.	Viability ▪ Prospects of upgrading production technology/ investment/financial off take/quality ▪ Do the products have a future in the current national/global setting? ▪ Main markets of the cluster products (Geographical, consumer segments) ▪ Local institutional capacities for collective developmental action in the private & public sector	
20.	Complementarily ▪ Other development work either already underway ▪ Scope of the proposed project for value addition to other development work as stated above	
21.	What would be the expected outcomes of the CFC in terms of increase in cluster units, total turnover, export, profitability and employment generation of cluster?	
22.	Whether the proposed activities in CFC are technically feasible and viable? Backward linkages (like raw material availability etc.) and forward linkages (gap between production capacity of the cluster and particular proposed activity of CFC) may be judged.	
23.	Whether Technical viability, user charges and cost of machinery are ascertained?	
24.	Existing CFC Details: ▪ SPV Details (Name, Directors' details and their shareholding pattern) ▪ Date of approval: ▪ Date of commencement of operations: ▪ Details of SPV members (*name, unit name, shareholding %, category in terms of micro and small, etc and also include details of new members*) ▪ Details of existing CFC Infrastructure (*Brief details of building, facilities, machinery and equipment*) ▪ Employment generated: ▪ Proposed upgradation and justification: ▪ Impact created: ▪ User Charges:	

Annexure – II

LIST OF MEMBERS OF APPLICANT

To

The Director General
Directorate of MSME, Haryana

Subject: Submission of list of proposed Members/Existing and Proposed Members of applicant (in case of existing CFC) for _____ cluster in _____.

Sir,

Please find below the list of active members/existing and proposed members of applicant (in case of existing CFC) who have expressed keen interest in setting up/up gradating the Common Facility Centre (whichever applicable) under the Haryana MSE Common Facility Centre Scheme at _____ Cluster, <District Name>. The members are fully aware of and understand their responsibilities and are willing to make financial contributions in the execution and sustainability of this facility.

#	Unit Name	Member Name	Unit Address	URC and GST No.	Investment in P&M (Rs. in Lakh)	Turnover (Rs. in Lakh)	Type of Industry	Product Manufactured or Service Delivered	Shareholding percentage	Year of Operation	Mobile No and Email Id	Signature
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10												
11												
12												
13												
14												
15												

Annexure – III

FORMAT FOR BANK GUARANTEE

(To be issued by a Nationalised/Scheduled Bank)

This Deed of Guarantee is executed on this _____ day of _____ 20____ at _____ by _____ (Name of Bank) having its Head/Registered Office at _____ (hereinafter referred to as 'the Guarantor') which expression shall unless it be repugnant to the subject or context thereof include its heirs, executors, administrators, successors and assigns in favour of Director General, Directorate of MSME, Government of Haryana, having its office at Plot No. C-3, HSVP Complex, Sector 6, Panchkula – 134109, Haryana (hereinafter referred to as "the Directorate"), as the authority responsible for release and administration of grant-in-aid under the Haryana MSE Common Facility Centre Scheme under the Haryana Progressive MSME and Export Promotion Policy 2026.

Whereas M/s _____ (SPV), a Section 8 Company incorporated in India under the provisions of the Companies Act, 2013 and having its registered office at _____ (hereinafter referred to as "the Applicant" which expression unless repugnant to the subject or context includes its successors, legal representatives and permitted assigns), has been approved grant-in-aid of Rs. _____/- (Rupees _____ Only) under the Haryana MSE Common Facility Centre Scheme vide Approval Letter No _____ dated _____ for setting up of Common Facility Centre at _____ (hereinafter the "Project").

Whereas, in terms of the scheme guidelines, the applicant is required to furnish an unconditional and irrevocable Bank Guarantee for an amount equivalent to _____ ($1^{st}/2^{nd}$) installment of approved grant-in-aid i.e., Rs. _____/- (Rupees _____Only) by the way of security for guaranteeing the due and successful completion of the project.

Whereas the applicant approached the Guarantor and the Guarantor has agreed to provide a Guarantee being these presents:

NOW THEREFORE THIS DEED WITNESSETH AS FOLLOWS

1. The applicant shall execute the project in accordance with the terms and conditions mentioned in the scheme guidelines, approval letter, and fulfil its obligations, including provision of services thereunder.

2. We, the Guarantor, hereby irrevocably guarantee the due compliance of terms by the Applicant of all its obligations under the said undertaking and approval letter, as amended from time to time.

3. The Guarantor shall, without demur, pay to the Director General, Directorate of MSME, Haryana an amount not exceeding INR_____/- (Rupees _____ only) immediately upon receipt of written demand therefor from the Director General, Directorate of MSME, Haryana stating that the Applicant has failed to meet its obligations as stated in Clause 1 above. The Guarantor shall not have to go into the veracity of any breach or failure on the part of the Applicant or validity of the demand so made by the Directorate and shall pay the amount specified in the demand notwithstanding any direction to the contrary given or any dispute whatsoever raised by the Applicant or any other person. The Guarantor's obligations hereunder shall subsist until all such demands are duly met and discharged in accordance with the provisions hereof;

4. The Guarantor agrees that its liability under this guarantee shall in no manner be affected by any such variation, alteration, modification, waiver, dispensation and that no further consent of the Guarantor is required for giving effect to any such variation, alteration, modification, waiver, dispensation with or release of security;

5. The Guarantee shall come into effect from (Start Date) and shall continue to be in full force and effect till its expiry at 17:00 hours Indian Standard Time on _____ (Expiry Date) (both dates inclusive) or till the receipt of a claim from the Director General, Directorate of MSME, Haryana under this Guarantee within the claim period of 2 years whichever is later. Any demand received by the Guarantor from the Director General, Directorate of MSME, Haryana prior to the Expiry Date or claim period shall survive the expiry of this Guarantee until all moneys payable under this Guarantee by the Guarantor to the Director General, Directorate of MSME, Haryana are paid.

6. Until and unless discharged/released earlier by the Directorate in accordance with the provisions of the said undertaking, the Guarantor's liability in aggregate shall be limited to a sum of INR _____/- (Rupees _____ Only).

7. This Guarantee shall not be affected by any change in the constitution or winding up of the Applicant/Guarantor or and absorption, merger or amalgamation of the Applicant/Guarantor with any other person;

8. The Guarantor has power to issue this Guarantee and discharge the obligations contemplated herein, and the undersigned is duly authorized to execute this Guarantee pursuant to the power granted under.

All future correspondence with reference to this Guarantee shall be made to ..... (Bank Name and Address).

IN WITNESS WHEREOF THE GUARANTOR HAS SET ITS HANDS HEREUNTO ON THE: DAY, MONTH AND YEAR FIRST HEREINABOVE WRITTEN

SIGNED AND DELIVERED by _____ Bank by the hand of Shri _____its _____ and authorized office.

Authorised Signatory _____

Bank

Annexure – IV

BACKGROUND VERIFICATION FORM
(*For Each Member of Applicant*)

S. No.	Required Details	Remarks
1.	Legal Name of Entity (*Member Unit*)	
2.	Contact Person (*Name, Designation, Contact Details*)	
3.	URC Number	
4.	Type of Business (a) Individual (b) Sole Proprietorship (c) Partnership (d) Limited Liability Partnership (e) Private Limited Company (f) Corporation (g) Joint Venture (h) Other	
5.	Registration No. (if any)	
6.	PAN No. of Member Unit	
7.	TAN No. of Member Unit	
8.	GST No. of Member Unit	
9.	Details of Board of Directors (if applicable)	
10.	Financial Details ▪ Turnover of member units for last three years (if applicable) ▪ P&L Statement of member unit for the last three years (if applicable)	
11.	**Tax compliance** Member unit 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.	

Annexure – V

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

Annexure – VI

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 the applicant i.e., M/s _____ ('the applicant) as considered necessary for the purpose of certifying the particulars relating to the application submitted under the **Haryana MSE Common Facility Centre** scheme of **Haryana Progressive MSME & Export Promotion Policy 2026** by the applicant.

1. The date of commencement of operations of the CFC is _____ (*if applicable*).
2. The proposed/ approved project components, their cost and means of finance is summarised in the table below. (*if applicable*)
3. The actual expenditure incurred during the 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	Project Cost (Rs. Lakh)	Actual Expenditure 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		
6.	Others		
	Total		

Means of Finance

S. No.	Name of Component/Item	Amount (Rs. Lakh)	Actual Expenditure as on Date (Rs. Lakh)
1.	Promoter Contribution including quasi capital		
2.	Grant-in-aid from Govt. of Haryana		
3.	Other (if any)		
	Total		

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 period prescribed under the scheme.
7. The eligible expenditure has 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 expenditure does not include expenditure specifically excluded under the Haryana Progressive MSME & Export Promotion Policy 2026 and this scheme.
10. The expenditure certified herein has 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 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 expenditure.
13. No asset or expenditure forming part of this claim has been considered more than once while computing the expenditure towards the project.
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. 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 prevailing laws.

Date: _____

Place: _____

Signature/Name of CA: _____

Membership No.: _____

Firm Registration No.: _____

UDIN: _____

Schedule 1: Details of Expenditure (*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. 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 (Statutory Auditor in case of company): _____

Membership No.: _____

Firm Registration No.: _____

UDIN: _____

Schedule 2: Grant Utilisation Certificate

Sr. No.	**Letter No. & Date**	**Amount**

Certified that Rs. _____ of 1st/2nd 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 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.

Date: _____
Place: _____
Signature/Name of CA (Statutory Auditor in case of company): _____
Membership No.: _____
Firm Registration No.: _____
UDIN: _____

Annexure – VII

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	Area (Sqm)	Rate/Unit (Rs./Sqm)	Cost (Rs. Lakh) (If applicable)
	Total			

1. The project has been established at the approved project location and is engaged in the approved activities 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 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 – VIII

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	Qty (Nos)	Capacity	Cost (Rs. Lakh)
	Total			

1. The project has been established at the approved project location and is engaged in the approved 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 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 – IX

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 _____ (the applicant) having its Common Facility Centre 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 project for which assistance is being claimed is the same project in respect of which the Approval Letter No. _____ dated _____ has been issued (if applicable).

3. That the conditions specified in the Approval Letter have been fulfilled, except to the extent specifically disclosed in this application, and the documents submitted at the time of application continue to remain valid except where specifically disclosed as revised, renewed, modified or expired.

4. 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 approved project at the approved project location, and that the assets forming part thereof have been acquired, installed, commissioned and put to productive use, wherever applicable.

5. 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.

6. 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.

7. That the plant, machinery, fixtures and equipment procured out of or with support of the State Government, is the property of State Government and the applicant shall not sell, hypothecate, mortgage, charge or create any encumbrances against the said plant, machinery, fixtures and equipment or any part of it in favour of any person, for any reason or transaction.

8. 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.

9. 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.

10. 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.

11. 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

12. 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.

13. 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

Annexure - X

Responsibilities of Consultant for Pre-approval support

1. Assistance in the filling up the application form for setting up of CFC.
2. Identification of key stakeholders (MSE units, industries associations, government agencies, banks/FIs) in the cluster.
3. Sensitize key stakeholders (MSE units, industries associations) on the scheme and its benefits.
4. Undertake a cluster diagnostic study to assess the current infrastructure available with the cluster, existing status of the cluster.
5. Undertake detailed SWOT analysis of the cluster.
6. Identify and analyse cluster problems.
7. Provide a detailed action plan including recommendations for cluster including hard and soft interventions.
8. Finalize hard interventions to be implemented in the cluster.
9. Undertake technical feasibility and financial viability assessment for the CFC.
10. Identify the key plant and machinery requirement along with the requirement of manpower, raw material, utilities and services etc.
11. Support the applicant/required stakeholder to identify the manpower required to operate and maintain the CFC.
12. Undertake detailed financial feasibility for the CFC.
13. Preparation and submission of draft DPR
14. Provide support for approval of Detailed Project Report of Common Facility Centre by the State government, wherever required.

Responsibilities of Consultant for implementation support

1. Conduct a capacity building program for members of applicant in operationalizing and running the CFC as per the scheme guidelines.
2. Assist applicant in development activities such as selection of consultants/CA/CE/agencies for detailed engineering, site supervision, construction, operational matters etc.
3. Assist applicant in procurement and installation of plant & machinery at the CFC as per approval letter.
4. Assist the applicant in documentation (w.r.t. Scheme guidelines) required to ensure various compliances for successfully running the CFC.
5. Assist the applicant in preparing documentation required by the State Government for release of grant-in-aid.
6. Participate in relevant review meetings of State Government and the applicant.
7. Assist applicant in responding to queries raised and information sought by State Government from time to time.
8. Monitor the physical and financial progress of the project and assist in submission of periodic progress reports.
9. Assist in obtaining financial closure from State Government after project operationalization and release of all grants.

12959—C.S.—H.G.P., Pkl.