

Document Check List for Application for sanction & disbursement of Assistance under Labour Intensive Scheme

**(Resolution No. MIS-102014-924881-I Dt. 28.1.2015)
(Garment, Apparels & Made ups, Agro & Food Processing, Assembling)**

Name of the Enterprise:

For Sanction of Assistance , the unit will have to submit following documents:

Sr. No.	Particulars	Page No.
1	Copy of Partnership deed/Memorandum & Articles of Association	
2	Copy of IEM/LOI/LOP/EM I-II ,(In case of Expansion provide copy of IEM/LOI/LOP/EM –II for Exp. project)	
3	Copy of Project Report	
4	Term Loan sanction Letter from Bank/FI	
5	Copy of VAT/CST/Excise Registration	
	For Disbursement of claim, the unit will have to submit following documents:	
1	Registration No. & Date (Issued by IC office after approval by SLEC)	
2	Copy of Disbursement of term Loan (Bank Statement showing details of First Disbursement)from Bank/FI	
3	EPF Registration	
4	Employment Data(EPF & Non EPF) in Annexure I	
5	Copy Land Sale Deed / Lease Deed/ Rent Agreement	
6	Copy of Expenditure statement for Plant & Machinery (In prescribed format II)	
7	CA Certificate certifying details of Investment made in Fixed Capital Investment(In case of Expansion, Inv. made before & after expansion)	
8	Proof of Commencement of Commercial Production(First Sale Bill/Sanction/Release of Power etc.)	
9	GPCB Noc/Consent/CTE (wherever applicable)	
10	Copy of PAN card of Enterprise	
11	Bank Account No. with IFSC code & Copy of Cancelled Cheque	
12	Other	

Annexure I

Sr. No.	Name Address of Employee	Category of Employee (Supervisory/Skilled/Technical/other)	EPF No. & Date	Pay roll wages P.M.	Write M for Male W for Women
1	2	3	4	5	6

Annexure II

Sr. No.	Description of Plant & Machinery	Suppliers Name & Address	Basic Value	VAT/CST	Total cost
1	2	3	4	5	6

Sr. No.	Amount paid (Rs lacs)		Total	In case of Margin	In case of Term Loan
	From Margin/Other	From Term Loan	(7+8)	Ch. No. & Date	Date of RTGS
	7	8	9	10	11