

## **CHECKLIST OF DOCUMENTS: RELEASE OF GRANT**

### **A. RELEASE OF GRANT (1<sup>st</sup> INSTALLMENT, 10% OF THE SANCTIONED GRANT AMOUNT)**

1. Resolution of Board of Company regarding the signing Authority to operate the A/c;
2. PAN Card Copy of the Company;
3. Land Possession Certificate & NOC for Industrial Use;
4. Copy of IEM Number (Part-I)/Industry Registration Copy;
5. NOC (Consent to Establish) from Pollution Control Board;
6. Electricity Sanction Letter from BSEB;
7. Copy of Loan Sanction Letter from Bank;
8. Statement of Bank A/c-term loan, (if the disbursement of loan is started);
9. Purchase Order Copy/CE Certificate & Bills and Invoices of P&M installed in the unit as per the DPR (if any);
10. CE Certificate towards the Civil Expenses made till date (if any);
11. CA certificate towards all the expenses made under the project under different head till date (if any);
12. CA certificate towards the funding arrangement for financing all these expenses made till date (if any);
13. Factory License;
14. 2 Stamp Papers of ₹100/- each in the name of the company for agreement purpose with GoB;
15. Any other Document as advised by the Relevant Authority/PMA w. r. t. actual site conditions/progress made under the project;

**B. RELEASE OF GRANT (2<sup>nd</sup> INSTALLMENT, 20% OF THE SANCTIONED GRANT AMOUNT)**

1. Purchase Order Copy of P&M or CE Certificate and Bills & Invoices of P&M installed in the unit as per the DPR (if any);
2. CE certificate towards the Civil Expenses made till date;
3. CA certificate towards all the expenses made under the project under different head till date;
4. CA certificate towards the funding arrangement for financing all these expenses made till date;
5. Statement of Bank A/c-term Loan;
6. Statement of Bank A/c-CC A/c;
7. Statement of Bank A/c -No Lien Grant A/c towards the payments made to different vendors for the previous installment of grant & balance left in the a/c if any;
8. Any other Document as advised by the PMA/Relevant Authority w. r. t. actual site conditions/progress made under project;

**C. RELEASE OF GRANT (3<sup>rd</sup> INSTALLMENT, 40% OF THE SANCTIONED GRANT AMOUNT)**

1. CE Certificate and Bills & Invoices of all the P&M installed in the unit as per the DPR;
2. CE certificate towards the Civil Expenses made and P& M installed till date.
3. CA certificate towards all the expenses made under the project under different heads till date;
4. CA certificate towards the funding arrangement for financing all these expenses made till date;
5. Statement of Bank A/c-Term Loan A/c;
6. Statement of Bank A/c-CC A/c;
7. Statement of Bank A/c -No Lien Grant A/c;
8. Any other Document as advised by the PMA/Relevant Authority w. r. t. actual site conditions/progress made under project;

**D. RELEASE OF GRANT (4<sup>th</sup> INSTALLMENT, 30% OF THE SANCTIONED GRANT AMOUNT)**

1. CE Certificate and Bills & Invoices of all the P&M installed in the unit as per the DPR;
2. CE Certificate towards the Civil Expenses made and P& M installed till date;
3. CA Certificate towards all the expenses made under the project under different head till date;
4. CA Certificate towards the funding arrangement for financing all these expenses made till date;
5. Audited Financial Statement of the company as on date;
6. Statement of Bank A/c-Term Loan;
7. Statement of Bank A/c-CC;
8. Statement of Bank A/c -No Lien Grant A/c;
9. License from NHM(For RABCs Only);
10. NOC (Consent to Operate) from State Pollution Control Board;
11. Certificate of Commencement of Production (IEM No. Allotment Part-II);
12. Capacity Assessment Certificate;
13. Form-2 for Paid-up capital being equivalent to the equity in the project as per the approved DPR;
14. Insurance Documents for the assets created in the project;
15. Fire Safety Certificate;
16. Recent photographs with a permanent display at the site depicting the name of the unit. It should mention that the unit has received grant from GoB.
17. Copy of duly submitted VAT Reimbursement Application;
18. Sales Tax Number & Amount;
19. Any other Document as advised by the PMA/Relevant Authority w. r. t. actual site conditions/progress made under project;

***Note: The present Lists of Documents are not exhaustive in nature and addition/deletion may be done as per the need;***