

Checklist for Claim of Freight Subsidy Scheme 2013

Check-list in which the unit will report to the DIC at the time of first claim of subsidy under Freight Subsidy Scheme, 2013

- A. The unit should have valid registration under the Freight Subsidy Scheme (FSS), 2013 issued by the concerned General Manager, District Industries & Commerce Centre (DICC).
- B. The claim application should be submitted on quarterly basis but within one year from the date of incurring expenditure on transportation of raw material and finished goods.
- C. Case specific checks are to be done for the following:
 - (a) for wood based unit, all conditions laid down by Hon'ble Supreme Court fulfilled
 - (b) no claim for transportation cleared in respect of "own vehicle"
 - (c) transportation of coke breeze not included by cement producing units
 - (d) claim by flour mills is not in respect of wheat purchased from the Food Corporation of India
- D. Ensure that the right application forms are filled up.
- E. Check if all the accompanying documents are submitted while applying:
 - 1. Prescribed application Form
 - 2. Statement of raw material purchased
 - 3. Statement showing utilization of raw material and finished products manufactured during the claim period
 - 4. Statement of use of Vehicle
 - 5. Valid FSS Registration Certificate issued by DICC and copy of EM-II/IEM as applicable.
 - 6. Company registration Certificate with article of memorandum of Association , list of Partners/Directors with PAN no .
 - 7. Land documents, Lease/rent agreement, as the case may be.
 - 8. VAT / CST / Income Tax / Central Excise / Service tax registration and Certificate of payment of various taxes.

9. NOC from local body N.O.C. from local authority (Gram Panchayat, Municipal Corporation etc.), N.O.C. from Mines Minerals Department if applicable, Consent of operation from Pollution Control Board and Factory License no & date.
10. Power sanction letter and 1st bill, 1st bill of Purchase of Raw materials and selling of finished products, Road/Railway/IWT distance certificate from competent authority.
11. Bank's sanction letter, Account number, factory license no & date.
12. CA Certificate in respect of Raw materials and finished products.
13. All Bills/ Challan / Copies of Registration Certificate (RC) of vehicles/Railway Receipt (RR)
14. Employment Certificate from Competent Authority along with list of employees.
15. Bank statement for payment made to transporters during the period.
16. Capacity assessment certificate indicating quantum of finished goods produced per unit consumption of power and diesel (Joint assessment report by the concerned officer of MSME, Commissioner of Industries and District Industries & Commerce Centre
17. Transport subsidy registration certificate
18. List of Board of Directors/ Partners (along with PAN card no.)
19. Articles of Memorandum of Association/ Partnership Deed.
20. Company registration certificate.
21. State Electricity Board/ Power Department power sanction letter & NOC for installation of DG set if applicable.
22. Bank Account No. & name