

**INTEGRATED DEVELOPMENT OF LEATHER SECTOR (IDLS) Part I**  
**Project Implementation Unit (PIU) – (FDDI, NOIDA)**  
**CHECKLIST FOR TECHNICAL APPRAISAL**

**(To be filled by prospective beneficiary unit during submission of application at FDDI)**

**A. General Information**

1. Name of the unit .....
2. (a) Place..... (b) FDDI registration no. ....  
(for office use only)
3. Type of unit Proprietorship/ Partnership/.Private limited
4. Date of Incorporation of the firm/ Company (*enclose relevant document*)
5. Whether the constitution of the firm/ name of the firm has been changed since the date of incorporation (e.g. change in partners/ conversion from proprietorship firm to Private Ltd. company,)? Yes No  
(*If yes enclose all relevant change documents*)

- Enclosures
- 1.
  - 2.
  - 3.

6. Product line for which proposal is submitted under the IDLS scheme (Tick any one)

- Leather Footwear
- Footwear Component
- Leather Goods
- Leather garments
- Leather Saddlery Goods

**(Category under footwear components are Shoe upper, Finished outsole, Heel, Toe puff, Stiffeners, Insoles, Shoe Last, Leather welt, Cutting Dies, Accessories, Strips, edgings, Mignons) Tick as applicable. Attaché documentary evidence.**

7. Date of commencement of the production for which the proposal is submitted under the scheme :
8. Documents enclosed in support of point no (7)

9. Scale of operation SSI Non SSI
10. Permanent SSI registration certificate enclosed Yes N/A
11. Ownership of factory premises Own Leased
12. Registered Lease deed (for 5 years) enclosed Yes N/A
13. Existing Capacity before technological upgradation pairs/Pcs PA
14. Detail of existing machinery before modernization (enclose list) : Enclosed N/A
15. Upgradation program undertaken in this proposal From \_\_\_\_\_ to \_\_\_\_\_
16. Condition of proposed machines for modernization (*Tick whichever applicable*)
- New Indigenous
  - New Imported
  - 2<sup>nd</sup> Hand Indigenous
  - 2<sup>nd</sup> Hand Imported
  - 2<sup>nd</sup> hand imported reconditioned in India
  - 2<sup>nd</sup> hand reconditioned imported

*2<sup>nd</sup> hand imported/ and reconditioned imported machines are only eligible in case of direct import and must have residual life of at least 10 years at the time of purchase. Enclose chartered engineers certificate.*

17. Mode of finance : Self Finance / Bank Finance (**Tick anyone**)  
(*A proposal under IDLS scheme shall be either Bank financed or self financed*)
18. Whether the beneficiary unit already availed subsidy  
From other govt. Scheme for the proposed machines Yes No
- B. Eligibility for Existing unit ( Units completed 3 years of production during filing of application at FDDI)**
19. Date of loan sanction (for bank financed proposal enclose sanction letter)
20. Loan sanctioned after 3years of production Yes No
21. All the machines proposed purchased from the above term loan Yes No  
(*A proposal under IDLS scheme shall be either Bank financed or self financed*)
22. Whether the loan is utilized in some other govt. scheme for grant Yes/No/NA

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|--|-----|-----|
| 23. Purchase orders after 3years of production   | Yes | No  |
| 24. Audited balance Sheet attached of the immediate preceding 3 years of starting modernization programme  | Yes | No  |
| 25. Auditors report of the above balance sheet ( Form 3 CD) enclosed   | Yes | No  |
| 26. Whether the last module has been fully implemented<br><i>( Add on application can only be approved for assistance after successful implementation of the earlier module)</i> | Yes | No  |
| 27. Cumulative grant sanctioned till last module<br><i>( for add on application only)</i>  | Rs. |     |
| 28. Copy of the last sanction order enclosed<br><i>( for add on application only)</i>  | Yes | N/A |
| 29. Date of last sanction order<br><i>( for add on application only)</i>   |     |     |
| 30. Machines proposed in the module as per the IDLS scheme guideline   | Yes | No  |
| 31. Modernization after 3 years of operation   | Yes | No  |
| 32. Two Years Cash Profits in the preceding years of modernization   | Yes | No  |
| 33. If already availed 50 lakhs, PO date and loan sanction date is after 29.08.08  | Yes | N/A |
| 34. Change of constitution if any during the process of sanction/within 2 years of signing agreement with the bank.  | Yes | N/A |

**C. Eligibility of New units (units have not completed 3 years in production during filing of application at FDDI-PIU)**

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|---|-----|----|
| 35. Date of purchase order after 29 <sup>th</sup> August 2008                       | Yes | No |
| 36. Loan sanctioned after 29 <sup>th</sup> August 2008 (for bank financed proposal) | Yes | No |
| 37. Date of loan sanction (for bank financed proposal enclose sanction letter)      |     |    |
| 38. All the machines proposed purchased from the above term loan                    | Yes | No |
| 39. Whether the last module has been fully implemented                              | Yes | No |

*( Add on application can only be approved for assistance  
After successful implementation of the last module)*

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|---|-----|----|
| 40. NOC from pollution board and fire department enclosed   | Yes | No |
| 41. Factory premises is ready for m/c installation<br><i>(if yes enclose chartered civil engineers certificate)</i> | Yes | No |
| 42. Sales tax/VAT/ Excise registration copy enclosed  | Yes | No |

***New units would be approved for assistance under the scheme only on submission of the copy of all the required registration, NOCs from all concerned Government Departments for setting up of the unit and when the factory building is ready for installation of plant and machinery.***

Date:

Place:

Signature

Partner/Director/Proprietor

(Company seal)

### **Illustrative arrangement of documents**

- Covering letter
- Company profile (detail mentioning the product manufactured, period of manufacturing, diversification if any, constitution, changes if any etc)
- IDLS form I
- SSI registration certificate (both old and new)
- Loan sanction letter (for bank financed proposal)
- List of existing facility
- List of machine
- Purchase order
- Invoices/Proforma invoices
- Chartered engineers certificate ( for 2<sup>nd</sup> hand m/c)
- Affidavit
- Partnership deed (old and new)/Memorandum of article including/Firm registration
- change in the constitution/ take over deed
- NOC/ST/VAT/Excise/Chartered civil engineers certificate (for new unit)
- Balance sheet, form 3 CD

- Note: (i) This checklist has to be submitted by all the prospective beneficiary units along the application form and other relevant enclosures.
- (ii) It is mandatory to fill up all points. Application received with incomplete checklist is liable for rejection.
- (iii) For checklist of other enclosures please visit our website:  
[www.fddiindia.com/services/projects/govproj/index.htm](http://www.fddiindia.com/services/projects/govproj/index.htm).