

Meeting with Industry Association on 09.12.2019 by Textile Commissioner addressing TUFs issues

• **STRICT ADHERENCE TO TIMELINES PRESCRIBED IN THE GUIDELINES**

- ✓ UID application should be submitted by the unit on iTUFS within six months from date of term loan sanction. No request for condonation to be entertained in this regard.
- ✓ DSC made mandatory for submission of application on iTUFS by units and lending agencies. In case of technical issues, mail should be sent to atufs.mum-textiles@gov.in.
- ✓ Lending agencies get two months, from the day of submission of UID application, for scrutiny and approval resulting in auto generation of UID. Onus vests with the unit for following up with lending agencies to facilitate scrutiny and comply with timeline.
- ✓ Any lending agency which time and again does not comply with timelines may be brought to the notice of O/o TxC.
- ✓ No relaxation in timeline for UID application (6 months from date of term loan sanction) or auto-generation of UID (two months from date of submission of UID application), on any premise, to be allowed henceforth.

• **CHANGES IN TIMELINE FOR JIT REQUEST AND INSPECTION:**

- ✓ Once UID is auto generated, unit should submit JIT request within a year of term loan sanction.
- ✓ In case of project delay, extension of another year may be allowed by Textile Commissioner by case to case basis if unit furnishes documentary proof of having placed order of machines within a year from the date of Term Loan Sanction.
- ✓ Unit has the option of adding/deleting/changing machinery at the time of filing JIT request. Once JIT request is accepted, the machinery can not be changed in iTUFS.
- ✓ If unit is in doubt regarding machinery annexure no. (category of machine), it should consult with ROs before submitting request.
- ✓ Accessories/Spare parts should be separately claimed in UID and their cost should be clearly mentioned in invoice, failing which 15% of eligible basic machine cost will be deducted while computing subsidy.
- ✓ Required documents for submitting JIT request is given in Annexure.
- ✓ **Once the unit submits JIT request, the RO will scrutinize it within 3 days.**
- ✓ **The JIT request will be returned with reasons, if documents are not complete in all respect.**
- ✓ **Unit will get 20 days for complying and resubmitting JIT request. Failure to comply will lead to unit getting time barred.**
- ✓ **If the documents submitted are not found to be in order the second time, the JIT request will be rejected and the claim will be cancelled.**
- ✓ **JIT inspection will be conducted within 88 days of acceptance of JIT request, complete in all respect.**

• **LIST OF DOCUMENTS KEPT READY BY UNIT DURING PHYSICAL VERIFICATION:**

- ✓ Term Loan Sanction Letter including amendment letters in relation to the latest letter issued. The term loan letter must be duly signed by lending agency.
- ✓ Format V of unit declaration
- ✓ Rent/Lease Agreement with recent electricity bill

- ✓ Partnership deed in case of partnership firm
 - ✓ Copy of PAN card
 - ✓ Signed invoice with clear BoE (Ice gate verification) and related shipping documents and Packing list in case of imported purchase
 - ✓ Payment reconciliation duly supported with Debit Advice (Imported purchase) and bank statement for verification
 - ✓ Photograph of machines with clear identification of machine serial number, manufacturer name, model no, year of manufacturer etc. duly engraved with MIC issued by TxC
 - ✓ Certificate of incorporation (In case of Company), MSME certificate / DIC registration certificate for identification of segment and engagement activity.
 - ✓ Undertaking certificate as per para no 3.10 and 5.5 of the Revised Resolution under ATUFS.
 - ✓ **Pre Disbursement documents (bank mandate form- for term loan and alternate account in same lending agency, undertaking that subsidy may be released into alternate account if term loan can not be validated by PFMS, agency registration form, pre receipt)**
- **STANDARD OPERATING PROCEDURE (SOP) FOR SETTLEMENT OF CLAIMS:**
 - ✓ All clarification sought w.r.t discrepancies in JIT report/documents to be visible in unit's login in iTUFS. Units advised to keep regular tab of alerts in iTUFS.
 - ✓ Clarifications sought will also be mailed to email id mentioned in UID application. Units to ensure appropriate email id is provided for correspondence.
 - ✓ **Henceforth, Standard Operating Procedure (SoP) for resolution of claims will involve mailing of clarification letter to unit, followed by two reminders (at a gap of at least 7 days), followed by advertisement in local newspapers (at least 7 days after 2nd reminder)/notification on website.**
 - ✓ **Claims of units which do not submit clarification within 15 days of advertisement/notification, will be deferred to the next financial year.**
- **MANUFACTURER ENLISTMENT AND RECENT DEVELOPMENTS**
 - ✓ Manufacturers/authorized agents to submit pending clarifications/documents within 90 days, failing which enlistment will not be considered. Onus vests with the unit to follow up with the manufacturer/authorized agent.
 - ✓ Accessories purchased from manufactures/aauthorised agents which are not enlisted will not be allowed subsidy.
 - ✓ Shifting of machines/unit without prior permission of lending agencies and prior intimation of Textile Commissioner will be viewed seriously and may lead to cancellation of claim/recovery of subsidy with penal interest.
 - ✓ Machine Identification Code should be properly engraved/punched on the machine
 - ✓ Machine serial no, model no, year of manufacture (if applicable) should be engraved/punched on the machine/name plate. Any machine where serial or model number is written by a marker/pen will not be considered.
 - ✓ Minutes of TAMC meeting to be available on the website of the O/o TxC. Units/IA to keep a track of policy changes.

Standard Documents required for JIT request

1. PAN card of Unit
2. No Multiple Finance Certificate
3. Unit registration details (Mainly Udyog Aadhar/SIA)
4. Address proof (Electricity bill/Land document only front page)
5. Term loan sanction letter.
6. All proforma invoices of claimed machines.
7. All commercial invoices of claimed machines
8. Certificate from manufacturer for machine serial number
9. Bill of Entry, Bill of lading, Certificate of origin and packing list for imported machines.
10. Debit advice for payment
11. Certificate from lending agency for payment to manufacturer. (Format enclosed)

Bank certificate regarding payment to be produced on Bank Letter head

It is Certified that M/s(ATUFS/...../.....) has made payment to various suppliers and detail are as under

Term Loan Account No.												
Promoter Account no.		1										
		2										
		3										
SL. No.	Supplier Name	Invoice No. & Date	Total Invoice value in Foreign Currency (For Imp. Machines only)	Total Invoice Value in INR (For Indigeno us Machines Only)	UTR no./ Chequ e no./D. no./ Pay Order no. /TT/ Debit Advice No. / LC no.	Date	Payme nt Made in Foreign Curren cy	Payme nt made in (INR)	Payme nt made from T/L Accou nt	(Margi n Money) Payme nt Made from Promot er Accoun t	Total Payme nt	Remar k

Date

Place

Issuing Authority
Sign & Stamp