

FORMAT OF APPLICATION FOR ENTERPRISES APPLYING  
FOR ASSESSMENT OF CAPACITY

GOVT. OF INDIA  
MINISTRY OF MSME  
MICRO SMALL AND MEDIUM ENTERPRISES  
DEVELOPMENT INSTITUTE (MSME-DI)  
BHANPURI INDUSTRIAL AREA, RAIPUR.

1. NAME OF THE ENTERPRISE WITH FULL ADDRESS AND TEL/MO. NO. :
  
2. STATUS OF THE ENTERPRISE AS PER E.M. PART-II (TICK WHICHEVER APPLICABLE) : MICRO/SMALL/MEDIUM/MANUFACTURING ENTERPRISE/NON MSMEs
  
3. IF MEDIUM OR NON MICRO/SMALL/MANUFACTURING ENTERPRISES, THEN PURPOSE OF APPLYING FOR CAPACITY ASSESSMENT AND RECOMMENDATION LETTER FROM STATE DIRECTORATE OF INDUSTRIES/GM, DTIC SPECIFYING THE PURPOSE
  
4. E.M. NO. AND DATE : PLEASE ENCLOSE ALL COPIES OF E.M. FILED IN PART II ALONG WITH ACKNOWLEDGEMENT OF EM
  
5. ITEMS/PRODUCTS OF MANUFACTURING AS FILED UNDER E.M. PART II :
  - a) d)
  - b) e)
  - c) f)
  
6. CONSTITUTION OF THE ENTERPRISES/COMPANY (TICK WHICHEVER IS APPLICABLE) : PROPRIETARY/PARTNERSHIP/LIMITED COMPANY/LLP

7. a) IF PROPRIETORY, NAME OF THE PROPRIETOR :
- b) IF PARTNERSHIP/LLP, THEN DETAILS ABOUT: ALL PARTNERS MAY BE GIVEN
- c) IF LIMITED COMPANY, NAME OF THE MD, NAME OF DIRECTORS & THEIR SHARE HOLDING (TO BE ENCLOSED)
8. WHETHER THE UNIT HAVE ANY LINK WITH OTHER ENTERPRISES, IF YES GIVE DETAILS (ENCLOSE SEPARATE SHEET, IF NECESSARY)
9. ITEMS/PRODUCTS MANUFACTURED TILL DATE

	ITEMS	INSTALLED CAPACITY	APPROX VALUE (RS.)
a)			
b)			
c)			
d)			
e)			
f)			

10. TOTAL INVESTMENT

- a) Land & Building : Rs.
- b) Plant and Machinery : Rs.
- c) Working Capital : Rs.

11. INSTALLED ELECTRICAL LOAD : HP / KW

12. SANCTIONED ELECTRICAL LOAD: HP / KW

13. EMPLOYMENT : NOS.

- a) Managerial :
- b) Technical :
- c) Workers :
- d) Office Staff :

14. RAW MATERIALS INCLUDING UTILITIES LIKE COAL ETC.  
CONSUMED DURING THE LAST THREE YEARS

SL. NO.	ITEMS	200 --- 201		201 --- 201		201 --- 201	
		Qty.	Value	Qty.	Value	Qty.	Value
1							
2							
3							
4							
5							

15. PRODUCTION DURING THE LAST THREE YEARS

SL. NO.	NAME OF ITEMS/PRODUCTS	200 --- 201		201 --- 201		201 -- 201	
		Qty.	Value	Qty.	Value	Qty.	Value
1							
2							
3							
4							
5							
6							

16. SOURCES OF PROCUREMENT OF RAW MATERIALS/UTILITIES LIKE COAL

17. SALES DURING THE LAST THREE YEARS

SL. NO.	NAME OF ITEMS/PRODUCTS	200 --- 201		201 --- 201		201 -- 201	
		Qty.	Value	Qty.	Value	Qty.	Value
1							
2							
3							
4							
5							
6							

18. NAME OF RELEVANT SPECIFICATION TO WHICH THE ITEMS/PRODUCTS ARE MANUFACTURED:

19. BRIEF DESCRIPTION OF PROCESS OF MANUFACTURE OF PRODUCTS/ITEMS

### DECLARATION

I ----- (Name in full in block letters), son/daughter/wife of Shri ----- do hereby declare that the information and particulars as furnished above are true and correct to the best of my knowledge and belief and I have not suppressed any material facts relating thereto.

Place:

Date

Signature of the Chief Executive/Director/Manager/Proprietor with seal

21. DETAILS OF REVISION OF SERVICE CHARGES FOR ASSESSMENT OF CAPACITY OF ENTERPRISES TO BE LEVIED FROM ENTERPRISE W.E.F. 1<sup>ST</sup> JULY, 2012 IN THE FORM OF DEMAND DRAFT PAYABLE TO P.A.O. (MSME), MUMBAI AT MUMBAI TO BE ENCLOSED AS PER THE REVISION OF CHARGES MADE BY o/o DC (MEME) NEW DELHI VIDE THEIR LETTER NO. 5(1)/2011- MSME POL, DATED 25/05/2012 AS GIVEN BELOW:-

- (i) **Rs. 2000/- FOR MICRO ENTERPRISES**
- (ii) **Rs. 3000/- FOR SMALL ENTERPRISES**
- (iii) **Rs. 5000/- FOR MEDIUM ENTERPRISES**
- (iv) **Rs. 10000/- FOR NON MSME**

### NOTE:

(1) In case of assessment of capacity of enterprises for requirement of quantity of raw materials/utilities like coal etc. the case papers and duly filled up format of application supported with necessary documents alongwith requisite service charges/fees as mentioned above to be routed to this Institute through concerned GM, DTICs/State Directorate of Industries duly checked by them.

(2) A copy of consent letter/clearance as obtained by the enterprises as required under Statutory/Regulatory obligations as stipulated under the law of Central Govt./State Govt. may be enclosed wherever required.

(3) A copy of lease papers/ ownership of land clearly showing demarcation of boundary lines and area under possession may be enclosed

(A) FORMAT REVISED ON DATED 23-01-2012

(B) SERVICE CHARGES TO BE LEVIED IN GOVT. A/C REVISED W.E.F. 01/07/2012.

20.. LIST OF EXISTING PLANT AND MACHINERY  
(IN THE FOLOWING FORMAT TO BE ENLOSED)

SL. NO.	LIST OF PLANT AND MACHINERY OR EQUIPMENT INSTALLED	MONTH & YEAR OF INSTALLATION	ORIGINAL COST/ ORIGINAL PURCHASE VALUE ITEM-WISE WITH DATE OF PURCHASE FOR ITEMS MENTIONED UNDER COLUMN 2 (RS.)	MACHINERY OR EQUIPMENTS EXCLUDED FOR COMPUTATION FOR DEFINATIONS PURPOSE AS PER GOVT. OF INDIA GAZETTE NOTIFICATION NO. 1192, DATED 06-10-2006
1	2	3	4	5
1				
2				
3				
4				
5				
6				
7				
8				

Signature of the **Chartered Accounted** with seal

Place:

Date

Signature of the Chief Executive/Director/Manager/Proprietor with seal