

STANDARD OPERATING PROCEDURE FOR FREIGHT SUBSIDY SCHEME -2013

S.No.	Activity	Responsibility	Time Frame
1.	Issue of Advertisement inviting Application	Programme Implementing Officer	April, July, Oct & Jan.
2.	Issue of application forms	In charge Issue & Receipt Section	Can be downloaded by the entrepreneur from Website . Can be collected by the entrepreneur from the Programme Implementing Officer
3.	Submission of application by Micro & Small enterprises	Entrepreneur	As & when becomes eligible as per the Notification
4.	Receipt of application (s)	Diary Clerk,	On submission of Claims by the eligible enterprises
5.	Preliminary Scrutiny of application(s) along with check list to ensure submission of all relevant documents. If incomplete, shall be returned to the claimant Unit.	Programme Implementing Officer	Within 5 working days on receipt of claims
6.	Checking of documents with the original (s)	Programme Implementing Office	Within 10 working days on receipt of claims with relevant document(s)
7.	Joint Inspection of the Claimant Unit	Programme Implementing Officer alongwith the concerned officers	Within 30 working days on receipt of claims in all respect.
8.	File for placing the Claims before the Sub-Committee Meeting.	Programme Implementing Officer	Within 45 working days on receipt of claims in all respect.
9.	Convening on Sub-Committee Meeting	Member Secretary, Sub-Committee	65 working days from the date of receipt of complete document or second week of July or Second week of December every year whichever is earlier
10.	Issue of proceeding of the Sub-Committee Meeting and forward the claim with recommendation	Member Secretary, Sub-Committee	Within 7 working days from Sub-Committee Meeting.
11.	File for placing the recommended claims of Sub-committee before the State Level Committee Meeting	Member Secretary, State Level Committee by Nodal Agency	Within 10 working days from the receipt of claim & Recommendation from DIC.
12.	Convening on SLC Meeting	Member Secretary, SLC	Within 15 working days of Sub-committee Meeting
13.	Issue of proceeding of the Scrutiny Committee Meeting	Member Secretary, SLC	Within 5 working days of Scrutiny committee Meeting

14.	Recommended case shall be submitted to Govt. of India, Dept. of Policy & Promotion for release of fund	Directorate of Industries	Within 15 working days of Scrutiny committee Meeting
15.	Receipt of fund from Govt. of India	Programme Implementing Officer, Directorate of Industries	If no reply received within one month from Govt.of India , remainder may issue within 15 days.
16.	Issue of sanction order and letter to the enterprise to submit documents for release of subsidy amount	Programme Implementing Officer, Directorate of Industries	Within three working days on receipt of Fund from the Govt. of India, Dept. of Policy & Promotion.
17.	Submission of documents by the small & micro enterprises alongwith the money receipt, undertaking, and Agreement	Entrepreneur	On submission by the entrepreneur
20.	Verification of documents	Programme Implementing Officer, Directorate of Industries	Within 3 working days on receipt of documents in full shape
21.	Disbursement of subsidy amount through electronic mode	Cashier, Directorate of Industries	Within 5 working days on receipt of Documents in full shape
22.	Utilisation Certificate will be issued after disbursement of Subsidy.	Programme Implementing Officer, Directorate of Industries	Within 08 working days from disbursement of subsidy.