

AMENDED OPERATIONAL GUIDELINES OF AWARD TO MSMEs

1.Objective:

The basic objective of the award is to recognize the achievement of successful MSMEs of Assam and to encourage them by giving awards for their outstanding efforts towards entrepreneurship

2.Coverage:

Micro, Small and Medium Enterprises as defined under MSME Act-2006

3.Category of Awards:

For each sector (Micro, Small , Medium, Women owned & Enterprises with Innovative Ideas) there will be three award as shown below:

Sl.No.	Category of Award	Number	Award
1.	UDYAM RATNA	1	Cash Prize Rs.3.00 lakhs,Memento & citation
2.	UDYAM BIBHUTI	1	Cash Prize Rs. 2.00 lakhs, Memento & citation
3.	UDYAM SHREE	1	Cash Prize Rs.1.00 lakhs Memento & citation

For outstanding performance there will two special categories

- A) Entrepreneur of the Year(UDYOG SHRESTHA) : Cash Prize Rs.4.00 Lakh with Citation and Memento
- B) Women Entrepreneur of the Year(UDYOG SHRESTHA) : Cash Prize Rs.4.00 Lakh with Citation and Memento

4.Eligibility of the Units:

- a) Units which have commenced Commercial Production on or after 01.04.2016 will be eligible to apply for the award.

5.Procedure to apply:

- Applications will be invited through Advertisement in Local Dailies.
- Eligible Enterprises will submit their applications in the prescribed format in duplicate to the concerned General Manager, District Industries and Commerce Centre. The application form may be downloaded from www.industries.assam.govt.in and www.industriescom.assam.govt.in or avail at the respective District Industries and Commerce Centre.
- GM , DI&CCs may also nominate names of deserving enterprises
- Industries Associations will also be requested to nominate names of some deserving enterprises
- There will be no fees for submission of application.

6.Selection procedure:

- a) On receipt of application, GM, DI&CC will examine the application and if necessary, will physically verify the enterprise/s.
- b) The applications collected by the Commissionerate from Industries Associations will also be sent to respective GMs for their comment
- c) After examining of the applications ,GMs will shortlist the applications and send the details of deserving applicants to State Level Committee with their comment in Nomination Form (**Appendix C**)
- d)The State Level Committee shall go into details of all critical parameters in selecting deserving candidates and recommend the list of selecting candidates to Govt. of Assam for approval

7.Application form and documents:

There will be two type of Applications Forms

i)For Micro Units/Women owned Enterprises- **Appendix-A**

ii)For Small / Medium/ Innovative Units: **Appendix-B**

8. For Nominations by GMs & Industries Associations

- iii)Prescribed Nomination Forms are to be filed up by GMs & Industries Associations : **Appendix-C**

Appendix-A & Appendix-B can be downloaded from www.industries.assam.govt.in and www.industriescom.assam.govt.in or can be collected from the respective DI&CC.

9.Composition of State Level Selection Committee:

1.	Commissioner of Industries and Commerce, Assam	Chairman
2.	Director, MSME-DI	Member
3.	General Manager, NSIC, Assam	Member
4.	General Manager, NEDFi	Member
5.	Additional Director (DIC)	Member Secretary

10. Prize money shall be transferred to the Account of Awardees through DBT . However Dummy Cheque will be given to the Awardees on the day of Ceremonial distribution along with Citation and Memento.

APPENDIX_A
(For Micro & Women Owned Enterprises)

1. Name of enterprise:
2. Full Address :
 - a. Factory (with Mobile no. & email) :
 - b. Office (with Mobile no. & email) :
3. Constitution of the Unit: Proprietorship/Partnership/
Pvt. Ltd./ Ltd. Co./cooperative

4. Details of the Promoters/Partners/Directors:

Sl. No.	Name	Designation	Educational Qualification	Caste (SC/ST/OBC)	Gender (M/F)

5. Type of Enterprise as on date of application received (please_ mark)
 - (i) Micro ii) Women Owned Enterprise
6. Whether the Entrepreneur belongs to SC/ST? YES/NO
If yes, attach certificate.
7. Registration no. with date (EM-II/ IEM/UAM) :
8. Date of Commencement of production/ Services :
9. Items of production:
10. Details of Fixed Capital investment, employment, production & profit of the enterprise (Since Inception)
11. Secured Loan:
 - a) Amount of term loan/ working capital taken :
From the Bank/ Financial Institution, Name of the Bank/
FI. and amount received.
 - b) Whether paid installment paid in regular basis : If not reason thereof.
12. Have you ever been awarded Entrepreneurship Award earlier from any Deptt. YES/NO.
If yes, please give the name and year of Award. Enclose copy of certificate.
13. Whether employee's welfare measure have been implemented YES/NO
in the enterprise? If Yes, give details about ESI, CPF and Bonus
and others. Attach the documentary Proof/Photos.

14. Have you taken steps for Pollution Control?

(a) Air Pollution?

Yes/No/Not applicable.

(b) Water Pollution?

Yes/No/Not applicable.

(c) Noise Pollution?

Yes/No/Not applicable.

If the reply to any of the above is Yes, give details and enclose a copy of certificate.

If the Measures are not applicable enclose copy of NOC exemption notification from the Competent Authority.

15. Have you taken adequate safety measures?

YES/NO

If Yes, give details/photos of equipment etc.

If Yes, give details with certificates/photos.

16. Whether Enterprise has Basic amenities (Canteen, Toilets, etc.)

YES/NO

at work place? If Yes, give details with documentary proof/photos.

I certify that the above information furnished by me is correct. I undertake to refund the cash prize and return the certificate, awarded to me, in case it is ever found that the information furnished above is false.

Further I may also be liable for any action under the law of the land for any false declaration.

SIGNATURE OF THE ENTREPRENEUR

SEAL OF THE ENTERPRISE.

Place:

Date:

APPENDIX B

(For Small / Medium/ Innovative Enterprises)

1. Details of enterprise:

2. Full Address :

a. Factory (with Mobile no. & email) :

b. Office (with Mobile no. & email) :

3. Constitution of the Unit: Proprietorship/Partnership/:

Pvt. Ltd./ Ltd. Co./cooperative

4. Details of the Promoters/Partners/Directors:

Sl. No.	Name	Designation	Educational Qualification	Caste (SC/ST/OBC)	Gender (M/F)

5. Category of Enterprise as on date of application received (please _ mark)

i) Small/Medium Enterprises engaged in manufacturing.

ii) Enterprises with Innovative Ideas

6. Whether the Entrepreneur belongs to SC/ST?

YES/NO

If yes, attach certificate.

7. Registration no. with date (EM-II/ IEM/UAM) :

8. Date of Commencement of production:

9. Items of production:

10. Details of Fixed Capital investment, employment, production & profit of the enterprise
(Since Inception)

11. Secured Loan:

a) Amount of term loan/ working capital taken :

From the Bank/ Financial Institution, Name of the Bank/

FI. and amount received.

b) Whether installment paid in regular basis : If not reason thereof.

12. Have you ever been awarded Entrepreneurship Award earlier from any Deptt. YES/NO.

If yes, please give the name and year of Award. Enclose copy of certificate.

13. Use and Choice of Technology

a) Whether the technology employed is developed with own R&D? YES/NO

If yes, give details of how you have developed the same and how it is superior to conventional.

b) Technology obtained from NRDC, CSIR or any other Recognized (R&D institute), if yes, give details. YES/NO

c) Technology obtained from a foreign country, or imported agency YES/NO
If yes, give details.

d) Conventional/ Any other give details.

14. Have you embarked on innovation/diversification of your products/services? YES/NO

If yes, explain with full details and enclose documentary proof/photos.

15) Standardization & Quality Control

a) Is your enterprise accredited with ISO-9000/ ISO-14000/18000/22000 certification/HACCP/GMP/equivalent certificate? YES/NO

If yes, give details indicating date of accreditation and attached a copy of certificate.

b) Have you obtained BIS mark/International Standard or equivalent? YES/NO
If yes, specify and attach copies of certificate.

c) Whether your product conform to IS or any other standards YES/NO
National standard?

If Yes, give details with documentary proof.

d) Whether your products conform to enterprise's/user's specification.
If Yes, give details with documentary proof.

16) Management of the Enterprise:

Which measures do you practice for Maintenance of Inventory YES/NO
Control System? If Yes, give specific details.

17) Whether employee's welfare measure have been implemented YES/NO
in the enterprise? If Yes, give details about ESI, CPF and Bonus
and others. Attach the documentary Proof/Photos.

18) Have you taken steps toward Modernization of your enterprise? YES/NO
If Yes, give details.

19)Have you taken steps for Pollution Control?

a)Air Pollution?

Yes/No/Not applicable.

b)Water Pollution?

Yes/No/Not applicable.

c)Noise Pollution?

Yes/No/Not applicable.

If the reply to any of the above is Yes, give details and enclose a copy of certificate.

If the Measures are not applicable enclose copy of NOC exemption notification from the Competent Authority.

20)Have you taken adequate safety measures?

YES/NO

If Yes, give details/photos of equipment etc.

21)Do you maintain customers satisfaction and feedback report?

YES/NO

If Yes, Please give details with documentary Proof.

22)Whether any training provided to staff/officials to upgrade their skill? YES/NO

If Yes, give details with certificates/photos.

23)Whether Enterprise has Basic amenities (Canteen, Toilets, etc.)

YES/NO

at work place? If Yes, give details with documentary proof/photos.

I certify that the above information furnished by me is correct. I undertake to refund the cash prize and return the certificate, awarded to me, in case it is ever found that the information furnished above is false.

Further I may also be liable for any action under the law of the land for any false declaration.

SIGNATURE OF THE ENTREPRENEUR

SEAL OF THE ENTERPRISE.

Place:

Date: