

Government of Odisha  
MSME Department

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**NOTIFICATION**

No. II-MSME-2/2017 620/MSME, Bhubaneswar, the 31st January, 2017

**Sub: Operational Guidelines for Reimbursement of Audit Cost for Water Conservation under Odisha MSME Development Policy-2016 (See Para 6.4 of Odisha MSME Development Policy-2016)**

1. **Short Title:** "Operational Guidelines for Reimbursement of Audit Cost for Water Conservation" under Odisha MSME Development Policy-2016.
2. **Extent:** It shall extend to the whole of the State of Odisha.
3. **Commencement:** It shall come into force from 24<sup>th</sup> November, 2016 i.e. date of Notification of the Odisha MSME Development Policy-2016.
4. **Policy Provisions:**  
"To encourage water conservation, a onetime reimbursement of 50% of audit cost by approved agencies limiting to Rs.25,000/- shall be provided to the new MSMEs undertaking water conservation measures."
5. **Terms and Expressions:** Terms and expressions used in this operational guideline, but not specifically defined here, shall have the same meaning as in Odisha MSME Development Policy-2016.
  - 5.1 **Audit for Water conservation:** Water audit is an accounting procedure involves measuring the actual water consumption of various water consumption gadgets used in the premises of the enterprise, comparing it with the minimum water required to undertake the process and establishing technically and economically feasible means to achieve the same & suggest best ways to optimize the water consumption leading to water saving and reducing water consumption bills.
  - 5.2 **Approved Agencies:** Means an ISO certified agency for Water Audit.
  - 5.3 **Audit Cost:** Payment made to ISO certified Audit Agency conducted Water Audit.
6. **Eligibility:**
  - 6.1 New Micro, Small & Medium Enterprises as defined in Annexure I of Appendices of Odisha MSME Development Policy, 2016 where fixed capital

investment has commenced on or after 24<sup>th</sup> November, 2016 i.e. effective date of Odisha MSME Development Policy-2016 and have gone into production within three years from the date of starting first fixed capital investment.

- 6.2 Where period of implementation of projects (new Micro, Small & Medium Enterprises) exceeds stipulated period of three years due to force majeure (reasons like natural calamities), if such delay shall have been condoned by Empowered Committee.
- 6.3 New Micro, Small and Medium Enterprises shall have been acknowledged with Entrepreneurship Identification Number (EIN) and or Production Certificate (PC) from the RIC / DIC.
- 6.4 Enterprises / activities which are declared ineligible as in Annexure II of Appendices of Odisha MSME Development Policy, 2016 to avail incentives shall not be entitled to get reimbursement of Audit Cost for Water Conservation.
- 6.5 The claim for reimbursement of Audit cost for Water Conservation shall be considered on successful implementation of water Audit result only if there has been at least 25% reduction in the water consumption of average monthly consumption of previous 12 months before conducting of audit.
- 6.6 Reimbursement of Audit cost for Water Conservation shall include assessment / audit fee, calibration & technical consultancy charges, certificate on successful implementation of audit report, etc. and **not** include / cover cost of change over assets like acquisition of water saving equipment, new installations, remodeling, up-gradation of existing, replacement of obsolete machineries etc.
- 6.7 New MSME shall not be entitled for reimbursement of Audit Cost for Water Conservation if the project has availed same under any other scheme(s) / source(s).
- 6.8 Expansion / Modernization / Diversification shall not be entitled for reimbursement of Audit cost for Water Conservation.
- 6.9 Identified viable sick Micro, Small & Medium Enterprises treated at par with new industrial unit shall avail reimbursement of Audit cost for Water Conservation after rehabilitation provided such Micro Enterprise / Small Enterprises / Medium Enterprise have not availed reimbursement of Audit Cost for Water Conservation from any source under any Policy / Scheme before or after rehabilitation and subject to fulfillment of relevant conditions as stipulated as above provided reimbursement of Audit Cost for Water Conservation is the one of the constituents of rehabilitation package.

7. **Time Limit for filing application:**
- 7.1 Eligible New Micro, Small & Medium Enterprise shall file its claim for reimbursement of Audit Cost for Water Conservation in the prescribed Application Form complete in all respect **within one year** from the date of completion of successful implementation audit report for water conservation / **within one year** from the date of notification of this Operational Guidelines, whichever is later.
- 7.2 Eligible rehabilitated sick Micro, Small & Medium Enterprises as in Para- 6.9 of this Operational Guidelines shall file its claim for reimbursement of Audit Cost for Water Conservation in the prescribed Application Form complete in all respect within one year from the date of completion of successful implementation audit report for water conservation / within one year from the date of notification of this Operational Guidelines, whichever is later.
- 7.3 Application in the prescribed form received after the due date / incomplete in any respect shall be liable to be summarily rejected. There shall be no consideration for condonation of delay in filing application for reimbursement of Audit Cost for Water Conservation.
8. **District Level Committee (DLC):** The District Level Committee constituted in each RIC / DIC as per para 10.1 of Operational Guidelines of CIS under Odisha MSMED Policy-2016 shall be competent to sanction reimbursement of Audit Cost for Water Conservation.
9. **Procedure:**
- 9.1 New Micro, Small & Medium Enterprise considered itself eligible shall submit application in the Form prescribed at **Annexure – A** along with copies of all relevant documents as mentioned in the Checklist at **Annexure – B** to the concerned General Manager, Regional Industries Centre / District Industries Centres. Copies of the documents as indicated in the checklist shall be self-certified by Proprietor / Managing Partner / Managing Director / Authorized Signatory. The documents / relevant data which are already uploaded / furnished to RIC / DIC earlier shall not be uploaded / furnished once again unless there is any change including change in validity of the same. In case of online filing of Application for reimbursement of Audit Cost for Water Conservation, there is no need to furnish the hard copy of documents unless asked for.
- 9.2 On receipt of complete application with relevant documents / data, the acknowledgement as prescribed at **Annexure – C** shall be dispatched to the applicant duly signed by the authorized officer / General Manager, RIC / DIC

on the day of receipt. The General Manager RIC / D I C may authorize any of his sub-ordinate officers for the purpose. In case of online filing, the same shall be generated electronically.

9.3 The application shall be examined, scrutinized, checked with original by the concerned RIC/ DIC and wherever necessary spot verification shall be made, determine the 1<sup>st</sup> date of fixed capital investment, eligibility & applicability of policy provisions in each case within next **7 days**.

9.4 Agenda Note on fulfilment of eligibility criteria, time limit, Policy applicability, details of water auditor / Audit Agency, successful implementation of water audit, percentage of (at least 25%) reduction in the water consumption, average monthly consumption of previous 12 months before conducting of audit, etc. shall be placed by the Convenor in District Level Committee to be held in during the month.

10. **Sanction:**

10.1 The DLC shall consider proposals for sanction of eligible MSMEs for reimbursement of audit cost for water conservation on merit.

10.2 One time reimbursement of 50% of audit cost by approved agencies limiting to Rs.25, 000/- whichever is lower shall be considered for sanction.

10.3 After sanction for reimbursement of audit cost for water conservation by the DLC, the RIC / DIC shall communicate the details of sanction in the format prescribed at **Annexure – D** to the concerned MSME under intimation to the concerned Bank / FI and Director of Industries, Odisha within next **7 days** of holding DLC.

10.4 In case of rejection / any other decision taken by the D L C, the same will be communicated by RIC / DIC to the concerned enterprise under intimation to the concerned Bank / FI and Director of Industries, Odisha in the format prescribed at **Annexure – E** within next **7 days** of holding DLC.

11. **Disbursement:**

11.1 On receipt of sanction letter, the advance money receipt and Undertaking in the format prescribed at **Annexure – F** shall be furnished by MSME to RIC / DIC along with the present working status and copies of any other document (s) asked for, if any, by DLC within **next 7 days**.

11.2 Disbursement of sanctioned amount shall be made by RIC / DIC directly to the Term loan Account of the Enterprise. In case of self-financed or where the term loan has been recovered, the sanctioned amount may be disbursed to Bank Account of the Enterprise within **next 5 days** subject to availability of funds under the scheme.

- 11.3 The disbursement may be deferred if the enterprise is found closed and may be effected on resumption of production.
12. **Maintenance of Records:** The receipt, sanction, rejection, disbursement of one time reimbursement of audit cost for water conservation shall be monitored both electronically & manually at RIC / DIC / Directorate of Industries level.
13. **Recovery:** Reimbursement of audit cost for water conservation, received by enterprise shall be recoverable under the provision of OPDR Act as arrears of land revenue on violation of Policy provisions, terms & conditions of Operational Guidelines & Undertaking.
14. **Miscellaneous:**
- 14.1 RIC/ DIC / Directorate of Industries, Odisha may inspect the enterprise as and when required / if felt necessary.
- 14.2 Reimbursement of cost of Water conservation or any part thereof with penal interest as decided by the authority shall become forthwith repayable by the entrepreneur(s), if the information furnished is found to be false / incorrect / misleading or mis-represented and there has been suppression of facts / materials or disbursed in excess of the amount actually admissible for whatsoever reason.
15. Time limit prescribed in this guidelines are of working days only.
16. This operational guidelines have been concurred in by Finance Department in their UOR No. 270/PSF dated 21-01-2017.

**By Order of Governor**

  
(L.N. Gupta)

**Principal Secretary to Government**

Memo No. 621 /MSME Date 31-01-2017

Copy forwarded to All Departments / All Heads of Departments / All Revenue Divisional Commissioners / All Collectors / All RICs / All DICs / Technical Director, NIC (managing MSME portal) / All sections of MSME Department / Guard File (5 copies) for information and necessary action.

  
Additional Secretary to Government

**APPLICATION FOR SANCTION AND ONE TIME REIMBURSEMENT OF AUDIT COST FOR WATER  
CONSERVATION UNDER ODISHA MSME DEVELOPMENT POLICY-2016**

**(See Para 9.1 of Operational Guidelines)**

*Application received after the due date / incomplete in any respect shall be liable for rejection)*

(Strike out whichever is not applicable)

From

M/s. \_\_\_\_\_

At. \_\_\_\_\_

PO. \_\_\_\_\_

Sub-Division \_\_\_\_\_

Dist. \_\_\_\_\_

(Location of the Industrial Unit)

To

The General Manager,  
Regional Industries Centre / District Industries Centre, \_\_\_\_\_

Sub: One time reimbursement of audit cost for water conservation under Odisha MSME Development Policy 2016.

Sir,

In accordance with the provisions laid down in Odisha MSME Development Policy 2016 and its operational guidelines, the claim for one time reimbursement of 50% audit cost for water conservation is submitted herewith with following particulars.

1	Category of the Unit (Micro / Small / Medium Enterprises )	:							
2	Name and Address of the Enterprise with e-mail Id & Cell Phone Number	:							
3	Address of Registered office	:							
4	Type of organization (Proprietorship / Partnership / Limited Liability Partner / Co-operative / Private Limited / Public Limited)	:							
5	Name of Proprietor / Managing Partner / Managing Director / Authorized Signatory	:							
6	Entrepreneurs Identification Number (EIN) & Date	:							
7	Production Certificate No & date	:							
8	Item(s) of manufacture / activity	:							
9	Date of commencement of production	:	<table border="1"> <thead> <tr> <th>Item (s)</th> <th>Quantity</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Item (s)	Quantity	Value			
Item (s)	Quantity	Value							
10	Date of first fixed capital investment with its mode [EIN / investment in land / building / plant & machinery and balancing equipment (specify the investment & mode of investment , if made)]	:							
11	Whether it is an identified viable sick MSME treated at par with new industrial unit.	:							
12	Whether the Original Project has availed Term Loan	:							
	(a) Name of Bank with IFS Code sanctioned Term Loan	:							
	(b) Date & amount of Term Loan sanctioned	:							
13	Name of the Financial Institution (Specify the date of sanction & amount of loan availed for Water Conservation Audit, if any)	:							
	a Name of F I / Bank with IFS Code	:							
	b Amount of loan availed for the Water Audit	:							
14	Name & address of Auditor / Organization conducted Water Audit	:							

15	Accreditation of Auditor / Organization conducted Water Audit with Details (copy to be submitted)	:	
16	Whether Auditor / Organization conducted Water Audit is an ISO certified agency (Furnish details)	:	
17	Amount of expenditure incurred for Water Audit (Proof of expenditure for conducting water audit/ copies of the bills / vouchers / receipt etc. be submitted (with a statement in case of multiple bills) )	:	
18	Date of completion of successful implementation Water Audit.	:	
19	Water Audit Report & Certificate on successful implementation of Water Audit Report furnished by Auditor / Organization conducted Water Audit (Furnish details)	:	
20	25% reduction in the water consumption of average monthly consumption of previous 12 months before conducting of audit has achieved.	:	
21	Water Consumption	average monthly consumption of previous 12 months before Audit	:
		average monthly consumption after Audit	:
22	Details of assistance sanctioned / availed form any State Govt. /Govt. of India / FI of the country or abroad, with sanction order No & date.	:	
23	Present claim for reimbursement	:	
24	Validity of Consent to Operate / Authorization of State Pollution Control Board (Furnish Copy)	:	

I, Sri\_\_\_\_\_ s/o \_\_\_\_\_at present \_\_\_\_\_ (designation) of M/S \_\_\_\_\_ (name of the enterprise) certify that the information furnished as above is true and correct to the best of my knowledge and belief.

I hereby undertake to abide by the terms and conditions prescribed under the provisions of Odisha MSME Development Policy-2016 and its Operational Guidelines.

I hereby certify that this enterprise has not applied / sanctioned / availed any amount of assistance under any other scheme of the State Govt. or the Central Govt. or any Financial Institution(s) / Support organization in the country and abroad against which the present claim is made.

I hereby undertake to repay the assistance amount or any part thereof with penal interest as decided by the authority, if the information furnished is found to be false / incorrect / misleading or mis-represented and there has been suppression of facts / materials or disbursed in excess of the amount actually admissible for whatsoever reason.

Copies of relevant documents in support of information / facts furnished above are enclosed here with.

- 1.
- 2.
- 3.

Place.  
Date.

Signature of the Proprietor / Managing Partner / Managing Director /  
Authorized Signatory in full and behalf of  
M/s. \_\_\_\_\_

**CHECK LIST**

(See Para 9.1 of Operational Guidelines)

Copies of documents to be attached with Application for reimbursement of Audit Cost for Water Conservation shall be self-certified in each page by Proprietor / Managing Partner / Managing Director / Authorized Signatory

**There is no need to submit / upload the documents which have already been furnished / uploaded unless there is any change or change in validity.**

(Strike out whichever is not applicable)

1	Entrepreneurs Identification Number (EIN) and or Production Certificate
2	Document in support of identified viable sick MSME treated at par with new industrial unit
3	Power of Attorney / Board Resolution / Society Resolution, as applicable, while signing as Partner / Managing Director / Authorized person.
4	Certificate of registration under Indian Partnership Act 1932 / Limited Liability Partnership Act 2009 / Societies Registration Act- 1860 / Certificate of incorporation (Memorandum of association & Article of Association ) under Company Act-1956
5	Document in support of date of first investment in fixed capital i.e. land / building / plant & machinery and balancing equipment
6	Document in support of delay in implementation condoned by Empowered Committee
7	Sanction order(s) of the Term Loan, Status of Term Loan A/c, Bank A/c of Enterprise where Term loan is recovered or Self-Finance case, IFS Code of Bank concerned
8	Sanction order of Loan if availed for conducting Water Audit, status of said Loan A/c, IFS Code
9	Document (s) in support of engagement of Water Auditor / Water Audit Agencies
10	Accreditation of Auditor / Organization conducted Water Audit
11	ISO certificate in favour of Auditor / Agency conducted Water Audit
12	Proof of expenditure for conducting water audit/ copies of the bills / vouchers / receipt etc. with a statement in case of multiple bills.
13	Document in support of date of completion of successful implementation Water Audit.
14	Water Audit Report
15	Certificate on successful implementation of Water Audit Report
16	Proof on 25% reduction in the water consumption of average monthly consumption of previous 12 months before conducting of audit has achieved.
17	Document in support of Average monthly consumption after implementation of Water Audit Report
18	Sanction order of assistance sanctioned / availed form any State Govt. / Govt. of India / any FI of the country or abroad
19	Consent to Operate / Authorization of State Pollution Control Board
20	Undertaking on non-judicial Stamp Paper duly signed by the applicant (Annexure- F)



**Acknowledgement**

(See Para - 9.2 of Operational Guidelines)

(To be issued by authorized officer / General Manager, RIC / DIC)

(Strike out whichever is not applicable)

To

Sri \_\_\_\_\_

M/s. \_\_\_\_\_

Received the application for one time reimbursement of 50% of Audit Cost for Water Conservation under the provisions of Odisha MSME Development Policy-2016 and its Operational Guidelines along with documents mentioned below from M/s \_\_\_\_\_ At/PO \_\_\_\_\_ Dist. \_\_\_\_\_ on dt. \_\_\_\_\_ through post / person.

List of documents

- 1.
- 2.
- 3.

Signature of authorized officer / General Manager, RIC /, DIC  
with seal & date \_\_\_\_\_

- ❖ In case of online filing of application for one time reimbursement of Audit Cost for Water Conservation, the acknowledgement shall be generated electronically on receipt of complete application.

**Annexure – C**

(TO BE DISPATCHED TO THE APPLICANT)

**Acknowledgement**

(See Para - 9.2 of Operational Guidelines)

(To be issued by authorized officer / General Manager, RIC / DIC)

(Strike out whichever is not applicable)

To

Sri \_\_\_\_\_

M/s. \_\_\_\_\_

Received the application for one time reimbursement of 50% of Audit Cost for Water Conservation under the provisions of Odisha MSME Development Policy-2016 and its Operational Guidelines along with documents mentioned below from M/s \_\_\_\_\_ At/PO \_\_\_\_\_ Dist. \_\_\_\_\_ on dt. \_\_\_\_\_ through post / person.

List of documents

- 1.
- 2.
- 3.

❖ Signature of authorized officer / General Manager, RIC /, DIC  
❖ with seal & date \_\_\_\_\_

- ❖ In case of online filing of application for one time reimbursement of Audit Cost for Water Conservation, the acknowledgement shall be generated electronically on receipt of complete application.

OFFICE OF THE GENERAL MANAGER, RIC/ DIC \_\_\_\_\_  
(See Para - 10.3 of Operational Guidelines)

**SANCTION LETTER**

No. \_\_\_\_\_ dt. \_\_\_\_\_  
(Strike out whichever is not applicable)

The District Level Committee in its \_\_\_\_\_ meeting dated \_\_\_\_\_ has accorded sanction towards one time reimbursement of 50% of Audit Cost for Water Conservation for Rs. \_\_\_\_\_ (in words) Rupees \_\_\_\_\_ only in favour of M/s. \_\_\_\_\_ At \_\_\_\_\_ Po \_\_\_\_\_ Dist \_\_\_\_\_ a Micro / Small / Medium Enterprise bearing Production Certificate Number \_\_\_\_\_ Date \_\_\_\_\_ under Odisha MSME Development Policy-2016. It is an identified viable sick MSME treated at par with new industrial unit. The details of Term Loan Account with IFS code etc are as below for e-payment.

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Signature of General Manager, RIC /, DIC \_\_\_\_\_  
with seal & date \_\_\_\_\_

Memo No. \_\_\_\_\_/dt. \_\_\_\_\_

Copy forwarded to the Director of Industries, Odisha for information.

General Manager, RIC/ DIC \_\_\_\_\_

Memo No. \_\_\_\_\_/Ind., dt. \_\_\_\_\_

Copy forwarded to A.F.A – cum Under Secretary to Govt, MSME Department for information.

General Manager, RIC/ DIC \_\_\_\_\_

Memo No. \_\_\_\_\_/Ind., dt. \_\_\_\_\_

Copy forwarded to Sri \_\_\_\_\_ M/s. \_\_\_\_\_ Proprietor / Managing Partner / Managing Director / Authorized Signatory At \_\_\_\_\_ PO \_\_\_\_\_ Dist. \_\_\_\_\_ for information. She / He is requested to furnish Advance Stamped Money Receipt (induplicate) in the format as below and Undertaking in the format prescribed at Annexure-F of \_\_\_\_\_ in the Non-Judicial Stamp Paper of Rs.10/-

General Manager, RIC/ DIC \_\_\_\_\_

Advance Stamped Money Receipt

“Received with thanks from \_\_\_\_\_ sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only by Cheque / Draft No./ On-line mode \_\_\_\_\_ dated \_\_\_\_\_ on account of one time reimbursement of audit cost for water conservation under the provisions of Odisha MSME Development Policy 2016, its Operational Guidelines & terms and conditions laid down in the Undertaking by me / us on Dt. \_\_\_\_\_”.

Signature of the Proprietor / Managing Partner/  
Managing Director / Authorized Signatory in full and on behalf of  
M/s. \_\_\_\_\_ with date

**OFFICE OF THE GENERAL MANAGER, RIC / DIC \_\_\_\_\_**  
**(See Para - 10.4 of Operational Guidelines)**

No. \_\_\_\_\_ / Date \_\_\_\_\_  
(Strike out whichever is not applicable)

To

Sri \_\_\_\_\_

M/s. \_\_\_\_\_

At \_\_\_\_\_

PO \_\_\_\_\_

Sub-Division \_\_\_\_\_

Dist. \_\_\_\_\_

(Location of the Enterprise / Registered Office Address)

Sir,

This is to inform that your application for sanction towards one time reimbursement of 50% of Audit Cost for Water Conservation under Odisha MSME Development Policy-2016 and its Operational Guidelines filed on dt. \_\_\_\_\_ is rejected due to following reasons.

(Specify the reasons)

- 1.
- 2.
- 3.
- 4.

Signature of General Manager, RIC / DIC \_\_\_\_\_  
with seal & date \_\_\_\_\_

Memo

Dt

Copy forwarded to Director of Industries, Odisha, Cuttack for information.

Signature of General Manager, RIC / DIC \_\_\_\_\_  
with seal & date \_\_\_\_\_

**UNDERTAKING**

( In non-judicial Stamp Paper of Rs.10/- duly signed by the applicant)

(Strike out whichever is not applicable)

- i) I / We shall abide by the terms and conditions prescribed under the provisions of Odisha MSME Development Policy 2016 and its Operational Guidelines.
- ii) I hereby certify that this enterprise has not applied / sanctioned / availed any amount of assistance under any other scheme of the State Govt. or the Central Govt. or any Financial Institution(s) / Support organization in the country and abroad except the present claim is made.
- iii) I / We shall repay the one time reimbursement of audit cost for water conservation or any part thereof with penal interest as decided by the authority, if the information furnished is found to be false/ incorrect / misleading or mis-represented and there has been suppression of facts / materials or if found to have been disbursed in excess of the amount actually admissible for whatsoever reason.
- iv) The claim for onetime reimbursement of audit cost for water conservation does **not** include / cover cost of change over assets like acquisition of water saving equipment, new installations, remodelling, up gradation of existing, replacement of obsolete machineries etc.
- v) I / we shall furnish information, reports, statements etc. to the RIC / DIC / D I, Odisha as and when asked for.

Date:

Signature of the Proprietor / Managing Partner/  
Managing Director / Authorized Signatory in full and on behalf of

Place:

M/s. \_\_\_\_\_