

**ANNEXURE 'I'**

From of pre-registration of units  
For capital / transport subsidy schemes

1. Name and address of the unit :
2. Constitution of the units :
3. Year by which the unit is expected to be established / expanded :
4. Registration number and date if any :
5. Fixed investment (proposed) :
  - (a) Land :
  - (b) Building :
  - (c) Plant and masonry :
  - (d) Other fixed assets :
  - (e) Source of income :
6. Employment (proposed) :
  - (a) Skilled :
  - (b) Un-skilled :
  - (c) Supervisory :
  - (d) Watch and ward :
7. Items to be manufactured and estimated capacity in terms of value :
8. Remarks :

Encl: copy of Permanent Registration Certificate/ any other Govt.

  - i) Approved registration certificate.
  - ii) Project Report

Signature :

Name :

Date :

Seal of Unit :

**Annexure 'II'**

**Application for claiming reimbursement of 90% Island transport Subsidy**

1. Name and address of the unit :
2. DGTD Registration/ PMT Registration No. (State name of issuing authority) :
3. Whether new unit or expansion unit :
4. Constitution of the unit (Proprietary/ Partnership/ Ltd.Company) :
5. Date of Start of Production :
6. Name of the Product :
7. Investment :
  - (a) Land :
  - (b) Building :
  - (c) Plant and Machinery :
  - (d) Other Assets :
  - (e) Working capital :Total
8. Investment made prior to expansion :
9. Capital investment of the expanded unit :
10. Capacity per annum (Finished Product)

|                     |          |                |
|---------------------|----------|----------------|
| Name of the Product | Quantity | Value at Sales |
|---------------------|----------|----------------|
11. Capacity per annum (Raw Materials)

|                           |          |      |
|---------------------------|----------|------|
| Name of the Raw Materials | Quantity | Cost |
|---------------------------|----------|------|



**Application for claiming reimbursement of Island Transport Subsidy**

1. Name and Address of the unit :
2. Capital Investment of the unit :
3. Date of Registration under the Scheme :
4. Freight Rate fixed by the Central Government/  
A & N Administration between various inter  
Island ports :
5. Raw Materials
  - a) Period of Claim :
  - b) Name of Materials :
  - c) Quantity imported in :
  - d) Port of loading within the Island :
  - e) Port of un-loading within the Island :
  - f) Road movement between the ports of  
unloading to the location of the unit  
(distance in KM) :
  - g) Whether Subsidy for the claim period has  
been claimed earlier :
- h) If yes
  - i) Name of the raw Materials :
  - ii) Detail of Quantity :
  - iii) From :
  - iv) To :
6. Finished Product
  - a) Period of Claim :
  - b) Name of Product :
  - c) Quantity Exported Out :
  - d) Port of loading within the Island :
  - e) Port of un-loading within the Island :
  - f) Road movement between the port of  
unloading to the location of the unit  
(distance in KM) :
  - g) Whether Subsidy for the claim period has  
been claimed earlier.
- h) If Yes

- i) Name of the raw materials
  - ii) Detail of Quantity
  - iii) From
  - iv) To
7. Freight Incurred for Raw Materials
- a) Shipping Freight
  - b) Road Freight
- Total Freight
8. Freight Incurred for Finished Product
- a) Shipping Freight
  - b) Road Freight
- Total Freight
9. Total Freight incurred (Item 7+8)
10. Subsidy entitled 85% of item 9
11. Date of Scrutiny Committee Meeting

**Certificate of Declaration**

1. Certified that all particulars filled in are in accordance with the Island Transport Subsidy Scheme-2000
2. Certified that, the claim made above does not contain any amount for internal movement and cost of loading/ unloading and handling as per the Island Transport Subsidy Scheme-2000
3. Certified that subsidy claimed now relates to period in respect of which subsidy has not been claimed and or reimbursed by A&N Administration/Government of India in any manner.
4. Certified that, the subsidy claimed now is in no way related to any claim made to Government of India/ A & N Administration in any manner.
5. I / we further certify that, the quarterly returns in respect of consumption of raw materials and production of semi finished product have been submitted to the disbursing agency up to the date of claim. We further undertake that similar quarterly statement for the coming 5 years will be submitted by us for records of the disbursing agency.
6. I/ we further certify that, the expenditure on which the subsidy claim has been made by me/ us under the above mentioned claim have actually been duly paid by me and no credit raised there against in me/our books.

7. I / we further certify that, the above mentioned claim cover only the freight of the industrial raw materials imported in to which are absolutely necessary for the production and the finished products exported out of the unit for its marketing which do not include any normal import or export of the unit.
8. I/ we undertake to submit the disbursing agency the annual audited statement of accounts and balance sheet of any/our unit within 9 months from the close of the year for a period of 5 years from the year of disbursement is received by me/ us.
9. I/ we .....undertake that if any reimbursement is made by the Government of India/ A & N Administration found to the inadmissible would be refunded with least possible delay.

**Date:**

**Place:**

**Signature of Applicant  
Name and Seal of the Unit**

Continued QR.No0703/01



**Certificate**

1. I / We have examined the above statement of M/s.....which are in agreement with the books of Accounts of the unit as produced before me/ us and certify that the aforesaid information is to the best of my/ our information and according to the explanation given to me/ us have been found to be correct and certified to be true.
2. I/ We also certify that the aforesaid expenditure/items have been duly paid for and no credit raised their against in the books of the unit.
3. I/ We further, certify that the finish product exported out the states/ union territory/ area were solely produced by the unit and such export was essential for smooth running of the unit. The above mentioned export does not include the normal export of the unit/company, the export means which has no relation with production.

**Chartered Accountant Signature and Seal**



**Statement of documentary evidences in support of the subsidy claim made for the period.....**

| <b>Sl.No</b> | <b>Bill of lading No. and date</b> | <b>Money receipt No. and date</b> | <b>Freight paid as per B/L</b> | <b>Bill and money receipt for road freight</b> | <b>Road freight paid</b> |
|--------------|------------------------------------|-----------------------------------|--------------------------------|--|--------------------------|
| <b>1</b>     | <b>2</b>                           | <b>3</b>                          | <b>4</b>                       | <b>5</b>                                       | <b>6</b>                 |
| <u>1.</u>    |                                    |                                   |                                |  |                          |

Summary:

Shipping freight : Rs.....

Road freight : Rs.....

Total freight incurred : Rs.....

Subsidy @ 75%-90% : Rs.....

**Place:**

**Date:**

**Annexure 'IV'**

**CERTIFICATE**

We..... (Name of the claiming agency) undertake that if nay reimbursement made by the Govt. of India if found

In admissible wholly or in part in due course the amount found so in-admissible would be refunded with least possible delay.

Signature and name of the applicant

Place:

Date:

Name of the unit with seal

**Port Management Board Certificate**

**Name of the Unit:**

(Statement of wharfage paid for the period from.....to.....)

| Sl.No | Name of the material | Unit of item | Name of the ship | Bill of lading No. | Dated | Qty. imported/ dispatched | Port of loading | Port of un-loading | Wharfage details |      | Amount |
|-------|----------------------|--------------|------------------|--------------------|-------|---------------------------|-----------------|--------------------|------------------|------|--------|
|       |                      |              |                  |                    |       |                           |                 |                    | Receipt No.      | Date |        |
| 1     | 2                    | 3            | 4                | 5                  | 6     | 7                         | 8               | 9                  | 10               | 11   | 12     |
| 1.    |                      |              |                  |                    |       |                           |                 |                    |                  |      |        |
| 2.    |                      |              |                  |                    |       |                           |                 |                    |                  |      |        |
|       |                      |              |                  |                    |       |                           |                 |                    |                  |      |        |
|       |                      |              |                  |                    |       |                           |                 |                    |                  |      |        |

The above statement of M/s.....for the period from .....to.....

Have been examined with the original shipping and port management document and certified with the original consignment as detailed above have been imported from.....and exported to.....and the unit has cleared all the dues towards wharfage charges.

Authorized Signatory  
(Operations)

Manager (Cargo

Name and seal of the Unit

Port Management Board

**Check List to be accompanied with the application form for claiming Island Transport Subsidy**

| <b>Sl.No</b> | <b>REF. No.</b>  | <b>Date:</b> |
|--------------|--|--------------|
| 1.           | Name of the Unit   |              |
| 2.           | Address of the unit  |              |
| 3.           | Address of Correspondence  |              |
| 4.           | Constitution of the Unit   |              |
| 5.           | Name of the proprietor/partner/director  |              |
| 6.           | Registration no. & Date  |              |
| 7.           | Whether claimed made for the first time  | Yes/No       |
| 8.           | Pre-registration no. & Date  |              |
| 9.           | Date of commencement of production   |              |
| 10.          | Date of commencement of production   | Yes/No       |
| 11.          | Name of finished product   |              |
| 12.          | Name of raw materials  |              |
| 13.          | Period of subsidy last availed   |              |
| 14.          | Period of subsidy claim now preferred  |              |
| 15.          | Date of incurring expenditure on freight   |              |
| 16.          | Whether submitted within one year from the date of<br>Incurring expenditure on freight | Yes/No       |
| 17.          | Enclosures:  |              |
|              | i) Application for pre-registration(if claim made for the first time)                  | Yes/No       |
|              | ii) Application in prescribed annexure I,II,III & IV                                   | Yes/No       |

VERIFICATION REPORT TRANSPORT SUBSIDY CLAIM UNDER CENTRAL TRANSPORT SUBSIDY SCHEME 1971

**Name & Address of Unit:**

**Date of commencement of production:**

**Claim Period:**

**Distance from Harbour to Unit:**

| Sl. No | Item | Unit | Quantity     |              | Freight Incurred(Rs.) |           | Freight Rate(Rs.) |           | Eligible Amount (Rs.) |           | Total Amount Eligible (Rs.) (7a+7b) | Remarks |
|--------|------|------|--------------|--------------|-----------------------|-----------|-------------------|-----------|-----------------------|-----------|-------------------------------------|---------|
|        |      |      | Claimed 4(a) | Allowed 4(b) | Ship 5(a)             | Road 5(b) | Ship 6(a)         | Road 6(b) | Ship 7(a)             | Road 7(b) |                                     |         |
| 1      | 2    | 3    | 4            |              | 5                     |           | 6                 |           | 7                     |           | 8                                   | 9       |
| 1.     |      |      |              |              |                       |           |                   |           |                       |           |                                     |         |

**TOTAL ELIGIBLE AMOUNT FOR SUBSIDY CLAIM:**

**SUBSIDY AMOUNT @75% OF ELIGIBLE AMOUNT:**

**Sig:**  
**Programme Implementing Officer:**

|  |         |
|--|---------|
| iii) Chartered accountant certificate in duplicate(in case investment within Rs.1lakh, CA certification not required | Yes/ No |
| iv) Port Management Board Certificate  | Yes/ No |
| v) Statement of stock, receipts, production & consumption of raw material/ dispatched of finish goods                | Yes/ No |
| iv) Copies of bill of lading/ bills/ money receipts  | Yes/No  |

Signature:  
Name:  
Designation:  
Seal:

FOR OFFICE USE ONLY:

Date and Time fixed for verification of documents: ON.....AT.....

Officer Designation (IFC)

CUSTOMER COPY

SIR/MADAM,

The above-referred claim is found to be complete / incomplete in the following respect:-

- 1.
- 2.
- 3.

Your claim is therefore accepted / rejected.

You are requested to attend the above deficiency and resubmit the claim by <date>.

You are requested to attend the office on <date> at <time>, along with the following original document for verification:-

1. Original Bill of lading and corresponding money receipt.
2. Original Bills and vouchers in proof of procurement of raw materials.
3. Original Bills/ invoices in support of finished goods sold/ dispatched to mainland.
4. RT-12 Statement if available.
5. Stock registers of Raw Materials/ finished goods.

In case you do not appear with the above documents and no communication is received by the scheduled date, your claim will be processed and returned to you in original.

No further communication will be made in this regard.

Officer Designate (IFC)

**To**  
**The Deputy Commissioner**  
**Andaman District**  
**Port Blair**

**Sub: Sub-division of land-regarding**

Sir,

Respectfully the undersigned beg to state that we are the joint recorded tenant of house site measuring area 155 Sq.m. Comprising Survey No.12. Situated at Haddo Village under the Port Blair Teshil is the district of Andaman, which stands in our joint names in the revenue records.

That the above said house site with house site purchased by us through the registered sale deed in the following manners and copy of sale deed along with record entry and sketch map are enclosed.

- (i) An area of 65 Sq.m. out of total area 155 Sq.m. out of Survey No.12 is belongs to Shri.M.Dandasi.
- (ii) An area of 31 Sq.m. and of total area 155 Sq.m. out of Survey No.12 is belongs to Smti. T.Laxmiamma.
- (iii) An area of 59 Sq.m. out of total area 155 Sq.m. is belonging to Shri.S.Ravi Kumar, Shri.S.Natarajan and Shri.Mohan Gandhi.

We therefore, request your honour to kindly Sub-divide the said site into three parts per schedule properly.

Thanking you,

Yours faithfully

**Place: Port Blair**  
**Date:**

**(M.DANDSAI)**  
**S/o.Late Pottaiah**  
**R/o/Haddo**

2. Smti.T.Laxmiamma  
W/o.Late T.Dilli Rao  
R/o.Haddo

3. Shri.S.Ravi Kumar  
S/o.Shri.Sanjeevi  
R/o.Haddo

5. Shri.S.Mohan Gandhi  
S/o.Shri.Sanjeevi  
R/o.Haddo

4. Shri.S. Natrajan  
S/o.Shri.Sanjeevi  
R/o.Haddo