



भारत सरकार / Government of India

सरकारी राजपत्र OFFICIAL GAZETTE

संघ प्रदेश दादरा एवं नगर हवेली तथा दमण एवं दीव प्रशासन
U.T. ADMINISTRATION OF DADRA AND NAGAR HAVELI AND
DAMAN AND DIU

श्रेणी - २
SERIES - II

प्राधिकरण द्वारा प्रकाशित / PUBLISHED BY AUTHORITY

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U.T. Administration of Dadra & Nagar Haveli and Daman & Diu
Police Department, DNH & DD,
Police Head Quarters, Dunetha,
Nani Daman, Daman – 396210.

No.PQ/EST-II/Pers.File/2021/1140

Dated: 28/03/2026

Read: - Application dated:- 11/11/2025 from Dhodia Arti Pravin, Lady Police Constable, PIS No. 28130014, PHQ, Daman.

ORDER

The undersigned, being the competent authority, hereby order that the name of **Smt. Dhodia Arti Pravin** shall henceforth be read and known as **Smt. Arti Ketan Patel**.

Accordingly, her name shall be recorded and reflected as **Smt. Arti Ketan Patel** in all official records of Police Department.

Sd/-
Dy. Inspector General of Police
DNH & DD
(Competent Authority)

**U.T. Administration of Dadra & Nagar Haveli and Daman & Diu
Police Department, DNH & DD,
Police Head Quarters, Dunetha,
Nani Daman, Daman – 396210.**

No.PQ/EST-II/Pers.File/2021/1142

Dated: 28/03/2026

Read: - Application dated:- 19/09/2025 from Sapana Hasmukh Patel, Lady Police Constable, PIS No. 28130059, Kachigam Police Station, Daman.

ORDER

The undersigned, being the competent authority, hereby order that the name of **Smt. Sapana Hasmukh Patel** shall henceforth be read and known as **Smt. Sapna Hasmukh Patel**.

Accordingly, her name shall be recorded and reflected as **Smt. Sapna Hasmukh Patel** in all official records of Police Department.

Sd/–
**Dy. Inspector General of Police
DNH & DD
(Competent Authority)**

संघ प्रशासन / U.T. Administration
दादरा एवं नगर हवेली और दमन एवं दीव
Dadra & Nagar Haveli and Daman & Diu
उद्योग विभाग / Department of Industries
जिला उद्योग केंद्र / District Industries Centre
दादरा एवं नगर हवेली, सिलवासा / Dadra & Nagar Haveli, Silvassa

No. DIC/14(275)/2025/238

Date: 01/04/2026

NOTIFICATION

Subject: The DNH&DD Raising and Accelerating MSME Performance Interventions, 2026.

The Raising and Accelerating MSME Performance (RAMP) programme is an initiative launched by the Government of India with assistance from The World Bank to enhance the performance of Micro, Small, and Medium Enterprises (MSMEs) across the country. RAMP aims to improve the productivity, competitiveness, and resilience of MSMEs through a comprehensive set of reforms, capacity-building measures, and access to finance and market opportunities.

2. The Ministry of Micro, Small and Medium Enterprises, New Delhi has informed that the RAMP Programme Committee (RPC), the apex body headed by Secretary (MoMSME) mandated to steer and guide the implementation of RAMP programme, has approved the recommendations of the SIEPC, including the quantum of funding to the UT of Dadra & Nagar Haveli and Daman & Diu.

3. A series of interventions has been identified and grouped under the title “The DNH&DD Raising and Accelerating MSME Performance (RAMP) Interventions, 2026.” The framework provides a structured outline covering the general framework, eligibility criteria, detailed description of each intervention, application process, and other relevant procedures.

While each intervention specifies its own eligibility conditions, the general and mandatory eligibility criteria applicable to all interventions are provided below:

Eligibility Condition:

- I. The unit must be Udyam registered and operations in the UT of DNH&DD.
 - II. Eligibility of MSME units in the Manufacturing or Service sector, upon commencement of commercial production or service operations, shall be governed by the duration of operation criteria as outlined in the relevant intervention of the scheme.
 - III. Eligibility of MSME unit shall be subject to the detailed conditions specified under respective scheme provisions.
4. In line with the approved SIP-IP and based on the list of interventions therein, a set of financial reimbursement sub-schemes has been drafted as a Notification, the details of which are provided below:

4.1. Reimbursement of ECGC Policy Premium: The Administration of the UT of DNH & DD will provide financial assistance to a minimum of 400 eligible MSMEs by reimbursing up to ₹1,00,000 towards ECGC policy premiums. This support aims to mitigate export-related risks and ease the financial burden on MSMEs undertaking exports.

4.2. Reimbursement of Business Development Services (BDS) cost for all new investments and industrial expansions: To promote investment the UT Administration will provide financial assistance to all new investments and Industrial Expansion by reimbursing expenses incurred on engaging accredited Business Development Services (BDS) providers for project advisory and facilitation. Eligible MSMEs may receive up to ₹38.40 lakh or the actual expenditure incurred, whichever is lower, with support extended to a minimum of six MSMEs. Projects with a project cost of ₹7.68 crore or more will qualify for the maximum reimbursement amount, while those below this threshold will receive reimbursement on a pro-rata basis, strictly based on actual certified expenditure. The project cost must be duly certified by a Chartered Accountant.

4.7. Reimbursement of SHG Product Certification Cost: To enhance the quality, packaging, and marketability of SHG products, the UT Administration will support recognized product certifications. Each eligible SHG will be reimbursed up to ₹20,000 or actual cost of certification whichever is lower. The intervention will benefit up to 10 Women SHGs across 10 different product categories.

4.8. Reimbursement of the Cost of Upskilling Workmen within the industry: To promote sector-specific skill upgradation, the UT Administration will support MSMEs in conducting on-the-job training for existing workmen at their own premises. Reimbursement will be provided for training up to 4 workmen per MSME for a maximum of 10 days at ₹2,500 per day per participant. This intervention targets support for at least 375 MSMEs and 1,500 workmen.

5. The detailed break-up and target beneficiaries are as follows:

S. No.	Intervention	Target Beneficiary
1	Reimbursement of ECGC Policy Premium	400 MSME
2	Reimbursement of Business Development Services (BDS) cost for new investments and Industrial Expansion of MSME projects	6 MSME
3	Reimbursement of SHG Product Certification Cost	10 SHGs
4	Reimbursement of the Cost of Upskilling Workmen within the industry	375 MSME @4 Workmen per MSME
Total		791 MSMEs

This is issued with the approval of Secretary (Industries), DNH&DD vide Diary No. 1434782 dated 17/09/2025 & the approval of UT RAMP Programme Committee (UTRPC) vide Dairy No.1446588 dated 08/01/2026 & the Central RAMP Programme Committee vide Letter No L/AFI/RAMP/SIPEC/2022 dated 17/03/2026, circulating the minutes of SIPEC.

Sd/-
(Marathe Onkar Gopal)
Spl. Secy. cum Dir. (Industries)
DNH&DD

Definitions:

- I. **Micro Enterprise:** Investment in Plant and Machinery or Equipment does not exceed INR 2.5 crore and turnover does not exceed INR 10 crore or as amended by GoI under the Micro, Small and Medium Enterprises Development Act, 2006.
- II. **Small Enterprise:** Investment in Plant and Machinery or Equipment does not exceed INR 25 crore and turnover does not exceed INR 100 crore or as amended by GoI under the Micro, Small and Medium Enterprises Development Act, 2006.
- III. **Medium Enterprise:** Investment in Plant and Machinery or Equipment does not exceed INR 125 Crore and turnover does not exceed INR 500 Crore as amended under the MSMED Act, 2006.
- IV. **Manufacturing Sector:** Manufacturing Sector is the one which is involved in the production of goods through the use of labour, machines, tools, and chemical or biological processing or formulation.
- V. **Service Sector:** The service sector, also known as the tertiary sector, is the third tier in the three-sector economy. Instead of the production of the product, this sector deals in services. Examples of service sector jobs include IT, ITeS, Tourism & Hospitality Services, Transport, Logistics Services, Financial Services, Health Services, Audio Visual Services, Construction related Engineering Services and Environmental Services.
- VI. **New Enterprise:** New enterprise means an enterprise which has been set up as a new project and commences commercial production of eligible activity as mentioned in these guidelines during the operative period of these interventions. The new enterprise should have separately identifiable fixed capital investment. “Separately identifiable fixed capital investment” means the new plant and machinery housed in separate premise/building and maintaining separate books of accounts. However, the new project will not lose its eligibility if the utilities of an existing project, such as water, electricity, steam, gas, pollution control facilities etc. are utilised. An existing enterprise that sets up a new independent project of eligible activities, with separately identifiable fixed capital investment, under this intervention, will be treated as new enterprise.
- VII. **Expansion/Diversification:** Expansion/Diversification means where an existing / New Enterprise increases its investment by at least 50% (out of which at least 60% of investment is made in plant and machinery for which expansion is carried out) of its existing Gross Fixed capital investment on the date of initiating expansion and compared with the date of commencing production during the operative period of the intervention. Only one Expansion / Diversification will be eligible for assistance during the operative period of the intervention.
- VIII. **Wire and Cable Industry:** The wire and cables Industries are those that manufacture and distribute different types of wires and cables used for power transmission and telecommunication globally. Products offered include power cables, fibre optic cables, copper telecom cables. Any Wire and

Cable Industry shall be identified by its HS Codes, NIC Codes mentioned in Udyam/MSME Registration. MSME registered under EEPIC or holding BIS Certification for Wire and Cable products then it shall also be considered under this category.

- IX. **Greenfield Project:** A Greenfield project refers to a new project where no previous industrial activity exists, and it is established from scratch on undeveloped land, without any need to demolish or rebuild existing structures.
- X. **Thrust Sector:** Sectors as notified in Official Gazette Notification “Investment Promotion Scheme (IPS) – 2022 – UT of DNH&DD” by the Department of Industries, UT of DNH&DD, with a focus on high-potential, employment-generating, and export-oriented industries are following: Furniture, Marble, IT & ITeS , Electric Vehicles & Spare Parts, Toys and Semi-Conductor Industries Sector, Medical Equipment and Accessories, Medical diagnostics and AYUSH Products, Vaccine Manufacturing units, Food Processing, Marine Products.
- XI. **Business Development Services (BDS):** Business Development Services (BDS) in the context of new investments and Industrial Expansion projects for MSMEs refer to a wide range of services that support the establishment, operationalization, and growth of a new enterprise. These services are aimed at improving the business capabilities of MSMEs and include, but are not limited to:
- Preparation of feasibility studies, project reports, and business plans.
 - Market research, product development, and branding strategies.
 - Legal, regulatory, and statutory compliance advisory.
 - Support for certifications, quality standards, and sustainability audits.
 - Assistance in technology tie-ups, packaging design, and export readiness.
 - Financial planning, investment structuring, and fund mobilization support.
 - Support in IPR- Filing of Patents, trademarks, technology transfer agreements.
 - Any other service as approved by the competent authority.

Intervention 1: Reimbursement of ECGC Policy Premium

With a view to mitigate export-related risks and reduce the financial burden on Micro, Small, and Medium Enterprises (MSMEs) undertaking exports, the Administration of the Union Territory of Dadra and Nagar Haveli and Daman and Diu shall extend financial assistance to eligible MSMEs (First time exporters and existing exporters) units through reimbursement of the ECGC policy premium paid by them under this intervention.

1.1. Quantum of Assistance (ECGC Policy Premium)

- I. An eligible MSME shall be reimbursed up to ₹1,00,000 (Rupees One Lakh only) or the actual premium paid, whichever is lower, towards the ECGC Policy premium up to 31st March of the financial year within the project period.
- II. At least 400 MSMEs will be supported from this intervention.

1.2. Condition of Assistance (ECGC Policy Premium)

- I. MSME unit should have a valid Import Export Code (IEC) issued by DGFT.
- II. MSME units commencing exports on or after the date of issuance of this Notification shall be eligible.
- III. MSME units that obtain an ECGC policy during the operating period of these guidelines shall be eligible.
- IV. Reimbursement claimed amount will be valid only after ECGC certifies final settlement of premium amount.
- V. The MSME unit must have been operational for a minimum period of one year prior to the date of application.

Intervention 2: Reimbursement of Business Development Services (BDS) costs for new investments and Industrial Expansion of MSMEs projects

This intervention aims to promote investment in all sectors by reducing the initial project development costs for all new investments and Industrial Expansion projects in the Union Territory of Dadra & Nagar Haveli and Daman & Diu. Under this intervention, the UT Administration will extend financial assistance to eligible MSMEs in the form of reimbursement for expenses incurred towards engaging accredited Business Development Services (BDS) providers for project formulation.

2.1. Quantum of Assistance (BDS costs)

- I. Reimbursement of up to ₹38,40,000 (Rupees Thirty-Eight Lakhs Forty Thousand only), or the actual expenditure incurred on engaging Business Development Services (BDS) providers, whichever is lower, shall be provided to eligible MSMEs. Units with a total project cost of ₹7.68 crore or above shall be eligible for the maximum reimbursement amount. For projects with a cost below ₹7.68 crore, the reimbursement shall be extended on a pro-rata basis, strictly based on actual expenses incurred. The project cost shall be duly certified by a Chartered Accountant.
- II. An MSME may apply for a higher reimbursement amount even if the project cost is below ₹7.68 crore; however, the ceiling shall remain at ₹38,40,000. The final eligible amount shall be determined by the Competent Authority or the Committee constituted for this purpose, and will be subject to verification of actual expenses incurred by the applicant.
- III. A minimum of 06 MSMEs shall be supported under this intervention.

2.2. Conditions for Assistance (BDS costs)

- I. The BDS expenditure must be linked to all new investments and Industrial Expansion in the MSME sector.
- II. The unit must provide valid invoices and payment proofs for the BDS services rendered.
- III. The BDS provider must be a registered legal entity with GSTIN.
- IV. The MSME may claim reimbursement of BDS costs incurred during the following eligible period:
 - (a) Up to 12 months prior to the date of commencement of commercial production of the unit; and
 - (b) Up to 4 months after the date of commencement of commercial production.

The application for reimbursement must be submitted within 4 months from the date of commencement of commercial production.

Intervention 3: Reimbursement of SHG Product Certification cost

This intervention aims to improve the marketability, packaging, and overall quality of Self-Help Group (SHG) products through recognized quality certifications. This initiative will support up to 10 Women SHGs across 10 different products.

3.1. Quantum of Assistance (Product Certification Cost)

- I. Each eligible SHG will be reimbursed up to ₹20,000 or the actual cost of product certification, whichever is lower.
- II. Up to 10 Women SHGs producing 10 different types of products will be supported under this intervention.

3.2. Conditions for Assistance (Product Certification Cost)

- I. The SHG must be:
 - i. Registered and functional under National Rural Livelihood Mission (NRLM).
 - ii. Located in the Union Territory of DNH & DD.
 - iii. Conducting regular group meetings and an active bank account.
 - iv. Actively involved in the production and marketing of the product or service for which certification is being sought.

Intervention 4: Reimbursement of the Cost of Upskilling Workmen within the Industry

With a view to promoting sector-specific skill upgradation of existing workmen employed in Micro, Small, and Medium Enterprises (MSMEs), the Administration of the Union Territory of Dadra and Nagar Haveli and Daman and Diu shall support eligible MSME units in conducting on-the-job training (OJT) within their own industry premises.

4.1. Quantum of Assistance

- I. Training will be conducted by trainers identified by the MSMEs, subject to fulfillment of the eligibility criteria prescribed under the scheme and liable for verification by the Department of Industries.
- II. The Department will reimburse the training cost for a maximum of 4 workmen per industry, for a maximum duration of 10 days@ Rs 2500 per day per participant
- III. A minimum of 375 MSMEs and 1,500 workmen are targeted to be benefited under this intervention.

4.2. Conditions for Assistance

- I. The MSME must identify skill gaps across a job role. The MSME must specify the breakup of theory, practical, and on-the-job components in the training plan.
- II. The MSME must submit details of the identified skill gaps through the online training request form available on the portal: <http://swp.dddgov.in>.

- III. The industry must comply with the requirements for becoming eligible for training
- IV. A minimum of 4 workmen shall be proposed for training per MSME unit, and they must be trained together in one batch. The MSME must indicate whether the training is to be conducted in a single stretch or in split sessions. While additional workmen may also participate, reimbursement shall be limited to a maximum of 4 workmen only
- V. Training will be initiated once the MSME submits the proposed training plan through the portal, along with self-certification that the trainers, curriculum, and assessing body meet the eligibility criteria prescribed under the scheme. The Department of Industries reserves the right to conduct random verifications or audits, seek clarifications, and disallow reimbursement in case of non-compliance. The MSME must submit an outcome report highlighting improvements in the workmen's skills after training. Payment to the MSME will be released only after completion of training, receipt of assessment results and certification from an eligible third-party assessing body, and verification of outcomes by the third-party assessing body
- VI. The MSME must submit photographic evidence of the training programme as follows:
- At least Four geo-tagged and time-stamped photographs for each day of training:
 - One photograph at the beginning of the session,
 - One photograph at the end of the session,
 - One group photograph of all participants for the day, and
 - One photograph showing training in progress.
- VII. The MSME must maintain and submit a signed attendance sheet for each training day, containing the full name and Aadhaar number of each participant, certified both by the trainer and countersigned by the MSME owner/authorized representative. A scanned copy of the attendance sheet must be uploaded on along with the photograph

Eligibility Criteria for Trainers:

- Trainers certified by National Skill Development Corporation (NSDC) or Sector Skill Councils (SSC).
- Experienced instructors from Industrial Training Institutes (ITI) or Polytechnic Institutes with at least 5 years' experience.
- Authorized representatives or technical trainers from equipment or machinery suppliers or manufacturers.
- Industry supervisors with a minimum of 8 years of relevant practical experience and prior training exposure. Such supervisors may be internal to the MSME but must be exclusively assigned to the training programme and spared from their regular duties for the full duration of

the training.

- In-house company trainers with documented experience, duly approved and certified by the MSME.
- Trainers holding recognized vocational or technical qualifications (such as Diploma, ITI, or higher) along with practical experience.
- Any other trainers meet equivalent standards, subject to verification by the Department of Industries.

VIII. The MSME must provide details of the assessment method and clearly specify the body responsible for evaluating candidates after the training programme. The assessing body must be approved by the Department of Industries and should be a third-party entity. Eligible assessing bodies may include NSDC-approved organizations, Sector Skill Council-certified assessors, industry association-certified assessors, The assessing body must be an independent third-party entity meeting the prescribed eligibility criteria (NSDC/SSC/Industry association) , and will be liable for verification by the Department of Industries

GENERAL CONDITIONS:

The reimbursement granted under these Interventions shall be subject to the following conditions. In case of any breach of one or more of these conditions, the reimbursement given shall be liable to be recovered by the U.T Administration of Dadra & Nagar Haveli and Daman & Diu.

- I. The industrial undertaking shall be required to submit a list of persons employed to the District Industries Centre and such other information required for verification of having satisfied this condition, before the sanction of reimbursement under the intervention.
- II. An Industrial undertaking that has availed similar reimbursement (under any other Scheme of the U.T Administration) shall not be eligible for the incentive under this intervention.
- III. An industrial undertaking that has availed reimbursement under this intervention shall install and effectively operate and maintain pollution control measures as per the standards prescribed and approved by the competent authority in this regard.
- IV. An industrial undertaking that has availed reimbursement under this intervention shall be required to remain in production continuously till the expiry of the eligible period of incentive. However, if production is discontinued due to reasons beyond the control of the management, the sanctioning authority may condone the period for which production is discontinued after due verification of details and reasons of discontinuation of production and after satisfying itself to the same.

- V. The industrial undertaking shall furnish to the General Manager, District Industries Centre information regarding production and employment for each financial year within 60 days of the close of the financial year. It shall also furnish information on such other matters that the U.T Administration may require from time to time.
- VI. Implementation of provisions for welfare of women under the Labour Act should be complied with, wherever applicable.
- VII. Incomplete or erroneous applications will be summarily rejected.
- VIII. Any false information or misrepresentation will lead to cancellation of the benefit and recovery of the disbursed amount with penal interest as applicable.
- IX. The Union Territory Administration has the right to change, withdraw or modify the guidelines issued fully or partially at any stage.
- X. Compliance with ESG Regulations (Annexure V):
- a. Environmental Compliance: Agency must adhere to all applicable environmental regulations and standards, including measures to minimize environmental impact, implement sustainable practices, and ensure proper waste management, initiatives to reduce carbon footprints and resource utilization.
 - b. Social Responsibility: Agency must comply with all relevant labour laws and human rights standards, ensuring fair wages, safe working conditions, no child or forced labour, and adopting an inclusive and diverse workforce.
 - c. Governance Practices: Agency are required to maintain high standards of governance, which include transparency in operations, adherence to ethical practices, robust risk management processes, and compliance with all legal and regulatory requirements.

PAYMENT PROCEDURE:

- I. Application on prescribed Form (Annexure - I), along with listed documents (Annexure- II) should be submitted to the General Manager, District Industries Centre, Department of Industries, U.T. of DNH&DD on the web portal <http://swp.dddgov.in> to avail reimbursement/assistance.
- II. The UT RAMP Programme Committee (UTRPC) shall assess the applications, scrutinize and verify the submitted documents, and clearly recommend each application for approval or rejection of the claim
- III. Based on the recommendations of the UTRPC, the General Manager, District Industries Centre (DIC), shall issue the sanction order for disbursement of the approved subsidy.

- IV. Subsequently, the eligible subsidy amount shall be credited to the applicant's Loan or Cash Credit (CC) account through RTGS/NEFT.
- V. Applications will be considered on a first-come, first-served basis, subject to the availability of funds. While preference shall be accorded to SC/ST/OBC/Women Entrepreneurs, priority will be determined primarily by the order of receipt of complete applications with all required documents from eligible MSMEs.
- VI. Applicants will be given a maximum opportunity to submit missing documents or respond to queries within stipulated time. If the documents or responses remain unsatisfactory or are not submitted within the given timeframe, the UTRPC reserves the right to reject the application.
- VII. After submission of all required documents and satisfactory response to queries, the application will be processed within a maximum of 90 days from the date of submission of complete verified application.
- VIII. All interventions shall be saturated once either (i) the total number of valid applications reaches the approved number of beneficiaries, or (ii) the allocated funds for the intervention are fully utilized, whichever is earlier. Thereafter, no further applications shall be accepted on the portal.
- IX. In case of any discrepancies, the decision of the Union Territory RAMP Project Committee (UTRPC) will be final.
- X. The Union Territory Administration reserves the right to change, withdraw, or modify the guidelines, either fully or partially, at any stage.

PENAL ACTION:

If, at any stage, it is determined that the applicant has obtained assistance based on incorrect or misleading information, they will be required to refund the assistance amount along with compound interest at a rate of 8% per annum. Additionally, the applicant will be subject to legal action and will be permanently disqualified from receiving any future incentives or assistance from the U.T. Administration. Furthermore, any discrepancies in reported facts and figures may result in the applicant being barred from participation in public procurement processes.

Annexure

**Formats for Application
under the various
interventions.**

Annexure – I
Application Form

Intervention 1: Reimbursement of ECGC Policy Premium

S. No.	Particulars	Details
1	Name of the applicant (Authorized person of the Unit)	
2	Name and address of the unit with contact no. and email	
3	Gender (Applicable for proprietary firm)	
4	Social Category (Applicable for proprietary firm)	
5	Registered office address	
6	Constitution of the unit [Proprietary, Partnership, Pvt. Ltd., Public Ltd., LLP (Limited Liability Partnership) and Co-operative society]	
7	Category of unit (Micro/Small/Medium)	
8	Udyam Registration Certificate	
9	Export Invoice	
11	Name of ECGC Policy	
12	Quantum of Policy Premium paid	
13	Shipment B/L, AWB Reference	
14	Bank Account Details (A/c Number, IFSC, Bank Name)	

Intervention 2: Reimbursement of Business Development Services (BDS) costs for MSME projects

S. No.	Particulars	Details
1	Name of the applicant (Authorized signatory)	
2	Name and address of the unit with contact no. and email	
3	Gender (Applicable for proprietary firm)	
4	Social Category (Applicable for proprietary firm)	
5	Registered office address	
6	Constitution of the unit [Proprietary, Partnership, Pvt. Ltd., Public Ltd., LLP (Limited Liability Partnership) and Co-operative society]	
7	Category of unit (Micro/Small/Medium)	
8	Udyam Registration Certificate	
9	GSTIN	
10	Details of project (Name, Sector, Location)	
11	Name & details of BDS provider	
11	Total BDS cost incurred	
12	Amount claimed under Intervention	
13	Bank Account Details (A/c Number, IFSC, Bank Name)	

Intervention 3: SHG Product Certification cost

S. No.	Particulars	Details
1	Name of the SHG	
2	Gender of each SHG member	
3	List of SHG members and their social Category	
2	Address of the SHG	
3	Name of the Product made	
4	Name of the certification taken	
5	Date of the Certificate issued and issuing authority details	
6	Total Amount paid for certification	
7	Total claim amount	
8	Bank Account Details (A/c Number, IFSC, Bank Name)	

Intervention 4: Reimbursement of the Cost of Upskilling Workmen within the Industry

S No	TRAINING GAP IDENTIFICATION & REQUISTION FORM				
1	Name of Company/ Industry				
2	Address				
3	Contact Details	Name			
		Designation			
		Contact Number			
		E Mail Id			
4	Udyam Registration Number				
5	Type of Manufacturing Unit	Textile Yarn	Wire & Cable	Paper Packaging	Pharmaceuticals
		Plastic	Others (Pls Specify)		
6	On-the-Job Training (OJT) Requirements				
	Department/Work Area	Skill Gap	Details of Training Required	Expected Outcome	Name of Workmen to be Trained
a					
7	Name of Workmen to be Trained	Department / Operation	Aadhaar Number-	Gender	Social Category
a					

b					
c					
d					
7	<p>Details of facilities available for training</p> <ol style="list-style-type: none"> 1. Classroom 2. Teaching / Training Aids 3. On the Job 4. Machine / Process to be covered <p>(Upload Photographs of the Venue)</p>				
8	<p>Training Duration (not to exceed 10 days)</p> <p>Indicate if training to be continuous or split (Note: in case of split sessions, each session shall be of minimum 3 days' duration, and the gap between consecutive sessions shall not exceed 10 days).</p> <p>Specify the Breakup of theory, on the job, practical component</p>				
9	Tentative date to start and end training				
10	Proposed Trainer (if any)				
11	Trainer Profile				
12	Trainer Contact Details (if any)				
13	Training Objective				

14	Day wise Training Schedule	
15	Assessment Method and Assessment Body tied up with	
16	Tentative date of Assessment	
17	Declaration I hereby declare that the information provided above is true and correct to the best of my knowledge and belief. I undertake that the proposed training will be conducted as per details submitted, and I accept that any false information or misuse may lead to cancellation of assistance, recovery of funds with interest, and legal action as per guidelines.	

Annexure – II
Documents Required

Intervention 1: Reimbursement for ECGC Policy Premium

Self-Attested copy of document

- i. Udyam Registration Certificate
- ii. Certificate of Incorporation/ Partnership Registration with concerned DIC/ LLP/ Co-operative Society Registration.
- iii. ECGC Policy Premium for which reimbursement is claimed.
- iv. ECGC certification of premium settlement status.
- v. Export Invoices
- vi. Cancelled Cheque (for RTGS/NEFT)
- vii. Undertaking/Declaration on non-judicial stamp paper (Annexure-III)

Chartered Accountant certified bills

Intervention 2: Reimbursement of Business Development Services (BDS) costs for MSME projects

Self-Attested copy of document

- i. Udyam Registration Certificate
- ii. Registration documents (Partnership deed, Incorporation Certificate, etc.)
- iii. GST Registration
- iv. BDS invoices, agreements, and payment receipts
- v. Proof of project establishment (Registered sale deed or lease deed, new factory license, Copy of GST return, CA Certification, electricity or water installation bill etc.)
- vi. PAN Card
- vii. Audited balance sheet/GST Return (as applicable)
- viii. Cancelled Cheque (for RTGS/NEFT)
- ix. Undertaking/Declaration on non-judicial stamp paper (Annexure III)
- x. CA certification on BDS expenditure authenticity (if applicable) (Annexure IV)

CA certified project proposal with project cost.

Intervention 3: SHG Product Certification cost

Self-Attested copy of document

- i. SHG member and meeting register
- ii. Copy of resolution passed by SHG for product certification
- iii. Copy of product certificate
- iv. Proof of payment
- v. Cancelled Cheque (for RTGS/NEFT)
- vi. Undertaking/Declaration on non-judicial stamp paper

Intervention 4: Reimbursement of the Cost of Upskilling Workmen within the Industry

Self-Attested copy of document

- i. Udyam Registration Certificate
- ii. Registration documents (Partnership deed, Incorporation Certificate, etc.)
- iii. Details of the process on which training is required
- iv. ID proof of the Candidates to be trained (Aadhar Card)
- v. Training Schedule
- vi. Trainer CV and credentials

Chartered Accountant certified bills

Annexure - III**Undertaking/ Declaration (to be submitted on Non-Judicial Stamp Paper of Rs. 50/- (Min) duly sworn before a Notary Public (duly affixed with Notarial Stamp and with Notary Seal & Notary Registration Number) or First-Class Magistrate)****Intervention 1: Reimbursement of ECGC Policy Premium**

I, _____, do hereby solemnly affirm that I am the owner/authorized signatory of M/s _____, and I have been authorized to file ECGC Policy Premium claim under RAMP Program with the Department of Industries, UT of DNH&DD.

I affirm that the documents submitted along with this application are true and correct to the best of my knowledge and belief, and that nothing has been concealed therein. I further declare that the ECGC policy premium claimed has not been availed under any other central or state/UT government incentive scheme.

I undertake to refund the entire amount received under this Intervention, along with interest at the rate of 8% per annum, and to face legal action, if any information furnished is found to be false, misleading, or incorrect during verification or at any later stage.

Signature of the Applicant

Date:

Intervention 2: Reimbursement of Business Development Services (BDS) costs for MSME projects

I, _____, do hereby solemnly affirm that I am the owner/authorized signatory of M/s _____, a registered MSME unit operating in the Union Territory of Dadra & Nagar Haveli and Daman & Diu.

I hereby declare that the said unit has incurred BDS expenses for a new investments /Industrial Expansion, as per the eligibility criteria laid down in the Notification regarding “Reimbursement of Business Development Services (BDS) costs for MSME projects” notified by the Department of Industries, UT Administration of DNH&DD.

I affirm that the documents submitted along with this application are true and correct to the best of my knowledge and that no part of it is false or concealed. I further affirm that the BDS services have been duly availed for the purposes declared and are not claimed under any other incentive scheme.

I undertake to refund the entire amount received under this intervention, along with 8% interest per annum, and face legal action, if any of the information submitted is found to be false, misleading, or incorrect at the time of verification/checking or otherwise at any stage.

Signature of the applicant

Date: _____

Intervention 3: SHG Product Certification cost

I, _____, do hereby solemnly affirm that I am the authorized signatory of _____ SHG, operating in the Union Territory of Dadra & Nagar Haveli and Daman & Diu.

I hereby declare that the said SHG has incurred Product Certification cost as per the eligibility criteria laid down in the Notification “Reimbursement of SHG Product Certification cost” notified by the Department of Industries, UT Administration of DNH&DD.

I affirm that the documents submitted along with this application are true and correct to the best of my knowledge and that no part of it is false or concealed. I further affirm that the SHG Product Certification have been duly availed for the purposes declared and are not claimed under any other incentive scheme. I undertake to refund the entire amount received under this intervention, along with 8% interest per annum, and face legal action, if any of the information submitted is found to be false, misleading, or incorrect at the time of verification/checking or otherwise at any stage.

Signature of the applicant

Date:

Intervention 4: Reimbursement of the Cost of Upskilling Workmen within the Industry

I, _____ do hereby solemnly state that I am the Proprietor/Partner/Director/Authorized Signatory of M/s, _____ which is a registered MSME unit engaged in the business of and operating in the Union Territory of Dadra & Nagar Haveli and Daman & Diu.

I have been duly authorized to file the claim under the “Reimbursement of the Cost of Upskilling Workmen within the Industry” intervention notified under the RAMP Programme of the Department of Industries, U.T. Administration of Dadra & Nagar Haveli and Daman & Diu.

I hereby declare and affirm that the said MSME unit has conducted skill development/upskilling training for its workmen as per the approved training plan, and that the training was carried out during the operative period of these guidelines, within the territory of Dadra & Nagar Haveli and Daman & Diu.

The information and documents furnished along with this application are true, correct, and complete to the best of my knowledge and belief, and nothing has been concealed therein.

I further affirm that the expenses for which reimbursement is being claimed have been actually incurred for training purposes as declared, and valid payment proofs and supporting documents have been submitted.

I do hereby further affirm that the unit is not submitting any false or misleading information to claim financial assistance under this intervention.

I understand and undertake that in case any of the information or documents furnished by me is found to be false, misleading, or incorrect at any stage, or if the unit is found ineligible, I shall be liable to refund the entire amount of financial assistance received along with compound interest @8% per annum, besides facing legal action as deemed appropriate.

Signature of the Applicant

Date:

Annexure IV
Certificate from Chartered Accountant in CA Letterhead

Intervention 6: Reimbursement of Business Development Services (BDS) costs for MSME projects

TO WHOM IT MAY CONCERN

This is to certify that M/s _____, with their registered office at _____, and Udyam Registration No. _____, has incurred expenditure for engaging in Business Development Services (BDS) for its new investments / Industrial Expansion in the Union Territory of Dadra & Nagar Haveli and Daman & Diu.

Based on the verification of the books of accounts, invoices, agreements, and supporting records produced before us, we confirm that:

- The total project cost for establishing the new investments /Industrial Expansion MSME unit amounts to ₹ _____ (Rupees _____ only).
- The total expenditure incurred on BDS services amounts to ₹ _____ (Rupees _____ only) during the period from _____ to _____.

The above expenditure on BDS pertains exclusively to the establishment and operationalization of the MSME unit located at _____, in the UT of DNH&DD.

The services were obtained from registered and competent professionals/agencies, and valid GST invoices are available and have been duly verified.

We declare that this certificate has been issued after due scrutiny of relevant documents and records, and to the best of our knowledge and belief, the information furnished above is true and correct.

Name & Signature of the Chartered Accountant
with Stamp & CA Membership Number

Dated: _____
UDIN: _____

Annexure V**ESG Compliance**

Name of the Project/State/UT:

Name and Address of the Implementing Agency:

S No.	Particulars	Yes/No/NA	Remark
1	Has the Checklist used for screening?		
2	How many units have filled in the checklist (in numbers and as % of total applications/beneficiaries)		
3	Have the site visits undertaken for verification (on sample basis)?		
4	Details of awareness, Training and Capacity Building initiatives-		
	i) Training module/content developed.		
	ii) Calendar prepared.		
	iii) Training provided to deputed personnel.		
5	Has Grievance Redressal Mechanism put in place?		
6	Number of Grievance received?		
7	Number of Grievance resolved?		

Name:**Signature:****Designation:****Date****Contact****Details**

Checklist: ESG Compliance (Social)

S No.	Social Assessment	Y/N/NA	If yes, pls specify details	If not, Social Management Measures
1	Do you comply with the State's Minimum Wage regulation?			
2	Do you abide by Child Labour (Prohibition & Regulation) Act?			
3	Do you have safe drinking water Arrangements?			
4	Do you have First Aid Kits?			
5	Is there a separate toilet for women workers?			
6	Are there any arrangements for disposal of sanitary pads?			
7	As workers in units are registered with ESI hospitals, get their medical checkup and treatments from hospitals?			
8	Asny system in place at unit level to document accident or incident history and report to the authorities?			
9	Any other measure taken by industry operator for health and safety workers.			

Checklist: ESG Compliance (Environment)
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S No.	Environmental Assessment	Y/N/NA	If yes, pls specify details	If not, Environmental Management Measures
1	Are you registered under the Factories Act, 1948?			
2	Is Consent to Establish (CTE) and Consent to Operate (CTO) applicable to you?		If yes, have you acquired the Certificate?	
3	Does the unit generate solid waste? (e.g. sludge, oils, waste chemicals)		If yes, have you applied for Solid Waste Management Authorization?	
4	Does the unit operations involve handling of hazardous/dangerous chemicals?		If yes, have you applied for Hazardous Waste Management Authorization?	
5	Does the unit operations produce E-waste?		If yes, do you have Authorised agency for E-waste management and handling?	
6	Does the unit operations produce Plastic waste?		If yes, do you have any EPR authorization agency for waste management /recycle?	
7	Does the unit/Project have caused or will cause any health hazard to employees?		If yes, specify likely occupational hazards.	
8	Does the unit/Project comply with Fire Safety rules & Regulations?		If yes, specify potential source of fire hazard and mitigation measures.	

Annexure VI**Indicative List of Skill Gaps and Training for Workmen (these are just illustrative example)**

S No.	Industry	Department	Skill Gaps – Workmen	Training Required – Workmen
1	Textile Yarn	Spinning	Machine handling, yarn breakage control	Machine operation, defect detection, routine maintenance
		Quality Control	Understanding yarn specs	Yarn quality parameters, basic lab testing
		Maintenance	Basic upkeep, lubrication	Preventive maintenance, tool use
2	Wire & Cable	Drawing/Stranding	Wire gauge handling, machine tuning	Drawing machine operation, safety handling
		Insulation	Uneven coating, defect spotting	Insulation techniques, measuring tools
		Testing & Packing	Mislabeled, improper coiling	Inspection techniques, packing SOPs
3	Paper Packaging	Printing	Ink usage, colour matching	Flexo/offset printing operation
		Die-Cutting	Blade setting, misalignment	Die machine setup, maintenance
		Gluing & Packing	Glue wastage, folding errors	Gluing equipment handling, packaging SOP
4	Pharmaceuticals	Production (Granulation, Compression)	SOP non-compliance, poor hygiene	GMP compliance, batch record training
		Quality Control	Sample handling, equipment cleaning	QC sampling, equipment hygiene
		Packaging	Labelling errors, sealing issues	Blister/bottle packaging techniques
5	Plastic	Injection Molding	Improper mold fitting, cycle time issues	Mold setting, safety handling
		Extrusion	Temperature control, wall thickness inconsistency	Extruder operation, calibration
		Assembly & Packing	Poor finishing, incorrect packing	Finishing, visual QC, packing SOPs
6	General Industries	Stores/Logistics	Stock mismanagement, poor recordkeeping	Inventory handling, ERP basics
		EHS/Safety	Unsafe practices, no PPE usage	Basic industrial safety, emergency handling
