

NOTIFICATION

The 18th April, 2016

No. 49/43/2015-4IB1 In pursuance to the provision under Chapter 12 of Enterprises Promotion Policy-2015 notified vide No. 49/43/2015-4IB1 dated 14th August, 2015, the Governor of Haryana is pleased to notify the “Safety Audit Scheme” for Micro, Small & Medium Enterprises. The scheme will consist of the following provisions:

1. Objective

The objective of the scheme is to promote safety audit which is a tool that can be utilized to improve safety and attitudes in the workplace. A safety audit is an inventory or checklist of items specifically geared to operations of an enterprise. It allows them to take action, correct hazards, and determine the appropriate actions to take to achieve the desired safety goals. Measuring safety performance also provides a baseline to compare future safety initiatives. It documents the effectiveness of safety program, identify compliance deficiencies, suggest safety solutions, improve the environment and personnel safety, reduce incidents and injuries and increase workplace safety.

2. Quantum of Assistance

75% reimbursement of expenses incurred subject to a maximum of Rs. 1 lakh for conducting Safety Audit and also 50% subsidy on cost of capital equipments required for undertaking safety measures, subject to a maximum of Rs. 5 lakh.

3. Commencement and Applicability

The Scheme shall commence with effect from 15.08.2015 for providing assistance for conducting safety audit and installation of capital equipments for safety measures, and shall remain in operation for a period of 5 years. MSMEs which have undertaken Safety Audit and purchased equipments after 14.08.2015 and before 14.08.2020 shall be eligible under this scheme.

4. Eligibility Criteria

All MSMEs (new & existing) setup anywhere in the state, which have filed EM Part-II/ Udyog Aadhaar Memorandum with respective District Industries Centre shall be eligible under the scheme. Such enterprises shall only be provided financial assistance provided the Safety Audit has been done by the auditors of ISO certified agency. The industrial units must also comply with the following conditions:

- i) The item of manufacture should not fall in the restrictive list as notified by the State Government from time to time.
- ii) Investments in new plant, machinery and equipments focussed towards enhancing safety shall only be eligible for subsidy under this scheme.
- iii) The units should have obtained NOC/CLU from competent authority, if applicable.
- iv) The units should be in commercial production.
- v) The units should be in regular production at the time of disbursement and the assistance shall not be released to the closed unit.

5. Procedure

- a. Application on prescribed Form (Annexure-I) for the reimbursement of expenses incurred in conducting safety audit & purchase of capital equipments for safety measures along with listed documents would be submitted to the Director of Industries & Commerce, on the web portal of the department.
- b. The application would be processed and examined. The deficiencies, if any, would be communicated to the applicant on-line within a period of 10 working days and the applicant would be given a time period of eight weeks to rectify the deficiencies so pointed out.
- c. In case the deficiencies are not removed within prescribed period, the claim shall be filed by the Competent Authority, under intimation to the party through e-mail. The enterprise shall not be required to submit any additional document other than specified under Annexure-I without approval of competent authority.

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d. The claim application so filed may be reopened with the orders of Director of Industries & Commerce provided request for the same is received within a period of 30 days from the date of rejection of the claim by the designated Competent Authority.

6. Time Limit to apply

An enterprise shall forfeit its entitlement for the reimbursement of the expenses incurred in conducting the safety audit, if it does not submit its claim, complete in all respects within three months from the date of completion of safety audit/purchase of capital equipments.

7. Competent Authority for sanction

The Additional Director Industries & Commerce shall be competent authority for sanction of the subsidy within 30 days from the date of completion of the claim.

8. Interpretation/ Relaxation

Principal Secretary Industries & Commerce, Haryana shall be competent to make interpretation/relaxation of provisions of this scheme.

9. Appeal

An Appeal against an order passed by the Competent Authority shall lie with the Director Industries & Commerce, Haryana within a period of 30 days from the date of communication of order appealed against. The order passed by the Director Industries & Commerce in appeal shall be final.

10. Penal Action

At any time if it is found that assistance from government has been availed on the basis of any false information, the applicant shall besides refunding assistance with compound rate of interest @ 12% per annum and facing legal action, will be debarred from grant of any incentives/assistance from the State Government.

Devender Singh
Principal Secretary to Government of Haryana,
Industries and Commerce Department

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Annexure -I

Application Form for Safety Audit Scheme

S.No	Description	Details
1.	Name of the Applicant (Authorised person of the unit)	M/s
2.	Name & factory address of the unit with telephone no. and e-mail	
3.	Registered Office address	
4.	Category of unit (Micro/ Small/ Medium)	
5.	EM Part-II/Udyog Aadhaar No. & Date	
6.	Date of commencement of commercial production (As per first sale bill)	
7.	Item of manufacture	
8.	Constitution of the Unit [Proprietary, Partnership, Pvt. Ltd., Public Ltd., LLP (Limited Liability Partnership)]	
9.	Sector/ type of Industry	
10.	Area of Safety Audit	
11.	Name of the Safety Audit Agency	
12.	Details of safety audit got conducted	
13.	Result of safety audit	
14.	Total amount & details of expenditure incurred for conducting Safety audit(attach proof).	
15.	Total reimbursement claimed @75% against Safety Audit.	
16.	Details of investment made for Safety:	
	a. Details of processes & equipment.	
	b. Total cost of the equipments installed for safety measures (in Rs.)as recommended by safety auditor (attach proof)	
	c. Whether audit recommendation implemented?	
17.	Amount of subsidy claimed @50% of the total cost of safety measures equipments	
18.	Amount of assistance obtained from Government of India, if any	

19. Self attested copies of documents to be attached with the application:
- i. Acknowledgement of EM Part-II/Udyog Aadhaar.
 - ii. Certificate of Incorporation/ Partnership deed.

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- iii. Board resolution/ Power of attorney
- iv. Change of Land Use (CLU)/ NOC from competent authority, if applicable.
- v. Copy of first sale bill.
- vi. Copy of Safety audit certification.
- vii. CA certificate of Expenditure (in original) giving the details (Annexure-III)
- viii. Copy of the bills raised by certifying agency and proof of payment thereof.
- ix. Audited balance sheet of the unit of last year.
- x. Undertaking/Declaration on non-judicial stamp paper (Annexure-II).

Signature of the applicant
(with seal)

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Annexure-II

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):

I, _____ do hereby solemnly state that I am proprietor/
partner/ director/ _____ of M/s _____
located _____ which is engaged in the manufacture
of _____ and I have been authorized to file the claim of safety
audit and safety equipments with the Department of Industries and
Commerce, Haryana.

2. I do hereby affirm that the particulars given in the application are correct. In case any of the statement/ information furnished in the application/ documents later found to be wrong or incorrect or misleading, I do hereby undertake to refund the entire amount of assistance of Rs. _____ (Rupee _____) granted to me along with compound rate of interest @12% per annum, besides facing legal action in case facts contained in this application are proved to be wrong at the time of verification/ checking or otherwise at any stage.

Dated:

Signature of the Proprietor/Partner/
Managing Director/Director
(with seal)

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Annexure-III

Certificate from Chartered Accountant in respect of Proof of Expenditure incurred for conducting safety audit and about investment in plant & machinery (on a CA letter head)

To whom it may concern

The document & records of M/s with their regd. office at and factory located at and EM/Udyog Aadhaar no. dated in respect of the expenditure incurred in conducting Safety audit (or its equivalent) have been verified, and it is certified that the said company have incurred a total expenditure of Rs. (Rupees) towards, Application fee, assessment/ audit fee, annual fee/ licence fee, training and technical consultancy etc. (excluding hotel & travel expenses & surveillance charges) in conducting Safety audit from the certification agency namely..... as per the following details of payments.

Details of payments (Name of certification agency/ org.) amount paid (in rupees)

- a) Application fee.....
- b) Assessment/audit fee.....
- c) Annual fee/ licence fee.....
- d) Technical consultancy charges.....
- e) Training expenses.....
- f) Others.....
- Total

AND

Verified from the books of accounts & records of above firm that the cost of capital equipments installed for safety measures is Rs.....

AND

Verified from the books of accounts of above firm that the total investment in plant and machinery (original purchase value) of the unit as on date..... stands as Rs..... (Rupees)

Name & signature of the Chartered Accountant
with stamps & CA membership number

Dated

Payment at (a) to (f) above should be supported by copies of receipts of payments made to the certification agency duly attested. The payment receipts must indicate the purpose for which the payments have been made to the certification agency.