

**GUIDELINES OF MISSION MODE SUB-SCHEME
UNDER INDIAN LEATHER DEVELOPMENT PROGRAM (ILDLP) FOR XI PLAN**

1. INTRODUCTION

Leather has been identified as an important manufacturing sector for the growth of the Indian economy. Infusion of investment and modern technology into the sector has been identified as crucial for the development of the sector. Hence, it has been decided to implement investment/technology promotion and research, programme support, survey and concurrent evaluation etc. in the field of leather under Mission Mode.

Thus, the sub-scheme includes two components:

- A. Investment Promotion**
- B. Research, Programme Support and Consultancy Services,
Survey and Evaluation**

The sub-scheme would cover the following activities:

A. Investment Promotion:

- (i) Organization of road shows for showcasing domestic market potential to prospective investors and highlighting the size and potential of the Indian domestic market.
- (ii) Deputation of business delegations from leather industry to other countries for exploring new areas of technology infusion/up-gradation, facilitating joint ventures, improving market of leather products, foreign collaborations, etc.
- (iii) Participation by Indian companies and enterprises engaged in the leather sector in international exhibitions, trade fairs and buyer-seller meets in foreign countries as well as in India, in which there is international participation.
- (iv) Holding international conferences and seminars in India on topics and themes of interest to the leather industry.

B. Research, Programme Support and Consultancy Services, Survey and Evaluation:

- i) Analysis of existing problems in implementation, development and formulation of projects/schemes for the future by the way of research and study of the leather sector. It will cover strategy and operations consultancy, survey & evaluation related to various sub-schemes.
- ii) It will also include the provision for appointment of Consultants for evaluation of the schemes / projects implemented under various sub-schemes under ILDP during 11th Plan, to enable the Department to decide for continuation and timely intervention in various schemes in the 12th Plan.

2. ELIGIBLE ORGANIZATIONS

Council for Leather Exports (CLE), IITs, IIMs, Environment Science and Technology Institutes like NITs, NEERI etc and other industrial bodies and Associations like CII, FICCI, ASSOCHAM, PHDCCI etc. Other Central/ State Govt. technical organizations and institutions too would be eligible for seeking grant under the scheme for the approved activities.

IITs, IIMs, Environment Science and Technology Institutes like NITs, NEERI etc. would primarily get support for research, programme support and consultancy services, survey and evaluation.

3. ELIGIBILITY CONDITIONS

The eligibility conditions for financial assistance under the Scheme are:

- (a) The organisation must be engaged in such activities for at least last 3 years and have a good track record.
- (b) The organisation should have regular audited accounts for the past 3 years.
- (c) Events, for which financial support under the Scheme is sought, must have significant international participation.

- (d) Institutes / Organisations of National Importance like IIMs, IITs etc. may be preferred for support in research, programme support and consultancy services, survey and evaluation.

4. OTHER CONDITIONS

- (a) Financial assistance to one organisation would normally be restricted to two events in a financial year. The Steering Committee may, however, recommend relaxation of this condition for reasons to be recorded.
- (b) The quantum of assistance shall only be supplemental in nature to the contribution of organizer. The financial assistance under the scheme shall not be a source of profit or earning for the applicant organisation.
- (c) All publicity material/ banners relating to the event should indicate the support of the Department.
- (d) Wherever appropriate, the Department may nominate its representative(s) from the Department or any of its organisations, as its nominee(s) in the delegation.
- (e) The organisation should not have any pending bills / reports / documents for submission to the Department relating to any earlier event.
- (f) Performance of the organisation in the past events, if any, should be satisfactory.
- (g) In the events where more than one organisation of the Department and / or agencies sponsored under the scheme(s) of the Department are participating, as far as possible, one of the organisation of the Department would act as lead organisation to coordinate the joint participation.
- (h) While selecting companies/units as well as representative(s) of the participating organisation, priority should be given to persons who have not participated in such events earlier.

5. ASSISTANCE UNDER SCHEME

5.1 Budget Estimates of the Event

The applicant organisation will submit an application for assistance in the prescribed proforma along with the relevant documents and the budget estimate of the expenditure

on the proposed event in the prescribed proforma, giving full details of all sources/items of funding and expenditure. The admissible financial assistance would be worked out on the basis of this budget estimate and in accordance with the criteria/scale for the following eligible items:

- i) Organizing Road shows abroad;
- ii) Deputation of business delegations from leather industry in foreign countries;
- iii) Participation of Indian Companies and enterprises of leather sector in international exhibitions, trade fairs and buyer-seller meets in foreign countries;
- iv) Exhibitions, trade fairs and buyer-seller meets in India, in which there is international participation;
- v) International conferences and seminars on leather industry in India as well as abroad;
- vi) Studies and research on various aspects of leather sector; and
- vii) Programme Support, Consultancy Services, Survey and Concurrent Evaluation in the field of leather.

5.2 Scale of Assistance and eligible Items of Expenditure:

I. For International Exhibitions / Trade Fairs / Buyer – Seller Meet/Business Delegations organized abroad.

Sr. No.	Eligible Items	Scale of Assistance
(a)	Air fare	100% provided as per actual expenditure or as per the entitlement limited to the entitlement of an officer of the rank of Director of GOI subject to a maximum of 1 person per enterprise/Applicant organization of micro and small scale Industries. However only one Government of India nominee will be permitted For Govt. Officials as per their entitlement

Sr. No.	Eligible Items	Scale of Assistance
(b)	Daily allowance	100% provided as per actual expenditure or as per the entitlement limited to the entitlement of an officer of the rank of Director to the GOI as per notified MEA rules. For Govt. Officials as per their entitlement
(c)	Hotel Charges	100% provided as per actual expenditure or as per the entitlement limited to the entitlement of an officer of the rank of Director to the GOI subject to furnishing of original bills. For Govt. Officials as per their entitlement
(e)	Space Rent	70% of the actual expenditure.
(f)	Interior Decoration	Actuals, subject to maximum of 10% of space rental.
(g)	Theme Pavilion	Actuals, subject to a maximum of Rs. 1,00,000
(h)	Freight and Insurance Charges	Actuals, subject to maximum of Rs. 20,000
(i)	Fee for common interpreter and Secretarial Services including Phone/Fax/Internet etc.	Actuals, subject to maximum of US \$ 100 per day.
(j)	Advertisement /Publicity/ Printing of common catalogue	Actuals, subject to maximum of Rs, 1,50,000/-

A delegation for participation in an event under the scheme would normally comprise of a minimum of 5 entrepreneurs. Delegation to these events would consist of one representative of Implementing Agency, one representative of DIPP and interested members of the industry who express their desire to be part of the Delegation. The participation of the official from the DIPP is conceptualized so as to enable the Department to highlight the policies and procedures of the Government of India towards foreign direct investment and joint ventures collaborations. The policies and procedures

of Government is a matter of concern for foreign investors. The representative from DIPP (Government of India) in Delegation would be in a position to satisfy the queries raised by foreign investors on the spot in respect of policies and procedures of Government of India for Leather Sector. The travel and related expenses for the visit of Government of India nominee would be met out of the scheme fund.

The Events preferably would be organized with the support and cooperation of Indian Embassy as well as local Associations in the respective countries. The Implementing Agency would circulate the Road Show details to the members of the leather industry so that interested members could participate.

II. For International exhibitions/ Trade Fairs held in India

Assistance may be provided under the scheme for participation in reputed international exhibitions/ trade fairs held in India as may be identified. Items of expenditure for which assistance may be considered are specified below:

Sr. No.	Eligible Items	Scale of Assistance
(a)	Space Rent:	70% of the actuals.
(b)	Interior Decoration	Actuals, subject to maximum of 10% of space rental.
(c)	Printing of Common catalogue / Brochure / Directory	50% of actuals, subject to maximum of Rs. 1,00,000/-
(d)	Miscellaneous Expenditure	Actuals, subject to maximum of Rs. 25,000/-

Expenditure on economy class travel, hotel accommodation and local transport to one member of Implementing Agency as per actual (Limited to entitlement of Director) will be provided. The applicant organisation(s) will bear all other expenses for conduct of event.

III. Organisation of International Conferences/ Seminars in India

Assistance may be provided under the scheme for organisation of international Conferences/ Seminars in India wherein the foreign participants/foreign speakers are 50% or more of the total participants/speakers. Items of expenditure for which assistance may be considered are specified below:

Sr. No.	Eligible Items	Scale of Assistance
(a)	Venue Charges (included hiring/rent charges of Audio Visual , Interior, Banners, Food & beverages, Hotel charges, Secretarial assistance, Interpreter and Communication Expenses)	70% of the actuals.
(b)	Local Travel & Transport	Actuals, subject to a maximum of Rs. 25,000/- per day and Rs. 1, 00,000 for the entire event.
(c)	Publicity /Advertisement /Catalogues etc.	Actuals, subject to maximum of Rs. 1.50 lakh
(d)	Resource Persons (Fee/Air Travel / Boarding & lodging, Transport expenses)	Actuals, subject to a maximum of Rs. 50,000 - per resource person from abroad and Rs. 25,000 per resource person from India subject to overall ceiling of Rs. 2.5 lakh

IV. For Research, Programme Support and Consultancy Services, Survey and Evaluation:

As official data on the leather sector is not available regarding production, employment and nature of units in the leather sector, a detailed study of the leather sector product-wise would be the priority of the Department. Detailed Terms of Reference for such a study would be finalized in consultation with the stakeholders. Thereafter, the same would be advertised and proposals invited from leading Research Agencies of international repute functioning in India for undertaking the study on the basis of competitive selection.

Sr. No.	Eligible Items	Scale of Assistance
(a)	For studies on pollution both liquid & solid and research on updation of official data regarding production, employment & nature of manufacturing units in Leather	The total assistance @ 100% of the project cost with a restriction of Rs.25 lakh

	Sector on various aspects of Leather Industry Monitoring and evaluation of sub-schemes like IDLS, Saddlery and Mission Mode.	
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5.3 Quantum of Assistance:

The total grant for the purpose would be restricted to Rs. 25 lakh per event for International events and Rs.12 lakh for Domestic events.

6. APPLICATION PROCEDURE:

Application for seeking financial assistance, in the prescribed proforma (Annexure I), may be submitted to the Joint Secretary (Leather), Department of Industrial Policy and Promotion, Udyog Bhawan, New Delhi. The applications for the proposed event must be accompanied with the budget estimate (as per Annexure II), including estimate of the expenditure and income on the proposed event, giving full details of all sources/items of funding and expenditure and relevant documents, as prescribed.

7. STEERING COMMITTEE:

The applications for the financial assistance will be placed for consideration of the Steering Committee headed by Joint Secretary (Leather), DIPP constituted for the Indian Leather Development Programme (ILDPP) as per guidelines.

8. FEEDBACK REPORT:

The applicant organization shall submit a Feedback report on conclusion of the event including activities undertaken along with photographs, literature, brochures and other material (in hard copy as well as in soft/electronic form). The Feedback report must be submitted within one month of the conclusion of the event.

9. RELEASE OF GRANT:

Assistance would be provided in the form of grants-in-aid for the scheme. The fund under the component would be released in 2 installments as per the following schedule:-

1st installment 25% of the project cost as advance on approval of the project.

2nd installment 75% on submission of feedback report and statement of account duly certified by a CA as per Annexure-IIA.

10. The Pre-receipt and Utilization Certificate may be submitted submitted as per Annexure III & IV respectively.

APPLICATION FORM

1. Name and Address of the applicant organization with e-mail address, telephone no. and fax no.	
2. Organizational profile including documents on its non-profit character and statement of similar activities undertaken in the last three years.	
3. Name & designation of the contact person along with contact details.	
4. (i) Whether Department of Industrial Policy and Promotion provided financial support in past, if so, a copy of the financial support provided by the Department of Industrial Policy and Promotion for the said event in past. (ii) A copy of the report for the event & the highlights of the event held in the past.	
5.(i) Whether other Ministries / Departments /organizations of the Government of India have also been approached for providing the financial support; (ii) if so, the full details of the financial support being received or likely to be received from them	
6. Details of event proposed to be conducted in (i) Place (ii) Date(s) (iii)Particulars of event, including details of international components.	

<p>7. (i) Brief note on the objective(s) of the event and likely outcomes/ benefits arising out of the proposed participation in the event. (ii) Detailed programme of the said event. (iii) List of prominent speakers during the said event.</p>	
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Date

Signature of the office bearer/authorized person

Name & Designation

Note: Documents to be furnished along with application form:-

1. Copy of Registration Certificate of the organization (for the first time applicant only)
2. Copies of Audited Balance Sheet, Profit & Loss A/c or Income & Expenditure Account of the Organization for the last 3 years (to be submitted only once in a year)
3. Documents/correspondence/brochures/invitation letters for the proposed event
4. Tentative List of Entrepreneurs participating in the event.

BUDGET ESTIMATE

<u>Expenditure (Rs.)</u>		<u>Income/Source of Fund (Rs.)</u>	
Items	Amount	Source	Amount
Total		Total	

STATEMENT OF ACCOUNT

Name of the Organization: _____

Address: _____

Government's Approval Letter No. _____ Date _____

Event particulars: Event name _____

Place _____ Duration _____

Statement of Account

Expenditure (Rs.)			Income (Rs.)		
Sl.No.	Items	Actual Expenditure	Sl.No.	Items	Actual Income
1.			1.		
2.			2.		
3.			3.		

(I) Grant Approval as per in-principle approval =
Rs. _____

(II) Grant Claimed:= Rs. _____

(Should be such that grant + income from the event should not be more than total expenditure on event)

UNDERTAKING OF THE APPLICANT ORGANIZATION

I hereby certify that the above information is correct and is based on the actual expenditure incurred in organizing the event. It is also certified that all the income/revenue collected for the event has been duly and correctly shown above and nothing has been concealed.

Date:

Authorised Signatory

(Name & Designation)

Stamp of the Organization

CERTIFICATE OF CHARTERED ACCOUNTANT

I have verified the above information from the books of accounts, bills, vouchers, etc., and certify it to be correct.

Stamp Signature of Chartered Account

Membership No.

PRE-RECEIPT

Received cheque no. _____ dated _____ for
Rs. _____ (Rupees _____ only) from the Ministry of
Commerce & Industry, Department of Industrial Policy and Promotion, on
account of "Mission Mode" sub-scheme under Indian Leather Development
Programme sanctioned under Ministry's letter no. _____ dated _____.

Revenue Stamp

Authorised Signatory

(Name & Designation)

Stamp of the Association/Organization)

Place:

Date:

**Note: The above to be submitted on Letter Head of Association/
Organization, in triplicate.**

FORM GFR 19-A
UTILIZATION CERTIFICATE FORM

Letter No. & Date	Amount (Rs.)	Certified that out of Rs..... of grant-in-aid sanctioned..... in favour of(name of the organization) under this Ministry/Department letter No. given in the margin..... has been utilized for the purpose of for which it was sanctioned.
Total		

Certified that I have satisfied myself that the condition on which the grants-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised:

- 1.
- 2.

Signature

Date:

Name & Designation

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