

P-44026/16/2023-DBA-II  
Government of India  
Ministry of Commerce & Industry  
Department for Promotion of Industry & Internal Trade  
(NERS Section)

Vaniya Bhawan, New Delhi  
Dated 27<sup>th</sup> December 2023

To

The Principal Secretary (Industries)  
Department of Industries,  
Government of Assam, Arunachal Pradesh,  
Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura

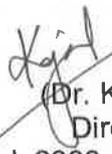
**Subject: Revised Guidelines and Standard Operating Procedure (SOP) for Claim Applications under various components of NEIDS, 2017-reg.**

Sir,

I am directed to enclose herewith the Revised Guidelines relating to various components of NEIDS, 2017, and to say that the attached revised guidelines supersede the NEIDS Operational Guidelines issued on 11.02.2019. This is done in light of multiple grievances/Communications received from the state governments of NER for encountering difficulties while processing claims other than CCIAC (Central Capital Investment Incentive for Access to Credit).

2. The concerned State Governments are requested to strictly adhere to the said Guidelines along with the timelines mentioned while processing the claims of the eligible unit received under various components of NEIDS, 2017.
3. This is issued with the approval of the Competent Authority.

Encl: As above.

  
(Dr. Kajal)  
Director  
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**CLARIFICATION ON GUIDELINES AND STANDARD OPERATING PROCEDURE (SOP)**  
**UNDER NORTH EAST INDUSTRIAL DEVELOPMENT SCHEME (NEIDS), 2017**

These clarifications supersede the NEIDS General Operational Guidelines issued on 11.02.2019 and should be read with the NEIDS, 2017 notifications dated 12.04.2018 and 09.10.2018. The CCIAC claim must be approved first before other incentives are considered for eligibility. However, the registered industrial units which have commenced commercial production may file the claims for other components on NEIDS Portal as per scheme guidelines. The claims for other components will be processed after the CCIAC Claim is approved.

**1. For claiming Central Capital Investment Incentive for Access to Credit**

**1.1. Inspection of the unit**

- (i) The unit should file online intimation of its readiness to receive field inspection team after it has actually commenced commercial production. All the Central Capital Investment Incentive for Access to Credit (CCIAC) claims where value of investment in eligible plant and machinery is up to Rs.5.00 crore, shall be inspected by DIC, whereas if investment in eligible plant and machinery is in excess of Rs.5.00 crore, a field visit must be organized by State Govt. comprising one representative each from (i) State Govt. concerned, (ii) the financial Institution which has appraised the unit, (iii) NEDFi, and (iv) in case investment in eligible plant and machinery is above Rs.20.00 crore, one member from the Central Government, to be nominated by DPIIT, shall be added to the above inspection committee.
- (ii) The functions of the Field Visit Team as applicable shall broadly be as follows:-
- To verify the physical availability of the Plant and Machinery in respect of which claim has been made by the industrial unit.
  - To ascertain whether the components / items of these plant and machinery in respect of which subsidy has been claimed by the industrial unit is as per the provisions of the scheme and subsequent clarifications issued from time to time.
  - To invariably consider the Appraisal Report of the Financial Institution(s) of the Industrial Unit along with other relevant documents while assessing the quantum of the value of Plant and Machinery.
  - To suitably explain the deviations (if any) from the Appraisal Report in the value of Plant and Machinery considered eligible for subsidy. The deviation report shall be submitted as per the format given in **Annexure-I**.
  - To submit field visit report within 5 working days from the completion date of the unit's field visit.
- (iii) All field inspection reports must be placed before SLC and attached to the minutes of the SLC meeting.

- (iv) It should be ensured that new units fulfill the conditions stipulated under para 4.5 of the notification dated 12.04.2018.
- (v) DPIIT reserves the right to inspect any unit, irrespective of the financial limit as mentioned above.
- 1.2 The claim application is to be submitted online, at the latest within one year of commencement of commercial production/ date of registration, **whichever is later. For units that received the registration/COP on or before 31<sup>st</sup> October, 2021, their SLC must be conducted by 30.04.2024. The units registered/COP later than 31<sup>st</sup> October 2021 must submit their claims by 31.03. 2025.**
- 1.3 A unit at the time of submission of claim is required to submit details regarding total investment made in the project, installed capacity and calculation of actual/projected Return on Investment (RoI) up to 5 years from the date of commencement of commercial production.
- 1.4 DIC should ensure that all claims are placed before the appropriate Committee within 90 (Ninety) days from the date of receipt of the claims.
- 1.5 All claims pertaining to Central Capital Investment Incentive for Access to Credit (CCIIAC), irrespective of the investment in eligible Plant & Machinery will be approved by State Level Committee (SLC). State Level Committee (SLC) shall be setup by the concerned State Government consisting of (i) Principal Secretary/senior most secretary, (ii) Any other suitable Officer of State Directorate of Industries, (iii) State Finance Department, (iv) NEDFi and any other financial institution concerned (if any other financial institution is assisting the industrial unit), (v) concerned DICs.
- 1.6 SLC shall go into details of each case to decide whether the unit qualifies for grant of incentive and also about the quantum of incentive. Due diligence must be exercised by the DIC/SLC to establish date of commencement of commercial operation of the industrial unit.
- 1.7 SLC to ensure that the claim under the scheme should not be recommended if the claim under the scheme is sub judice.
- 1.8 All transaction in respect of the cost of plant and machinery/project, as the case may be, must be through "A/c payee cheque" or "demand draft" or NEFT/RTGS only. No payment in cash would be considered eligible for computation of subsidy.
- 1.9 All expenses must be certified by the registered Chartered Accountant.
- 1.10 The cost of land shall not be taken into account for the purpose of determining the eligibility and quantum of subsidy under the scheme.
- 1.11 While recommending/approving a claim under the scheme, the SLC shall consider the following:-
- \* Date of commencement of commercial operation

- \* Assessment Report of Field Visit Team
  - \* The documents about the proof of existence of the industrial unit
  - \* Production figures of the unit
  - \* Whether payment for procuring/acquiring these Plant & Machinery has been made through A/c Payee Cheque/Draft/NEFT/RTGS.
  - \* Appraisal Report of the Financial Institution(s) which had assisted the project of the Industrial unit.
  - \* In addition to the above, SLC can stipulate the requirement of any other documents/reports which, in its opinion, are essential for ascertaining the genuineness of the claims made by the industrial units.
- 1.12 All the cases of subsidy claims approved/recommended by the DLC/SLC shall be subjected to pre-scrutiny. The concerned State Government shall send a request for such pre-scrutiny to DPIIT, who will arrange for deputing a Pre-scrutiny team.
- 1.13 At least 10% of the claims shall be subject to post-audit by NEDFi.

## **2. For claiming Central Interest Incentive**

- 2.1 Each claim is to be submitted for a complete financial year. The first claim / last claim of the unit may be preferred for part of the financial year, depending on the date of commencement of commercial production.
- 2.2 Claim application is to be submitted online on the portal within a period of 6 months from the end of concerned financial year for which claim is made subject to following -
- i. For claims for the period 2017-18 to 2022-23, the delay is condoned and the SLC should be conducted by 30.04.2024.
  - ii. For the claim period 2023-24 onwards, the claim application is to be submitted online on the portal by 30th September of the next financial year.
- 2.3 The advisory on SOP (Annexure VI) is attached for rejection of claims, if not responded within the given time frame.
- 2.4 A unit will be required to submit a certificate cum recommendation of scheduled bank / central or state financial institution (**Annexure-II**) clearly indicating credit limit sanctioned by the bank towards the working capital requirement for the claim period, actual drawl by the unit against the credit limit, total interest charged by the bank on working capital utilization, rate of interest charged by the bank and the marginal cost of fund-based lending rates of the lending institution. Lending financial institution will also have to certify that all drawls against the credit

limit have been utilized for the purpose for which it was sanctioned and that there has been no diversion of funds and / or siphoning of funds by the industrial unit.

- 2.5 Each State Government concerned will set up a State Level Committee (SLC) consisting of (i) Secretary/Commissioner (Industries) of the State Department concerned, (ii) State Finance Department, (iii) Any other official(s) of State Industry Department and State Directorate of Industries as member, (iv) representative of NEDFi and (v) representative of the Financial Institution concerned from where working capital loan has been raised by the unit; to go into each case to decide whether the unit qualifies for the grant of interest incentive under the scheme and also about the quantum of eligible incentive under the scheme.
- 2.6 All the claims will be approved by SLC as per the flow chart in Annexure-III. The concerned District Industries Centers (DICs) and State Governments to ensure the eligibility of the claims as per the documents uploaded by the unit on the NEIDS portal.
- 2.7 The minutes of the SLC meetings to be forwarded to Department for Promotion of Industry & Internal Trade (DPIIT), M/o Commerce & Industry, Government of India for disbursement of funds to NEDFi.

### **3. For claiming Central Comprehensive Insurance Incentive**

- 3.1 Each claim is to be submitted for a complete financial year. The first claim / last claim of the unit may be preferred for part of the financial year, depending on the date of commencement of commercial production.
- 3.2 Claim application is to be submitted online on the portal within a period of 6 months from the end of concerned financial year for which claim is made subject to following -
  - i. For claims for the period 2017-18 to 2022-23, the delay is condoned and the SLC should be conducted by 30.04.2024.
  - ii. For the claim period 2023-24 onwards, the claim application is to be submitted online on the portal by 30th September of the next financial year.
- 3.3 The advisory on SOP (Annexure VI) is attached for rejection of claims, if not responded within the given time frame.
- 3.4 Claimant unit will be required to furnish details of building, plant and machinery insured.
- 3.5 All the claims will be approved by SLC as per the flow chart in Annexure-III. The concerned District Industries Centers (DICs) and State Governments to ensure the eligibility of the claims as per the documents uploaded by the unit on the NEIDS portal.
- 3.6 The minutes of the SLC meetings to be forwarded to Department for Promotion of Industry & Internal Trade (DPIIT), M/o Commerce & Industry, Government of India for disbursement of funds to NEDFi.

#### 4. For claiming Transport Incentive

- 4.1 Claim is to be submitted on semi-annual basis. The first claim / last claim of the unit may be preferred for part of the half-year, depending on the date of commencement of commercial production.
- 4.2 Claim application is to be submitted online on the portal within a period of 6 months from the end of concerned half-year for which claim is made subject to following-
- i. For claims for the period 2017-18 to 2022-23(Till September 2023), the delay is condoned and the SLC should be conducted by 30.04.2024.
  - ii. For the claim period (October 2023-March 24) and onwards, the claim application is to be submitted online on the portal within 6 months of the end of the half-year.

E.g. – For claims pertaining to the period April, 2024 to September, 2024, the claims is to be submitted before 31<sup>st</sup> March, 2025.

- 4.3 The advisory on SOP (Annexure VI) is attached for rejection of claims, if not responded within the given time frame.
- 4.4 The State Government concerned shall set up a State Level Committee (SLC), consisting of the Secretary (Industries) of the State Government, Director of Industries of the State, representative each from the Finance Department of the State, Transport Department of the State and NEDFi.
- 4.5 State Government concerned shall carry out periodical checks to ensure that the finished goods in respect of which incentive under the scheme is being given were actually produced for the purpose by a system of scrutinizing the output of the finished goods and cross verification with power consumed, payment of GST etc.
- 4.6 Processing of the claims will be as per the flowchart in Annexure-IV. The SLC may require production of any other document(s) which in its opinion is necessary to recommend the eligibility of claimant for the subsidy under the scheme.
- 4.7 SLC shall also ensure that the incentive being claimed by the unit is not arising out of transportation of finished goods by their own goods carrier. Further, cost of loading or unloading and other handling charges from railway station/airport/port to the site of the industrial unit will not be taken into account.
- 4.8 The minutes of the SLC meetings to be forwarded to Department for Promotion of Industry & Internal Trade (DPIIT), M/o Commerce & Industry, Government of India.
- 4.9 All the claims will be pre-scrutinized by the independent audit agency and on the basis of the recommendations of the audit agency, funds will be released to NEDFi.

**5. For claiming Income Tax (IT) Reimbursement**

- 5.1 For claims of Central Share of Income tax, applicant unit will be required to file its claim online within 6 months from the end of the month in which its income tax return was processed u/s 143(1) of Income Tax Act, 1961.
- 5.2 For filing the IT Reimbursement claim, it is mandatory to give copy of the order passed u/s 143(1) of Income Tax Act, 1961 along with amount of claim with reference to concerned unit, which will be taken into account for deciding the claim.
- 5.3 The amount of Central Share of Income Tax reimbursed shall be as per the recommendation of Finance Commission from time to time, of the Income Tax paid with respect to the concerned unit.
- 5.4 The State Nodal Office of the concerned State to conduct State Level Committee (SLC) meeting comprising representatives from (i) State Govt. concerned, (ii) NEDFi and (iii) Officer of the rank of ACIT/JCIT from regional Income Tax Department to determine the eligibility of the claims recommended by the District Industry Center.
- 5.5 Minutes of the SLC meeting to be forwarded to DPIIT for disbursal of funds to NEDFi.
- 5.6 Claim application is to be submitted online on the portal within a period of 6 months from the end of concerned financial year for which claim is made subject to following -
  - i. For claims for the period 2017-18 to 2022-23, the delay is condoned and the SLC should be conducted by 30.04.2024.
  - ii. For the claim period 2023-24 onwards, the claim application is to be submitted online on the portal by 30th September of the next financial year.
- 5.7 The advisory on SOP (Annexure VI) is attached for rejection of claims, if not responded within the given time frame.

**6. For claiming Goods and Services Tax (GST) Reimbursement**

- 6.1 GST reimbursement on finished goods is applicable only on the Central share of the net GST paid, other than the amount of Tax paid by utilization of Input Tax credit under the Input Tax Credit Rules, 2017.
- 6.2 The claim shall be submitted within three months from the end of the relevant quarter for which the return(s) is submitted under the Goods and Services Tax Act, 2017, subject to the submission of relevant documents. For the fourth quarter of the financial year, the claim is to be submitted by 31<sup>st</sup> March of the next financial year. However, the claim of GST Reimbursement will be processed annually.

For illustration, a unit has to submit claim of the third quarter of 2023-24 (that is October to December, 2023) before 31<sup>st</sup> March, 2024. For the last quarter (that is January, 2024 to March, 2024) the unit has to submit claim before 31<sup>st</sup> March, 2025.

- 6.3 The amount of GST reimbursed\* shall be a sum total of:
- (a) 58% of the Central tax paid through debit in the cash ledger account maintained by the unit in terms of sub-section(1) of section 49 of the Central Goods and Services Act, 2017, after utilization of the Input tax credit of the Central Tax and Integrated Tax.
  - (b) 29% of the integrated tax is paid through debit in the cash ledger account maintained by the unit in terms of section 20 of the Integrated Goods and Services Act, 2017, after utilization of the Input tax credit Tax of the Central Tax and Integrated Tax.
  - (c) Provided where inputs are procured from a registered person operating under the Composition Scheme under section 10 of the Central Goods and Services Act, 2017, the amount i.e., the sum total of (a) & (b) above shall be reduced by the same percentage value of inputs procured under Composition scheme out of total value of inputs procured.

\*Note: This reimbursement percentage will change from time to time as per the recommendation of the Finance Commission.

- 6.4 The process flow of the claim applications under GST will follow the flow chart in Annexure V.DIC and SNO will verify each claim as per the documents uploaded by the applicant under the GST reimbursement claim form under NEIDS, 2017.

- 6.5 Claim, based on information provided by the applicant at Serial no. 7 of Annexure-II of the GST claim form, to be calculated in the following order:

(a) Budgetary support in respect of intra-state supplies = {CGST in cash – Balance of (ITC of CGST + ITC of IGST)}\*58%\* {[1- Value under (G)] / Value under (F)}

(b) Budgetary support in respect of inter-state supplies = {IGST in cash – Balance<sup>^</sup> of (ITC of IGST + ITC of CGST)}\*29%\* {[1- Value under (G)] / Value under (F)}

<sup>^</sup> Balance to be taken under (b) after excluding amount considered under (a) above

(c) Total Budgetary Support = (a)+(b)

- 6.6 The CGST Commissionerate and/or state commissioner taxes on examination of the eligibility of the claims (in terms of the directions of the Department of Revenue vide letter No. 116/15/2017-CX-3 dated 27.11.2017) shall forward a report to the concerned directorate with their recommendations and eligible amount for reimbursement to the industrial units in respect of the claims filed.

- 6.7 Report on eligible claims recommended by DIC and approved by State Level Committee (SLC) to be forwarded to DPIIT recommended by the State Government.
- 6.8 Any unit that is found on investigation to overstate its production or make any misdeclaration to claim GST support would be made ineligible for the residual period and be liable to the recovery of excess support paid. Activity relating to concealment of the input tax credit, purchase of inputs from unregistered suppliers (unless specifically exempt from GST registration) or routing of third-party production or other activities aimed at enhancing the amount of GST support by misdeclaration would be treated as fraudulent activity, and, without prejudice to any other action under law, may invite denial of benefit under the scheme ab-initio.
- 6.9 Based on the report and amount recommended by CGST Commissionerate, DPIIT will release funds to NEDFi to release incentives to the eligible industrial units.
- 6.10 For claims for FY - 2017-18 to FY - 2022-23, the delay is condoned and the SLC should be conducted by 30.06.2024.
- 6.11 The advisory on SOP (Annexure VI) is attached for rejection of claims if not responded to within the given time.

## **7. For claiming Employment Incentive**

- 7.1 Scope of Pradhan Mantri Rojgar Protsahan Yojana (PMRPY) has been enhanced from 1<sup>st</sup> April, 2018 and the Government of India is paying full Employer's Contribution of 12% (towards EPS and EPF both) for all the sectors through Employees' Provident Fund Organization (EPFO) for a period of 3 years to the new Employees and to the existing beneficiaries for their remaining period of 3 years through EPFO. The terminal date for registration of beneficiary through the establishment is 31<sup>st</sup> March, 2019.
- 7.2 Since PMRPY is already giving the benefits up to 31<sup>st</sup> March 2019, the claimant unit may register itself on the portal provided by PMRPY for availing the Employment Incentive.

## **8. Other Provisions**

- 8.1 Due diligence may be carried out by the District Industries Centre (DIC) and State Nodal Offices (SNO) at the State Government level while recommending the claims of the industrial units such that the total benefits availed by the industrial units from all components of the scheme shall not exceed the total investment in plant and machinery subject to a maximum limit of Rs. 200.00 crore per unit.
- 8.2 Subsequent to the issue of these guidelines, the principle to consider cases in SLC should be on a First-in-First-out (FIFO) basis, with the date of submission of claims on the portal at the DIC level determining the FIFO priority.
- 8.3 Central Capital Investment Incentive for Access to Credit (CCIIAC) should mandatorily be approved by the appropriate authority (as per the limits mentioned above) before getting benefits under the other six components of the scheme.

8.4 The unit can claim no interest on account of delay in payment of any incentive. The beneficiary unit has to furnish an undertaking to abide by this condition.

8.5 A claimant unit will be required to furnish proof of payment made through Electronic mode/cheque / DD in respect of their preferred claim. No claims involving cash payment will be entertained.

\*\*\*\*



**Certificate cum Recommendation of Scheduled Banks/Central or State Financial Institutions**

(Certificate to be given on letterhead of banks/Financial Institutions for claiming interest incentive under Central Interest Incentive component)

TO WHOM IT MAY CONCERN

This is to certify that M/s. \_\_\_\_\_ (Name and address of the Industrial unit)(hereinafter referred to as Industrial Unit) had been sanctioned an amount of Rs. \_\_\_\_\_ (amount in figures)[Rupees \_\_\_\_\_] (amount in words) as Credit limit (hereinafter referred to as credit limit) towards its working capital requirement by our bank i.e. \_\_\_\_\_ (Name and Address of the bank) for the period from \_\_\_\_\_ to \_\_\_\_\_ vide this bank sanction letter No. \_\_\_\_\_ dated \_\_\_\_\_.

The maximum actual drawl by the Industrial Unit on any particular day during the period from \_\_\_\_\_ to \_\_\_\_\_, against the Credit Limit is Rs. \_\_\_\_\_ (amount in words) and the average daily drawl for the above mentioned period is Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_). Total Interest charged by the bank on working capital utilization is Rs. \_\_\_\_\_ (amount in figures) [Rupees \_\_\_\_\_] amount in words which is @ \_\_\_\_\_ % per annum.

Having examined our records and the materials furnished by the industrial unit, this is to certify that unused overdraft, fixed deposits, advances for acquisition of fixed assets, loans and advances by proprietors/partners Directors/Members of H.U.F., long terms loans including interest thereon and investments, have not formed part of the working capital utilization and that all drawls against the credit limit have been utilized for the purpose for which they were sanctioned and there has been no "diversion of funds" and /or "siphoning of funds" by the Industrial unit.

It is therefore, recommended that the Industrial unit is eligible for grant@3% per annum interest incentive of Rs. \_\_\_\_\_ (amount in figures) [Rupees \_\_\_\_\_] (amount in words) under the Central Interest Subsidy Scheme, 2007 for the period from \_\_\_\_\_ to \_\_\_\_\_.

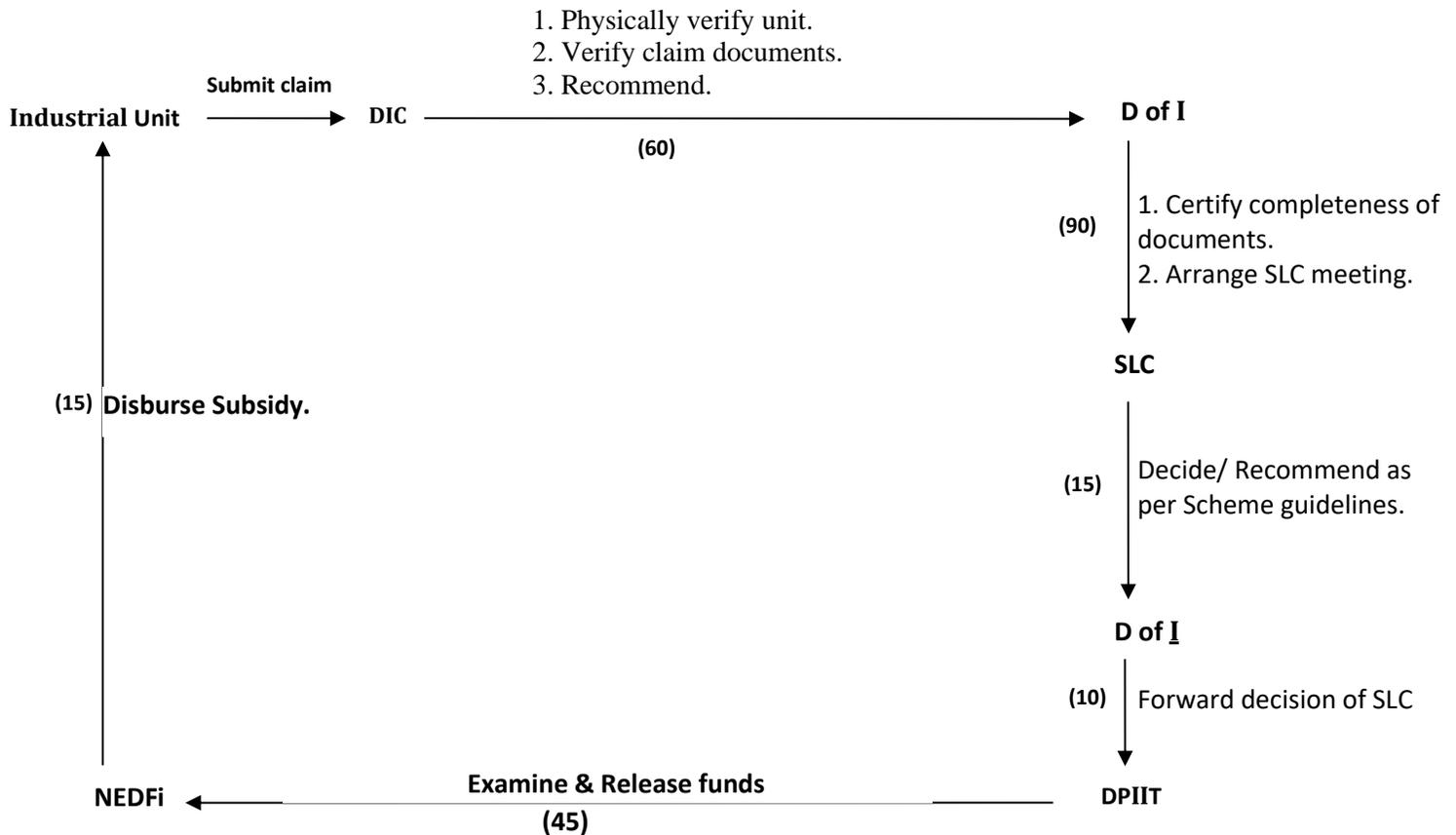
Date:

Signature of the Bank Manager

Name( \_\_\_\_\_ )

Official Seal

**FLOW CHART FOR HANDLING SUBSIDY CLAIMS UNDER CENTRAL INTEREST SUBSIDY  
SCHEME AND CENTRAL COMPREHENSIVE INSURANCE SCHEME OF NEIDS 2017**



**DIC** – District Industries Centre.

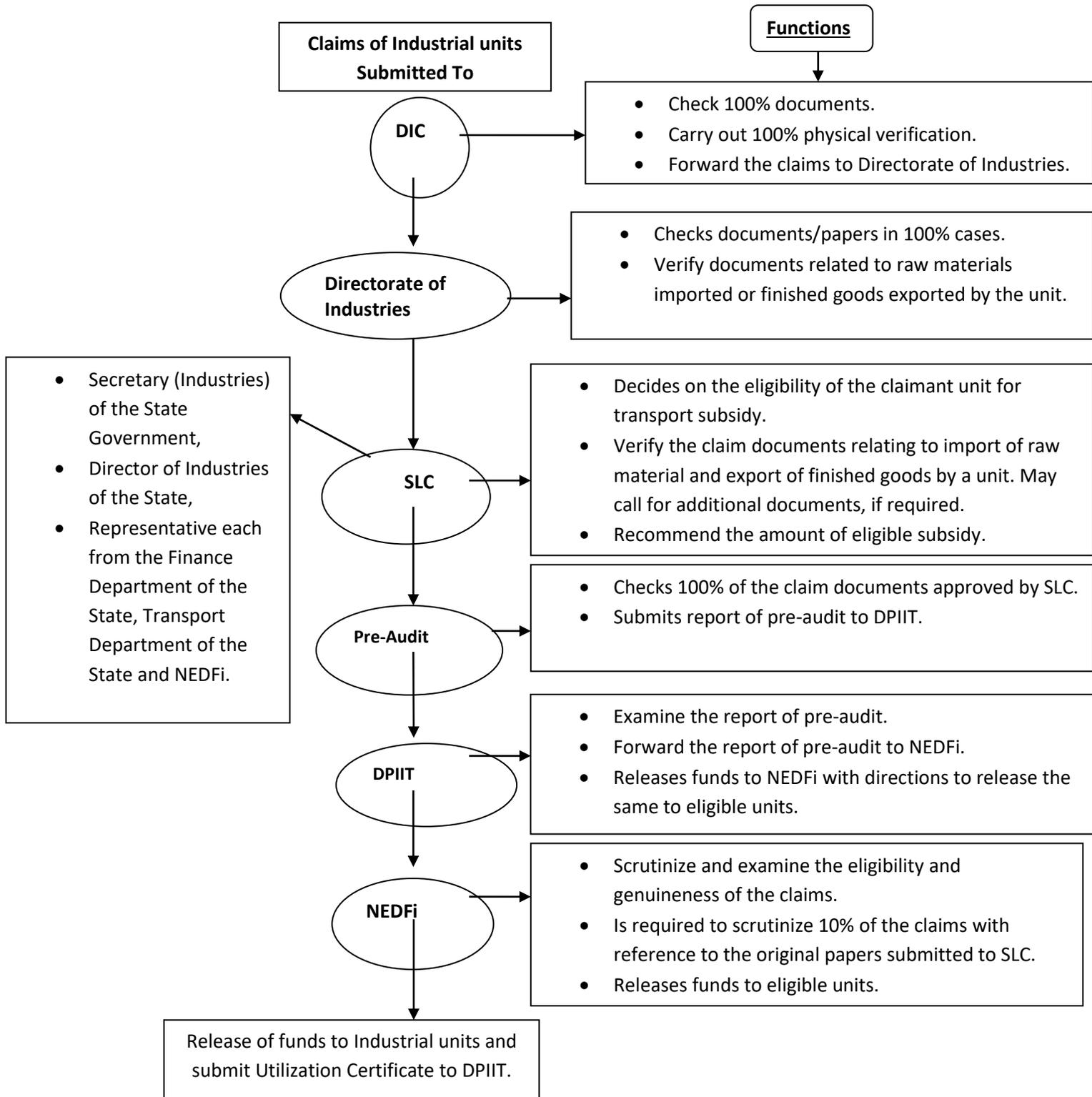
**D of I** – Directorate of Industries.

**SLC** - State Level Committee.

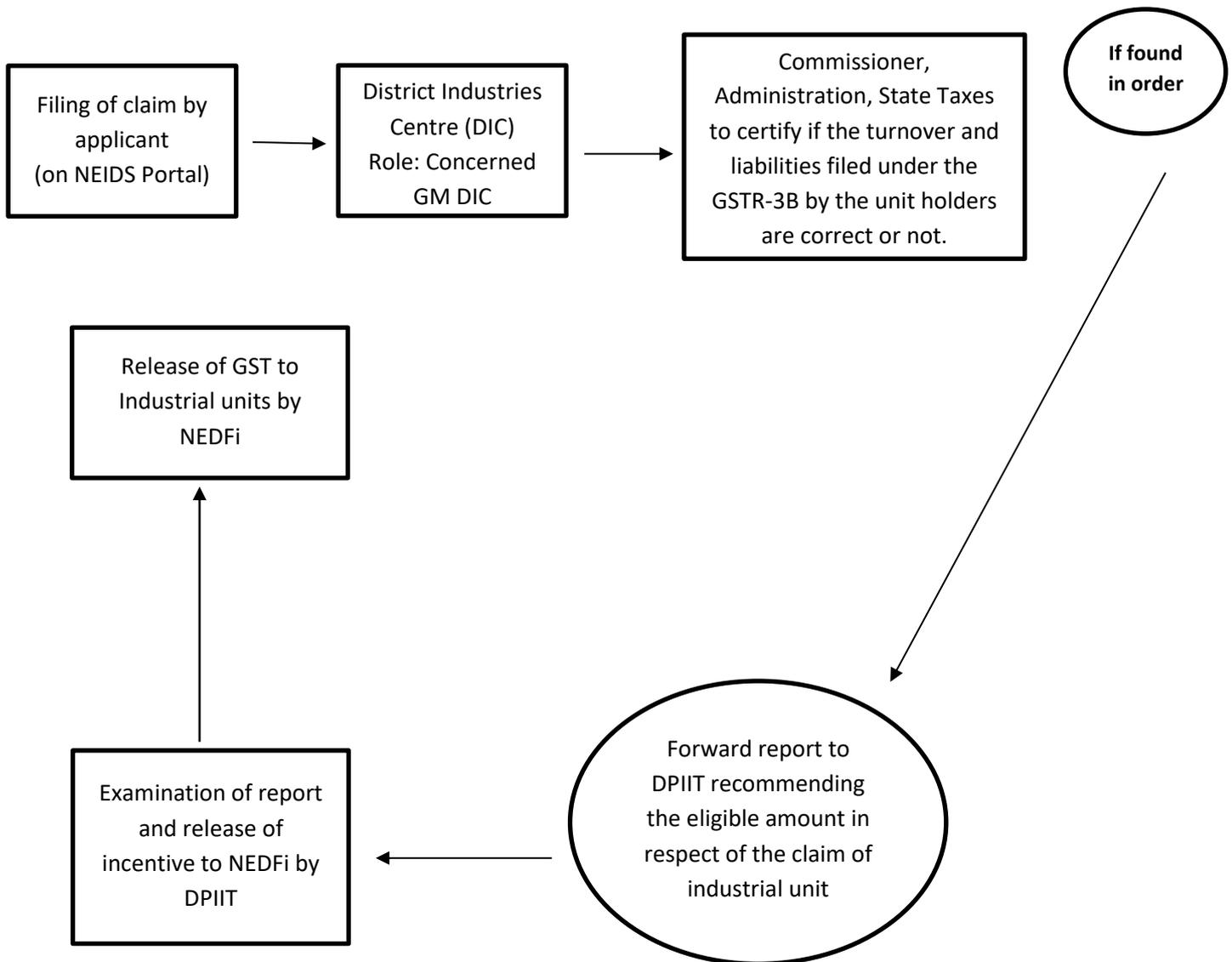
**DPIIT** - Department for Promotion of Industry and Internal Trade.

Numbers in bracket are the maximum number of days to be taken in processing the claim.

**Flow Chart for Transport Subsidy Scheme**



**FLOW CHART – : PROPOSED FLOW CHART FOR GST REIMBURSEMENT  
PROCESS**



## **PART - B – Advisory**

### **Standard Operating Procedure “SoP” for Claim Applications under NEIDS, 2017**

This Standard Operating Procedure “SoP” must be read with the Notification no. F. No. 10(6)/2016-DBA-II/NER dated 12.04.2018, Revised General Operational Guidelines for Claims under NEIDS, 2017 dated 11.02.2019. This SoP is an advisory from DPIIT, prepared based on scheme guidelines. The North-Eastern States may modify the timelines advised in the SoP.

**Following procedure should be followed for receipt and approval of claims applications under all components of the scheme:**

**1.0: Claiming Incentives Under the Scheme:** The applicant submits the claim application along with the necessary documents for the respective claim component required as per notification no. F. No. 10(6)/2016-DBA-II/NER dated 12.04.2018, General Operational Guidelines for Claims under NEIDS, 2017 dated 11.02.2019.

**2.0: Scrutiny of Claim Applications:** Every application is scrutinized as per the requirements detailed in revised operational guidelines.

**3.0: Rejection of Claim Applications:** - DIC should ensure that all claims are placed before the appropriate Committee within 90 (Ninety) days from receipt of the claims. An application will be deemed rejected if the applicant does not clarify the objection/ documents sought within 60 days of the objecting/ clarification date. This is applicable to all the claim components under NEIDS, 2017.

**4.0: Steps to be followed for Rejection of Claim Applications:**

In this regard, following procedure may be referred for rejection of claims received for all the components under NEIDS 2017:

**I) Initial Processing by DICs:**

DICs will process the application within **7 days** from the submission date of claims on NEIDS portal.

- For complete applications, DICs will recommend the application to the State Nodal Officer (SNO) with their remarks
- In the case of incomplete applications, DICs will seek clarifications from the applicant regarding deficiencies or required documents. DICs must ensure that all queries pertaining to a particular claim application must be asked in one instance.

**(II) Applicant's Response:**

The applicant must re-submit the complete application and all necessary documents/clarifications within **25 days** from the date of clarification sought by the concerned DIC.

**(III) Reminder to Applicant:**

If the applicant does not resubmit the application within **25 days** from the date of clarification sought by the concerned DIC, the concerned DIC will send a reminder email and text message to the registered email ID and mobile number of the applicant.

**(IV) Registered Post Reminder:**

In case of no response from the applicant unit on the reminder email and text message even after **7 days** from the date of sending the reminder, the concerned GM DIC will send a letter through Registered Post with a reminder to submit the necessary documents/clarifications. The record to be maintained as evidence on the file.

**(V) Notice to Registered Office of the unit:**

If the unit holder still doesn't respond, the concerned GM DIC will do the personal service of the notice to the registered office of the unit after **15 days** from the date of sending the reminder letter. In case of no receipt of the personal notice by the applicant unit, GM DIC will affix the notice at the registered office of the unit holder and make sure the proper record of the same is maintained.

#### **(VI) Publication in Newspapers:**

After **7 days** from the date of serving notice, the DIC/SNO will publish the notice along with details of such applicant units in Vernacular and English Newspapers.

#### **(VII) Recommendation for Rejection:**

After **6 days** from the publication date, the concerned GM DICs may recommend the application for rejection to the concerned authority/committee as per scheme guidelines, if no response is received.

#### **(VIII) Place the application before the concerned authority for Rejection:**

The application will be placed before the concerned authority/committee for rejection along with recommendations as per scheme guidelines. The concerned Directorate must ensure that such respective applications pertaining to their division are rejected within **90 days** from the receipt of claims, required as per scheme guidelines.

Note: [This is an advisory. The states can customize it to their requirements, however, every effort must be made to conclude the process in 90 days.](#)

- This SoP aims to streamline the process and ensure that rejection decisions are made fairly, transparently, and timely, minimizing delays and maintaining the integrity of the NEIDS, 2017 claim rejection process.
- All communications should be documented and maintained for future reference by the concerned Department.
- In order to timely disburse the long pending claims of CCIAC, DICs and SNOs are directed to expedite the process. They are required to forward all the eligible claims after undertaking all necessary formalities to DPIIT at the earliest.
- **All eligible claims of registered industrial units which are pending with applicant/DIC/SNO are required to be forwarded to DPIIT after completing all necessary formalities before 30.04.2024. No such claims will be entertained after 30.04.2024.**

**FLOW CHART FOR REJECTION OF CLAIMS UNDER NEIDS, 2017**

