

OPERATIONAL GUIDELINES ON ONE TIME REIMBURSEMENT OF ENERGY AUDIT COST UNDER IPR 2015

(See Para 5.4.4 (e) of IPR-2015)

- 1. Short Title:** - Operational guidelines on one time reimbursement of energy audit cost under provisions of Para- 5.4.4 (e) of Industrial Policy Resolution 2015.
- 2. Extent:** - It shall extend to the whole of the State of Odisha.
- 3. Commencement:** - It shall come into force from the "Effective Date" of Industrial Policy Resolution, 2015 i.e. 24.08.2015
- 4. Terms and Expressions:** -Terms and expressions used in this operational guideline, but not specifically defined here, shall have the same meaning as in Industrial Policy Resolution, 2015.
- 5. Energy Audit:-** Energy audit is an inspection, survey and analysis of energy flows for energy conservation in a process or system to reduce the amount of energy input into the system without negatively affecting the output(s) and to reduce energy expense and carbon footprints under the legal frame work of Energy Conservation Act, 2001.

6. Policy Provisions:-

Para- 4.9 (d) of Industrial Policy Resolution, 2015

To encourage energy efficiency and reduce carbon footprints of industries, a one-time reimbursement of cost of Energy Audit by New industrials unit shall be provided up to a maximum of –

INR 1 lakh for Micro Enterprises

INR 2 lakh for Small Enterprises

INR 3 lakh for Medium Enterprises

per unit subject to achieving energy efficiency / reduction in carbon footprint in the said year. Independent and credible third part agency must certify energy efficiency and reduction of carbon footprint of industries.

7. Constitution of Committee:-

A Committee shall be constituted under the chairmanship of Director of Industries, Odisha with following members.

1.	Director of Industries, Odisha	Chairman
2.	Joint Secretary to Govt. Industries Department	Member
3.	Joint Secretary to Govt. MSME Department	Member
4.	Joint Secretary to Govt. Energy Department	Member
5.	Representative of IPICOL	Member
6.	Additional Director of Industries, Odisha	Member-convenor

The Committee has to decide the norms and examine the activities of Energy Audit with realistic expenditure. If any difficulties / doubt arises in sanctioning the claim, the matter may be placed before the Committee for a decision.

8. Eligibility: -

- 7.1 Industrial units in Micro, Small & Medium Enterprises except Units listed at point 3 of SCHEDULE of Annexure - II of IPR-2015.
- 7.2 Industrial units shall engage Energy Auditors accredited by Bureau of Energy Efficiency (BEE), Government of India or state-Level Energy Regulatory Body.
- 7.3 The claim for reimbursement may be considered on successful implementation of Energy Audit resulted in reduction in energy expenses & carbon foot print.
- 7.4 The claim for reimbursement of cost of Energy Audit shall **not** include / cover cost of change over assets like acquisition of energy saving equipment, new installations, remodelling, up gradation of existing, replacement of obsolete machineries etc.
- 7.5 If the industrial unit has availed incentives under any scheme of State Govt or the Central Government (GoI) or Government Agencies or any financial institutions it shall be eligible for the **differential** amount of benefit only

9. Time frame for filing application: -

- a. Eligible Industrial unit shall file its claim complete in all respect, **within One year** from the date of completion of successful implementation Energy Audit.
- b. Application in the prescribed form received after the due date / incomplete in any respect shall be liable to be summarily rejected.

10. Procedure: -

- 9.1 Eligible industrial unit submit application in the prescribed form appended to this operational guideline at Annexure –‘A’ along with copies of all relevant documents as mentioned in the Checklist at Annexure –‘B’. Application shall be submitted in duplicate to the concerned General Manager, Regional Industries Centre / District Industries Centres.
- 9.2 Copies of the documents as indicated in the checklist shall be self – attested by Proprietor / Managing Partner / Managing Director / Authorized Signatory.
- 9.3 On receipt of application with copies of relevant documents, the acknowledgement as prescribed at Annexure- ‘C’ shall be dispatched to the applicant duly signed by the General Manager, RIC /DIC on the day of receipt. General Manager, RIC / DIC may authorize any of his officers for the purpose.

9.4 The application shall be examined and scrutinized by the concerned RIC / DIC and where necessary spot verification shall be made. After scrutiny and examination and determination of eligibility, present working status etc, RIC / DIC shall transmit one set of the application and relevant documents to the Director of Industries, Odisha in the format as at Annexure- 'D' within **15 days** from the date of receipt of application under intimation to the applicant unit.

10 Sanction:- Director of Industries, Odisha, on receipt of application from RIC / DIC shall examine the proposal, and where necessary spot verification shall be made, and accord sanction for reimbursement of cost of Energy Audit within next 7 days in the format as at Annexure-E.

11 Disbursement:-

11.1 The RIC/ DIC in case of Micro and Small Enterprises and Director of Industries in case of Medium Enterprises shall disburse the sanctioned amount of assistance to the industrial unit within next **5 days** subject to availability of funds under the scheme under intimation to Director of Industries, Odisha / RIC /DIC.

11.2 The disbursement may be deferred if the unit is found closed and may be effected on resumption of production.

12 In case of **rejection** of application, the reasons of rejection shall be communicated to the applicant unit as early as possible or within **25 days** of receipt of application by concerned General Manager, RIC / DIC / D.I Odisha in the format prescribed at Annexure – 'F'

13 Miscellaneous :-

13.1 RIC/ DIC / Directorate of Industries, Odisha may inspect the industrial unit, if felt necessary.

13.2 The reimbursement of cost of Energy Audit or any part thereof with penal interest as decided by the authority shall become forthwith repayable by the entrepreneur(s), If the information furnished is found to be false / incorrect / misleading or miss-represented and there has been suppression of facts / materials or disbursed in excess of the amount actually admissible for whatsoever reason.


14 Time limit prescribed in this guideline is of working days only

15 The operational guidelines have been concurred in by Finance Department in their UOR No.87-ES-II / F., dated 10.6.2015.

GOVERNMENT OF ODISHA
INDUSTRIES DEPARTMENT

Memo No 5922 /I., Bhubaneswar, dated 2/9/2015
XIV - HI - 29/2015

Copy forwarded to All Departments/ All Heads of Departments/ All PSUs/ All Revenue Divisional Commissioners/ All Collectors/ All DICs/ All RICs/ Head, State Portal Group, IT Centre, Secretariat, Bhubaneswar/ All Sections of Industries Department/ Guard File (5 copies) for information and necessary action.


Joint Secretary to Government

APPLICATION FOR SANCTION AND ONE TIME REIMBURSEMENT OF COST OF ENERGY AUDIT UNDER PROVISIONS OF INDUSTRIAL POLICY RESOLUTION 2015

Application received after the due date / incomplete in any respect shall be liable for rejection)

(Strike out whichever is not applicable)

From

M/s. _____
 At _____
 PO _____
 Sub-Division _____
 Dist. _____
 (Location of the Industrial Unit)

To

The General Manager,
 Regional Industries Centre / District Industries Centre, _____

Sub: One time reimbursement of cost of energy audit under provisions of Industrial Policy Resolution 2015.

Sir,

In accordance with the provisions laid down in Industrial Policy Resolution-2015 and operational guidelines, the claim for one time reimbursement of cost of energy audit is submitted herewith with following particulars.

1	Category of the Unit (Micro / Small / Medium Enterprises)	:				
2	Address of Registered office	:				
3	Type of organization (Proprietorship / Partnership / Co-operative / Private Limited / Public Limited)	:				
4	Name of Proprietor / Managing Partner / Managing Director / Authorized Signatory	:				
5	EM- Part – II No. and date	:				
6	Items of manufacture / activity	:	Original	Item (s)	Quantity	Value
			E/M/D			
7	Date of commencement of production Original / E/M/D	:				
8	Date of first fixed capital investment i.e. land / building / plant & machinery and balancing equipment.	:				
9	Date of first fixed capital investment for E/M/D of Existing units	:				
10	Contract Demand / Connected load with Consumer No	:				
11	Total capital investment (Head / item –wise)	:	Original	E/M/D	Total	
	a	:				
	b	:				

12	Name of the Financial Institution Specify the date of sanction & amount of loan availed for Energy Audit		
	a	Name of F I / Bank	:
	b	Amount of loan availed	:
13	Name & address of Energy Auditor / Organization conducted Energy Audit		
14	Accreditation of Energy Auditor with Details (copy to be submitted)		
15	Amt. of expenditure incurred for Energy Audit (Copy of the bills/vouchers/receipt etc. be submitted with a statement)		
16	Details of assistance sanctioned / availed so far with sanction order no & date		:
17	Present claim for reimbursement		:
18	Details of assistance sanctioned / availed form any State Govt. or the Central Govt.(Gol) or any Financial Institutions of the country or abroad, with sanction order no & date		
19	Differential amount of Claim		
20	Date of completion of successful implementation Energy Audit.		
21	Energy Consumption (KWH)	Before Energy Audit-	
		After Energy Audit-	

I, Sri _____ s/o _____ at present _____ (designation) of M/S _____ (name of the industrial unit) certify that the information furnished as above is true and correct to the best of my knowledge and belief.

I hereby undertake to abide by the terms and conditions prescribed under the provisions of Odisha Industrial Policy 2015 and **its operational guidelines**

I hereby undertake to repay the assistance amount or any part thereof with penal interest as decided by the authority If the information furnished is found to be false / incorrect / misleading or mis-represented and there has been suppression of facts / materials or disbursed in excess of the amount actually admissible for whatsoever reason.

I hereby certify that this industrial unit has not applied / sanctioned / availed any amount of assistance under any other scheme of the State Govt. or the Central Govt. or any Financial Institution(s) / Support organization in the country and abroad against which the present claim is made.

Copies of relevant documents in support of information / facts furnished above are **enclosed** here with.

- 1.
- 2.
- 3.

Signature of the Proprietor / Managing Partner / Managing Director /
Authorized Signatory in full and behalf of

Date.

M/s -----

CHECK LIST

Copies of documents to be attached with the application shall be self-attested by Proprietor /
Managing Partner/Managing Director / Authorized Signatory

(Strike out whichever is not applicable)

1	Entrepreneurs Memorandum- II
2	Power of Attorney / Board Resolution / Society Resolution, as applicable, while signing as Partner / Managing Director / Authorized person.
3	Certificate of registration under Indian Partnership Act1932 / Societies Registration Act- 1860 / Certificate of incorporation (Memorandum of association & Article of Association) under Company Act-1956
4	Document in support of date of first investment in fixed capital for original / Expansion / Modernization / Diversification i.e. land / building / plant & machinery and balancing equipment
5	Contract demand / connected load
6	Loan sanction order if availed for conducting Energy Audit from Bank / FI
7	Document (s) on engagement of Energy Auditor
8	Accreditation of Energy Auditor with Details
9	Document in support of implementation of Energy Audit Report
10	Document(s) / proof on reduction of Energy expenses.
11	Statement on expenditure incurred for Energy Audit with copy of the bills / vouchers / receipt etc.
12	Details of assistance sanctioned / availed so far with sanction order no & date and other supporting documents from State Govt / Central Govt / Govt. Agencies / Financial Institutions
13	Date of completion of successful implementation Energy Audit.
14	Document in support of delay in implementation condoned by Empowered Committee
15	Undertaking on non-judicial Stamp Paper duly signed by the applicant in the format – Annexure-B1
16	<i>Valid statutory clearances including consent to operate issued by OSPCB</i>
17	Certificate on energy efficiency and reduction of carbon footprint by independent and credible third part agency

UNDERTAKING

(Strike out whichever is not applicable)

- i) I / We shall abide by the terms and conditions prescribed under the provisions of Industrial Policy Resolution 2015 and its operational guidelines.
- ii) I / We shall repay the reimbursement of cost of energy audit or any part thereof with penal interest as decided by the authority, If the information stated above is found to be false/ incorrect / misleading or mis-represented and there has been suppression of facts / materials or if found to have been disbursed in excess of the amount actually admissible for whatsoever reason.
- iii) The claim for reimbursement of cost of Energy Audit does **not** include / cover cost of change over assets like acquisition of energy saving equipment, new installations, remodelling, up gradation of existing, replacement of obsolete machineries etc.
- iv) I / we the promoter(s) have not defaulted to Banks / Development Financial Institutions / SIDBI / OSFC / IPICOL / Government and Government controlled agencies in connection with the unit for which the incentive is sought or for any other unit / activity in the state with which concerned promoter(s) is / are directly or indirectly associated.
- v) This industrial unit has not applied / availed assistance on Energy Audit under any other scheme of the State Govt. or the Central Govt. or any Financial Institution(s).

I / we shall furnish its audited financial statements and other periodical statements of each financial year to the RIC / DIC / IPICOL/ Directorate of Industries, Odisha.

Signature of Proprietor / Managing Partner/
Managing Director / Authorized Signatory
in full and on behalf of M/s-----

Place-

Date-

OFFICE OF THE GENERAL MANAGER, RIC / DIC----- /

Letter No.----- / Date-----

Acknowledgement

(To be issued by authorized officer / General Manager, RIC / DIC on the day of receipt)
(Strike out whichever is not applicable)

To

Sri _____
M/s. _____

Received the application for one time reimbursement of cost of energy audit under provisions of Industrial Policy Resolution 2015 along with documents mentioned below from M/s----- At/PO-----Dist. ____ on dt. ----- through post / person.

List of documents

- 1.
- 2.
- 3.

Signature of authorized officer / General Manager, **RIC/ DIC**
with seal & date-----

Annexure -C

(TO BE DISPATCHED TO THE APPLICANT)

OFFICE OF THE GENERAL MANAGER, RIC / DIC----- /

Letter No.----- / Date-----

Acknowledgement

(To be issued by authorized officer / General Manager, RIC / DIC on the day of receipt)
(Strike out whichever is not applicable)

To

Sri _____
M/s. _____

Received the application for one time reimbursement of cost of energy audit under provisions of Industrial Policy Resolution 2015 along with documents mentioned below from M/s----- At/PO-----Dist. ____ on dt. ----- through post / person.

List of documents

- 1.
- 2.
- 3.

Signature of authorized officer / General Manager, **RIC/ DIC**
with seal & date-----

Annexure- D

OFFICE OF THE GENERAL MANAGER, RIC / DIC ----

No----- Dt.-----
(Strike out whichever is not applicable)

From

General Manager,
RIC / DIC -----

To

Director of Industries, Odisha,
Cuttack

Sub:- Recommendation for one time reimbursement of cost of energy audit under provisions of Industrial Policy Resolution 2015.

Sir,

In accordance with the provisions laid down in Industrial Policy Resolution –2015 and its operational guidelines, I am to furnish herewith the application with copies of all relevant documents filed by M/s _____, At _____ P.O. _____ Dist. _____ bearing EM-II / IEM / I L No. _____ date _____ for one time reimbursement of cost of energy audit. The particulars of the unit are given below.

1	Date of receipt of application from the industrial unit		
2	Category of the Unit (New Micro / Small / Medium Enterprises)		
3	Date of first fixed capital investment i.e. land / building / plant & machinery and balancing equipment. (Original / E/ M / D)		
4	Date of power supply for the purpose of production		
5	Connected load / contract demand allowed to the industry-		
6	Consumer no of the Industry		
7	Date of completion of successful implementation Energy Audit.		
8	Details Energy Auditor		
9	Expenditure incurred for Energy Audit		
10	Energy Consumption (KWH)	Before Energy Audit-	
		After Energy Audit-	
11	Certificate on energy efficiency and reduction of carbon footprint by independent and credible third part agency (Name the agency)		
12	Details of assistance availed		
13	Eligible amount /differential amount of benefit claimed		

The industrial unit is eligible for one time reimbursement of cost of energy audit under provisions of Industrial Policy Resolution 2015.

Yours faithfully,

Encl. (One set of application with supporting documents)

General Manager, RIC /DIC -----

Memo No. _____ / dt.

Copy forwarded to Sri _____ M/s _____, At _____
P.O. _____ Dist. _____ for information.

General Manager, RIC /DIC -----

Annexure- E

OFFICE OF THE DIRECTORATE OF INDUSTRIES, ODISHA, CUTTACK

(Strike out whichever is not applicable)

SANCTION ORDER

Office order No. _____ dt. _____

Sanction is hereby accorded for one time reimbursement of cost of energy audit for Rs. _____ (Rupees _____) only in favour of M/s. _____ Proprietor / Managing Partner / Managing Director / Authorized Signatory Sri _____ At/PO _____ Dist. _____ (Address of the Registered office of the unit) located at _____ Sub-Division _____ District _____ in accordance with the provisions laid down in Industrial Policy Resolution 2015 and operational guidelines.

The captioned industrial unit is a Micro Enterprise / Small Enterprise / Medium Enterprises bearing EM – Part-II No & Date----- . This Sanction is towards differential amount of assistance and does not exceed the limit of one lakh rupees / two lakh rupees / three lakh rupees as prescribed. In IPR 2015

Director of Industries, Odisha.

Memo No. _____ /dt. _____

Copy forwarded to the General Manager, RIC/ DIC ___ for information and necessary action.

Director of Industries, Odisha

Memo No. _____ /Ind., dt. _____

Copy forwarded to M/s. _____ Proprietor / Managing Partner / Managing Director / Authorized Signatory Sri _____ At/P _____ Dist. _____ for information.

Director of Industries, Odisha

Annexure- F

OFFICE OF THE GENERAL MANAGER, RIC / DIC-----/
OFFICE OF THE DIRECTOR OF INDUSTRIES, ODISHA, CUTTACK

No ----- Dt. -----
(Strike out whichever is not applicable)

This is to inform that –

The application for one time reimbursement of cost of energy audit under provisions of Industrial Policy Resolution 2015 filed by M/S _____ bearing Regn. No _____ Dt _____ on dt. _____ under IPR 2015 is rejected due to following reasons.

(Specify the reasons)

- 1.
- 2.
- 3.
- 4.

General Manager, RIC/ DIC ____
Director of Industries, Odisha