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GOVERNMENT OF ODISHA

M.S.M.E. DEPARTMENT

RESOLUTION

The 6th August 2014

SUBJECT—Rules for Registration with Micro and Small Enterprises-2014

In accordance with Industrial Policy Resolution, 2007 and Odisha MSME Development Policy, 2009, the following Rules for Registration of Micro and Small Enterprises with Directorate of E.P. & M., Odisha, Bhubaneswar are made. These rules will supersede the rules for registration of Small/Medium/Large Scale Industries, etc. Resolution, dated the 7th July 1994 circulated by the Industries Department.

ORDER—Ordered that the Resolution be published in an extraordinary issue of the *Odisha Gazette* and copies thereof be forwarded to all Departments of Government and all Heads of Departments and Accountant General, Odisha.

## RULES FOR REGISTRATION OF MICRO/SMALL ENTERPRISES WITH DIRECTORATE OF E.P. & M., ODISHA, BHUBANESWAR

### 1. Objectives :

The main objectives of registration of Enterprises with the Directorate of Export Promotion & Marketing is to have a list of reliable local Enterprises from which purchase can be made/service can be availed by Government, Semi-Government offices either through rate contract or otherwise.

### 2. Authority Competent to Register :

The Director, Export Promotion & Marketing shall be the competent authority to register the Micro/Small Enterprises located in the State under these rules.

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### 3. Eligibility for Registration :

A Micro/Small Enterprises/Ancillary/Panchayat Samiti Industry or a Co-operative Society under the State Government which has its own workshop/factory in the State will be eligible for registration, provided that—

- (i) It is manufacturing store items/providing services which are normally purchased/availed by Departments of Government/Quasi Government Bodies.
- (ii) It is capable of manufacturing store items/providing services of standard specification.

### 4. Benefit of Registration :

The MSEs registered with the Directorate of Export Promotion & Marketing shall enjoy the following benefits :—

- 4.1. Subject to the eligibility of the MSEs, rate contract as and when necessary will be concluded.
- 4.2. The Directorate of Export Promotion & Marketing may take up their grievances and difficulties with the concerned Departments/Offices of the State Government and Quasi-Government Offices relating to payment of their dues and marketing their products. The General Manager, District Industries Centre may also take up their grievances and difficulties with the concerned District Level Offices at their level.
- 4.3. The MSEs registered with D.E.P. & M. can participate in limited tenders of State Government and Semi-Government organisations for purchase of store items covered under exclusive lists. In addition to this local MSEs registered with respective DICs., Khadi, Village, Cottage & Handicraft Industries, OSIC and NSIC shall be exempted from payment of earnest money and shall pay 25% of the prescribed security deposit while participating in tenders of Government Departments and Agencies under their control.
- 4.4. The MSEs will be exempted from depositing earnest money while tendering for store items for which they are registered.

### 5.1. Procedure for Registration :

(a) The MSEs shall apply for registration through online in the prescribed form (Annexure-A) to the Director, Export Promotion & Marketing either directly or through the Director of Industries/General Manager of concerned District Industries Center/Head of D.E.P. & M. Testing Laboratories who after scrutiny will forward the application and other documents with their views to the Director, Export Promotion & Marketing, Odisha, Bhubaneswar for grant of registration.

(b) Each application for registration shall be submitted with a non-refundable Registration Fee of Rs. 1,000 (Rupees one thousand) only in respect of MSEs and in shape of Treasury Challan deposited under the Head "1475-Other General Economic Services-104-Receipts from Certification, Marking & Testing Fees-0014-Collection of Fees-02186-Fees realised from Certification, Marking & Testing"/uncrossed I.P.O. in-favour of Director, Export Promotion & Marketing, Odisha, Bhubaneswar. Payment of the fees may also be made through online by payment gateway.

### 5.2. The application shall be submitted along with the following documents :—

- (i) Statutory licence such as DIC PMT/DIC EM-Part-II/Drug Licence/GMP Certificate/BIS Licence/Trade Certificate are required to be submitted.

- (ii) Copy of the loan sanction order of the financial institutions or a certificate from the Banker, or a certificate from the Credit Manager, D.I.C. concerned regarding the financial standing of the unit.
- (iii) Document regarding the proof of ownership such as Voter ID/PAN Card/Driving Licence/Adhar Card, etc. and memorandum of Article of Association in case of Limited Companies and partnership deed in case of partnership firm.

5.3. If the statements in the application form disclose that the MSE is not *prima facie* suitable, registration shall be refused straight away.

5.4. A Technical Officer of the Directorate of Export Promotion & Marketing shall inspect the MSE concerned, draw sample of the finished products and rawmaterials, for testing the quality of the product. If all the testing facilities as per relevant IS specifications are not available in E.P. & M. Testing Laboratory, the samples shall be forwarded by the Inspecting Officers of D.E.P. & M. to NTH/CIPET or any NABL accredited laboratories within the country. Testing fees of the same will be paid by the MSEs. The Inspecting Officer shall submit his report to the Director, Export Promotion & Marketing within seven days from the date of inspection. The MSEs shall be inspected within 10 (ten) days from the date of receipt of its application subject to the submission of all requisite documents. The MSEs shall deposit the samples along with necessary Testing Fees in the concerned Testing Laboratory within 7 (seven) days from the date of drawal of samples for testing failing which his application for registration will be rejected.

5.5. On completion of the inspection, if a MSE is considered suitable for registration, a Certificate of Registration shall be issued to it under signature of the Director, Export Promotion & Marketing within 90 days from the date of receipt of application from the MSE. In case of testing conducted outside laboratory other than E.P. & M. Laboratory, Registration Certificate will be issued within 10 (ten) days after receipt of test report in this Directorate.

5.6. The MSEs shall be granted registration permanently with effect from date of issue of Registration Certificate or till the date of validity of its Land Document/DIC EM-Part-II/Drug Licence/GMP Certificate/B.I.S. Licence/Trade Certificate, etc. with periodical inspection.

5.7. On receipt of the valid documents along with written application from the unit concerned, the temporary registration will be renewed after inspection of the unit.

5.8. The MSEs, if interested shall be granted registration for additional store items/services after proper inspection. The MSE concerned shall have to pay Rs. 100 (Rupees one hundred) only for inclusion of each additional item/service in the original Registration Certificate.

5.9 (a) Additional fees of Rs. 100 shall be payable for issue of duplicate Registration Certificate or for amendment of the original Registration Certificate in each case.

5.9. (b) The fees for inclusion of additional item or service/Amendment/issue of duplicate Certificate, etc. shall be paid as per the manner indicated in 5.1 (b).

## 6. Suspension of registered MSEs :

The registered MSEs shall not eligible to do any business with the organisations of Odisha Government during the 'Suspension' period as detailed below :—

