

# OPERATIONAL GUIDELINES FOR GUJARAT GARMENT & APPAREL POLICY 2017

Industries & Mines Department, Government of Gujarat



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## Guidelines for Registration under policy

### 1.1. Procedure for Submission of Application/Project Proposal for Registration under Policy

- The Government of Gujarat has developed an online platform [www.ifp.gujarat.gov.in](http://www.ifp.gujarat.gov.in) for the complete application, sanction and claim procedure. A dedicated Investor Facilitation Cell has also been set up at Industries Commissionerate Office for providing assistance to investors.
- Applicants seeking financial assistance are required to submit 3 forms in a stepwise manner as follows:

S. No	Forms	Timeline	Purpose
1.	Registration Form	Within 3 months of sanction of term loan *	To gather preliminary information about the investor & proposed project.
2.	Sanction Form	Within 1 year of first disbursement of term loan*	To gather detailed & specific information about the project.
3.	Claim Form	Every quarter	For claiming financial assistance

\* In case of multiple Term Loans, the earliest date of Sanction and disbursement will be considered.

- The forms must be filled by an authorized person only. Details of the authorized person, once entered during registration, cannot be changed throughout the application procedure. In case the person is not the promoter/investor, a letter authorizing the person on behalf of the promoter is required to be uploaded.
- User manuals with details on how to fill the online forms have been uploaded in the portal. Interested applicants can download them through following steps – Single Window Guide → User Manual with Flowchart → IC → Registration under Gujarat Garment & Apparel Policy 2017 → Applicant Side User Manual

## Registration Form

The applicant who intend to avail interest, power and payroll assistance under this scheme, requires to fill the Common Incentive Form and register under Gujarat Garment & Apparel Policy 2017. The registration forms intends to collect preliminary information about the proposed project and promoters. The applicant also needs to upload supporting documents as required.

- The following information needs to be filled in:
  - Details of all the promoters involved in the proposed project
  - Land status – private/GIDC along with details
  - Type of premise – own/rental
  - No. of machines
  - Requirements regarding Plug & Play assistance, dormitory
  - Employment details
  - Financial details of the existing (in case of expansion) and proposed project
  - Bank details
  - Term loan details
  - Focus market
- The self-attested photocopies of following documents need to be uploaded:
  - Signature of authorized person
  - Acknowledgment of Udyog Aadhar/EM-II/IEM (Optional)
  - Document for land purchase deed or copy of Notarized rent deed/lease deed (in case of private land) copy of GIDC plot/shed allotment letter or possession letter (in case of GIDC land)
  - Term loan sanction letter and all annexures
  - Detailed Project report (In prescribed format at Annexure I)
  - Other documents, if any other assistance granted by GOI/GOG (if applicable)
  - Chartered Engineer certificate for capacity utilization of preceding 3 financial year (in case of expansion)
  - Aadhar of all promoters

It is necessary to submit documents listed above with the registration form, failing which the application will not be considered. Government would approve/reject application within 90 days of successful submission of registration form.

## 2. Guidelines for Availing Incentives for Interest Subsidy, Power Tariff Concession & Payroll Assistance

### 2.1. Scheme

#### 2.1.1. Interest Subsidy

The scheme is financial assistance by way of credit linked interest subsidy in Garment and Apparel.

**Eligible Enterprise:** The new or expanding garment and apparel enterprise

**Eligible Investment:** Investment in Land, Building and Plant & Machinery will be considered for interest subsidy.

**Quantum of Assistance:** Interest subsidy will be at the rate of 5% per annum, with maximum ceiling of Rs. 7.5 Cr. per year for the period of 5 years

#### 2.1.2. Power Tariff Concession

**Eligible Enterprise:** New or expanding garment and apparel enterprise

**Quantum of Assistance:** Power tariff subsidy @Rs. 1/unit in the billed amount of the utility for the units will be available for a period of 5 years from the date of commencement of commercial production.

#### 2.1.3. Payroll Assistance

**Eligible Enterprise:** New or expanding garment and apparel enterprise employing at least 300 domicile or 300 additional domicile workers (in case of expansion).

**Quantum of Assistance:** Reimbursement of 50% of Wages limited to Rs. 4000/-for female workers and Rs. 3200 for male workers per month for a period of 5 years. In case of expansion the benefits will be for additional workers only.

### 2.2. Sanction procedure

- Once the Registration is approved on the online portal, unit shall apply for sanction for each scheme they want to avail the assistance.
- Sanction Application intends to collect the actual data of the project after commencement of Commercial production. This form along with documents will have to be uploaded on the Portal. All the photocopies of the documents should be self-Attested. ([Application Form](#)) ([Checklist](#))
- On receipt of Sanction Application with all documents, sanctioning authority will scrutinize the sanction application and a physical inspection too will be carried out for the following purpose:

- Whether all the informations furnished by the applicant is correct
- To verify and recommend the eligible sum of investment for interest Subsidy
- To verify and recommend the eligible employment for Payroll Assistance
- To verify the number of stitching and sewing machines installed
- After verification, the inspection report will be put up to the sanctioning Authority.
- The sanctioning Authority as per application and inspection report will either approve or reject the Project and Sanction or rejection letter accordingly will be issued to the applicant for each scheme separately.

### 2.3. Claim procedure

- Based on the Sanction; unit will apply in prescribed format for Claim of Interest Subsidy, Power tariff concession and/or Payroll Assistance on the portal on quarterly basis. ([Claim Application Form](#)) ([Checklist](#))
- The applicant shall also provide all details and self –attested copies of required documents as per checklist.
- On receipt of claim application with all documents, respective authority will scrutinize the claim application and a physical inspection too will be carried out for the following purpose:
  - Whether unit has started commercial production with proposed number of machines and employees.
  - Whether Conditions of Sanction letter are fulfilled.
  - Amount of claim should be calculated as per provision of GR by the sanctioning authority before asking for the grant.
- After inspection, the report will be uploaded on the portal too.
- On receipt of Claim inspection report and the recommendations, the assistance will be disbursed.

### 2.4. General Terms & Conditions

1. All terms and conditions mentioned in the clause 5.4 of the Policy GR shall be adhered by the applicant.
2. The unit has to apply within 1 year from the first disbursement of term loan. In case of Multiple Term loans, unit has to apply within 1 year from the first disbursement of any Term loan.
3. An eligible unit not availing term loan should apply for registration before commencement of commercial production and apply for sanction within one year of commencement of commercial production.
4. The Interest Subsidy calculation date should be kept as the first date of disbursement or an option date should be given to the applicant which shall not be later than the date of start of commercial production.

5. In case of expansion, the payroll assistance will not be eligible for re-employed person/s who had been relieved by the enterprise within one year period before commencement of production of expansion.
6. The enterprise which is taking up expansion shall have to provide at least 300 additional employment over the existing employment record as per EPF (Employee provident Fund)
7. Following criteria will be applied for calculation of existing employment as per EPF records
  - a) Highest employed persons for a month, out of last 36 months of existing enterprise before commencement of commercial production.
  - b) The highest employed persons for a month out of total months of Production, in case of the enterprise which has not completed 36 months before commencement of commercial production.
8. If any unit fails to maintain the minimum criteria of employment & machines for any given period, then it will not be eligible for any subsidy during that period and that period will be deducted from the eligible 5 years benefit period.

### 3. Guidelines for Availing Incentives for Plug & Play Systems for Apparel Manufacturing

#### 3.1. Scheme

- a. The State Government operating through GIDC shall make readymade sheds available for apparel factories in selected locations which will be provided either on long term lease or rental basis.

**Eligible Entity:** GIDC

**Quantum of Assistance:** The assistance up to 50% of project cost for the development of project will be given directly to GIDC. GIDC will pass on such assistance on pro-rata basis to Garments & Apparel enterprises

#### 3.2. Sanction procedure

- Garment Manufacturers shall approach GIDC to avail plug and play shed in GIDC estate under this policy. GIDC will co-ordinate and finalize the location and estate of project with the interested investors and will receive the basic details about the Project.
- GIDC will submit an application on IFP furnishing details regarding the project along with prescribed documents. ([Application Form](#)) ([Checklist](#))
- After Scrutiny and clarifications on all queries, application will be forwarded to the sanctioning authority.
- On approval, a sanction letter will be generated in favor of GIDC for the particular project.

### 3.3. Claim procedure

- After Completion of the project GIDC will submit claim details in prescribed format along with documents. ([Claim Application Form](#)) ([Checklist](#))
- Sanctioning Authority will scrutinize the application and can raise a query in case of clarification.
- A physical inspection will be carried out for the project as furnished in the claim application.
- The claim will be then approved by Sanctioning Authority upon satisfactory inspection report and the assistance will be disbursed to GIDC.

### 3.4. General Terms & Conditions

1. GIDC shall apply for sanction of the Project after intentions received from investors.
2. After the completion of project, GIDC shall have to submit claim along with project completion certificate to Industries Commissioner Office.
3. GIDC shall have to follow the terms and conditions mentioned in the sanction letter with respect of project implementation and disbursement of assistance under this scheme.
4. The expenditure incurred only during the operative period shall be eligible subject to the terms & conditions of the Scheme.
5. The beneficiary Unit must start commercial production within the operative period of the scheme.
6. In case the beneficiary garment unit does not start commercial production within one year, after issuing a notice, GIDC shall take back possession of such plot and shed.
7. The Unit shall have to continue its production for ten years from the date of commencement of commercial production. If unit fails to comply this condition, the GIDC shall take possession of plot & Shed and transfer it to another Unit.
8. The SLAC may prescribe other terms and conditions which will be binding to GIDC and the beneficiary.
9. In case of any dispute, SLAC decision shall be treated as final.

## 4. Guidelines for Availing Incentives for Dormitories

### 4.1. Scheme

#### **4.1.1. Rental Assistance for Dormitory (Operated by GIDC)**

The state government operating through GIDC, shall provide dormitories as per the industry requirements in select locations for a minimum lock-up period of 10 years.

#### **Quantum of Assistance:**

Enterprise will be provided rent assistance at the rate of 50% of the rent fixed by GIDC



## **Who are eligible?**

- a. Apparel firms, Parks or their SPVs

### **4.1.2. To Private Developer of Dormitory**

The state government shall provide financial assistance to individual units or parks for construction of dormitories for a minimum of 250 workers with maximum built-up area of 50 sq. per person.

#### **Quantum of Assistance:**

Enterprise will be provided 50% of the project Cost (excluding land) with a ceiling of Rs.5 crores per entity

#### **Who are eligible?**

Individual Apparel Units or Park

## **4.2. Sanction procedure**

### **4.2.1. Rental Assistance for dormitory built through GIDC**

- Applicant that has taken dormitory from GIDC on rent/lease agreement may apply for availing 50% rent assistance under the policy. Applicant should provide all the details in prescribed format. ([Application Form](#)) ([Checklist](#))
- On receipt of application and its scrutiny, queries may be generated in case of incomplete information/documents.
- Once the Application is complete with all details, a physical inspection will be carried out. The application and recommendations after inspection will be put up to the Sanctioning Authority for final decision.
- On approval of Sanctioning Authority, a sanction letter will be issued.

### **4.2.2. To Private Developer**

- Applicant should submit the application with project details in prescribed format along with required documents. ([Application Form](#)) ([Checklist](#))
- After the online scrutiny is complete a physical inspection headed by the GM of respective DIC will be done for following purposes:
  - To visit and ascertain the status of plot on which dormitory to be developed
  - To check the feasibility of sustaining a dormitory in the area.
- The inspection team will update the recommendations as per the eligibility in the portal. The application will be put up to Sanctioning Authority for decision.
- On approval by the sanctioning authority, a sanction letter will be issued in favor of the applicant for the particular assistance.

## **4.3. Claim Procedure**

### **4.3.1. Rental Assistance for dormitory built through GIDC**

- The applicant after receipt of Sanction Letter, will claim on quarterly basis by submitting claim application in prescribed form and necessary documents. ([Claim Application Form](#)) ([Checklist](#))
- The claim application of the applicant will be scrutinized and the rental assistance as sanctioned on a quarterly basis will be reimbursed.

### **4.3.2. To Private Developer**

- After the dormitory is ready, the applicant unit will apply for claim of Dormitory assistance on the portal as per the sanction letter.
- The applicant shall provide all details in prescribed format along with required documents. ([Claim Application Form](#)) ([Checklist](#))
- The Claim application will be scrutinized and a physical inspection headed by GM of respective DIC will be carried out for the following purpose:
  - Whether unit has created dormitory as per the sanction of the project
  - Whether all the conditions of Sanction letter are fulfilled?
  - Whether the minimum capacity of dormitory is 250 workers and maximum built –up area is 50 Sq.ft/person
- The above inspection will be completed and based on the recommendations assistance will be released.

## **4.4. General Terms & Conditions**

### **4.4.1. Rental Assistance for dormitory built through GIDC**

1. All terms and conditions mentioned in the clause 7.1 of the Policy GR shall be adhered by the applicant.
1. The assistance of rent will be given with effect from the date of rent deed.
2. The assistance will be provided for 5 years from the date of rent deed.
3. The applicant shall have to continue using its dormitory for ten years from the date of rent deed. If unit fails to comply this condition, the GIDC shall take possession of the dormitory and transfer it to another Unit.
4. The rental assistance will only be provided for garment manufacturing workers.
5. If the unit fails to comply with any of the guidelines or conditions as specified by SLAC or any appropriate authority, the assistance will be stopped and the paid benefits shall be recovered.

### **4.4.2. To Private Developer**

1. All terms and conditions mentioned in the clause 7.2 of the Policy GR shall be adhered by the applicant.
2. The eligible cost of construction and infrastructure will be worked out in accordance to relevant SOR norms of R&B/ GIDC OR as fixed by SLAC.
3. It is the responsibility of developer to get all necessary permissions and purchase the land free from all encumbrances and mortgage.

4. After the completion of project, the private developer shall have to submit claim application with Project completion certificate issued by Chartered Engineer.
5. In case of non-compliance of the laid guidelines or the terms and conditions mentioned in Sanction Letter, the assistance provided will be recovered.
6. The construction of the sanctioned project should be completed within the period of 3 years from the date of approval of project or as prescribed by the IC. Failure to complete the project within period specified as above, will render the project ineligible for financial assistance. The sanctioning authority may extend the project completion period on submission of valid reason by the developer.
7. The promoter/ developer of the dormitory shall operate & maintain the dormitory. Otherwise disbursed assistance will be recovered.
8. The detailed O&M arrangement and mechanism of third party inspection will have to be set up as an integral part of the project to claim assistance under the scheme.
9. The developer will be considered eligible for availing claim once it has enrolled at least 250 garment industry workers in the dormitory.
10. The applicant shall have to continue operating dormitory for garment workers for ten years from the date of completion of Project. If applicant fails to comply this condition, the assistance will be recovered by Sanctioning Authority.
11. In case of any dispute, SLAC decision shall be treated as final.

## 5. Guidelines for Availing Incentives for Schemes Related to Setting up Of Training Institutions & Centers

### 5.1. Scheme

#### **5.1.1. For Training institution**

The state government shall provide assistance for setting up an Apparel training institution.

#### **Quantum of Assistance**

85% of project Cost with a cap of Rs. 3 crores.

#### **Who are eligible?**

Any autonomous institutions promoted by government/public sector undertakings or private sector with a background of apparel industries or skilled manpower development.

#### **Eligible Infrastructures**

Fixed capital investment in building, equipment, machinery (including installation cost), electrification, fixtures & furniture and other miscellaneous investment except land cost.

### **5.1.2. For Training Centre**

The state government shall provide assistance for setting up of Apparel training Centers.

#### **Quantum of Assistance**

50% of Project Cost, subject to a limit of Rs. 20 lacs per center.

#### **Who are eligible?**

- a. Any Training Center, which intends to provide training in sewing and other tailoring related activities, set up by different institutions, NGOs and private entrepreneurs and registered by Directorate of Employment & Training (DET) and intending to establish new training centers to provide training for different skills of apparel production.
- b. Any other promoter/ institute intending to establish new training centers to provide training for different skills of apparel production.
- c. The training centers will be required to provide training as per the norms of MES/AEPC or State Level Committee/ Anchor Institutions.

#### **Eligible Infrastructures**

The eligible Project cost would include investment towards purchase of equipment and machinery (including installation cost), electrification and necessary furniture.

## **5.2. Sanction procedure**

### **5.2.1. For Training institution**

- Applicant should submit the application furnishing all project details along with required documents in prescribed format. ([Application Form](#)) ([Checklist](#))
- Once the Application is complete with all details a physical inspection will be carried out for following purposes:
  - Whether the Institute has ownership/ possession of land/ building, as per the requirement of proposed courses?
- The inspection will be completed and recommendations of the team will be updated for the same on portal.
- The recommendations of the team will be duly noted and the application will be forwarded to Sanctioning Authority for further decision.
- On approval a sanction letter will be generated by the sanctioning authority in favor of the applicant for the particular assistance.

### **5.2.2. For Training Centre**

- Applicant should fill the application on IFP portal furnishing all project details and should upload all the documents in prescribed format. ([Application Form](#)) ([Checklist](#))
- Once the Application is complete with all details a physical inspection headed by GM of the respective DIC will be carried out for following purposes:
  - Whether the Institute has ownership/ possession of land/ building, as per the requirement of proposed courses?
- Application along with recommendations of the inspection will be put up to Sanctioning Authority.
- On approval a sanction letter will be issued in favor of the applicant for the particular assistance.

## **5.3. Claim procedure**

### **5.3.1. For Training institution**

- After the Project completion and installation of equipment, claim application shall be submitted by the applicant institution on the portal and all documents in prescribed format. ([Claim Application Form](#)) ([Checklist](#))
- Once the claim application is duly scrutinized and is approved, a physical inspection will be carried out for following purposes:
  - Whether the Institution has started providing training?
  - Whether the Institution provides the proposed infrastructure facilities as per the sanction
- The above inspection will be completed and the recommendations of the same will be updated on the portal too.
- On receipt of Claim inspection report, based on the recommendations of Inspecting team and Sanction letter, the grant will be disbursed to the applicant.

### **5.3.2. For Training Centre**

- After installation of equipment, reimbursement claim application shall be submitted along with documents in prescribed format. ([Claim Application Form](#)) ([Checklist](#))
- Once the claim application is duly scrutinized and is approved a physical inspection headed by the GM of the respective DIC will be carried out for following purposes:
  - Whether the Center has started providing training?
  - Whether the Center provides the proposed infrastructure facilities as per the technical sanction
- Upon satisfactory claim application and inspection; disbursement of the claim will be made.

## **5.4. General Terms & Conditions**

1. The recurring expenditure for running the training institution/center has to be borne by the promoter institution/center

2. The Institution/Training center shall create mechanism for assessment of trainees either in line of MES, GCVT or third party assessment body or institutions empanelled as decided by SLAC from time to time.
3. 50% of the candidates undergoing training are expected to clear the examination/Assessment Successfully.
4. The institutions/centers will be required to provide training as per the norms of AEPC/MES.
5. In case of construction of Building the Project must be completed within the time limit as prescribed in Sanction Letter.

## 6. Guidelines for Availing Assistance under Scheme of Reimbursement of Tuition Fees to Trainees

### 6.1. Scheme

The state government shall provide reimbursement of tuition fee to trainees to meet their tuition fee expenses as the tuition fees for undertaking training in apparel production are much higher as compared to fees charged in other different skills provided by ITI's.

#### **Quantum of Assistance**

50% of total fees charged by institutions, subject to a limit of Rs.7500/per trainee (Rs.10,000) for middle management courses) per course

#### **Who are eligible?**

Trainees who are receiving training in an approved course under the institution/Center and are not availing any other similar support provided by state government

#### **Course Eligibility**

- a) The courses in apparel production availing assistance should be approved by the sanctioning authority(IC/SLAC)
- b) The tenure of training, Syllabus and Tuition fees will be prescribed by Anchor institutions /SLAC

## 6.2. Sanction & Claim procedure

### For Approval of Courses

- Applicant institution /center shall apply with all details of the institution and the courses to be provided in prescribed format and shall submit the documents required. ([Application Form](#)) ([Checklist](#))
- Once the application is complete with all the details and is scrutinized, the application will be forwarded to the Anchor Institutions for their evaluation and suitable recommendations.
- The Anchor Institutions will evaluate and submit it to the Textile Branch with their recommendations, which in turn will submit the recommendation along with applications to the State Level Committee for approval.
- After the SLAC's decision the recommendation will be updated on the portal and an approval/rejection letter for the different courses will be generated for the applicant institution/center.

### For Reimbursement of tuition fees.

- The institutions/ centers will invite application from trainees in prescribed form ([Application Form](#)). The committee constituted by respective General Manager, DIC will carry out the selection of the trainees based on education qualification and experience.
- Only for approved training courses and trainees, the institution/center shall submit application for reimbursement of tuition fees of selected/approved trainees along with required the documents. ([Application Form](#)) ([Checklist](#))
- The DIC shall scrutinize the application and documents to verify the attendance roll and fees collected from trainees and after the complete scrutiny should forward it to IC with recommendation.
- On receipt of proper scrutinized application and documents, the assistance will be disbursed.

## 6.3. General Terms & Conditions

1. The selection of trainees will be carried out by the committee constituted by concerned General Manager (GM), DIC.
2. The tenure of the training, syllabus and tuition fees will be prescribed by the State Level Approval Committee/ Anchor Institutions.
3. The support will not be available to those trainees availing any other support provided by any other State Government Scheme.
4. The support will be available through institutions/ centers approved by the State Level Committee from the date of start of actual operation.

## 7. Guidelines for Availing Assistance under Support for Establishing Mega Apparel Park

### 7.1. Scheme

The scheme will be known as support for setting up of Mega Apparel Park anywhere in the state of Gujarat

#### **Quantum of Assistance**

- a) The park will be provided financial assistance of up to 50%, with maximum limit of Rs.10 crores for establishing common infrastructure facilities in the park, excluding land and industrial shed.
- b) Exemption payment of stamp duty on purchase of land required for park, available only for once to the developer and the first purchaser of an individual unit.

#### **Eligibility Criteria:**

- a) Group of Industries, an Industry Association/industrial house/co-operative society/institution registered under the society Act/partnership Act / or company Act or any Government body like GIDC shall be eligible as developer.
- b) The park must have provision for the accommodation of minimum 20 numbers of Garment/Apparel units having 150 nos. of machines
- c) Provision of common facilities like canteen, toilets, drinking water and primary medical facilities for workers, employees and visitors, common parking for transporters, garden and fire safety facility will have to be established by the developer in the park.

#### **Eligible Infrastructures**

- a) The industrial parks are required to have minimum infrastructure facilities required for park.
- b) Indicative list of eligible common infrastructure facilities are:
  - i. Asphalt road, concrete road
  - ii. Storm water drainage system
  - iii. Domestic Sewage collection and disposal system
  - iv. Street lights
  - v. Open & Green Spaces
  - vi. Water & power Supply & distribution network
  - vii. Entrance gate & Security
  - viii. Communication Network



## 7.2. Sanction procedure

- Applicant shall submit application in prescribed format along with required documents. ([Application Form](#)) ([Checklist](#))
- Once the Application is complete with all details a physical inspection will be carried out for following purposes:
  - Whether developer has ownership/ possession of suitable land as per the requirement of proposed Apparel Park?
- The Application and inspection report will be put up to SLAC
- The Industries Commissionerate will then go through the recommendations of the team and forward the application for approval of SLAC.

## 7.3. Claim procedure

- After installation of all proposed eligible infrastructure facilities, reimbursement claim should be filled up by the applicant developer on the portal and all prescribed documents should be uploaded. ([Claim Application Form](#)) ([Checklist](#))
- Once the claim application is duly scrutinized and is approved, a physical inspection headed by the GM of the respective DIC will be carried out for following purposes:
  - Whether the Industrial park has minimum 20 Apparel units with 150 machines each
  - Whether the Park provides the proposed eligible infrastructure facilities as per the technical sanction.
- Based on satisfactory claim application and inspection report, claim will be disbursed upon availability of funds.

## 7.4. General Terms & Conditions

1. All terms and conditions mentioned in the clause 9.4 of the Policy GR shall be adhered by the applicant.

## 7.5. Guidelines for Mega Apparel Park

### 1. Planning:

- 1.1.Apparel Park should be an eco-friendly and well planned park.
- 1.2.The Park must have provision for the location of minimum 20 numbers of Garment/Apparel enterprises having a minimum of 150 machines each.
- 1.3.Provision of common open space area, utility plots or public purpose areas shall be governed by GDCR of the concerned Urban Development authority or the competent authority approving the Detailed Development Plan.
- 1.4. Developer of the Park should provide minimum common infrastructure as per provision made in the GR.

## 2. Roads:

- 2.1. Cross section of the road should accommodate a storm water drain of adequate size, shape and cross section. Footpaths should be of flexible/replaceable material of construction.
- 2.2. There should be a sufficient provision of chambers designed in such a way as to facilitate drawl of rain water from the top of the road surface to reach the storm water drain.
- 2.3. Street light should be provided on either side of the road. In case a central verge is provided on the road, the street light should be set up therein.
- 2.4. There should be adequate provision for road-side arboriculture/plantation.
- 2.5. The overall planning and lay-out for roads may be categorized as follows: -
  - a. Black top surface of the road shall be of the following minimum specifications.

<b>Category</b>	<b>Minimum Width</b>
(a) Main entrance or approach road -	As per GDCR
(b) Trunk roads -	As per GDCR
(c) Tertiary roads -	As per GDCR
- 2.6. Curst thickness of the road shall be designed on the basis of soil test results obtained from government approved laboratory (preferably GERI) for CBR value and count of MSA per annum. These two parameters should be co-related with Table 37 of IRC. Material of construction for roads shall be strictly in accordance with specifications of MoRT & H.
- 2.7. It is desirable to provide a central verge/barrier on each road.
- 2.8. Sufficient provision for passage of various service lines parallel to the road as well as at intermittent crossing. (Encasing to be provided at a distance not less than 100 mtrs). Such intermittent crossing should be Centre to Centre.)
- 2.9. Provision of sufficient space for service lines to include water supply pipeline, sewage pipeline, industrial waste water pipeline, telephone cables, communication network, power cables, gas pipeline, etc. is ensured.
- 2.10. There should be sufficient provision of clearly visible traffic signals and signboards
- 2.11. While firming up the design of the road, due care to the specifications laid down by MoRT & H and availability of local material (quality wise and quantity wise) must be exercised.
- 2.12. Adequate provision should be made for parking of vehicles.

**3. Power Supply:** The developer should provide source and transmission of power within the park at the planning stage.

## 4. Water Supply:-

- 4.1. The developer should provide source of water, conveyance, treatment, adequate storage and distribution within the park. It will be solely responsibility of the developer.
- 4.2. In case specific point loads for water intensive industry is known, sufficient provision must be made for the same.

4.3. The Developer should make Provision for Rain Water Harvesting in the Park.

**5. Waste Water:-**

5.1. The developer shall design the waste water handling at the rate of 80% of the water quantity to be supplied to the industries. Developer shall make adequate provision for collection, conveyance, treatment and disposal of effluent as prescribed by the competent authority (GPCB).

5.2. Material of construction for collection and conveyance system shall be chemical resistant.

5.3. As far as possible, the developer should provide “SCADA” (Supervisory Control & Data Acquisitions) system to control and monitor effluent collection, conveyance treatment and disposal. Provision of such machinery/system will be helpful in seeking the approval of the competent authority.

**6. Solid Waste:** The developer should make sufficient provision of land for collection, treatment and disposal of solid waste arising out of the park.

**7. Boundary Wall / Entrance Gate & Security:-**

7.1. The Park must have provision of boundary wall.

7.2. The developer shall design the entrance gate with provision of security

**8. Fire Station:-**

8.1. The developer shall design for the provision of Fire Station in the park.

8.2. Fire station must have firefighting facilities with equipment.

**9. Common Storage Facilities:-**

9.1. Storage Facility: The developer should make Common storage facilities for raw material and finished products for the units developed in the park.

9.2. Training Centre: The developer should make Common training center for workers working in the units of the park to upgrade their skills.

**10. EIA Study :-**

10.1. It is imperative to install EIA study, as per MOEF Notification S.O. 1533 dated 14/09/2006 and its amendments from time to time, wherever applicable.

**11. Role of developer:-**

11.1. The Developer would conceptualize, formulate, achieve financial closure, implement and manage the infrastructure

11.2. The Developer would procure the land.

11.3. Developer would be responsible for maintaining the utilities and infrastructure created in Park by collecting service and user charges.

11.4. The SPV / Association has to be so structured as to be self-sustaining with a positive revenue stream.

11.5. After developing the park, Developer should hand over the Park to the SPV or Association of the Park.

## **12. General:-**

12.1. The project should complete in all respects within three years from the date of in principle Approval.

12.2. The SLAC may extend the project completion period by one year on submission of valid reason by the developer

12.3. The promoter / developer of the park shall operate & maintain the park.

12.4. The detailed O & M arrangement and mechanism of third party inspection will have to be set up as an integral part of the project to claim assistance under the scheme.

12.5. 60% of the land should be utilize for the Industrial purpose and other 40 % should be allotted for the infrastructure as per GR including Residential, Medical Facility, Gardens, Open space & green belt and other recreation facilities like club, training center, canteen etc.

12.6. Appropriate facilities should be provided for Labor quarters and welfare activities.

12.7. The total amount of assistance shall not exceed 50% of total eligible project cost in case of assistance claimed from both central & state Government.

**13. Saving Clause:** SLAC for sanction of Apparel Parks shall have the discretion to impose specific conditions in addition to the above guidelines in deserving cases.

**14. Note:** No incentives for Link Infrastructure outside the park shall be considered eligible under this Scheme.

## **8. SANCTIONING AUTHORITIES**

- All MSMEs Projects will be sanctioned by DIC.
- The projects above MSMEs and project cost up to Rs. 100 crores will be sanctioned by Industries Commissioner, Gujarat.
- The projects having project cost more than Rs. 100 crores and parks, a committee, State Level Approval Committee (SLAC), will be set up with the following members:
  1. Addl. Chief Secretary/Principal Secretary, Industries & Mines Dept. - Chairman
  2. Secretary (Exp.) Finance Department – Member
  3. Industries Commissioner – Member
  4. Industries Commissioner (MSME) – Member
  5. Joint/Dept. Secretary (IMD) – Member
  6. Director Employment & Manpower – Member
  7. Director – NIFT – Member
  8. President, GCCI – Member
  9. Director, ATIRA, Ahmedabad – Member
  10. Director, MANTRA, Surat – Member
  11. Additional Commissioner/Joint Commissioner – Member Secretary

## 9. Release of Grant

Grant would be released on successful submission of claim form and its approval by the authority subject to availability of funds with the Government.

## 10. Contact Person

Name: Shri R. D. Barhatt  
Designation: Deputy Commissioner of Industries (Salt & Textile)  
Address: Block No. 1, 3rd Floor, Udyog Bhavan, Sector 11, Gandhinagar-382 016.  
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## ANNEXURE I: FORMAT FOR SUBMISSION OF DETAILED PROJECT REPORT

The outline of the project report is given below:

1. Executive summary
2. Background
  - a. Proposed project background
  - b. Promoter background
3. Details of existing business (in case of expansion)
  - a. Existing company background
  - b. Current market and buyer mix
  - c. Product details
  - d. Manufacturing units and locations
  - e. Capacity of each unit
  - f. Utilization levels of last 3 years (Garments only)
  - g. Financials of last 3 years
4. Land/Shed details
  - a. Nature of land (private/GIDC)
  - b. Location details
  - c. Area
  - d. Land ownership status
5. Raw material procurement strategy
  - a. Raw material required
  - b. Availability
  - c. Sources of procurement
6. Manpower details
  - a. Total workers to be employed and sourcing plan
  - b. Categorization (Job role, gender)
  - c. Training set-up & Dormitories planning if any
7. Techno-economic viability assessment
  - a. Production process
  - b. Technology to be used
  - c. Types and number of machines
  - d. Other fixed assets required
  - e. Proposed production capacity utilization and production
  - f. Infrastructure required
  - g. Manpower requirement and break-up department-wise

8. Financial analysis for 10 years
  - a. Project Cost & Means of finance
  - b. Revenue projections
  - c. Loan and repayment schedule
  - d. Profit & Loss statement
  - e. Cash flow statement
  - f. Balance sheet
  - g. Working capital requirement