



**GOVERNMENT OF MEGHALAYA  
DIRECTORATE OF COMMERCE & INDUSTRIES**

2<sup>nd</sup> Floor Administrative Building, Lower Lachumiere, Shillong-793001, Ph & Fax : 0364-2226253  
e-mail : [industries-meg@gov.in](mailto:industries-meg@gov.in)

**ADVERTISEMENT**

Applications are invited from the citizens of Meghalaya who have returned to the State on account of the COVID – 19 Pandemic for Financial Assistance under the project “Livelihood and Gainful employment funded by the North Eastern Council (NEC) (Phase – II).” Applicants / Returnees should be entrepreneurs or persons employed in other private enterprises capable of taking up self employment ventures in manufacturing, services and small business enterprises.

Application forms can be obtained from the Office of The General Manager, District Commerce & Industries Centres of respective District or can be downloaded from the Department website [www.megindustry.gov.in](http://www.megindustry.gov.in).

Application forms with project profiles completed in all respect should be submitted to the Office of The General Manager, District Commerce & Industries Centre of the respective District on or before 29<sup>th</sup> January, 2021.

**ELIGIBILITY CRITERIA:**

1. Should be 18 years of age as on 1<sup>st</sup> March, 2020 to be supported with birth certificate/ admit card. There will be no upper ceiling of age limit.
2. Should be permanent resident of Meghalaya. Local Tribals Returnees should furnish Schedule Tribe certificates and Non Tribals Returnees should submit the Permanent Residential Certificate issued by competent Authority.
3. Non Tribal and other Tribals Returnees should submit the upto date Trading License from the respective District Council
4. Returnees should have returned back to the State after 1<sup>st</sup> March, 2020 (Declaration in Non Judicial Stamped Paper to be submitted by the Returnee)
5. Educational qualification – No bar.
6. Income level – No bar.

For further details contact the Office of the General Manager, District Commerce & Industries Centres of the respective District of the State.

  
(Shri F. Sutnga)

Director of Commerce & Industries



सत्यमेव जयते

Form Sl. No.....

GOVERNMENT OF MEGHALAYA

**COMMERCE & INDUSTRIES DEPARTMENT**

Application of financial assistance for livelihood and gainful employment to the returnees of the state of meghalaya

*Affix recent passport  
size photograph  
(3 Nos)*

Sl. No.	PARTICULARS	
1	Name of Applicant	
2	District	
3	Block	
4	Village/Town/Locality	
5	Rural/Urban	
6	Contact No	(i) (ii)
7	Type of work engaged outside the State prior to lockdown (Copy of ID Card/appointment letter to be enclosed)	
8	Detailed address of Office/Unit engaged	
9	Net Monthly earning	
10	Date of return to the State (Annexure – I to be enclosed)	
11	Male/Female	
12	Age	
13	General/ST	
14	If ST mention Tribe/Sub-Tribe (Certificate to be enclosed)	
15	If Non Tribal and Other Tribals (PRC and Trading Licence to be enclosed)	

16	EPIC No. (Copy to be enclosed)	
17	Aadhaar No. (if any, copy to be enclosed)	
18	Bank name with Details(1 <sup>st</sup> page of passbook to be enclosed)	
19	Qualification (Copy to be enclosed)	
20	Whether Semi Skill/Skill/Highly Skill/ with experience (certificate to be enclosed if any)	
21	If part-time, other activities involved	
22	Whether Applicant has availed any scheme from the State/ Central Government	
23	If yes, please specify	
24	Present Occupation	
25	Any micro finance assistance received: a) Amount- b) Name of Bank and Address:	
26	Type of self-employment / job / enterprise required immediately for Financial Assistance (Project Profile to be enclosed)	
27	Total project cost	
28	Additional information (if any)	

Date:

Signature of the Returnee

## DECLARATION

(To be submitted in Non Judicial Stamp Paper of ₹ 25 /- by the Returnee submitting the application for availing the Scheme for Financial Assistance for livelihood / gainful employment for Returnees of the state of Meghalaya)

I Shri / Smti \_\_\_\_\_ a resident of \_\_\_\_\_, District S/O / D/O \_\_\_\_\_ declare that I am the permanent citizen of Meghalaya and I have been employed in \_\_\_\_\_ ( Name of the firm / Organization / Proprietorship) at \_\_\_\_\_ in the State of \_\_\_\_\_ for the last \_\_\_\_ years.

However due to present pandemic situation and job crises I have returned back to my own State since \_\_\_\_\_ 2020.

Also I do hereby declared that the above information is correct to the best of my knowledge and in case if it is found at any point of time that the details furnished by me in the application isn't correct I will be disqualify of candidature for applying this scheme.

Date :

Contact No :

*Signature*

Attested by : Notary Officer / First Class Magistrate

.....

## UNDERTAKING

I Shri / Smti \_\_\_\_\_ a resident of \_\_\_\_\_, District S/O / D/O \_\_\_\_\_ undertake that if I am selected by the State Level Committee for availing the Scheme Financial Assistance for livelihood/gainful employment sponsored by the North Eastern Council (NEC) for setting up of \_\_\_\_\_ (Manufacturing / Service / Business) activities, I will fully utilized the fund received for the above purpose for my livelihood.

In case the amount received by me is found to be misutilized / diversion to other activities other than the approved scheme, the full amount will be returned back to the Government in 1 (one) installment within a period of 2 (two) months.

Date :

Contact No :

*Signature*

.....



सत्यमेव जयते

GOVERNMENT OF MEGHALAYA  
**COMMERCE & INDUSTRIES DEPARTMENT**

**PROJECT PROFILE ON “LIVELIHOOD AND GAINFUL EMPLOYMENT TO THE RETURNEES OF THE STATE OF MEGHALAYA” DURING 2020 – 2021.**

Detailed Scheme for setting up of \_\_\_\_\_

at \_\_\_\_\_

1. **Introduction:**  
(Give in brief the purpose of the Scheme)
  
2. **Scope and market demand:**  
(Give details keeping in view for livelihood during this covid scenario)
  
3. **Machineries & Equipments:**  
(Give details of machineries/equipments. Also enclose quotation of the same).
  
4. **Productions / Procurement process:**
  
5. **Project Cost:**  
The break-up of the project involved is given as under:

A. Fixed Capital Investment Rs. \_\_\_\_\_

B. Working Capital Investment Rs. \_\_\_\_\_

Total \_\_\_\_\_

6. **Employment Generation :**
  
7. **Details of Raw Materials / Stores / Stocks / Parts / etc :**
  
8. **Details of the Scheme**
  - I. **Fixed Capital Investment**

**A. Land and Building (own / rented):**

Rs.

**B. Machineries / Equipments:**

- |    |          |
|----|----------|
| 1. | Rs.      |
| 2. | Rs.      |
| 3. | Rs.      |
| 4. | Rs.      |
| 5. | Rs.      |
| 6. | Rs. .... |
| 7. | Rs. .... |

(Give details of machineries and equipment to be used and their costs. If the space available is too small you may attach as Annexure sheet and give only the total and suitable item above)

**C. FURNITURE AND FIXTURE:**

(Type of furniture, number of piece, rate, etc., to be given)

- |    |           |
|----|-----------|
| 1. | Rs.       |
| 2. | Rs.       |
| 3. | Rs.       |
| 4. | Rs. _____ |
| 5. | Rs. _____ |

**Total Fixed Capital Investment**

**= (A+B=C)**

**= Rs.**

**WORKING CAPITAL FOR**

**A. Raw Materials / Stores / Stocks :**

**MONTHS**

- |    |           |
|----|-----------|
| 1. | Rs.       |
| 2. | Rs.       |
| 3. | Rs.       |
|    | Rs. _____ |
|    | Rs. _____ |

**B. Salary and Wages:-**

- |    |     |
|----|-----|
| 1. | Rs. |
| 2. | Rs. |
| 3. | Rs. |
|    | Rs. |

**C. Other necessary expenditure:-**

1. Rent	Rs.
2. Electricity	Rs.
3.	Rs.
4.	Rs.
5. Miscellaneous items/contingencies	Rs.
Total Working Capital Expenditure	= (A+B=C) = Rs.

**III. Total Capital Investment:-**      - - - - -      Rs.

1. Fixed Capital Investment      - - - - -      Rs.

2. Working Capital Investment      - - - - -      Rs.

**V. COST OF PRODUCTION / COST INVOLVE ON SALES  
PER MONTH**

1. Raw materials / Stores / Stocks

2. Salary & Wages

3. Other necessary expenses

Total .....



**IV . TURN OVER PER MONTH:-**

Here give a detail all item of finished goods / Sales that are going to be produce / Sale per month including rate number of piece, etc.).

**I. Net profit per month**

Signature of the Returnee

Date .....

Place .....

---

**(FOR OFFICE USE ONLY)**

I have perused the Scheme and have founded it to be technically feasible and economically viable. I have also interviewed the applicant and have found that he/she is competent/not competent of successfully implementing the same.

Dated Shillong  
the .....

Signature of Verifying Officer

SEAL

Counter Signature  
General Manager  
District Commerce & Industries Centre