

**GOVERNMENT OF JAMMU AND KASHMIR
INDUSTRIES AND COMMERCE DEPARTMENT
Civil Secretariat, Srinagar**

Subject: Operational Guidelines to avail Export Subsidy.

Ref: Administrative Council Decision No. 95/14/2021 dated 07.10.2021.

**Government Order No: 200-IND of 2021
Dated: 16.10.2021**

The operational guidelines to avail export subsidy by the eligible exporters registered with Handicrafts and Handloom Departments are hereby notified forming **Annexure** to this Government Order.

By Order of the Government of Jammu and Kashmir

Sd/-

(Ranjan P. Thakur)

Principal Secretary to the Government

No: IC-HHD/120/2021

Dated. 16.10.2021

Copy to the:

1. All Financial Commissioners.
2. Director General of Police, J&K.
3. Principal Secretary to the Lieutenant Governor.
4. All Principal Secretaries to the Government.
5. Principal Resident Commissioner, J&K Government, New Delhi.
6. Chief Electoral Officer, J&K.
7. All Commissioner/Secretaries to the Government.
8. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
9. Divisional Commissioner, Jammu/Kashmir.
10. Director General, J&K Institute of Management, Public Administration and Rural Development.
11. Chairman, J&K Special Tribunal.
12. All Heads of Departments/Managing Directors.
13. All Deputy Commissioners.
14. Director, Information, J&K.
15. Director, Archives, Archaeology and Museums, J&K.
16. General Manager, Government Press, Jammu/ Srinagar.
17. Private Secretary to the Hon'ble Lieutenant Governor.
18. Private Secretary to Advisor (F) to the Lieutenant Governor.
19. Private Secretary to Advisor (B) to Lieutenant Governor.
20. Private Secretary to Advisor (BK) to Lieutenant Governor.
21. Private Secretary to the Chief Secretary.
22. Private Secretary to Principal Secretary to Government, I&C Department.
23. Private Secretary to Commissioner/Secretary to the Government, General Administration Department.
24. Incharge Website, I&C/GAD.
25. Government Order file/Stock file.


(Aadil Fareed)

Deputy Secretary to the Government

OPERATIONAL GUIDELINES TO AVAIL EXPORT SUBSIDY

Main objective of the Export subsidy is to provide promotional measures to boost the Handloom and Handicraft exports. Under this scheme, an incentive of 10% of the total volume of handloom/handicraft export products to any country with maximum reimbursement up to **Rs. 5 Cr.** (whichever is lesser) will be provided to eligible exporters registered with Department of Handicrafts & Handloom.

1. Eligible Beneficiaries

All such exporters who are registered with the Handicrafts and Handloom Department, J&K and are involved in Exports of Handloom and Handicraft products shall be eligible, and whose origin of export is J&K.

2. Application Process & form

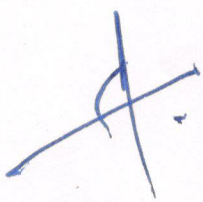
- I. To avail this scheme registered exporters can apply for availing the export incentives through the online portal by filling up required application form which shall be available on the Department website along with the soft copies of all supporting documents (when the Department make the website functional and make an appropriate software for the same). This arrangement shall be in offline mode till the arrangement is made for online submission. The scheme will be applicable last year i.e (2020-2021) and onwards.

Application Form for Registration	
Name & style of exporter:	
Full Address for Communication:	
Email Address:	
Mobile No:	
Constitution of the Exporter: (please specify whether Merchant, Manufacture or Merchant Cum Manufacturer exporter/ proprietorship/partnership firm/ company etc.)	
Total number of Employees	
Details of Banker:	
Import Export Code/RCM	
Annual Turnover	
Annual Export	
GST Number	

- II. On receipt of the application and enclosures the department will acknowledge the receipt of the application and then process the application as per concerned scheme procedures

- III. The applicant is wholly responsible for providing all the information and documents sought as per guidelines of the schemes
- IV. All the applications received shall be scrutinized by Assistant Director, Export Promotion
- V. Once the application is scrutinized, all documents are verified and found to be complete in all respects, the Assistant Director, Export Promotion shall forward the application to Director Handicrafts & Handlooms to be placed before the committee for approval.
- VI. The timeline for the scrutinizing will be 30 days
- VII. The decision of the Approval Committee will be deemed final while sanctioning the eligible amount for Incentives/Concessions.
- VIII. Reimbursement amount would be released /disbursed to beneficiary within 90 working days from the day of approval
- IX. Incentives under this scheme will be granted to eligible Unit holders from time to time through an Approval committee
- X. Approval Committee shall meet as and when required
- XI. Application to avail this incentive under this scheme should be submitted yearly (only one time).
- XII. The receipt & acknowledgment of application does not necessarily mean the approval of application, unless it is found to be feasible in all respects during the time of final scrutiny
- XIII. The Export subsidy shall be applicable for GI Products that have been certified by the Quality Control Wing/Testing Lab of the Department and shall not be entitled on machine made stuff.
- XIV. The subsidy shall be availed on the exports whose origin is from J&K. In case the origin of exports is outside J&K, it shall have to be accompanied by e-way bill.

3. Documents Required

- Completed application form
 - Copy of Aadhaar Card of proprietor
 - Copy of Pan Card of proprietor
 - Copy of Import Export Code
 - Custom Certified export promotion copy of the Shipping Bill
 - Copy of Airway Bill / Bill of Lading
 - Copy of invoice /bill raised on the importer by the shipping company (IOB)
 - Copy of export performance for last three years
 - Bank / Custom certified copy of the commercial Invoice (BRC)
 - Audited financial Bank statements for the last one year
 - IT returns of past three years
 - GST returns of past three years
 - GI certification from quality Control Wing/Testing lab (as and when the said testing is done by the department).
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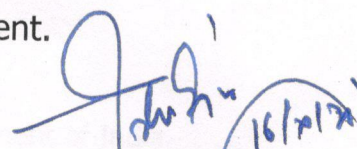
4. Approval committee

The approval of beneficiaries under this scheme shall be made by Apex level approval committee headed by Administration Secretary, I&C. The aforesaid selection committee shall comprise the following panel of officers

S.No.	Designation	Role
1	Administration Secretary, I&C	Chairman
2	Director Handloom & Handicraft, Jammu/Kashmir	Member Secretary
3	Assistant Director, Export Promotion	Member
4.	Representative of KCCI	Member
5	Representative of JCCI	Member

5. Release of funds

- I. The funds under the Scheme shall be transferred to beneficiary through DBT (Direct Bank Transfer) mode only. The concerned DDOs in Handicrafts and Handloom Department, Jammu/Kashmir shall draw and ensure DBT mode of transfer of funds, through J&K Bank, into the accounts of beneficiary.
- II. Timeline for the transfer of the funds will be 90 working days from the day of approval
- III. Incentive will be given in the form of reimbursement.



(Aadil Fareed)

Deputy Secretary to the Government