

GOVERNMENT OF MANIPUR  
SECRETARIAT: PLANNING DEPARTMENT

NOTICE

Imphal, 31<sup>st</sup> August, 2024

PLG1-3/5/2024-PLG-PLANNIG: In continuation of this department earlier notification No. PLG1-3/5/2024-PLG-PLANNIG dated 12<sup>th</sup> July, 2024, the Government of Manipur invites applications online through <https://startupmanipur.in> from eligible Successful Startups and Entrepreneurships who have an average annual turnover more than Rs 30 lakhs during the three years (2020-21, 2021-22, 2022-23) of the existing unit and wish to expand their business setup in the state by providing skill training to inmates living in relief camps for financial support under Chief Minister's Entrepreneurship Support Scheme (CMES) - Special Package to Successful Startups/ Entrepreneurs for Employment of IDPs in Manipur. After being trained, the firm must employ every inmate they have trained and provide them with appropriate remuneration/ salary.

Guidelines for financial support under CMES - Special Package to Successful Startups /Entrepreneurs for Employment of IDPs in Manipur is available in the website with the following relaxation on eligibility criteria of the previous guidelines (Para 4 and addition to para 3):

- I. Beneficiaries are eligible to apply loan as per bank norms.
- II. Average Annual turnover of the existing unit should be more than Rs 30 lakhs during the three years (2020-21, 2021-22, 2022-23).
- III. Selected beneficiaries shall finalise the list of IDPs to be employed (verified by DCs concern or Nodal Officer of the relief camp) within 30 days after signing of MOU and submit to Planning Department with copy to Deputy Commissioner concern.

Eligible Startups and Entrepreneurs will be required to submit a comprehensive project report (two hard copies) prepared as per the Annexure-II uploaded in the website to the Director, Planning Department, Government of Manipur, Babupara, near State Guest House, Imphal.

Last date for online registration is extended upto 10<sup>th</sup> September, 2024 at 9 pm.

*N. Kulkarni Devi*  
(N. Kulkarni Devi) 31/8/2024  
Director (Planning)

**Comprehensive project report Proposal should be submitted to Planning Department as per the Guidelines and must include the following:**

**1. Company Overview:**

- Name of the firm/Company and business address
- Type of Company/Firm, date of Company/Firm registration
- Address and contact details (including Aadhar number) of the Founder
- Brief history and background of the company including Industry type
- Business Pan number
- Website, if any.

**2. Financial Information (with Audited Balance sheets and profit and loss accounts statements):**

- Annual Turnover of sales for the past three years (2020-21, 2021-22, 2022-23) and Current annual turnover (Rs in lakh)
- Total net profit (in lakh)
- Total assets (in Lakh)
- Total debt (in lakh)

**3. Capital investment :**

- Capital investment from time of investments (Rs in lakh)

**4. Products:**

- List of products produced
- Descriptions and specifications of each product
- High-quality pictures of the products

**5. Market Availability:**

- Analysis of market presence within the state, outside the state, or both
- Customer base details

**6. Existing staff strength and Expansion Plans:**

- List of existing staff/employees with EPC/EPSC registration Number, if registered.
- Detailed plan for business expansion in the state or outside the State
- Objectives and goals for the expansion
- Timeline and milestones for the expansion project

**7. Skill Training Program:**

- Description of the skill training program for inmates
- Training modules and curriculum
- Duration and schedule of the training program

**8. Employment Plan:**

- Plan to employ trained inmates
- Details of remuneration/salary to be provided
- Tentative salary/remuneration to be earned by the inmates after being trained
- Specific plan to integrate trained inmates into the firm as employed workers

**9. Production Details:**

- List of raw materials used in production
- Types and levels of labour involved at each stage of production
- Labour charge for each level

**10. Budget of the project with component wise:**

- Indicate Capital expenditure and working capital requirement (three months) including cost of skilling/training of IDPs to be employed.
- Projected sales and profit for the next three years.

**11. E-commerce Platform Utilization:**

- Indicate whether E-Commerce platforms are being utilized in the business
- If yes, specify the platforms utilized for selling the products

**12. Business Account :**

- Name of the Bank/branches, where the business account is operated with account number.

**13. ITR**

- Latest copy of the ITR.

**15. Compliance and Certifications:**

- Any relevant industry certifications

**16. Supporting Documents:**

- Photographs and brochures of the existing business setup
- Testimonials or case studies of previous training programs (if applicable)
- Any other relevant documentation that supports the application