

(Template for Capital Subsidy Claim Letter)

(To be modified as per specific needs)

To
The Director
Uttar Pradesh New and Renewable Energy Development Agency
Vibhuti Khand, Gomti Nagar, Lucknow

Sir,

Re: Capital Subsidy Claim Letter for our Project

This is to bring to your notice that we have successfully commenced Commercial Production at our Plant. The details of our Plant for ready reference are as follows:

Letter of Intent/Approval	
Output from Plant	
Address of Plant	
Date of Commissioning of Plant	
Capacity of Plant	
Major Customers to whom Output is being Sold	
Nature/Type of Feedstock Used	

We thereby, request for release of our Capital Subsidy Claim amounting to Rs.....
.....words (In). The detailed working of the subsidy amount is enclosed herewith duly certified by an independent Chartered Accountant. We confirm that the subsidy amount is strictly as per the Letter of intent/approval and in accordance with the Uttar Pradesh State Bio Energy Policy 2022.

Yours Sincerely,

(Authorised Signatory)

Note for Documents to be Submitted for Verification
of Conditions of Letter of Intent/Approval

S. No.	Particulars	Supporting Documents required for verification
1.	Setup of Unit within 2 year of LOI/LOA and commencement of Production or such Extended time	<ul style="list-style-type: none"> i. Date of Start of Installation ii. Date of start of commercial production iii. Plant Capacity as executed iv. Format For Undertaking (Annexure-I) v. Format For Plant Performance Report (Annexure-II)
2.	Letter of Claim of capital subsidy amount with calculation sheet for amount of Capital Subsidy claimed.	<ul style="list-style-type: none"> i. Declaration that Unit has not obtained financial assistance from any other Department of State Govt of UP. ii. In case of delay for reasons not attributable to the developer, a suitable extension of time over the original period of commissioning may be granted by Director, UPNEDA provided an application is made by the developer, with supporting documents, 30 days before the original date of commissioning.
3.	Capital Subsidy Amount	<ul style="list-style-type: none"> i. Letter of Claim of Capital Subsidy Amount with Calculation sheet for amount of Capital Subsidy claimed. ii. 2. Cost of Project as accepted by Project financiers. iii. 3. Machinery wise/ Item wise details of Capital Expenditure. iv. 4. Installation Reports of each individual Machine installed at the Plant countersigned by Vendor, Technical Consultant & Party. v. 5. Copy of Invoices in support of Capital Expenditure containing Machine unique Serial Numbers. vi. Day wise Production Quantity figures from date of Commencement duly certified by independent Chartered Accountant with UDIN and countersigned by Party. vii. Day wise Raw Material Purchased Quantity and Value figures duly certified by independent Chartered Accountant with UDIN and countersigned by Party.

		<p>viii. Day wise Sale of Output-Quantity and Value figures duly certified by independent Chartered Accountant with UDIN and countersigned by Party.</p> <p>ix. Copy of Monthly/Quarterly stock Report submitted to Bank for Working Capital finance.</p>
4.	Quarterly Progress Reports	i. Copies of Quarterly Progress Reports since Commencement of Production.
5.	Others	i. Suitable documents for compliance of any other specific terms of Letter of Comfort/Intent

ANNEXURE-I
FORMAT FOR UNDERTAKING

We M/s <developer> do hereby solemnly declare and affirm as under:

1. That proposed project for generation of <details> using <waste> is situated at <address>. The proposed plant will have configuration of all required standard equipment and components as per Programme guidelines.
2. We certify that all machinery/equipment/plant for which CFA is being applied are new. CFA for the new equipment/machinery/plant under reference has not been taken earlier from any programme/scheme of the Government of Uttar Pradesh nor will it be taken from any programme or scheme of any other department in future. In case of violation of this clause the UPNEDA will be entitled to recover the CFA released for <project> .
3. We will operate the above mentioned <project> for minimum 10 years after its commissioning and shall not dislocate the same without prior permission of the UPNEDA.
4. We will share generation data with UPNEDA through installation of SCADA System/remote monitoring system.
5. We will take all necessary statutory clearances for the proposed plant from appropriate Central Govt./State Govt/Statutory bodies/institutions/agencies authorized to grant such clearances before establishing or commissioning of the plant as applicable for the particular stage of the project.
6. UPNEDA shall have the right to get all the project related data to publish success stories/case studies/technical papers and for inspection and evaluation on the operation and performance aspects of the plants.
7. Above content of this affidavit are true and correct to the best of my knowledge and acceptable to the undersigned.

Authorized Signatory

(Sign & stamp)

Name:

Designation:

Date:

Place:

ANNEXURE-II
FORMAT FOR PLANT PERFORMANCE REPORT

UPNEDA Letter of Approval No. _____

Capacity of the project as per LOA: TPD/KLPD installed

Name of the Firm:

Address of the Project Site:

S. No.	Date (dd/mm/yyyy)	Plant operating hours	Daily feedstock feeding	Actual Raw biogas Generation recorded from Energy meter	Actual BioCBG/ electricity units produced Per day recorded from Energy meter reading	Rated Biogas/ BioCBG/ Power generation capacity	PLF (%)
					<i>A</i>	<i>B</i>	(A/B)*100
		Hrs	Tons/ day	(Cubic Metre/ Day)	kg/Day or kWh as applicable	kg/Day or kWh as applicable	

1. Name/Signature/Stamp of the authorized Representative

Date:

Place: