**OPERATIONAL GUIDELINES OF THE EMDA SCHEME**

The entrepreneurs and manufacturers of Jute products can avail support in the form of re-imbursement only for participation in fairs and business delegations abroad for promotion of exports of lifestyle and other diversified jute products.

1. The exporters need to obtain in-principle approval of the Board prior to participation in any events abroad for which they intend to take benefit of EMDA. Number of participations under the Scheme will be limited to 6 per year by each participant (4 for direct participation on own choice and 2 for participation under NJB banner). The following procedure shall be followed:

a) Any exporter interested in availing EMDA for each participation in events abroad for promotion of exports of lifestyle and other diversified jute products, shall make an application in plain paper along with duly filled prescribed application form (Annexure 1) and a valid copy of RCMC.

 b) The IPA applications will be received by this office on every Monday from 3 PM to 5 PM, by MPO/ EA. Only the applications found prima-facie valid will be received and registered with a serial number attached to it. The application for In-Principle approval from the Board must be submitted atleast 60 days before the start of the fair. All applications received through courier will be opened on every Monday. Incorrect application will be sent back with reasoning and will not be entered in register.

c) NJB will intimate its in-principle approval for eligibility for support within 7 days from date of submission of application (subject to receipt of confirmation from the visiting country).

2. The exporters will have to submit Claim application in the prescribed format (Annexure 2) to the Board and the following procedure should be followed:

1. The claim application shall be submitted within 1 month from the closing date of the fair. In case of failure to submit the claim application within 1 month, the IPA issued earlier shall stand cancelled. The exporters in exceptional cases can submit the claim within 2 months only after obtaining special extension from the Secretary justifying the reasons for the delay. Any applications submitted after 1 month shall be accompanied by the said special extension letter of NJB.
2. The claim applications will be received by the Board on every Monday from 3 PM to 5 PM by MPO/ EA. Only claims found prima-facie valid will be accepted. All applications received through courier will be opened on every Monday. Incorrect application will be sent back with reasoning and will not be entered in register. The claim document should consist of the following:
* Duly filled Claim application form in the prescribed format (Annexure 2).
* Original Invoices and bank remittance statement/ credit card statement as a proof of remittance.
* Air Ticket & Boarding Pass along with receipt, as a proof of travel and payment.
* Original Hotel bill received at the time of check-out, as a proof of stay and payment.
* All payments must be supported by receipts.
1. The claim will be registered by allotting a receipt Sl. No. will be allotted on receipt of the claim, which will be quoted for all practical purposes.
2. The support will be disbursed, on availability of fund for the purpose, on “first receipt of valid claim application, first serve” basis.
3. The participants in receipt of any assistance / grant / support under any other schemes of the Govt. of India or any State Govt./ Govt organizations against a particular event will not be eligible for support against the same event under this scheme. The claim shall contain necessary declaration to that end.
4. All payments will be made by A/c Payee cheque in the name of the organization they represented and will be sent by courier. No payments will be made by hand delivery over the counter.
5. A committee comprising CMPO, MPO concerned, Con(A) & AO will monitor the operation of the scheme.