

INSPECTION OFFICER'S REPORT OF TECHNICAL INSPECTING AGENCY

Declaration of Entry in MSME Data Bank

Detail of UAM No.: _____

Detail of EM Part-II (Optional) : _____

Detailed report on Inspection of premises and work of Messrs. _____

Date of Inspector's visit to firm: _____

1. Location of Mfg. Works/services
2. Brief description of the factory e.g. area covered, accommodation, departments into which it is divided, laboratory etc.
3. Foreign Collaboration, if any.
4. Details of stores under manufacture or service rendered at the time of Inspection.
5. Details of plant and machinery /equipment & tools installed in each department.
6. Details and stocks of raw materials held at the time of Inspection also whether imported or indigenous.
7. Standard of workmanship and quality.
8. The details of DGS&D/State Govt./Quasi-Govt. bodies orders handled by the firm so far.
9. Capacity and out turn with the existing plant and machinery of various items manufactured by the firm.
10. Number of Supervisory Staff/Technical Staff and Skilled labour at present employed.
11.
 - a) Arrangement for Quality Control and Testing Facilities available with
 - b) Details of common Testing Facilities and Quality Control provided in common at Industrial Estate, or in a laboratory etc. to which the manufacturing unit has access.
 - c) Agreement with any nearby large scale or small scale unit about the utilization of their Testing Facilities together with the details of such facilities enjoyed.
12. Facilities for after sales service.
13. Whether the Proprietor/Partners/Directors have any link with large scale industries, if so, details thereof.
 - a) Is the firm a Subsidiary or Associate of a large scale unit or not.
 - b) Whether sizeable portion of the capital is held by any large unit?
 - c) Is there any Inter-locking of capital and loan funds, with one or two large scale units under the same management?
 - d) Has any loan or advance been under-written by one or more large scale units or persons possessing large means?

RECOMMENDATIONS:-

a) Remarks when not recommended

b) **RECOMMENDED FOR REGISTRATION AS MICRO & SMALL ENTERPRISE AS MANUFACTURERS OF FOLLOWING:**

S.No.	Name of Stores/products/items	Specification	Qualitative Capacity	Quantitative Capacity p.m./p.a.
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

OR

RECOMMENDED FOR REGISTRATION AS MICRO & SMALL ENTERPRISE SERVICES FOR THE FOLLOWING:

S.No.	Name of the Services/Activities	Definition of Activity/ Service	Quantitative Capacity/services p.m./p.a.
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

OR

FOR MANUFACTURING & SERVICE UNITS

A. FOR MANUFACTURING UNITS				
S.No	Name of the stores/product/items	Specifications	Qualitative Capacity	Quantitative Capacity p.m./p.a.
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

B. FOR SERVICE INDUSTRY			
S.No	Name of Service/Activity	Definition of the activity/service	Quantitative Capacity/services p.m.
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Countersigned:
Divisional Head:
Director:
+Ref. No.:
Station:
Date:

Signature Inspecting Office
(with Seal)

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