**This blank form can be downloaded from [link](https://www.gov.uk) and will be submitted at a later date.**

<table>
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<th>(10)</th>
<th>(9)</th>
<th>(8)</th>
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<tr>
<td>Remarks</td>
<td>Pass</td>
<td>drill</td>
<td>of Exception</td>
<td>Type</td>
<td>Code</td>
<td>L/d</td>
<td>C/m</td>
<td>No.</td>
<td>Claim</td>
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<td>Remarks</td>
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**Notes:** (Column No. 1 to 8 are to be filled by L/damn Welfare Officer and Column No. 9 to 10 are to be filled by Claim Process Authority (CPA).)

For Office Use by CPA

<table>
<thead>
<tr>
<th>Date of Claim</th>
<th>&gt;</th>
<th>YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claim For The Month Of</td>
<td>&gt;</td>
<td></td>
</tr>
</tbody>
</table>

*Note: The form requires signature of authorized person before submission to the concerned Claim.
Signature of Key Functionary of L/d.*/
Ref No.________________________________________________________

Date:__________________

To,
<Udyami Mitra-__________________________________________>
< UM Code-__________________>

Dear Udyami Mitra,

With reference to your claim form (ID No__________) for the month_________Year_________
having ________ claim entries, this office is pleased to settle your claim and a cheque of Rs._________/-(
Rupees__________________________________ Only) bearing No_________
dated_________ of _________________________ (bank name) is hereby sent to you towards the
handholding charges under Rajiv Gandhi Udyami Mitra Yojana. A certified copy of the settled claim form
is attached for ready reference.

Please note that entries marked as “Rejection” should not be included in subsequent claim forms. Please also
note that for entries marked as “Objection”, you are required to submit the desired information as
communicated to you separately to enable this office to reconsider them for approval in your subsequent claim
forms. Kindly acknowledge the receipt of the cheque.

Yours truly,

< Signature of CPA>

Designation:________________

This format can also be downloaded from http://rgumy.nic.in/docs/CL-II.pdf
This sample document can also be downloaded from this URL: //www.icicibank.com/docs/sampledclaimform.pdf

The purpose of the form is to provide information about the claimants and their claims. The form is divided into sections, each with a specific purpose:

1. **Claimant Information**: This section includes details about the claimant, such as name, address, and contact information.
2. **Claim Information**: This section details the claim, including the date of the event, the location, and any relevant facts.
3. **Evidence**: This section includes any evidence supporting the claim, such as photographs or witness statements.
4. **Insurance Information**: This section includes details about the insurance policy, such as the policy number and the insurer.

The form is divided into two parts:

- **Part A**: This section is completed by the claimant and includes the claim details.
- **Part B**: This section is completed by the insurer and includes the decision on the claim.

The form includes fields for signatures, dates, and other necessary information. It is important to fill out all required fields to ensure the claim is processed correctly.

**Notes**:
- The form should be filled out in ink, with all signatures, dates, and other details clearly visible.
- The form should be submitted within 10 days of the event.
- Any questions about the form should be directed to the insurance provider.
9(1) 2005-SSI (P-II)/RGUMY Part-I
Government of India
Ministry of Micro, Small and Medium enterprises

IMPORTANT
Udyog Bhawan, New Delhi
Date: 26-12-2008

To, ALL CLAIM PROCESSING AUTHORITIES

Subject: 'Claim Settlement Procedure' for settlement of Claims of Udyami Mitras' for Release of Handholding Charges under Rajiv Gandhi Udyami Mitra Yojana (RGUMY)

Sir,

This is further to sanction order of even number dated 18-11-08 for release of Grant-in-Aid to apex organizations and all States/UTs for disbursement of handholding charges to Udyami Mitras under RGUMY. The 'Claim Settlement Procedure' to be followed by the Claim Processing Authorities (CPAs) is as follows:

(i) The Udyami Mitra shall prepare his claim form in the prescribed proforma, (Annexure CL-1) with the details of all the Udyamis (entrepreneurs) who have been provided Handholding support during the month and have completed all the milestones of a particular Stage and crossed to the next stage. All entries in the claim form shall be identified by a claim entry number. The claim entry number will be unique for an UM and will be in two parts namely, the claim ID number and the claim number, separated by a "/". For example claim entry number 03 in claim ID number JAN09 of a particular UM shall be numbered as JAN09/03. The unsettled claim entries of previous months shall be identified by their original entry number in the subsequent claim forms and all entries ("carried forward" as well as "new") shall be listed in the claim form in chronological order.

(ii) The claim form shall be prepared by the UM on the last day of every month and sent to the concerned CPA. A copy of the claim form shall also be endorsed to RGUMY Cell in the Ministry for information, follow-up and records. The CPA shall process the claim form in respect of all the Udyamis listed in the claim form, by the 10th day of the following month and either approve or reject the claim in respect of each Udyami listed in the claim form and mark the corresponding claim entries as "Approved" or "Rejected" (after recording the reasons for its rejection). In case the CPA needs some more information from the Udyami Mitra for verifying the claim in respect of a particular Udyami, he shall temporarily categorize that claim entry as "Objection" and communicate his objections/remarks/observations in respect of that claim entry in writing to the UM latest by the 10th day of the month.

(iii) The UM would be required to provide the desired information/respond to the observations of the concerned CPA in respect of the entries categorized as "Objection", by the 20th day of the month. In case the desired information from the UM in respect of the entries categorized as "Objection" is received by the CPA by the 20th day of the month, the CPA shall approve or reject the corresponding claim entries and mark them accordingly.

(iv) In case the desired information from the UM in respect of the entries categorized as "Objection", is not received by the CPA by the 20th day of the month, the CPA shall...
freeze the claim form on that day and settle the same in respect of all Udyamis, categorized as "Approved" or "Rejected", without waiting further for the reply from the UM. The entries categorized as "Objection" would then be carried forward to the claim form of the next month (to be generated on the last day of the month by UM). Thus the claim form for a particular month would be necessarily settled by the CPA by the 20th day of the following month.

(v) The CPA shall scrutinize each claim form carefully to ensure that the claim of an UM for providing Handholding support to an Udyami for clearing a particular Stage, is settled only once and there is no double payment in respect of any Udyami.

(vi) The CPA shall, after due scrutiny of the claim form, prepare a cheque for the Handholding charges in respect of all the approved claim entries of the claim form and dispatch the same to the concerned UM along with claim settlement letter in prescribed proforma (Annexure CL-2), by Registered Post by the 25th day of the month. A certified copy of the settled claim form shall also be enclosed with the claim settlement letter. Further, the CPA shall endorse a copy of the claim settlement letter to the RGUMY Cell in the Ministry also for information and record.

(vii) In case the CPA fails to process and freeze the claim form by the 20th day of the month, and the UM does not receive payment of the claim form by the end of the month, he shall include all the unsettled claim entries of the previous months in the claim form for the next month.

(viii) In the event of any of the above-referred cut-off dates falling on a holiday, the next working day shall be treated as the cut-off date.

(ix) In case no claim form is received by a CPA from any Udyami Mitra during a month, the CPA shall send a "Nil" report to RGUMY Cell of the Ministry.

All the Claim Processing Authorities (CPAs) are requested to follow the above procedure for release of handholding charges from the funds allocated as grant-in-aid under RGUMY.

Yours Faithfully

(S K Goyal)
Director (MSME)
Ph: 23063142
Fax: 23061258

Enclosure:

1. Sample Claim Form and calculation Sheet( http://rgumy.nic.in/docs/SampleClaimForm.pdf )
2. Blank Claim Form(CL-I) ( http://rgumy.nic.in/docs/CL-I.pdf )

CC- All Udyami Mitras – for information and guidance for preparation and submission of claim forms